



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

- ◆ **SVQ in Network Construction Operations (Water) — Main Layer at SCQF level 5 (GR7C 22)**
- ◆ **SVQ in Network Construction Operations (Water) — Repair and Maintenance at SCQF level 5 (GR7D 22)**
- ◆ **SVQ in Network Construction Operations (Water) — Service Layer at SCQF level 5 (GR7E 22)**
- ◆ **SVQ in Network Construction Operations (Water) at SCQF level 6 (GR71 23)**

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## History of changes

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# About the assessor's guidelines

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

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

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

# 1 Introduction

## SVQ in Network Construction Operations at SCQF levels 5 and 6

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

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

The emphasis of the SVQ in Network Construction Operations (Water) at SCQF level 6 is on the supervisory and higher level technical skills that candidates will use while working in water network construction. The qualification offers candidates flexibility to undertake a supervisory qualification, whether the focus of their job role is tailored more towards craft or technical skills or training, development, building professional relationships and dealing with customers.

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

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

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

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

## About SVQs and the SCQF

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

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

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

There are SVQs for nearly all occupations in Scotland, and they range from SCQF levels 4–11. SVQs are currently notionally placed in the SCQF as the individual SVQs may be at differing SCQF levels and have differing amount of credit points, depending on the structure and context of the SVQ. SVQs are a means of recognising the skills and knowledge people need in employment, ie job competence. Successful completion of an SVQ provides clear evidence that the learner works to nationally recognised occupational standards.

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

### Explanation of Scottish Credit and Qualifications Framework (SCQF) levels

SVQs may be at differing SCQF levels and have differing amount of credit points, depending on the structure and context of the SVQ.

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

- SCQF level 8/9** Competence involves the application of knowledge and skills in a broad range of complex technical or professional work activities, performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and the allocation of resources is often present.
- SCQF level 11** Competence involves the application of skills and a significant range of fundamental principles across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources feature strongly, as do personal accountability.

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

For further information on credit rating, go to the Accreditation section of the SQA website [www.sqa.org.uk](http://www.sqa.org.uk).

## How are standards defined in SVQs?

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

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

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

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

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

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

## Who is involved in SVQs?

There are several roles:

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

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

Assessors and verifiers are also expected to obtain an appropriate qualification in assessment and verification — this can be the assessor/verifier qualifications (based on the National Occupational Standards in assessment and verification), or an alternative qualification which SQA also recognises.

## An assessment strategy for the SVQ

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

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

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

## Why would people be interested in the SVQ?

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



## **How do candidates begin?**

### **Choosing the SVQ**

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

## **Assessor and candidate roles**

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

As the assessor, your role is to:

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

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

It is up to the candidate to ensure that they:

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

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

## 2 SVQs in Network Construction Operations (Water)

### General SVQ requirements

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

The following details are listed in this section to avoid repetition for each unit. If you have any queries arising relating to any of the evidence requirements, please do not hesitate to contact your external verifier or SQA.

### 1 General evidence requirements

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

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

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

#### 1.1 Coverage of full SVQ requirements

- ♦ The total evidence for each unit must cover all SVQ requirements for skills and competencies, knowledge and understanding (as defined in the NOS), and the scope of the evidence, and must meet any evidence requirements specified for that unit.
- ♦ You must be confident that all of the SVQ unit requirements are covered before assessing the candidate as 'competent'.

## 1.2 Consistent competence over time

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

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

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

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

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

- ◆ Candidates' performance and knowledge evidence must come primarily from their own work activities.
- ◆ Evidence should be **varied** and must arise from **different workplace situations** (ie different activities, undertaken at different times, which demonstrate their ability to meet the standard on a regular basis within their job role, rather than on a single assessment occasion).
- ◆ The mix of evidence must be provided from various sources and assessment methods, which, taken holistically, can be used to determine competence. This diversity will reflect the candidate's job role and act as a measure of authenticity.
- ◆ Assessors and candidates must not rely on a single type or source of evidence for any one unit: providing diverse evidence is a robust way of demonstrating consistent competence over time, and confirming authenticity.

## 1.4 Evidence that occurs naturally

- ◆ Assessors should make use of candidates' evidence as it occurs naturally. This applies to documentary or product evidence, but also to evidence from observations, line managers'/supervisors' reports, and witness testimonies.
- ◆ One work task undertaken by a candidate can generate evidence for a number of units. Assessors should be vigilant to this, and be able to identify where a candidate's evidence can be cross-referenced to other parts of the SVQ.

- ◆ The more an assessor can identify opportunities for candidates to use one piece of evidence towards a number of units, the less chance there is of unnecessary repetition of assessment activity or evidence gathering. Where possible, assessors should try to use this kind of holistic approach, and should encourage candidates to think about how the different tasks they do during the day can relate to different parts of their SVQ.

## **1.5 Witness testimonies**

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

## **1.6 Employer involvement and contribution to assessment process**

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

## **1.7 Evidence from water network construction activities**

- ◆ Candidates must provide evidence of carrying out the main activities identified in the SVQ consistently, over a period of time. This means that the evidence must be provided from a number of different workplace situations undertaken on different occasions (ie different activities, undertaken at different times, which demonstrate their ability to meet the standard on a regular basis in their job role, rather than on a single assessment occasion), to confirm consistent competence. A candidate's evidence must be sufficient to meet the full evidence requirements for the SVQ, as outlined in the National Occupational Standards. The majority of evidence must come from the candidate's real work activities, although there is scope to use assessor observation in a realistic working environment within the total mix of evidence. If a realistic working environment is used to provide evidence for any part of the SVQ, it must meet the SVQ requirements and its use must be agreed with the external verifier in advance of assessment. The Energy and Utility Skills Assessment Strategy includes conditions of assessment in a Realistic Working Environment (RWE).

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

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

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

## 2 Witness testimony

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

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

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

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

### Witness credibility

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

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

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

The key is to ensure that the witness:

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

### For example:

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

**or**

- ◆ A colleague could have useful information about how they interact with others and carry out their role as part of a team. This could be particularly useful in the context of *unit HG3E 04 — Develop and Sustain Productive Working Relationships with Colleagues*, within the SVQ at SCQF level 6.

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

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

## **Witness testimony content**

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

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

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

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

## **Recording witness testimony**

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

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

## **3 Knowledge assessment**

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

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

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

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



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

Evidence from Street Works assessments may contribute to the achievement of any unit from this SVQ where it is applicable.

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

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

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

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

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

## **6 Types of evidence**

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

A table showing the various different types of evidence, their advantages, risks and potential solutions for managing the risks has been included in this document (Appendix 3). This could be useful to you in planning and carrying out your assessments, or for general reference.

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

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

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

## **Graphical items and data in performance evidence**

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

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

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

## **Using generic workplace documentation**

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

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

### **For example:**

It is more credible if:

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

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

## **7 Recording SVQ evidence**

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

Assessors' records must show:

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

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

### **The SVQ audit trail**

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

- ◆ **Candidate induction and registration** — candidates must be aware that they have been registered with the awarding body, and the induction or first assessment meeting is commonly used to conduct skills scans or otherwise identify how the candidate's job role relates to the SVQ and what units they will undertake. It is also important, if possible, to identify any particular assessment requirements (for example personal needs relating to language or literacy issues or physical disabilities that could limit access to premises) at this stage, so that you can plan to meet the candidate's needs.

- ◆ **Assessment planning** — the assessment team should have systems in place for assessment planning, relating both to the planning of the SVQ assessment process, and more detailed assessment planning with individual candidates (which is likely to be reviewed at the end of each assessment meeting, so that you and the candidates know what is expected at the next assessment).
- ◆ **Observations and assessment meetings** — each meeting with a candidate should generate some form of assessment record. The type of report can differ depending upon your assessment activity. If you observe a candidate, you may prefer to use a tailored observation report form that allows you to concentrate on the tasks you are watching, while a discussion-based meeting could use a more generic template (see sample generic report at Appendix 4).

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

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

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

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

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

## 8 Using the sample recording format

Sample evidence recording documents were produced for each unit, after consultation with existing assessment centres and EVs. These are provided in Section 5. Each unit document reproduces the NOS and includes a cover sheet tailored to the requirements for that unit, which allows the assessor to confirm how the SVQ requirements have been met.

The unit evidence tables list the performance criteria, knowledge and understanding items and 'range of the evidence' specific to each unit, so that assessors can use them without referring to a separate NOS document. (Please note that 'range of the evidence' in this context refers to the 'Terms used within the standards' that appear in the unit overviews in the final approved NOS units.)

If using this format, assessors could either:

- ◆ provide a brief description of or reference for the evidence (under 'evidence ref/description'), including a file reference if applicable (for example if the candidate is keeping an evidence file or portfolio), marking where the evidence meets the NOS requirement
- or**
- ◆ maintain a separate master list of SVQ evidence, giving each piece of evidence a reference number which is then inserted into the table against specific NOS requirements as necessary

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

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

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

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

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

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

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

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

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

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

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

This section outlines the requirements for the SVQs in Network Construction Operations (Water), based on the assessment requirements and content of individual units. The general evidence requirements covered in Section 2 apply across the full qualification, and most of this information is **not** repeated in the unit-specific notes that follow. Assessors should be aware of the general requirements covered in Section 2, and also of any specific requirements relating to the full SVQ or individual units.

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

#### SVQ in Network Construction Operations (Water) — Main Layer at SCQF level 5 (GR7C 22)

All candidates must complete 11 mandatory units. Candidates following the main layer (distribution) route must complete an additional mandatory unit.

#### Mandatory units

Unit code	SCQF level	SCQF credit points	SSC ref	Unit title
J2TK 04	5	4	EUSMUNC4	Work in an Efficient and Effective Way in the Utilities Sector
J2TL 04	5	3	EUSMUNC10	Maintain a Safe and Secure Working Environment in Utilities Network Construction
J2TM 04	5	5	EUSMUNC3	Work With Other People in the Utilities Sector
J2TN 04	5	3	EUSMUNC5	Determine and Manage Equipment for Safe Working on Sites
J2TP 04	5	4	EUSMUNC6	Locate and Avoid Supply Apparatus for Utilities Network Construction
J2TR 04	5	5	EUSMUNC7	Excavate and Maintain Holes and Trenches for Utilities Network Construction
J2TS 04	5	5	EUSMUNC9	Operate Powered Tools, Equipment and Small Mobile Plant for Utilities Network Construction
J2TY 04	5	5	EUSWNC11	Joint Materials by Electrofusion Processes on Water Networks

Unit code	SCQF level	SCQF credit points	SSC ref	Unit title
J2V2 04	5	4	EUSWNC13a	Joint Materials by Butt Fusion Processes on Water Networks (up to 180 mm)
J2TT 04	5	5	EUSWNC12	Joint Materials by Mechanical Means on Water Networks
J2V3 04	5	5	EUSWNC9b	Install Engineering Products or Assets for Water Network Construction (Water Mains up to 150 mm NB (180 mm PE) )

**Distribution route** — Candidates following the distribution route must also complete the following mandatory unit.

Unit code	SCQF level	SCQF credit points	SSC ref	Unit title
J2TW 04	5	5	EUSWNC5	Set Out, Operate and Remove Signing, Lighting and Guarding for Highway Works

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

Unit code	SCQF level	SCQF credit points	SSC ref	Unit title
J2TX 04	5	5	EUSMUNC8	Reinstate Excavation and Pavement Surfaces after Network Construction Operations
J2V4 04	5	4	EUSWNC13b	Joint Materials by Butt Fusion Processes on Water Networks (between 180 mm and 315 mm)
J2V5 04	5	4	EUSWNC13c	Joint Materials by Butt Fusion Processes on Water Networks (above 315 mm)
J2V6 04	5	5	EUSWNC9c	Install Engineering Products or Assets for Water Network Construction (from 150 mm NB (180 mm PE) to 300 mm NB (315 mm PE))
J2V7 04	5	5	EUSWNC9d	Install Engineering Products or Assets for Water Network Construction (above 300 mm NB (315 mm PE))



Unit code	SCQF level	SCQF credit points	SSC ref	Unit title
J2V8 04	5	4	EUSMUNC14	Conduct Specified Testing of Water Network Engineering Products or Assets
J2V0 04	5	4	EUSWNC10	Restore Water Network Components to Operational Condition
J2TG 04	6	6	EUSWSD10	Communicate with Customers in the Utilities Sector

### **SVQ in Network Construction Operations (Water) — Service Layer at SCQF level 5 (GR7E 22)**

All candidates must complete nine mandatory units. Candidates following the Service Layer (Distribution) route must complete an additional mandatory unit.

#### **Mandatory units**

Unit code	SCQF level	SCQF credit points	SSC ref	Unit title
J2TK 04	5	4	EUSMUNC4	Work in an Efficient and Effective Way in the Utilities Sector
J2TL 04	5	3	EUSMUNC10	Maintain a Safe and Secure Working Environment in Utilities Network Construction
J2TM 04	5	5	EUSMUNC3	Work with Other People in the Utilities Sector
J2TN 04	5	3	EUSMUNC5	Determine and Manage Equipment for Safe Working on Sites
J2TP 04	5	4	EUSMUNC6	Locate and Avoid Supply Apparatus for Utilities Network Construction
J2TR 04	5	5	EUSMUNC7	Excavate and Maintain Holes and Trenches for Utilities Network Construction
J2TS 04	5	5	EUSMUNC9	Operate Powered Tools, Equipment and Small Mobile Plant for Utilities Network Construction
J2TT 04	5	5	EUSWNC12	Joint Materials by Mechanical Means on Water Networks
J2TV 04	5	5	EUSWNC9a	Install Engineering Products or Assets for Water Network Construction (Water Services up to 50 mm NB (63 mm PE))

**Distribution route** — Candidates following the distribution route must also complete the following unit.

Unit code	SCQF level	SCQF credit points	SSC ref	Unit title
J2TW 04	5	5	EUSWNC5	Set Out, Operate and Remove Signing, Lighting and Guarding for Highway Works

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

Unit code	SCQF level	SCQF credit points	SSC ref	Unit title
J2TX 04	5	5	EUSMUNC8	Reinstate Excavation and Pavement Surfaces after Network Construction Operations
J2TY 04	5	5	EUSWNC11	Joint Materials by Electrofusion Processes on Water Networks
J2V0 04	5	4	EUSWNC10	Restore Water Network Components to Operational Condition
J2TG 04	6	6	EUSWSD10	Communicate with Customers in the Utilities Sector

### **SVQ in Network Construction Operations (Water) — Repair and Maintenance at SCQF level 5 (GR7D 22)**

Candidates must complete 11 mandatory units

Unit code	SCQF level	SCQF credit points	SSC ref	Unit title
J2TK 04	5	4	EUSMUNC4	Work in an Efficient and Effective Way in the Utilities Sector
J2TL 04	5	3	EUSMUNC10	Maintain a Safe and Secure Working Environment in Utilities Network Construction
J2TM 04	5	5	EUSMUNC3	Work with Other People in the Utilities Sector
J2TN 04	5	3	EUSMUNC5	Determine and Manage Equipment for Safe Working on Sites
J2TW 04	5	5	EUSWNC5	Set Out, Operate and Remove Signing, Lighting and Guarding for Highways Work

Unit code	SCQF level	SCQF credit points	SSC ref	Unit title
J2TP 04	5	4	EUSMUNC6	Locate and Avoid Supply Apparatus for Utilities Network Construction
J2TR 04	5	5	EUSMUNC7	Excavate and Maintain Holes and Trenches for Utilities Network Construction
J2TS 04	5	5	EUSMUNC9	Operate Powered Tools, Equipment and Small Mobile Plant for Utilities Network Construction
J2TT 04	5	5	EUSWNC12	Joint Materials by Mechanical Means on Water Networks
J2TV 04	5	5	EUSWNC9a	Install Engineering Products or Assets for Water Network Construction (Water Services up to 50 mm NB (63 mm PE))
J2V0 04	5	4	EUSWNC10	Restore Water Network Components to Operational Condition

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

Unit code	SCQF level	SCQF credit points	SSC ref	Unit title
J2TY 04	5	5	EUSWNC11	Joint Materials by Electrofusion Processes on Water Networks
J2TX 04	5	5	EUSMUNC8	Reinstate Excavation and Pavement Surfaces after Network Construction Operations
J2V2 04	5	4	EUSWNC13a	Joint Materials by Butt Fusion Processes on Water Networks (up to 180 mm)
J2V4 04	5	4	EUSWNC13b	Joint Materials by Butt Fusion Processes on Water Networks (between 180 mm and 315 mm)
J2V5 04	5	4	EUSWNC13c	Joint Materials by Butt Fusion Processes on Water Networks (above 315 mm)
J2V6 04	5	5	EUSWNC9c	Install Engineering Products or Assets for Water Network Construction (from 150 mm NB (180 mm PE) to 300 mm NB (315 mm PE))
J2V7 04	5	5	EUSWNC9d	Install Engineering Products or Assets for Water Network Construction (above 300 mm NB (315 mm PE))

Unit code	SCQF level	SCQF credit points	SSC ref	Unit title
J2V8 04	5	4	EUSWNC14	Conduct Specified Testing of Water Network Engineering Products or Assets
J2TG 04	6	6	EUSWSD10	Communicate with Customers in the Utilities Sector

### **SVQ in Network Construction Operations (Water) at SCQF level 6 (GR71 23)**

All candidates must complete eight mandatory units and four optional units — two units from Group A and two units from Group B.

#### **Mandatory units**

Unit code	SCQF level	SCQF credit points	SSC ref	Unit title
J2ST 04	7	8	PROHSS6	Conduct a Health and Safety Risk Assessment of a Workplace
J2V9 04	7	7	EUSMUNC1	Plan Utility Network Construction Operations
J2SR 04	5	8	PROHSS1	Make Sure Your Own Actions Reduce Risks to Health and Safety
J2TP 04	5	4	EUSMUNC6	Locate and Avoid Supply Apparatus for Utilities Network Construction
J2VA 04	6	4	EUSWNC4	Monitor Safety for Site Staff, the Public and Vehicles
J2VB 04	6	7	EUSWNC3a	Monitor the Implementation of Work Activities for Network Construction Operations: Highway Excavations
J2VC 04	6	7	EUSWNC3b	Monitor the Implementation of Work Activities for Network Construction Operations: Installations
J2VE 04	6	3	CFABAG121	Contribute to Decision Making in a Business Environment

**Optional units** — Candidates must complete four optional units; two units from Group A and two units from Group B.

Unit code	SCQF level	SCQF credit points	SSC ref	Unit title
<b>Group A — two units required</b>				
F3DB 04	6	9	COSVR710	Contribute to Controlling Work Quantities and Costs
J2VF 04	7	7	EUSMUNC2	Control Delivery of Network Activities Against Operational Plans and Quality Requirements
HG3E 04	6	6	CFAM&LDD1	Develop and Sustain Productive Working Relationships with Colleagues
H5XN 04	7	6	CFAM&LDC2	Support Individuals' Learning and Development
HL43 04	7	6	CFAM&LDC4	Coach Individuals
<b>Group B — two units required</b>				
J2VJ 04	6	3	EUSWNC16	Commission Water Networks
J2VK 04	6	3	EUSWNC17	Transfer Control of Completed Network Projects
J2VM 04	6	4	EUSWNC18	Decommission Water Networks
J2TG 04	6	6	EUSWSD10	Communicate with Customers in the Utilities Sector

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

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

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

## **Mandatory units**

### **J2ST 04 Conduct a Health and Safety Risk Assessment of a Workplace**

#### **Unit content**

This standard is for people carrying out risk assessments in the workplace. This could be an employer, line manager, supervisor, safety representative or employee.

It covers competences needed to identify hazards, evaluate risks and make recommendations to control risks and review results.

#### **Assessor guidance on evidence**

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

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

## **J2V9 04 Plan Utility Network Construction Operations**

### **Unit content**

This standard is about planning operations on network assets so that completed work will meet the organisation's quality assurance and operating specifications. It can be used for initial planning or to adjust existing plans as work progresses. It could apply to network construction operations for a single utility or in a multi-utility environment.

It involves identifying health, safety, environmental, necessary permits and any other specific requirements, planning the timings and sequence of activities and documenting and communicating plans.

This standard is for network construction managers or supervisors working in a single or multi-utility environment.

### **Assessor guidance on evidence**

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

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

## **J2SR 04    Make Sure Your Own Actions Reduce Risks to Health and Safety**

### **Unit content**

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

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

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

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

### **Assessor guidance on evidence**

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



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

## **J2TP 04    Locate and Avoid Supply Apparatus for Utilities Network Construction**

### **Unit content**

This standard is about locating and avoiding supply apparatus for utilities network construction. Supply apparatus could be above or below ground services, built structures, and the natural environment including foundations, tree roots or natural watercourses. It could apply to network construction operations for a single utility or in a multi-utility environment.

It involves using appropriate search and detection methods, keeping updated records, identifying and avoiding risks of damage to services and danger to people, and following safe work practices. Supply apparatus in the context of this national occupational standard relates to supply apparatus for utilities and other agencies.

This standard is for anyone who locates and avoids supply apparatus for utilities network construction in a single or multi-utility environment.

### **Assessor guidance on evidence**

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

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

## **J2VA 04    Monitor Safety for Site Staff, the Public and Vehicles**

### **Unit content**

This standard is about monitoring site safety for site staff, site vehicles and members of the public – either as pedestrians or in vehicles. Sites could be on the public highway or on private property. Network activity could be routine or non-routine and could include mobile works.

This includes checking provision of signing, lighting and guarding developed from site surveys, monitoring site conditions, monitoring the positioning, installation and dismantling of signing, lighting and guarding equipment, making sure equipment is working and its positioning meets requirements and adjusting equipment to deal with prevailing traffic conditions.

This standard is for anyone who monitors safety for site staff, the public and vehicles for utility network operations.

## Assessor guidance on evidence

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

## **J2VB 04    Monitor the Implementation of Work Activities for Network Construction Operations: Highway Excavations**

### **Unit content**

This standard is about monitoring the implementation of work activities for network construction operations. Activities could include, but are not restricted to, excavations, construction, installation, jointing, re-zoning, mains cleansing, making connections, repairing and maintenance. This could be for work carried out by yourself or by other people.

This involves ensuring that conditions are suitable, that appropriate methods and procedures are implemented and that outputs meet requirements. It includes controlling resources, issuing instructions, monitoring progress, identifying variations or problems and resolving them within the limits of your authority.

This standard will apply to supervisors who monitor the implementation of work activities for network construction operations.

### **Assessor guidance on evidence**

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

## **J2VC 04    Monitor the Implementation of Work Activities for Network Construction Operations: Installations**

### **Unit content**

This standard is about monitoring the implementation of work activities for network construction operations. Activities could include, but are not restricted to, excavations, construction, installation, jointing, re-zoning, mains cleansing, making connections, repairing and maintenance. This could be for work carried out by yourself or by other people.

This involves ensuring that conditions are suitable, that appropriate methods and procedures are implemented and that outputs meet requirements. It includes controlling resources, issuing instructions, monitoring progress, identifying variations or problems and resolving them within the limits of your authority.

This standard will apply to supervisors who monitor the implementation of work activities for network construction operations.

### **Assessor guidance on evidence**

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

## **J2VE 04     Contribute to Decision Making in a Business Environment**

### **Unit content**

This standard is about contributing information and ideas to influence the decision making process. It includes researching information, proactively engaging with colleagues involved in the decision making process and making constructive contributions. It is for administrators who contribute to decision making as part of their role.

## **Assessor guidance on evidence**

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

## **F3DB 04    Contribute to Controlling Work Quantities and Costs**

### **Unit content**

This standard is about:

- 1    Implementing works quantities and cost control systems
- 2    Identifying opportunities and recommending ways to make cost savings
- 3    Investigating any variations and agreeing and implementing corrective action

## **Assessor guidance on evidence**

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

- ◆ The evidence for this unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation.
- ◆ You should be aware when assessing candidates (both observed assessments and assessment of other types of evidence) of the opportunities that exist to cross-reference both performance and knowledge evidence from this unit to other units covering related skills (for example health and safety and operational risk assessment and operational planning activities, or the maintenance of productive working relationships during network construction activity), to minimise duplication of assessment.
- ◆ The knowledge and understanding requirements for this unit must be covered in full for unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance and during observed assessments, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met. Evidence from other forms of knowledge assessment, such as answers to written questioning, may also be used to demonstrate coverage of the knowledge requirements.

## **J2VF 04     Control Delivery of Network Activities Against Operational Plans and Quality Requirements**

### **Unit content**

This standard is about controlling delivery of network activities against operational plans and quality requirements. It could apply to network construction operations for a single utility or in a multi-utility environment.

This includes communicating operational plans, checking equipment, materials, products and work to ensure they meet approved standards, identifying any non-compliance, suggesting corrective action and recording information for compliance with regulatory standards.

This standard is for those responsible for controlling delivery of utility network activities against operational plans and quality requirements in a single or multi-utility environment.

### **Assessor guidance on evidence**

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

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

### **HG3E 04    Develop and Sustain Productive Working Relationships with Colleagues**

#### **Unit content**

This standard is about developing and sustaining productive working relationships with colleagues within your own organisation.

This standard is relevant to managers and leaders who work with colleagues in their own organisation but not with external stakeholders.

This standard links closely with all the other standards in key area *DD Build and sustain relationships* and also with *CFAMandLAA3 Develop and maintain your professional networks*.

#### **Assessor guidance on evidence**

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



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

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

### **Unit content**

This standard is about providing individuals within your team or area of responsibility with opportunities to address their learning needs and develop their potential to the full.

This standard is relevant to managers and leaders at all levels who have individuals reporting to them.

This standard links closely with all the other standards in key area *DC Develop and support individuals* and also with *CFAMandLAA2 Develop your knowledge, skills and competence*, which is about self-development.

### **Assessor guidance on evidence**

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

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

## **HL43 04 Coach Individuals**

### **Unit content**

This standard is about helping individuals — either in your own team or from another work group — to develop and maintain their performance through coaching.

Coaching involves helping individuals improve their performance by:

- ◆ identifying their strengths and how they can use these most effectively
- ◆ analysing areas of their work where they are less than fully effective and identifying, developing, testing and refining skills and alternative behaviours

This standard is relevant to managers and leaders who have a specific responsibility for coaching individuals.

This standard links closely with all the other standards in key area *DC Develop and support individuals*.

### **Assessor guidance on evidence**

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

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

## **J2VJ 04    Commission Water Networks**

### **Unit content**

This standard is about commissioning networks in the water industry. It includes obtaining necessary resources, ensuring conditions are suitable, following commissioning procedures, resolving problems, making sure networks comply with relevant specifications, regulations and guidelines and recording results.

This standard will apply to water network construction operations and is intended for construction supervisors.

### **Assessor guidance on evidence**

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

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

## **J2VK 04    Transfer Control of Completed Network Projects**

### **Unit content**

This standard is about transferring control of completed network projects. This includes ensuring that completed network projects meet specification, identifying and explaining any variations from these, providing information on completed network projects and obtaining acceptance of these in accordance with agreed transfer procedures.

This standard will apply to network construction operations and is intended for construction supervisors.

### **Assessor guidance on evidence**

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

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

## **J2VM 04    Decommission Water Networks**

### **Unit content**

This standard is about decommissioning networks in the water industry. It includes obtaining necessary resources, ensuring conditions are suitable, following decommissioning procedures, resolving problems, making sure networks comply with relevant specifications, regulations and guidelines and recording results.

This standard will apply to water network construction operations and is intended for construction supervisors.

### **Assessor guidance on evidence**

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

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

## **J2TG 04    Communicate with Customers in the Utilities Sector**

### **Unit content**

This standard is about giving information or advice to customers, including internal or external stakeholders, and responding to their queries or complaints in a positive way. It includes communicating effectively, dealing with both co-operative and uncooperative customers, agreeing action to resolve any issues and referring matters outside of your area of responsibility to appropriate people.

This standard is for anyone in the utilities sector who comes into contact with customers including internal or external stakeholders.

### **Assessor guidance on evidence**

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

- ◆ The evidence for this unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation.
- ◆ The need to monitor and control costs against agreed budgets is a key part of the project management activities that could be undertaken by a water network construction supervisor. It is likely that the candidate's evidence for this unit will fall naturally out of their daily operational activities, and there could be some links with the mandatory units covering the implementation and monitoring of installation and construction methods and processes, and with the units in Option Group 1 covering the handling of information and the optional unit covering the establishment and maintenance of productive working relationships. You should be aware when assessing candidates (both observed assessments and assessment of other types of evidence) of the opportunities that exist to cross-reference both performance and knowledge evidence to this unit, to minimise duplication of assessment.
- ◆ The knowledge and understanding requirements for this unit must be covered in full for unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance and during observed assessments, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met. Evidence from other forms of knowledge assessment, such as answers to written questioning, may also be used to demonstrate coverage of the knowledge requirements.

## **4 Appendices**

### **Appendix 1**

**Sample line manager/supervisor observation report**

**Job report**

**Workplace job report — assessor confirmation**



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

  

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

<b>What materials and equipment did you use?</b>	
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<b>What PPE did you use?</b>	
<b>What regulations, industry standards and specifications, codes of practice and company procedures did you need to meet?</b>	

<b>Were there any problems during the work, that you were able to solve?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If YES, what was the problem, and what did you do?</b>		
<b>Were there any problems when doing the job, that you needed to report?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<p><b>If YES, what was the problem? What did you do to report it?</b></p>	
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<p><b>What records did you keep or update during the job and after you had finished?</b></p>	
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<p><b>Additional notes on this job</b></p>

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

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

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

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

**Line manager/supervisor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Workplace job report — Assessor confirmation

<b>Candidate's name</b>		<b>SQA candidate number</b>	
<b>Assessor's name</b>		<b>Date</b>	

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

**Additional assessor notes/comments**

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

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

☐

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

☐

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

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

## Witness testimony

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

I can confirm the candidate's performance was satisfactory.

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

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

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

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

### Note to the assessment team

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



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

Type of evidence	Advantages	Risks/disadvantages	Suggested solutions
<b>1 Direct assessor observation in the workplace</b>	<ul style="list-style-type: none"> <li>◆ The most direct form of assessment.</li> <li>◆ Assessor can observe the candidate carrying out daily work activities.</li> <li>◆ Observation likely to result in evidence for several units at once.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Logistical difficulties — labour and time intensive for assessors.</li> <li>◆ Candidates may not work at a single site and may be called away to other sites at short notice (difficult to plan and carry out).</li> </ul>	<ul style="list-style-type: none"> <li>◆ Use of simulated activities in a realistic working environment (see below).</li> <li>◆ Use of robust witness testimony from candidate's line manager.</li> <li>◆ Limit mandatory observation and require diverse supporting evidence from workplace.</li> </ul>
<b>2 Direct assessor observation (simulated activities/realistic working environment)</b>	<ul style="list-style-type: none"> <li>◆ Allows direct assessor observation.</li> <li>◆ The centre has more control over the location and tasks covered: can ensure coverage of qualification requirements.</li> <li>◆ Can be used to assess activities encountered rarely, or where there are practical or safety considerations (for example health and safety issues; emergency procedures).</li> </ul>	<ul style="list-style-type: none"> <li>◆ Potential for simulated situation not to reflect the candidate's working practice accurately.</li> <li>◆ Does not provide evidence from real work activities.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Robust controls required for the realistic working environment and tasks to be assessed.</li> <li>◆ Requires robust supporting performance evidence from the workplace.</li> <li>◆ May need further questioning to establish underpinning knowledge, particularly if the candidate has difficulty meeting specific performance criteria with other workplace evidence (for example responding to emergencies).</li> </ul>

Type of evidence	Advantages	Risks/disadvantages	Suggested solutions
<b>3 Witness testimony</b>	<ul style="list-style-type: none"> <li>◆ Useful record of candidate's work activity, provided by someone who has watched them working.</li> <li>◆ Variety of potential sources can be identified, depending on the skills the candidate needs to cover (for example manager; colleague; associates from other departments; customers — internal or external to employer organisation) — allows for diversity of evidence.</li> <li>◆ Allows candidate to focus on the work activity, in a familiar environment, without the presence of an assessor observing them.</li> <li>◆ Can support direct assessor observation evidence by showing consistency over time.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Is the witness credible? Do they understand what is required, and do they have the skills and knowledge to provide an accurate witness testimony?</li> <li>◆ Risks to objectivity of witness: what is their relationship to the candidate?</li> <li>◆ Need for witnesses to ensure they provide a statement of fact, not an opinion on competence against the qualification requirements.</li> <li>◆ Insufficient detail provided in reports: risk of statements being too generic.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Need to record details of witnesses, and how their relationship is to candidates.</li> <li>◆ Centres need to brief witnesses clearly on what they should provide in a witness testimony.</li> <li>◆ Centres may use pro forma, to prompt witnesses to provide an appropriate level of detail about the specific candidate or work activity.</li> <li>◆ The use of witness testimonies from more than one source is recommended, as above.</li> <li>◆ All witness testimonies must be subject to assessment by an A1 assessor.</li> </ul>

Type of evidence	Advantages	Risks/disadvantages	Suggested solutions
<b>4 Documentary evidence or product from the workplace</b>	<ul style="list-style-type: none"> <li>◆ Useful to confirm detail of jobs undertaken for consistent competence, or varied work activities and to meet qualification requirements in full.</li> <li>◆ Workplace documentation may provide confirmation of jobs completed, and also of coverage of qualification requirements on completion of appropriate records.</li> <li>◆ Can be used to corroborate information provided in other sources of evidence (for example witness testimonies or reports, candidate's own accounts during discussions with assessors).</li> <li>◆ Use of products to confirm technical skills (for example beads from completed PE fusion joints).</li> </ul>	<ul style="list-style-type: none"> <li>◆ Authenticity: is this a genuine record that can be verified against other types of evidence or workplace records?</li> <li>◆ Storage: impracticality of storing large quantities of documentation or workplace products with evidence records.</li> <li>◆ Availability of records: some job records are held electronically in employer's IT system, and need to be available to assessors.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Assessors check the authenticity and validity of evidence, by questioning the candidate or corroborating against other records relating to the same job (for example observation reports, witness testimonies).</li> <li>◆ Centres need to have a robust evidence recording system where it is not appropriate to store items of evidence with assessment records, etc (must state location of evidence).</li> <li>◆ Evidence (including IT records) must be capable of being produced for IV and EV review, until candidate certification is confirmed (otherwise it could be declared invalid).</li> </ul>

Type of evidence	Advantages	Risks/disadvantages	Suggested solutions
<b>5 Assessment meetings with candidates (general informal discussions)</b>	<ul style="list-style-type: none"> <li>◆ Direct evidence from assessor.</li> <li>◆ Can be used to confirm or discuss candidate's evidence and identify gaps remaining for future action.</li> <li>◆ Oral questions can be asked of candidates, to confirm performance or knowledge evidence.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Sufficient detail must be recorded to confirm qualification/unit coverage — particularly if a variety of different units and requirements are being covered in one meeting.</li> <li>◆ May confirm candidate's knowledge more readily than performance: how does the assessor ensure that the candidate can apply their knowledge in a workplace situation.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Assessors can use a pro forma for assessment discussions as required.</li> <li>◆ Use of audio and video records for assessors to confirm the detail of qualification/unit coverage — and they can be made available for IV/EV sampling (centre will need to have arrangements for storing audio or video evidence once assessed).</li> <li>◆ Assessors can use a variety of different types of questions depending on the circumstances, to confirm candidate's performance as well as knowledge (for example questions revolving around a 'What if...?' scenario, or asking the candidate to describe particular mainlaying or servicelaying work they have previously undertaken).</li> </ul>

Type of evidence	Advantages	Risks/disadvantages	Suggested solutions
<b>6 Professional discussion interview</b>	<ul style="list-style-type: none"> <li>◆ More formal, structured interview: allows the assessor to guide the discussion and to tailor the subjects covered to gaps in the candidate's evidence.</li> <li>◆ Candidates have the opportunity to discuss their work in-depth.</li> <li>◆ Can generate a significant amount of evidence against various units.</li> <li>◆ Useful mechanism for generating evidence to meet the qualification requirements and fill in gaps towards the end of the assessment process, or complete a candidate's assessment.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Requires assessor to conduct extensive preparation with close reference to the unit and qualification requirements and record detail of what is covered.</li> <li>◆ Not suitable for all candidates, particularly if they become nervous in a more formal assessment environment, or do not respond well to pressure.</li> <li>◆ Not suitable for all situations, for example at the start of the qualification/assessment process. Candidate may not be comfortable with a more formal in-depth discussion if they are not familiar with assessment processes.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Robust and detailed recording mechanism is needed: audio or video records, combined with a written pro forma or report could be useful here.</li> <li>◆ This is not a mandatory form of evidence, but can be very useful: assessors should make sure they use this method with candidates who will benefit from it.</li> <li>◆ The PDI, if used, should take place at a suitable stage in the assessment process: it is recommended that, if used with candidates who are new to the process, this is not their first experience of assessment. It can, though, be very effective in the later stages.</li> </ul>

Type of evidence	Advantages	Risks/disadvantages	Suggested solutions
<b>7 Recognition of Prior Learning (RPL)</b>	<ul style="list-style-type: none"> <li>◆ Useful to confirm skills and knowledge that the candidate has already demonstrated (for example through gaining other qualifications).</li> <li>◆ Useful to confirm experience of previous work undertaken.</li> <li>◆ Has potential to reduce the assessment burden for both candidate and assessor.</li> <li>◆ Can be used to request equivalence or exemptions for the qualification being undertaken.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Requires assessor authentication.</li> <li>◆ Evidence must be validated against the current qualification requirements.</li> <li>◆ Age of the previous accreditation is important: it may not confirm the candidate's current competence.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Centres wishing to use RPL must have a process for authenticating proposed RPL evidence and validating it against the current qualification requirements (including requesting the recognition of equivalence or exemption by the awarding organisation if appropriate).</li> <li>◆ It is recommended that centres do not use RPL evidence that is too old to confirm current competence.</li> <li>◆ Supporting evidence (for example witness testimony to confirm current competence) could be used in conjunction with RPL evidence to confirm current competence (depending on the age of the RPL).</li> <li>◆ Any queries about validity of RPL should be raised with the IV and, if necessary, EV, before undertaking an extensive validation exercise, to agree a suitable solution.</li> </ul>

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



Type of evidence	Advantages	Risks/disadvantages	Suggested solutions
<b>9 Records of oral questioning and answers given</b>	<ul style="list-style-type: none"> <li>◆ Allows assessors to explore a candidate's knowledge freely depending upon responses to initial questions.</li> <li>◆ The assessor is responsible for recording the responses and cross-referencing against unit and qualification requirements.</li> <li>◆ Can be used during any assessment discussions or observation to support candidate's performance evidence.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Logistical difficulties for assessors in recording questions and answers in written report form.</li> <li>◆ Need to ensure consistency of approach to individual candidates in questioning (less obvious than using question papers).</li> <li>◆ Need to ensure responses are cross-referenced to unit/qualification requirements.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Assessors can use a combination of recording methods if required: audio, video and/or written reports.</li> <li>◆ For written reports, a pro forma covering questions asked and candidates' responses may be advisable. This can also cover cross-referencing to unit/qualification requirements as necessary.</li> </ul>
<b>10 Audio or video evidence, and photographs</b>	<ul style="list-style-type: none"> <li>◆ Useful to confirm some aspects of authenticity (for example as a record of assessor discussions or interviews).</li> <li>◆ Avoids need for quantities of physical evidence to be stored: digital storage mechanisms can be used on site, and stored using IT systems, memory sticks, etc.</li> <li>◆ Visual evidence in particular can be useful as a starting point for discussions with candidates, etc.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Some authenticity issues may be compromised by excessive use of visual (video and particularly photographic evidence) in particular — issues of being able to relate evidence directly to the candidate's work activity.</li> <li>◆ Secure storage arrangements may be needed to preserve integrity of audio or visual evidence.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Assessors to ensure evidence (particularly photographic evidence) can be authenticated.</li> <li>◆ Discuss individual photographic or video evidence with the candidate to confirm how it relates to their work activities and the unit or qualification requirements.</li> </ul>

Type of evidence	Advantages	Risks/disadvantages	Suggested solutions
<b>10 Audio or video evidence, and photographs (cont)</b>	<ul style="list-style-type: none"> <li>♦ Evidence can readily be made available for IV and EV sampling.</li> <li>♦ Allows assessor to revisit the evidence after recording to confirm the detail of the unit/qualification coverage if necessary.</li> </ul>	<ul style="list-style-type: none"> <li>♦ It is not sufficient for candidates to provide visual material without any elaboration.</li> <li>♦ Evidence provided in audio form only (for example recorded discussion with the assessor) may be insufficient to confirm the detail of the physical activities undertaken by the candidate.</li> <li>♦ Need to be able to relate evidence to the qualification requirements.</li> </ul>	<ul style="list-style-type: none"> <li>♦ If the candidate intends to make use of video evidence or photographs, it is recommended that they take account of the need to establish a clear link with their own work activities (for example ensuring that the candidate is recorded undertaking their activities, so their involvement in the work situation is clear).</li> <li>♦ If assessors use audio or visual evidence, a robust audit trail is needed to show where the unit/qualification requirements are met, and confirm the assessment decision. (This could require some form of report or audit trail document in addition to the audio/visual record.)</li> <li>♦ For qualifications at levels 1 and 2, where candidates may have access to limited amounts of documentary evidence and records, and work in an environment that requires them to undertake 'hands-on' operational work, some visual record of performance — rather than audio only — is likely to be needed to meet the specific qualifications requirements (for example direct assessor observation and report, witness testimony, video recording, etc).</li> </ul>

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

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

## Assessor report form

<b>Assessment report number</b>		
<b>Candidate's name</b>	<b>SQA candidate number</b>	<b>Date of assessment</b>
<b>Assessor's name</b>	<b>SQA assessment centre</b>	<b>Assessment venue</b>
		<b>Time of assessment</b>
<b>Description of what is to be assessed (together with unit and elements references)</b>		
<b>Summary of evidence seen (cross-referenced against units and elements)</b>		
<b>Feedback given to the candidate</b>		

**Detail the outcome of the assessment**

**Candidate feedback/comments**

**Action points**

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

**What will be assessed**

**Has a copy of this form been given to the candidate for their evidence?**

**Yes/No**

**Internal verifier informed of assessment decision?**

**Yes/No**

**Assessor's signature**

**Date**

**Candidate's signature**

**Date**

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

**Internal verifier's name**

**Date**

**Internal verifier's  
signature**

<b>SQA unit ref</b>	<b>NOS ref</b>	
		<b>Question</b>
		<b>Candidate's response</b>
		<b>Question</b>
		<b>Candidate's response</b>
		<b>Question</b>
		<b>Candidate's response</b>
		<b>Question</b>
		<b>Candidate's response</b>
		<b>Question</b>
		<b>Candidate's response</b>



<b>SQA unit ref</b>	<b>NOS ref</b>	
		<b>Question</b>
		<b>Candidate's response</b>
		<b>Question</b>
		<b>Candidate's response</b>
		<b>Question</b>
		<b>Candidate's response</b>
		<b>Question</b>
		<b>Candidate's response</b>
		<b>Question</b>
		<b>Candidate's response</b>

## **5 Recording documents**

### **Assessment summary and confirmation**

## SVQ in Network Construction Operations (Water) — Main Layer at SCQF level 5 (GR7C 22)

### Cover sheet

<b>Candidate's name</b>		<b>Candidate's SQA number</b>	
<b>Date registered for qualification</b>		<b>Assessment centre</b>	
<b>Job role/location, or other information relevant to this qualification</b>			

The SVQ Network Construction Operations (Water) — Main Layer at SCQF level 5 consists of 11 mandatory units. Candidates following the Main Layer (Distribution) route must complete an additional mandatory unit.

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

### Unit completion

Unit title	SQA ref	Mandatory/optional	Assessor	Date of final assessment	Internal verifier
Work in an Efficient and Effective Way in the Utilities Sector	J2TK4 04	Mandatory			
Maintain a Safe and Secure Working Environment in Utilities Network Construction	J2TL 04	Mandatory			
Work With Other People in the Utilities Sector	J2TM 04	Mandatory			
Determine and Manage Equipment for Safe Working on Sites	J2TN 04	Mandatory			
Locate and Avoid Supply Apparatus for Utilities Network Construction	J2TP 04	Mandatory			
Excavate and Maintain Holes and Trenches for Utilities Network Construction	J2TR 04	Mandatory			

<b>Unit title</b>	<b>SQA ref</b>	<b>Mandatory/ optional</b>	<b>Assessor</b>	<b>Date of final assessment</b>	<b>Internal verifier</b>
Operate Powered Tools, Equipment and Small Mobile Plant for Utilities Network Construction	J2TS 04	Mandatory			
Joint Materials by Electrofusion Processes on Water Networks	J2TY 04	Mandatory			
Joint Materials by Butt Fusion Processes on Water Networks (up to 180 mm)	J2V2 04	Mandatory			
Joint Materials by Mechanical Means on Water Networks	J2TT 04	Mandatory			
Install Engineering Products or Assets for Water Network Construction (Water Mains Up to 150 mm NB (180 mm PE))	J2V3 04	Mandatory			
Set Out, Operate and Remove Signing, Lighting and Guarding for Highway Works	J2TW 04	Mandatory (distribution route)			
Reinstate Excavation and Pavement Surfaces after Network Construction Operations	J2TX 04	Additional unit			
Joint Materials by Butt Fusion Processes on Water Networks (between 180 mm and 315 mm)	J2V4 04	Additional unit			
Joint Materials by Butt Fusion Processes on Water Networks (above 315 mm)	J2V5 04	Additional unit			
Install Engineering Products or Assets for Water Network Construction (from 150 mm NB (180 mm PE) to 300 mm NB (315 mm PE))	J2V6 04	Additional unit			
Install Engineering Products or Assets for Water Network Construction (above 300 mm NB (315 mm PE))	J2V7 04	Additional unit			

<b>Unit Title</b>	<b>SQA ref</b>	<b>Mandatory/ Optional</b>	<b>Assessor</b>	<b>Date of final assessment</b>	<b>Internal verifier</b>
Conduct Specified Testing of Water Network Engineering Products or Assets	J2V8 04	Additional unit			
Restore Water Network Components to Operational Condition by Repair	J2V0 04	Additional unit			
Communicate with Customers in the Utilities Sector	J2TG 04	Additional unit			

### Candidate declaration

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

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

### Assessor confirmation

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

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

### Internal verifier confirmation (if sampled)

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

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

### External verifier's confirmation (if sampled)

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

## SVQ in Network Construction Operations (Water) — Repair and Maintenance at SCQF level 5 (GR7D 22)

### Cover Sheet

<b>Candidate's name</b>		<b>Candidate's SQA Number</b>	
<b>Date registered for qualification</b>		<b>Assessment Centre</b>	
<b>Job role/location, or other information relevant to this qualification</b>			

The SVQ Network Construction Operations (Water) — Repair and Maintenance at SCQF level 5 consists of 11 mandatory units.

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

### Unit completion

Unit title	SQA ref	Mandatory/optional	Assessor	Date of final assessment	Internal verifier
Work in an Efficient and Effective Way in the Utilities Sector	J2TK 04	Mandatory			
Maintain a Safe and Secure Working Environment in Utilities Network Construction	J2TL 04	Mandatory			
Work with Other People in the Utilities Sector	J2TM 04	Mandatory			
Determine and Manage Equipment for Safe Working on Sites	J2TN 04	Mandatory			
Set Out, Operate and Remove Signing, Lighting and Guarding for Highways Work	J2TW 04	Mandatory			
Locate and Avoid Supply Apparatus for Utilities Network Construction	J2TP 04	Mandatory			

<b>Unit title</b>	<b>SQA ref</b>	<b>Mandatory/ optional</b>	<b>Assessor</b>	<b>Date of final assessment</b>	<b>Internal verifier</b>
Excavate and Maintain Holes and Trenches for Utilities Network Construction	J2TR 04	Mandatory			
Operate Powered Tools, Equipment and Small Mobile Plant for Utilities Network Construction	J2TS 04	Mandatory			
Joint Materials by Mechanical Means on Water Networks	J2TT 04	Mandatory			
Install Engineering Products or Assets for Water Network Construction (Water Services up to 50 mm NB (63 mm PE))	J2TV 04	Mandatory			
Restore Water Network Components to Operational Condition	J2V0 04	Mandatory			
Joint Materials by Electrofusion Processes on Water Networks	J2TY 04	Additional unit			
Reinstate Excavation and Pavement Surfaces after Network Construction Operations	J2TX 04	Additional unit			
Joint Materials by Butt Fusion Processes on Water Networks (up to 180 mm)	J2V2 04	Additional unit			
Joint Materials by Butt Fusion Processes on Water Networks (between 180 mm and 315 mm)	J2V4 04	Additional unit			
Joint Materials by Butt Fusion Processes on Water Networks (above 315 mm)	J2V5 04	Additional unit			
Install Engineering Products or Assets for Water Network Construction (from 150 mm NB (180 mm PE) to 300 mm NB (315 mm PE))	J2V6 04	Additional unit			



<b>Unit title</b>	<b>SQA ref</b>	<b>Mandatory/ optional</b>	<b>Assessor</b>	<b>Date of final assessment</b>	<b>Internal verifier</b>
Install Engineering Products or Assets for Water Network Construction (above 300 mm NB (315 mm PE))	J2V7 04	Additional unit			
Conduct Specified Testing of Water Network Engineering Products or Assets	J2V8 04	Additional unit			
Communicate with Customers in the Utilities Sector	J2TG 04	Additional unit			

### Candidate declaration

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

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

### Assessor confirmation

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

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

### Internal verifier confirmation (if sampled)

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

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

### External verifier's confirmation (if sampled)

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

## SVQ in Network Construction Operations (Water) — Service Layer at SCQF level 5 (GR7E 22)

### Cover sheet

<b>Candidate's name</b>		<b>Candidate's SQA Number</b>	
<b>Date registered for qualification</b>		<b>Assessment Centre</b>	
<b>Job role/location, or other information relevant to this qualification</b>			

The SVQ Network Construction Operations (Water) — Service Layer at SCQF level 5 consists of nine mandatory units. Candidates following the Service Layer (Distribution) route must complete an additional mandatory unit.

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

### Unit completion

Unit title	SQA ref	Mandatory/ optional	Assessor	Date of final assessment	Internal verifier
Work in an Efficient and Effective Way in the Utilities Sector	J2TK 04	Mandatory			
Maintain a Safe and Secure Working Environment in Utilities Network Construction	J2TL 04	Mandatory			
Work with Other People in the Utilities Sector	J2TM 04	Mandatory			
Determine and Manage Equipment for Safe Working on Sites	J2TN 04	Mandatory			
Locate and Avoid Supply Apparatus for Utilities Network Construction	J2TP 04	Mandatory			
Excavate and Maintain Holes and Trenches for Utilities Network Construction	J2TR 04	Mandatory			

<b>Unit title</b>	<b>SQA ref</b>	<b>Mandatory/ optional</b>	<b>Assessor</b>	<b>Date of final assessment</b>	<b>Internal verifier</b>
Operate Powered Tools, Equipment and Small Mobile Plant for Utilities Network Construction	J2TS 04	Mandatory			
Joint Materials by Mechanical Means on Water Networks	J2TT 04	Mandatory			
Install Engineering Products or Assets for Water Network Construction (Water Services up to 50 mm NB (63 mm PE))	J2TV 04	Mandatory			
Set Out, Operate and Remove Signing, Lighting and Guarding for Highway Works	J2TW 04	Mandatory (Distribution Route)			
Reinstate Excavation and Pavement Surfaces after Network Construction Operations	J2TX 04	Additional unit			
Joint Materials by Electrofusion Processes on Water Networks	J2TY 04	Additional unit			
Restore Water Network Components to Operational Condition	J2V0 04	Additional unit			
Communicate with Customers in the Utilities Sector	J2TG 04	Additional unit			

### Candidate declaration

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

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

### Assessor confirmation

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

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

### Internal verifier confirmation (if sampled)

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

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

### External verifier's confirmation (if sampled)

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

## SVQ in Network Construction Operations (Water) at SCQF level 6 (GR71 23)

### Cover sheet

<b>Candidate's name</b>		<b>Candidate's SQA Number</b>	
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<b>Date registered for qualification</b>		<b>Assessment Centre</b>	
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<b>Job role/location, or other information relevant to this qualification</b>	
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The SVQ Network Construction Operations (Water) at SCQF level 6 consists of eight mandatory units and four optional units. Two units from optional Group A and two units from optional Group B.

### Unit completion

<b>Unit title</b>	<b>SQA ref</b>	<b>Mandatory/optional</b>	<b>Assessor</b>	<b>Date of final assessment</b>	<b>Internal verifier</b>
Conduct a Health and Safety Risk Assessment of a Workplace	J2ST 04	Mandatory			
Plan Utility Network Construction Operations	J2V9 04	Mandatory			
Make Sure Your Own Actions Reduce Risks to Health and Safety	J2SR 04	Mandatory			
Locate and Avoid Supply Apparatus for Utilities Network Construction	J2TP 04	Mandatory			
Monitor Safety for Site Staff, the Public and Vehicles	J2VA 04	Mandatory			
Monitor the Implementation of Work Activities for Network Construction Operations: Highway Excavations	J2VB 04	Mandatory			
Monitor the Implementation of Work Activities for Network Construction Operations: Installations	J2VC 04	Mandatory			

<b>Unit title</b>	<b>SQA ref</b>	<b>Mandatory/ optional</b>	<b>Assessor</b>	<b>Date of final assessment</b>	<b>Internal verifier</b>
Contribute to decision making in a business environment	J2VE 04	Mandatory			
Contribute to Controlling Work Quantities and Costs	F3DB 04	Optional Group A			
Control Delivery of Network Activities Against Operational Plans and Quality Requirements	J2VF 04	Optional Group A			
Develop and Sustain Productive Working Relationships with Colleagues	HG3E 04	Optional Group A			
Support Individuals' Learning and Development	H5XN 0	Optional Group A			
Coach Individuals	HL43 04	Optional Group A			
Commission Water Networks	J2VJ 04	Optional Group B			
Transfer Control of Completed Network Projects	J2VK 04	Optional Group B			
Decommission Water Networks	J2VM 04	Optional Group B			
Communicate with Customers in the Utilities Sector	J2TG 04	Optional Group B			

## Candidate declaration

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

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

## Assessor confirmation

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

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

## Internal verifier confirmation (if sampled)

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

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

## External verifier's confirmation (if sampled)

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



**SVQ in Network Construction Operations (Water) — Main Layer at SCQF level 5 (GR7C 22)**

<b>Candidate's name</b>		<b>Employer</b>	
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<b>Assessor's name</b>			
<b>Internal verifier's name</b>		<b>Assessment centre</b>	

**Index of evidence**

<b>Evidence ref</b>	<b>Description of evidence</b>	<b>Date produced</b>	<b>Location of evidence</b>	<b>Evidence assessed (assessor initials/date)</b>



**SVQ in Network Construction Operations (Water) — Repair and Maintenance at SCQF level 5 (GR7D 22)**

<b>Candidate's name</b>		<b>Employer</b>	
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<b>Assessor's name</b>			
<b>Internal verifier's name</b>		<b>Assessment centre</b>	

**Index of evidence**

<b>Evidence ref</b>	<b>Description of evidence</b>	<b>Date produced</b>	<b>Location of evidence</b>	<b>Evidence assessed (assessor initials/date)</b>


**SVQ in Network Construction Operations (Water) — Service Layer at SCQF level 5 (GR7E 22)**

<b>Candidate's name</b>		<b>Employer</b>	
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<b>Assessor's name</b>			
<b>Internal verifier's name</b>		<b>Assessment centre</b>	

**Index of evidence**

<b>Evidence ref</b>	<b>Description of evidence</b>	<b>Date produced</b>	<b>Location of evidence</b>	<b>Evidence assessed (assessor initials/date)</b>


## SVQ in Network Construction Operations (Water) at SCQF level 6 (GR71 23)

<b>Candidate's name</b>		<b>Employer</b>	
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<b>Assessor's name</b>			
<b>Internal verifier's name</b>		<b>Assessment centre</b>	

### Index of evidence

<b>Evidence ref</b>	<b>Description of evidence</b>	<b>Date produced</b>	<b>Location of evidence</b>	<b>Evidence assessed (assessor initials/date)</b>




## Assessment Summary and Confirmation

### Unit J2TK 04 Work in an Efficient and Effective Way in the Utilities Sector

SCQF level	5	SCQF credit	4
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Candidate's name		Assessor's name	
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<b>Types of evidence provided for this unit</b> (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor/candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2TK 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2TK 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2TK 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## **Unit J2TK 04      Work in an Efficient and Effective Way in the Utilities Sector**

### **Candidate declaration**

I confirm that the evidence listed for **unit J2TK 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2TK 04**.

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

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

### **If sampled**

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

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

## Unit J2TK 04      Work in an Efficient and Effective Way in the Utilities Sector

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	use appropriate sources to identify the information you need to carry out your work	
1.2	check with appropriate people when any information related to your work appears incorrect	
1.3	agree any deviations in standards or specification with appropriate people before carrying out work	
1.4	organise your own work and your work with other people to make effective use of time and comply with agreed schedules	
1.5	carry out work in accordance with approved procedures and practice and statutory requirements	
1.6	follow instructions and suggestions from relevant people to adapt working methods or improve work outputs	
1.7	carry out all work to agreed standards, checking compliance of completed work when appropriate	
1.8	carry out work activities for which you are responsible, when working individually or as part of a team	
1.9	communicate information about progress, issues encountered and actions taken that will be useful to colleagues at appropriate times	
1.10	respond to queries from other people that are related to work in a constructive way and at appropriate times	

## Unit J2TK 04      Work in an Efficient and Effective Way in the Utilities Sector

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.11	store, use and maintain work materials and equipment in accordance with work requirements and approved procedures and practices	
1.12	record information and data required for your work in organisational recording systems in accordance with operational and organisational procedures	
1.13	remove and dispose of waste and surplus materials in accordance with approved procedures and practices	
1.14	report any situations which require additional intervention and problems or conditions which are outside your responsibility to appropriate people	
1.15	identify and suggest improvements to work methods to appropriate people at appropriate times	
<b>Knowledge and Understanding</b> — the candidate knows and understands		<b>Evidence or File X-Ref/Coverage</b>
1	legislation relevant to your work relating to your work and the workplace environment	
2	industry and organisational procedures, practices and operational standards relating to your work and the workplace environment	
3	the remit of your organisation and how the work of your organisation fits into the industry as a whole	
4	organisational structure and reporting lines	

## Unit J2TK 04      Work in an Efficient and Effective Way in the Utilities Sector

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

<b>Knowledge and Understanding</b> — the candidate knows and understands		<b>Evidence or File X-Ref/Coverage</b>
5	the responsibilities and boundaries of your role and how completion or non-completion of your work can affect colleagues, customers and the organisation	
6	the image of the organisation and how your behaviour at work can impact on that image	
7	the information you need about work requirements including specifications, work methods, time frames and relevant standards or quality control methods	
8	how to interpret plans, schedules and work programmes relevant to your work	
9	the processes and sequence of events for work activity and post-work activity to achieve intended job outcomes	
10	time management techniques	
11	how to work as part of a team, who you need to work with and when	
12	communication methods and organisational communication procedures for communicating with colleagues, customers and managers	
13	the characteristics and physical properties of the materials used in your work including how they will be affected by weather conditions, how they will be packaged and how to handle them safely	

## Unit J2TK 04      Work in an Efficient and Effective Way in the Utilities Sector

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

<b>Knowledge and Understanding</b> — the candidate knows and understands		<b>Evidence or File X-Ref/Coverage</b>
14	how to use and check the tools and equipment required for your work operational and organisational requirements for storage of work materials and equipment appropriate for their nature, characteristics and value	
15	aspects of your work which could pose a health hazard and methods to minimise this	
16	how to identify aspects of work which may be detrimental to safety or the environment	
17	organisational requirements for handling disposing of waste including recovery of reusable materials	
18	organisational recording systems	

## Assessment Summary and Confirmation

### Unit J2TL 04 Maintain a Safe and Secure Working Environment in Utilities Network Construction

SCQF level	5	SCQF credit	3
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Candidate's name		Assessor's name	
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<b>Types of evidence provided for this unit</b> (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor/candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2TL 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2TL 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2TL 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## **Unit J2TL 04      Maintain a Safe and Secure Working Environment in Utilities Network Construction**

### **Candidate declaration**

I confirm that the evidence listed for **unit J2TL 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2TL 04**.

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

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

### **If sampled**

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

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



## Unit J2TL 04      **Maintain a Safe and Secure Working Environment in Utilities Network Construction**

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	carry out a site-specific risk assessment for your area of work and review in accordance with company procedures	
1.2	apply control measures identified in the site-specific risk assessment	
1.3	work in a safe manner which ensures you do not endanger yourself, others or the environment	
1.4	select, check condition, use and store the appropriate PPE for the task	
1.5	follow company procedures immediately in the event of an emergency situation	
1.6	ensure plant and equipment is fit for purpose	
1.7	assemble, prepare and use plant and equipment in a safe manner	
1.8	maintain safe access and egress to and from work locations	
1.9	ensure health and safety equipment is in good condition and fit for purpose	
1.10	prevent unauthorised people accessing the work site in accordance with organisational procedures	
1.11	maintain site safety through continuous monitoring	
1.12	apply approved procedures in the event of an emergency	
1.13	follow operational and organisational procedures for communicating information to other people	

## Unit J2TL 04      **Maintain a Safe and Secure Working Environment in Utilities Network Construction**

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.14	maintain records in accordance with operational and organisational requirements	
1.15	check with designated people any circumstances where information appears incorrect	
1.16	use organisational information systems to record and store data and information	
1.17	exchange and record information in accordance with operational procedures	
1.18	report to designated people any situations which require additional intervention	
1.19	refer problems and conditions outside your responsibility to designated people using approved procedures	
<b>Knowledge and Understanding</b> — the candidate knows and understands		<b>Evidence or File X-Ref/Coverage</b>
1	the main responsibilities of the employer and employee under the current health and safety legislation and how to comply with them	
2	the main responsibilities of the employer and employee under environmental legislation	
3	how to carry out and review site-specific risk assessments	
4	working practices that may breach health and safety including activities, procedures, use of materials or equipment and working techniques used	

## Unit J2TL 04      **Maintain a Safe and Secure Working Environment in Utilities Network Construction**

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

<b>Knowledge and Understanding</b> — the candidate knows and understands		<b>Evidence or File X-Ref/Coverage</b>
5	the company reporting lines, roles, responsibilities and levels of authority	
6	who the designated people are within work and health and safety procedures	
7	the identification and application of safe procedures for handling hazardous and non-hazardous materials	
8	organisational accident recording and reporting procedures	
9	the range and use of personal protective equipment for the work activity and procedures for checking PPE is fit for purpose	
10	statutory, organisational and emergency reporting procedures	
11	the current construction design and management regulations and how they impact on your area of work	
12	health and safety legislation and regulations for safe working practices for plant, equipment and the working environment	
13	how to ensure that plant and equipment is fit for purpose	
14	how to provide safe access and egress to and from work locations	
15	how to identify a confined space and where a work location has the potential to become a confined space, the hazards associated with it and the procedures to follow	

## Unit J2TL 04      **Maintain a Safe and Secure Working Environment in Utilities Network Construction**

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

<b>Knowledge and Understanding</b> — the candidate knows and understands		<b>Evidence or File X-Ref/Coverage</b>
16	the importance of applying control measures to identified risks	
17	how to monitor site safety and security and respond to any unsafe behaviour	
18	organisational requirements for safe storage and use of personal protective equipment (PPE)	
19	approved emergency procedures	
20	how to check and interpret information received for accuracy, validity and meaning and the importance of doing so	
21	the importance of interpreting and following instructions accurately	
22	the importance of confirming understanding of instructions received and given	
23	methods of recording verbal, written, and computerised information	
24	information which needs to be provided to others relating to the health, safety and security of the site	
25	information sources and how to access them	
26	the importance of supplying accurate information, in a fit for purpose format, and within identified timescales	
27	the purpose of data audit trails and how to use and maintain them	
28	the organisation's confidentiality policies	

## Assessment Summary and Confirmation

### Unit J2TM 04 Work with Other People in the Utilities Sector

SCQF level	5	SCQF credit	5
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Candidate's name		Assessor's name	
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<b>Types of evidence provided for this unit</b> (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor/candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2TM 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2TM 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2TM 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## **Unit J2TM 04      Work with Other People in the Utilities Sector**

### **Candidate declaration**

I confirm that the evidence listed for **unit J2TM 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2TM 04**.

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

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

### **If sampled**

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

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

## Unit J2TM 04      Work with Other People in the Utilities Sector

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	communicate with other people using accepted communication channels in line with organisational procedures	
1.2	communicate information that will be useful to other people and benefit your organisation at appropriate times	
1.3	agree actions or activities with other people that support work in your area of responsibility	
1.4	carry out actions or activities for other people that you have committed to within agreed timescales	
1.5	respond to reasonable requests from other people in a constructive way and at appropriate times	
1.6	co-operate with other people to find effective ways to deal with work problems	
1.7	deal with problems with other people in line with organisational procedures	
1.8	refer unresolved matters that could result in breakdown of working relationships to appropriate people	
1.9	record interactions with other people in information systems in accordance with operational and organisational requirements	
1.10	use and store data about interactions with other people in line with organisational procedures and legislation	

## Unit J2TM 04      Work with Other People in the Utilities Sector

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

Knowledge and Understanding — the candidate knows and understands		Evidence or File X-Ref/Coverage
1	the remit of your organisation and how the work of your organisation fits into the industry as a whole	
2	the role of any other organisations with whom you are working and how they fit within the sector	
3	the roles of other people that you need to work with	
4	the image of the organisation and how your behaviour at work can impact on that image	
5	how to deal with other people in a manner which promotes good will	
6	how to deal with groups and individuals with diverse roles and responsibilities	
7	how to deal with other people in different business environments	
8	how to recognise and deal with problems effecting working relationships	
9	how to resolve problems that are affecting productivity and the achievement of work goals	
10	the lines of communications to be followed when communicating information to people	
11	methods of communication including, oral, written and electronic and when they are appropriate	
12	who to refer unresolved issues to	
13	documentation to use when communicating information to individuals and groups	



## Assessment Summary and Confirmation

### Unit J2TN 04 Determine and Manage Equipment for Safe Working on Sites

SCQF level	5	SCQF credit	3
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Candidate's name		Assessor's name	
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<b>Types of evidence provided for this unit</b> (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor/candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2TN 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2TN 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2TN 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## **Unit J2TN 04      Determine and Manage Equipment for Safe Working on Sites**

### **Candidate declaration**

I confirm that the evidence listed for **unit J2TN 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2TN 04**.

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

### **If sampled**

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

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

## Unit J2TN 04      Determine and Manage Equipment for Safe Working on Sites

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	locate and confirm areas for works according to work instructions and specified requirements	
1.2	confirm work instructions and specified requirements with authorised people when information appears unclear or incorrect	
1.3	plan work to minimise disruption and inconvenience to others in accordance with approved procedures and practices	
1.4	carry out and review site-specific risk assessments to identify hazards and to determine the range of control and protection equipment necessary for works in accordance with company procedures	
1.5	select and wear designated Personal Protective Equipment (PPE) at appropriate times	
1.6	set out areas for works in accordance with specified requirements	
1.7	deal with hazards and risks associated with work areas and the natural environment in accordance with organisational procedures	
1.8	select control and protection resources to meet planned requirements in accordance with the work instructions and specifications	
1.9	confirm control and protection supplies meet requirements and are of the quality and quantity required	

## Unit J2TN 04      Determine and Manage Equipment for Safe Working on Sites

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.10	report any shortages and defects of control and protection resources to appropriate people	
1.11	store control and protection resources in accordance with operational and organisational requirements	
1.12	maintain the security of control and protection resources in accordance with operational and organisational requirements	
1.13	record, store and protect data and information in organisational information systems in line with organisational data security requirements	
1.14	refer problems and conditions outside your responsibility to appropriate people using approved procedures	
1.15	use approved procedures and practices throughout all work activity to ensure it is in compliance with statutory requirements	
1.16	maintain the security of site where work is not completed	
<b>Knowledge and Understanding</b> — the candidate knows and understands		<b>Evidence or File X-Ref/Coverage</b>
1	relevant statutory and regulatory requirements relating to health and safety, excavations, roads and street works, location of supply apparatus where this exposes other services, hazardous materials, accidents and personal protective equipment	

## Unit J2TN 04      Determine and Manage Equipment for Safe Working on Sites

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

<b>Knowledge and Understanding — the candidate knows and understands</b>		<b>Evidence or File X-Ref/Coverage</b>
2	the roles and responsibilities of people within the operations team	
3	site management structures for site operations	
4	who to report progress, problems and deviations to	
5	procedures for reporting and recording job progress, problems, deviations to work programmes	
6	the importance of confirming that work location has been correctly identified	
7	the types of information contained in written instructions, specifications, and drawings	
8	the key requirements of an effective site layout	
9	common hazards in site works and fit for purpose safety precautions, and methods of prevention	
10	quantities and types control and protection resources required, where to obtain them and how to identify shortages and defects	
11	methods of dealing with emergencies	
12	the range of safety equipment in accordance with site operations	
13	the main requirements of safety legislation governing site works	

**Unit J2TN 04      Determine and Manage Equipment for Safe  
Working on Sites**

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

<b>Knowledge and Understanding</b> — the candidate knows and understands		<b>Evidence or File X-Ref/Coverage</b>
14	materials posing a health hazard and safe handling methods	
15	the personal protective equipment for use in site operations	
16	lifting and handling techniques appropriate to control and protection resources	

## Assessment Summary and Confirmation

### Unit J2TP 04      Locate and Avoid Supply Apparatus for Utilities Network Construction

SCQF level	5	SCQF credit	4
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Candidate's name		Assessor's name	
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<b>Types of evidence provided for this unit</b> (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor/candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2TP 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2TP 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2TP 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## **Unit J2TP 04      Locate and Avoid Supply Apparatus for Utilities Network Construction**

### **Candidate declaration**

I confirm that the evidence listed for **unit J2TP 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2TP 04**.

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

### **If sampled**

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

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



## Unit J2TP 04      Locate and Avoid Supply Apparatus for Utilities Network Construction

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	use work instructions and interpret utility plans to determine the extent of the work site and to enable the supply apparatus to be marked	
1.2	carry out site-specific risk assessment, and review in accordance with company procedures	
1.3	use surface evidence, electronic location equipment, trial holes, and drawings to enable supply apparatus to be marked	
1.4	mark the position and type of supply apparatus and sub-structures on the work site in accordance with work instructions and statutory and regulatory codes of practice	
1.5	mark risks of damage to supply apparatus and sub-structures in accordance with statutory and regulatory codes of practice	
1.6	record positions and types of supply apparatus and sub-structures in organisational information systems	
1.7	communicate details of the position and type of supply apparatus and sub-structures to appropriate people in accordance with instruction and organisational requirements	
1.8	check with appropriate people any circumstances where information appears incorrect	

## Unit J2TP 04      Locate and Avoid Supply Apparatus for Utilities Network Construction

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.9	report deviations in the position of equipment and identification of other structures in accordance with instruction and organisational requirements	
1.10	maintain the position and condition of supply apparatus within the work site in accordance with their specification and codes of practice	
1.11	ensure working practices within the work site avoid damage to supply apparatus	
1.12	ensure exposed supply apparatus are supported, protected and secure in compliance with their specification and to approved procedures	
1.13	report any damage to supply apparatus to appropriate people and make the area safe without delay	
1.14	resolve day-to-day problems within your area of responsibility, referring those that you cannot resolve to appropriate people	
1.15	take precautions to protect people and equipment from the effects of damage to supply apparatus in accordance with approved procedures and practices	
1.16	ensure all work complies with latest specifications, statutory regulations and company codes of practice	
1.17	follow all procedures for the health and safety of yourself and others at all times	

## Unit J2TP 04      Locate and Avoid Supply Apparatus for Utilities Network Construction

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

<b>Knowledge and Understanding</b> — the candidate knows and understands		<b>Evidence or File X-Ref/Coverage</b>
1	relevant statutory and regulatory requirements relating to health and safety, excavations, roads and street works, location of supply apparatus where this exposes other services, hazardous materials, lone working, accidents and personal protective equipment	
2	the risks associated with not maintaining the safety and integrity of supply apparatus, the regulations governing the type of hazard associated with different supplies and actions to take in the case of damage	
3	industry procedures and practices for confirming the location and marking of supply apparatus	
4	the key physical properties and methods of identification of supply apparatus for utilities and other agencies including size (diameter), colour, material, resistance to impact, typical locations and depths	
5	the physical properties of the medium being carried by supply apparatus for utilities and other agencies including ignition characteristics, density relative to air, electrocution, reaction to water damage	
6	methods of visually locating and identifying underground supply apparatus including markers, signs and features, existing records	

## Unit J2TP 04      Locate and Avoid Supply Apparatus for Utilities Network Construction

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

<b>Knowledge and Understanding</b> — the candidate knows and understands		<b>Evidence or File X-Ref/Coverage</b>
7	the implications of damage to supply apparatus including danger to self or others, damage to the environment, cost of repair and delay in job progress	
8	roles and responsibilities of the organisations involved in the work and how to liaise with them including which people or organisations to notify in the case of damage to supply apparatus or other underground structures	
9	methods of marking out for excavation work and the outcomes of incorrect marking out including costs, loss of time, and material wastage	
10	the importance of providing adequate support and protection for supply apparatus during excavation work and methods of providing temporary and permanent support	
11	safe procedures for handling the necessary equipment	
12	how to use and interpret the results of electronic detection equipment readings and the effects of external influences on readings	
13	when trial holes can be used to locate underground supplies	
14	the importance of referring problems outside your responsibility and when to do so	
15	the procedures for reporting and recording job progress, problems and deviations to work programmes	

## Assessment Summary and Confirmation

### Unit J2TR 04      Excavate and Maintain Holes and Trenches for Utilities Network Construction

SCQF level	5	SCQF credit	5
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Candidate's name		Assessor's name	
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<b>Types of evidence provided for this unit</b> (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor/candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2TR 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2TR 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2TR 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## **Unit J2TR 04      Excavate and Maintain Holes and Trenches for Utilities Network Construction**

### **Candidate declaration**

I confirm that the evidence listed for **unit J2TR 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2TR 04**.

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

### **If sampled**

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

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

## Unit J2TR 04      Excavate and Maintain Holes and Trenches for Utilities Network Construction

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	use information in work instructions and specification to determine the work site and area to be excavated	
1.2	determine excavation methods suitable for surface and sub-surface materials being removed in line with statutory and regulatory codes of practice	
1.3	carry out and review site-specific risk assessments at appropriate times and in accordance with company procedures	
1.4	ensure site-specific risk assessments provide adequate safeguards in work practices to deal with excavations becoming confined spaces	
1.5	select and wear designated PPE at appropriate times	
1.6	select and use suitable tools and equipment for excavation methods	
1.7	carry out excavations of a position and size that concurs with instructions and work specifications	
1.8	carry out all safety checks before entry into excavations	
1.9	confirm condition of ground area adjacent to excavations is safe in accordance with relevant codes of practice	
1.10	excavate, identify, select, segregate, remove and store materials in accordance with work instructions and codes of practice	

## Unit J2TR 04      Excavate and Maintain Holes and Trenches for Utilities Network Construction

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.11	carry out excavations in a manner that avoids damage to supply apparatus	
1.12	minimise damage to the natural environment in accordance with technical guidance	
1.13	remove surplus materials in accordance with work instructions	
1.14	confirm condition of excavations in line with approved procedures and practices and statutory requirements, providing trench support when appropriate	
1.15	ensure work is carried out to approved procedures and practices and in compliance with statutory requirements	
1.16	maintain the condition of excavations in line with safety standards	
1.17	deal with dangerous situations as they arise in accordance with relevant codes of practice and safe working procedures	
1.18	establish arrangements for access to, and egress from, excavations in accordance with statutory requirements and approved procedures and practices	
1.19	resolve day-to-day problems within your responsibility in line with approved procedures and practices	
1.20	report detrimental conditions, defects or damage to excavations or supply apparatus which are outside your responsibility to appropriate people	



## Unit J2TR 04      Excavate and Maintain Holes and Trenches for Utilities Network Construction

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.21	check any circumstances where information appears incorrect with appropriate people	
1.22	use organisational information systems to record and store data and information	
<b>Knowledge and Understanding</b> — the candidate knows and understands		<b>Evidence or File X-Ref/Coverage</b>
1	statutory requirements, industry and organisational procedures and practices for excavation work including health and safety, personal protection, environmental, supply apparatus, excavation and support equipment, hazardous materials, accidents and lone working	
2	the main methods of excavation including hand dig and machine and the safety risks of incorrect excavation practices	
3	how to use hand tools, power tools and motorised equipment for excavation including the use of a competent banksman when excavating by machine	
4	types of surfaces and sub-surfaces including flexible, composite, rigid and modular pavement construction, verge and natural ground	
5	the types of sub-surface materials used for the different paving surfaces	
6	how to identify different types of supplies encountered in excavation work	

## Unit J2TR 04      Excavate and Maintain Holes and Trenches for Utilities Network Construction

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

<b>Knowledge and Understanding</b> — the candidate knows and understands		<b>Evidence or File X-Ref/Coverage</b>
7	the supply apparatus for utilities and other agencies including above and below ground services and built structures	
8	how to minimise damage to the natural environment including foundations, tree roots and natural watercourses	
9	how use of incorrect materials or failure to provide proper support could lead to damage to supply apparatus or sub-structures and major safety hazards	
10	how your work can impact on costs and schedule	
11	how to store and dispose of materials and the consequences of incorrect storage, including those with a potential environmental hazard	
12	procedures for reporting and recording job progress, problems, deviations to work programmes	
13	your responsibilities and the steps you should take to deal with dangerous situations while working in holes and trenches including poor atmosphere, instability and damaged utilities	
14	who to report to and when	
15	how to recognise situations that are, or could become, a confined space and how to deal with them effectively	

## Unit J2TR 04      Excavate and Maintain Holes and Trenches for Utilities Network Construction

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

<b>Knowledge and Understanding</b> — the candidate knows and understands		<b>Evidence or File X-Ref/Coverage</b>
16	circumstances where excavation support must be installed including those relating to excavation depth, soil type or where subsidence is likely	
17	materials, methods and principles for excavation support systems including those using timber, metal sheet or mechanical systems	
18	how to monitor and maintain the condition of support mechanisms	
19	causes of instability in excavated areas, including soil types, presence of ground water, leaks from water and drainage pipework	
20	situations where excavation pumping systems may have to be used	
21	the environmental considerations for disposing of trench water	
22	hazards that could arise from leaks, damaged supply apparatus, damaged electrical apparatus or from working without natural or assisted ventilation	

## Assessment Summary and Confirmation

### Unit J2TS 04 Operate Powered Tools, Equipment and Small Mobile Plant for Utilities Network Construction

SCQF level	5	SCQF credit	5
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Candidate's name		Assessor's name	
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<b>Types of evidence provided for this unit</b> (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor/candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2TS 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2TS 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2TS 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## **Unit J2TS 04      Operate Powered Tools, Equipment and Small Mobile Plant for Utilities Network Construction**

### **Candidate declaration**

I confirm that the evidence listed for **unit J2TS 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2TS 04**.

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

### **If sampled**

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

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

## Unit J2TS 04      Operate Powered Tools, Equipment and Small Mobile Plant for Utilities Network Construction

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	use work instructions and specifications to confirm the operations requiring the use of powered tools and equipment and small mobile plant	
1.2	carry out a site-specific risk assessment, and review in accordance with company procedures	
1.3	apply control measures identified in risk assessments	
1.4	select, check condition, use and store the appropriate personal protective equipment (PPE)	
1.5	carry out pre-start inspections on the powered tools and equipment and small mobile plant	
1.6	record any defects of the powered tools and equipment and small mobile plant in accordance with company procedures	
1.7	confirm powered tools and equipment and small mobile plant is safe, correct and ready for use in accordance with the work requirements	
1.8	carry out start and stop procedures to confirm functions are in accordance with safe control and the manufacturers' operating instructions	
1.9	operate tools and equipment safely in accordance with specifications and in compliance with approved policies and procedures	

## Unit J2TS 04      Operate Powered Tools, Equipment and Small Mobile Plant for Utilities Network Construction

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.10	stop powered tools and equipment and small mobile plant in line with manufacturers' instructions	
1.11	carry out required post-stop checks in accordance with organisational and operational procedures	
1.12	store powered tools and equipment and small mobile plant in accordance with security requirements	
1.13	carry out all work to approved procedures and practices and in compliance with statutory and regulatory requirements	
1.14	record and report to appropriate people defects in tool and equipment performance	
1.15	record and report to appropriate people replacements which are identified	
1.16	check with appropriate people any circumstances where information appears incorrect	
1.17	use organisational information systems to record and store data and information	
1.18	report to appropriate people, any damage to tools and equipment	
1.19	refer problems and conditions outside the responsibility of the job role to appropriate people using approved procedures	

## Unit J2TS 04      Operate Powered Tools, Equipment and Small Mobile Plant for Utilities Network Construction

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

Knowledge and Understanding — the candidate knows and understands		Evidence or File X-Ref/Coverage
1	the main responsibilities of the employer and employee under current health and safety legislation and how to comply with them	
2	the main responsibilities of the employer and employee under environmental legislation	
3	how to carry out and review risk assessments	
4	the company reporting lines, roles, responsibilities and levels of authority	
5	the identification and application of safe procedures for handling hazardous and non-hazardous materials	
6	organisational accident recording and reporting procedures	
7	the type and use of personal protective equipment for the work activity and procedures for checking it is fit for purpose	
8	statutory, organisational and emergency reporting procedures	
9	the potential health hazards when using powered tools and equipment and small mobile plant and the steps required to control the risk	
10	how to apply safety precautions before, during, and after operations in accordance with company procedures	
11	the implications of toxic fumes, dust, hazardous materials and noise to self, others, adjacent activities, the public, and surrounding environment	



## Unit J2TS 04      Operate Powered Tools, Equipment and Small Mobile Plant for Utilities Network Construction

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

<b>Knowledge and Understanding — the candidate knows and understands</b>		<b>Evidence or File X-Ref/Coverage</b>
12	how to apply correct handling and lifting techniques when using powered tools and equipment and small mobile plant	
13	employers and manufacturers' requirements for pre- performance checks and other routine checks	
14	the hand-operated, mobile and static powered tools, equipment and small mobile plant available for your work including compressors, generators, water pumps, vibrating plate compactors, trench rollers, pavement and road saws, pneumatic or hydraulic breakers, disc cutters	
15	how to select and use appropriate tools and equipment and small mobile plant	
16	the competency requirements for operating power tools and equipment and small mobile plant	
17	industry recognised practices for the respective trade occupation and general construction work activities including current statutory requirements	
18	manufacturers' recommendations for operating the powered tools and equipment and small mobile plant	
19	the importance of maintaining tools, equipment and small mobile plant in good working order	
20	defect reporting procedures	
21	environmental control and reporting procedures	

## Assessment Summary and Confirmation

### Unit J2TY 04 Joint Materials by Electrofusion Processes on Water Networks

SCQF level	5	SCQF credit	5
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Candidate's name		Assessor's name	
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<b>Types of evidence provided for this unit</b> (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor/candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2TY 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2TY 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2TY 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## **Unit J2TY 04      Joint Materials by Electrofusion Processes on Water Networks**

### **Candidate declaration**

I confirm that the evidence listed for **unit J2TY 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2TY 04**.

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

### **If sampled**

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

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

## Unit J2TY 04      Joint Materials by Electrofusion Processes on Water Networks

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	work in line with health, safety and environmental regulations, guidelines and procedures at all times	
1.2	carry out and review site-specific risk assessments in accordance with company procedures	
1.3	select and wear designated personal protective equipment	
1.4	check any circumstances where job instructions or procedures appear incorrect with appropriate people	
1.5	check that jointing and related equipment and consumables are as specified and fit for purpose	
1.6	provide adequate weather protection in line with organisational procedures for the duration of jointing cycles	
1.7	use lifting equipment when required in line with current regulations	
1.8	report any damage or defects to tools, equipment or materials to appropriate people without delay	
1.9	use appropriate electrofusion jointing techniques to produce joints of the required quality	
1.10	joint materials by electrofusion processes in line with approved procedures and practices and statutory and regulatory requirements	
1.11	confirm compliance of completed joints with specified standards and specified dimensional accuracy	

## Unit J2TY 04      Joint Materials by Electrofusion Processes on Water Networks

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.12	shut down equipment to a safe condition on completion of jointing activities	
1.13	deal with excess and waste materials and temporary attachments without delay in line with approved and agreed procedures	
1.14	record and store jointing data and information in organisational information systems	
1.15	resolve problems that are within your area of responsibility in line with organisational procedures	
1.16	refer problems you cannot resolve to appropriate people using approved procedures	
<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
1	legislation, procedures and codes of practice relating to health, safety and the environment including manual handling, use of equipment, hazardous materials, lifting equipment, work in excavations, risk assessments, accidents and personal protective equipment	
2	personal protective equipment (PPE) required for the work	
3	industry codes of practice and company procedures relating to electrofusion jointing	
4	different types of pipe materials	

## Unit J2TY 04      Joint Materials by Electrofusion Processes on Water Networks

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

Knowledge and Understanding — the candidate knows and understands:		Evidence or File X-Ref/Coverage
5	how to interpret engineering specifications relevant to electrofusion processes	
6	different stages that take place during the jointing process and the importance of allowing each phase to complete	
7	compatibility between different materials in relation to Standard Dimension Ratio (SDR) rating and polymer type	
8	the need for pipe support, restraint, alignment and the consequences of poor support, restraint and mis-alignment	
9	quality assurance procedures that can be used to recognise defects	
10	the cause and effect of defects and contamination and how to avoid them	
11	how to operate automatic and non-automatic machines	
12	equipment maintenance procedures	
13	equipment calibration procedures	
14	consequences of poor equipment maintenance	
15	reporting procedures including who to report to about damage and problems	
16	information and data storage systems	

## Assessment Summary and Confirmation

### Unit J2V2 04 Joint Materials by Butt Fusion Processes on Water Networks (up to 180mm)

SCQF level	5	SCQF credit	4
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Candidate's name		Assessor's name	
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<b>Types of evidence provided for this unit</b> (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor/candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2V2 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2V2 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2V2 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## **Unit J2V2 04    Joint Materials by Butt Fusion Processes on Water Networks (up to 180mm)**

### **Candidate declaration**

I confirm that the evidence listed for **unit J2V2 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2V2 04**.

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

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

### **If sampled**

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

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



## Unit J2V2 04    Joint Materials by Butt Fusion Processes on Water Networks (up to 180mm)

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	work in line with health, safety and environmental regulations, guidelines and procedures at all times	
1.2	carry out and review site-specific risk assessments in accordance with company procedures	
1.3	select and wear designated personal protective equipment	
1.4	prepare and make joints in accordance with job instructions and procedures	
1.5	check any circumstances where job instructions or procedures appear incorrect with appropriate people	
1.6	check and confirm joint preparations comply with specifications and quality requirements	
1.7	check that jointing and related equipment and consumables are as specified and fit for purpose	
1.8	provide adequate weather protection in line with organisational procedures for the duration of jointing cycles	
1.9	carry out and monitor machine operations in accordance with specifications and job instructions	
1.10	report any damage or defects to tools, equipment or materials to appropriate people without delay	
1.11	make butt joints of the required quality and specified dimensional accuracy	

## Unit J2V2 04    Joint Materials by Butt Fusion Processes on Water Networks (up to 180mm)

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.12	de-bead and carry out approved quality assurance tests on bead	
1.13	mark joint and bead so they are identifiable in accordance with company procedures	
1.14	shut down equipment to a safe condition on completion of jointing activities	
1.15	deal with excess and waste materials and temporary attachments without delay in line with approved and agreed procedures	
1.16	joint materials by butt fusion processes in line with approved procedures and practices and statutory and regulatory requirements	
1.17	record and store jointing data and information in organisational information systems	
1.18	resolve problems that are within your area of responsibility in line with organisational procedures	
1.19	refer problems you cannot resolve to appropriate people using approved procedures	
<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
1	legislation, procedures and codes of practice relating to health, safety and the environment including manual handling, use of equipment, hazardous materials, work in excavations, risk assessments, accidents and personal protective equipment	

## Unit J2V2 04    Joint Materials by Butt Fusion Processes on Water Networks (up to 180mm)

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

<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
2	personal protective equipment (PPE) required for the work	
3	industry codes of practice and company procedures relating to butt fusion jointing	
4	why only pipes of similar specifications can be joined together	
5	how to interpret engineering specifications relevant to butt fusion processes	
6	how to operate automatic and non-automatic machines	
7	different stages that take place during the jointing process and the importance of allowing each phase to complete	
8	the need for pipe support and alignment and the consequences of poor support and mis-alignment	
9	cause and effect of mis-alignment split defects	
10	problems caused by inadequate bead, excessive bead pipe specifications and how to avoid them	
11	compatibility between different materials in relation to standard dimension ratio (SDR) rating and polymer type	
12	how defects in materials and consumables can affect butt jointing processes	

## Unit J2V2 04 Joint Materials by Butt Fusion Processes on Water Networks (up to 180mm)

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

<b>Knowledge and Understanding — the candidate knows and understands:</b>		<b>Evidence or File X-Ref/Coverage</b>
13	the importance of equipment calibration and the consequences of poor maintenance	
14	quality assurance procedures that can be used to recognise defects including non-destructive and destructive testing	
15	reporting procedures including who to report to about damage and problems	
16	information and data storage systems	

## Assessment Summary and Confirmation

### Unit J2TT 04 Joint Materials by Mechanical Means on Water Networks

SCQF level	5	SCQF credit	5
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Candidate's name		Assessor's name	
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<b>Types of evidence provided for this unit</b> (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor/candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2TT 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2TT 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2TT 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## **Unit J2TT 04      Joint Materials by Mechanical Means on Water Networks**

### **Candidate declaration**

I confirm that the evidence listed for **unit J2TT 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2TT 04**.

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

### **If sampled**

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

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

## Unit J2TT 04      Joint Materials by Mechanical Means on Water Networks

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	work in line with health, safety and environment requirements and legislation at all times	
1.2	carry out and review site-specific risk assessments in accordance with company procedures	
1.3	select and wear designated personal protective equipment (PPE)	
1.4	use information from reliable sources to identify work requirements	
1.5	check any information that appears incorrect with appropriate people	
1.6	assemble and position components in line with assembly drawings and work instructions	
1.7	make sure that components meet manufacturers' specifications	
1.8	use jointing techniques that are appropriate for the materials being joined	
1.9	carry out jointing in accordance with company procedures	
1.10	secure components using connectors and securing devices in accordance with component specifications and work instructions	
1.11	make sure finished assemblies are complete and meet their operating requirements	

## Unit J2TT 04      Joint Materials by Mechanical Means on Water Networks

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.12	record and store relevant data and information in organisational information systems	
1.13	resolve problems within the limits of your responsibility	
1.14	report problems you cannot resolve to appropriate people	
<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
1	legislation, procedures and codes of practice relating to health, safety and the environment including manual handling, use of equipment, hazardous materials, work in excavations, risk assessments, lone working, accidents and personal protective equipment	
2	the range and use of personal protective equipment for your work	
3	the need for hygiene and health checks	
4	how to read and interpret basic drawings and specifications	
5	methods and techniques for assembling and jointing components by mechanical means	
6	the purpose of quality control procedures and how to read and interpret them	
7	how to select preparation techniques for mechanical jointing activities	



## Unit J2TT 04      Joint Materials by Mechanical Means on Water Networks

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

<b>Knowledge and Understanding — the candidate knows and understands:</b>		<b>Evidence or File X-Ref/Coverage</b>
8	the tools, equipment and handling equipment required for mechanical jointing	
9	the importance of looking after tools and equipment and how to do so	
10	assembly methods and techniques including cutting, threading, and mechanical jointing on metallic materials	
11	using mechanical fittings for transition jointing between metallic and polyethylene	
12	procedures for dealing with problems	
13	who to report to and when	
14	information and data storage systems	

## Assessment Summary and Confirmation

### Unit J2V3 04 Install Engineering Products or Assets for Water Network Construction (Water Mains up to 150mm NB (180mm PE))

SCQF level	5	SCQF credit	5
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Candidate's name		Assessor's name	
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<b>Types of evidence provided for this unit</b> (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor/candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2V3 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2V3 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2V3 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**Unit J2V3 04      Install Engineering Products or Assets for Water  
Network Construction (Water Mains up to 150mm  
NB (180mm PE))**

**Candidate declaration**

I confirm that the evidence listed for **unit J2V3 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

**Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2V3 04**.

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

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

**If sampled**

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

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

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

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

**Unit J2V3 04      Install Engineering Products or Assets for Water  
Network Construction (Water Mains up to 150mm  
NB (180mm PE))**

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	obtain relevant information from current drawings, records, work documents, manuals, and technical specifications	
1.2	identify dimensions, lengths, widths, and quantities in line with technical information	
1.3	identify positions of utilities plant, services, buildings, kerbs and boundaries in line with technical information	
1.4	select components appropriate for installation in compliance with work and quality specifications	
1.5	identify and replace defective components, non-match components, and sub-standard components in line with organisational procedures	
1.6	ensure sufficient labour, plant, equipment, materials and consumables are available for installation	
1.7	deal with actual and predicted changes to planned use of resources in line with organisational procedures	
1.8	make sure installation equipment operates as required	
1.9	determine installation methods to be used that are appropriate to the work	
1.10	carry out and review site-specific risk assessments in accordance with organisational policy	

**Unit J2V3 04      Install Engineering Products or Assets for Water  
Network Construction (Water Mains up to 150mm  
NB (180mm PE))**

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.22	provide technical information to people who require it in line with organisational processes, confirming that they have understood it	
1.23	complete required work documentation in line with organisational requirements	
1.24	work on 'permit to work' designated activities in line with organisational procedures	
1.25	refer problems and conditions outside your responsibility to appropriate people using approved procedures	
<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
1	the importance of carrying out on site risk assessments and the need for constant review	
2	the importance of understanding and implementing a safe system of work (SSOW) document when working in excavations	
3	organisations policy and procedures for meeting relevant statutory requirements, regulations, codes of practice	
4	factors affecting, and means of confirming, the suitability of excavations	
5	potential dangers in trenches and holes	

**Unit J2V3 04      Install Engineering Products or Assets for Water  
Network Construction (Water Mains up to 150mm  
NB (180mm PE))**

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

<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
6	relevant health, safety and environment legislation, procedures and codes of practice including those governing work in excavations, lone working, hazardous materials, accidents and personal protective equipment (PPE), confined space, working at height	
7	dangers of taking actions that create confined spaces risks in excavations	
8	installation methods and when they should be used including mains bursting, dead insertion, live insertion, soil displacement, directional drilling, open cut	
9	the implications of using incorrect plant, tools, materials and system components	
10	actions to be taken where plant, tools, materials and system components fail to meet required specification	
11	faults associated with use of inappropriate installation methods and tools	
12	range of isolation methods available and rationale for selection	
13	the procedure for obtaining authorisation to proceed with connections and the implications of not obtaining it	
14	the importance of obtaining necessary permissions for isolation of any part of utilities network	

**Unit J2V3 04      Install Engineering Products or Assets for Water  
Network Construction (Water Mains up to 150mm  
NB (180mm PE))**

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

<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
15	range of actions to be taken if work cannot proceed to schedule	
16	means of determining appropriate safe remedial action if work cannot proceed	
17	methods of accessing information obtainable from reference documents, regulations, codes of practice	
18	organisational policy and procedures for meeting relevant statutory requirements, regulations, codes of practice	
19	types and signs of defect likely to be present on sub-system and means of determining correct and safe action	
20	the importance of compliance with current industry standards	
21	mechanical and fusion welding techniques	
22	how to provide clear technical information and check understanding	
23	communication methods and procedures appropriate for how information will be used	
24	how to identify problems that are outside of your responsibility including inaccuracies in technical information sources, damage or defects to tools, equipment or materials, work which is incomplete and not to schedule	
25	who to report information to and when	

## Assessment Summary and Confirmation

### Unit J2TW 04 Set out, operate and remove signing, lighting and guarding for highways work

SCQF level	5	SCQF credit	5
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Candidate's name		Assessor's name	
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<b>Types of evidence provided for this unit</b> (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor/candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2TW 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2TW 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			



## **Unit J2TW 04      Set out, Operate and Remove Signing, Lighting and Guarding for Highway Works**

### **Candidate declaration**

I confirm that the evidence listed for **unit J2TW 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2TW 04**.

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

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

### **If sampled**

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

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

## Unit J2TW 04      Set out, Operate and Remove Signing, Lighting and Guarding for Highway Works

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	use relevant work instructions and specifications to identify signing, lighting and guarding required to meet safety and security requirements	
1.2	set out and erect protection equipment in accordance with relevant codes of practice	
1.3	check the position and condition of protection equipment meets work requirements and is in accordance with relevant codes of practice	
1.4	position, maintain and control traffic control equipment in accordance with work requirements, relevant codes of practice	
1.5	adjust traffic control equipment in line with the progress and changes of the work activity	
1.6	report defective and damaged equipment to appropriate people	
1.7	identify any issues caused by the work environment with signing, lighting and guarding practice in accordance with relevant codes of practice	
1.8	remove protection equipment and traffic control equipment in accordance with relevant codes of practice	
1.9	refer problems and conditions outside your responsibility in accordance with approved procedures and practices	
1.10	carry out work in line with approved procedures, codes of practice and statutory requirements	

## Unit J2TW 04      Set out, Operate and Remove Signing, Lighting and Guarding for Highway Works

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

Knowledge and Understanding — the candidate knows and understands:		Evidence or File X-Ref/Coverage
1	appropriate signing, lighting and guarding for width of road, speed of road, traffic count, street furniture and duration of work	
2	the appropriateness of signing, lighting and guarding methods to meet code of practice requirements	
3	the purpose of equipment used for protecting highways works, including signs, lights, guards and portable traffic signals	
4	the different types of traffic control equipment including warning signs, priority signals, stop and go boards, portable traffic lights	
5	the types of guards and traffic control equipment used to protect highways works and their positioning requirements relative to the work	
6	how to position and operate traffic controls including warning signs, priority signals, stop and go boards, portable traffic lights	
7	how to follow instructions to ensure the correct sequences for erection and dismantling of traffic control arrangements	
8	the importance of cleaning signs and lights in the immediate work area during the course of highways works	
9	the importance of checking and reporting defects in signs, guards, lighting, and traffic control systems to the team leader	

## Unit J2TW 04      Set out, Operate and Remove Signing, Lighting and Guarding for Highway Works

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

<b>Knowledge and Understanding — the candidate knows and understands:</b>		<b>Evidence or File X-Ref/Coverage</b>
10	environmental issues with work taking place including public safety, school traffic, changing conditions such as work extending into darkness and consideration of impact on excessive traffic and pollution	
11	the importance of complying with safety and procedural instructions	
12	the range and purpose of personal protective equipment used during highways works	
13	the importance of checking and reporting defects in personal protective equipment to the team leader	
14	legislation, codes of practice, procedures and practices for health, safety and the environment that is relevant to your work in signing, lighting and guarding	
15	the actions to take in the event of an accident or emergency on the highway	
16	procedures for summoning the emergency services	
17	accident recording and reporting procedures	

## Assessment Summary and Confirmation

### Unit J2TX 04 Reinstatement excavation and pavement surfaces after network construction operations

SCQF level	5	SCQF credit	5
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Candidate's name		Assessor's name	
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Types of evidence provided for this unit (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2TX 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2TX 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2TX 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## **Unit J2TX 04      Reinstatement excavation and pavement surfaces after network construction operations**

### **Candidate declaration**

I confirm that the evidence listed for **unit J2TX 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2TX 04**.

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

### **If sampled**

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

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

## Unit J2TX 04      Reinstate excavation and pavement surfaces after network construction operations

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	confirm that the location of excavation, cavity and trenches is in accordance with instructions and work specifications	
1.2	use appropriate records to determine potential deep excavations, confined spaces and hazardous materials	
1.3	check any circumstances where information appears incorrect with designated people	
1.4	carry out site-specific risk assessments in accordance with company procedures	
1.5	apply control measures identified in risk assessments	
1.6	select, check condition of, use and store appropriate personal protective equipment (PPE)	
1.7	confirm the surface for reinstatement is in accordance with statutory and regulatory codes of practice	
1.8	use approved procedures and practices and statutory requirements to determine the requirement for excavation support	
1.9	protect supply apparatus and sub-structures in accordance with relevant codes of practice	
1.10	confirm new and reusable materials for backfill, sub-base, roadbase and pavement surfaces are in appropriate condition and fit for purpose	

## Unit J2TX 04      Reinstate excavation and pavement surfaces after network construction operations

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.11	select, check, use and maintain hand tools, powered tools and equipment suitable to the materials being used	
1.12	follow organisational procedures at all times	
1.13	maintain conditions and security of excavations in line with operational and regulatory requirements	
1.14	lay and compact materials appropriate to the area and type of structure being reinstated	
1.15	replace ironwork, kerbs and edge constraints in accordance with relevant codes of practice	
1.16	store and dispose of waste and surplus materials in accordance with work instructions and statutory and regulatory Codes of Practice	
1.17	check and confirm the quality and condition of finished reinstatement and the work site conform to statutory and regulatory codes of practice	
1.18	carry out all work to approved procedures and practices and in compliance with statutory and regulatory codes of practice	
1.19	resolve problems that are within the responsibility of your job role	
1.20	report any problems you cannot resolve to appropriate people	
1.21	record and store required data and information in organisational information systems	



## Unit J2TX 04      Reinstate excavation and pavement surfaces after network construction operations

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

<b>Knowledge and Understanding — the candidate knows and understands</b>		<b>Evidence or File X-Ref/Coverage</b>
1	legislation, codes of practice, procedures and the main responsibilities of the employer and employee in relation to health and safety, the environment, lone working, hazardous materials, excavations, tools and equipment, accidents, emergencies, roads and street works	
2	how to carry out and review site-specific risk assessments	
3	how to review risk assessments and apply control measures	
4	the company structures, reporting lines, roles, responsibilities and levels of authority inside and outside the highway operations team including site management structures	
5	the identification and application of safe procedures for handling hazardous and non-hazardous materials	
6	the range, use and importance of personal protective equipment for the work activity and procedures for checking PPE is fit for purpose	
7	safe procedures for handling reinstatement equipment	
8	the sub-surface requirements for each type of surface including flexible, composite, rigid, modular, verge and ground	
9	preparation procedures including edge trimming, surface formation, removal of loose debris, repair information	

## Unit J2TX 04      Reinstate excavation and pavement surfaces after network construction operations

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

<b>Knowledge and Understanding — the candidate knows and understands</b>		<b>Evidence or File X-Ref/Coverage</b>
10	the types of materials and possible defects for backfill, sub-base, road base, and paved surface including cold-lay materials	
11	the remedial actions to take when defects are encountered	
12	how to protect the supply apparatus for utilities and other agencies, above and below ground services, built structures and the natural environment including foundations, tree roots, and natural watercourses	
13	specifications for surface, sub-surface, and general reinstatement materials including fine fill materials, backfill materials, granular sub-bases, cement bound excavated materials, road base materials, bituminous road base materials, surfacing materials, concrete footways, modular surfacing, cold-lay compounds	
14	methods of segregating the different materials including backfill, sub-base road base, and pavement surface	
15	methods of checking the condition of material that is to be reused	
16	methods of storing or protecting excavated and other materials to prevent deterioration	
17	the types hand and power tools, and motorised equipment, their uses and maintenance requirements including those used for compaction	

## Unit J2TX 04      Reinstate excavation and pavement surfaces after network construction operations

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

<b>Knowledge and Understanding</b> — the candidate knows and understands		<b>Evidence or File X-Ref/Coverage</b>
18	the suitability of hand tools, powered tools and equipment to the materials being used	
19	how to remove trench support safely while reinstating excavations	
20	types of surface finishes including flexible, composite, rigid and modular, verge and natural ground and processes for reinstating them	
21	the methods to be used for compacting reinstatement materials	
22	problems that may be encountered including damage to supply apparatus and sub-structures, defects in excavations, required remedial work, spillage from fuel and lubricants, settlement, surface damage and how to deal with them	
23	the importance of referring problems outside your area of responsibility and who to report them to	
24	the procedures for reporting and recording job progress, problems and deviations to work programmes	

## Assessment Summary and Confirmation

### Unit J2V4 04 Joint Materials by Butt Fusion Processes on Water Networks (between 180mm and 315mm)

SCQF level	5	SCQF credit	4
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Candidate's name		Assessor's name	
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<b>Types of evidence provided for this unit</b> (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor/candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2V4 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for J2V4 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2V4 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## **Unit J2V4 04      Joint Materials by Butt Fusion Processes on Water Networks (between 180mm and 315mm)**

### **Candidate declaration**

I confirm that the evidence listed for **unit J2V4 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2V4 04**.

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

### **If sampled**

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

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

## Unit J2V4 04      Joint Materials by Butt Fusion Processes on Water Networks (between 180mm and 315mm)

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	work in line with health, safety and environmental regulations, guidelines and procedures at all times	
1.2	carry out and review site-specific risk assessments in accordance with company procedures	
1.3	select and wear designated personal protective equipment	
1.4	prepare and make joints in accordance with job instructions and procedures	
1.5	check any circumstances where job instructions or procedures appear incorrect with appropriate people	
1.6	check and confirm joint preparations comply with specifications and quality requirements	
1.7	check that jointing and related equipment and consumables are as specified and fit for purpose	
1.8	provide adequate weather protection in line with organisational procedures for the duration of jointing cycles	
1.9	carry out and monitor machine operations in accordance with specifications and job instructions	
1.10	report any damage or defects to tools, equipment or materials to appropriate people without delay	
1.11	make butt joints of the required quality and specified dimensional accuracy	

## Unit J2V4 04      Joint Materials by Butt Fusion Processes on Water Networks (between 180mm and 315mm)

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.12	de-bead and carry out approved quality assurance tests on bead	
1.13	mark joint and bead so they are identifiable in accordance with company procedures	
1.14	shut down equipment to a safe condition on completion of jointing activities	
1.15	deal with excess and waste materials and temporary attachments without delay in line with approved and agreed procedures	
1.16	joint materials by butt fusion processes in line with approved procedures and practices and statutory and regulatory requirements	
1.17	record and store jointing data and information in organisational information systems	
1.18	resolve problems that are within your area of responsibility in line with organisational procedures	
1.19	refer problems you cannot resolve to appropriate people using approved procedures	

## Unit J2V4 04      Joint Materials by Butt Fusion Processes on Water Networks (between 180mm and 315mm)

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

Knowledge and Understanding — the candidate knows and understands:		Evidence or File X-Ref/Coverage
1	legislation, procedures and codes of practice relating to health, safety and the environment including manual handling, use of equipment, hazardous materials, work in excavations, risk assessments, accidents and personal protective equipment	
2	personal protective equipment (PPE) required for the work	
3	industry codes of practice and company procedures relating to butt fusion jointing	
4	why only pipes of similar specifications can be joined together	
5	how to interpret engineering specifications relevant to butt fusion processes	
6	how to operate automatic and non-automatic machines	
7	different stages that take place during the jointing process and the importance of allowing each phase to complete	
8	the need for pipe support and alignment and the consequences of poor support and mis-alignment	
9	cause and effect of mis-alignment split defects	
10	problems caused by inadequate bead, excessive bead pipe specifications and how to avoid them	



**Unit J2V4 04      Joint Materials by Butt Fusion Processes on Water Networks (between 180mm and 315mm)**

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

<b>Knowledge and Understanding — the candidate knows and understands:</b>		<b>Evidence or File X-Ref/Coverage</b>
11	compatibility between different materials in relation to standard dimension ratio (SDR) rating and polymer type	
12	how defects in materials and consumables can affect butt jointing processes	
13	the importance of equipment calibration and the consequences of poor maintenance	
14	quality assurance procedures that can be used to recognise defects including non-destructive and destructive testing	
15	reporting procedures including who to report to about damage and problems	
16	information and data storage systems	

## Assessment Summary and Confirmation

### Unit J2V5 04 Joint Materials by Butt Fusion Processes on Water Networks (above 315mm)

SCQF level	5	SCQF credit	4
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Candidate's name		Assessor's name	
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<b>Types of evidence provided for this unit</b> (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor/candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2V5 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for J2V5 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2V5 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## **Unit J2V5 04      Joint Materials by Butt Fusion Processes on Water Networks (above 315mm)**

### **Candidate declaration**

I confirm that the evidence listed for **unit J2V5 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2V5 04**.

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

### **If sampled**

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

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

## Unit J2V5 04      Joint Materials by Butt Fusion Processes on Water Networks (above 315mm)

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	work in line with health, safety and environmental regulations, guidelines and procedures at all times	
1.2	carry out and review site-specific risk assessments in accordance with company procedures	
1.3	select and wear designated personal protective equipment	
1.4	prepare and make joints in accordance with job instructions and procedures	
1.5	check any circumstances where job instructions or procedures appear incorrect with appropriate people	
1.6	check and confirm joint preparations comply with specifications and quality requirements	
1.7	check that jointing and related equipment and consumables are as specified and fit for purpose	
1.8	provide adequate weather protection in line with organisational procedures for the duration of jointing cycles	
1.9	carry out and monitor machine operations in accordance with specifications and job instructions	
1.10	report any damage or defects to tools, equipment or materials to appropriate people without delay	
1.11	make butt joints of the required quality and specified dimensional accuracy	

## Unit J2V5 04      Joint Materials by Butt Fusion Processes on Water Networks (above 315mm)

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.12	de-bead and carry out approved quality assurance tests on bead	
1.13	mark joint and bead so they are identifiable in accordance with company procedures	
1.14	shut down equipment to a safe condition on completion of jointing activities	
1.15	deal with excess and waste materials and temporary attachments without delay in line with approved and agreed procedures	
1.16	joint materials by butt fusion processes in line with approved procedures and practices and statutory and regulatory requirements	
1.17	record and store jointing data and information in organisational information systems	
1.18	resolve problems that are within your area of responsibility in line with organisational procedures	
1.19	refer problems you cannot resolve to appropriate people using approved procedures	
<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
1	legislation, procedures and codes of practice relating to health, safety and the environment including manual handling, use of equipment, hazardous materials, work in excavations, risk assessments, accidents and personal protective equipment	

## Unit J2V5 04      Joint Materials by Butt Fusion Processes on Water Networks (above 315mm)

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

Knowledge and Understanding — the candidate knows and understands:		Evidence or File X-Ref/Coverage
2	personal protective equipment (PPE) required for the work	
3	industry codes of practice and company procedures relating to butt fusion jointing	
4	why only pipes of similar specifications can be joined together	
5	how to interpret engineering specifications relevant to butt fusion processes	
6	how to operate automatic and non-automatic machines	
7	different stages that take place during the jointing process and the importance of allowing each phase to complete	
8	the need for pipe support and alignment and the consequences of poor support and mis-alignment	
9	cause and effect of mis-alignment split defects	
10	problems caused by inadequate bead, excessive bead pipe specifications and how to avoid them	
11	compatibility between different materials in relation to standard dimension ratio (SDR) rating and polymer type	
12	how defects in materials and consumables can affect butt jointing processes	

**Unit J2V5 04      Joint Materials by Butt Fusion Processes on Water Networks (above 315mm)**

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

<b>Knowledge and Understanding — the candidate knows and understands:</b>		<b>Evidence or File X-Ref/Coverage</b>
13	the importance of equipment calibration and the consequences of poor maintenance	
14	quality assurance procedures that can be used to recognise defects including non-destructive and destructive testing	
15	reporting procedures including who to report to about damage and problems	
16	information and data storage systems	

## Assessment Summary and Confirmation

### Unit J2V6 04 Install Engineering Products or Assets for Water Network Construction (from 150mm NB (180mm PE) to 300mm NB (315mm PE))

SCQF level	5	SCQF credit	5
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Candidate's name		Assessor's name	
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<b>Types of evidence provided for this unit</b> (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor/candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2V6 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2V6 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2V6 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			



**Unit J2V6 04      Install Engineering Products or Assets for Water  
Network Construction (from 150mm NB (180mm  
PE) to 300mm NB (315mm PE))**

**Candidate declaration**

I confirm that the evidence listed for **unit J2V6 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

**Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2V6 04**.

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

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

**If sampled**

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

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

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

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

**Unit J2V6 04      Install Engineering Products or Assets for Water  
Network Construction (from 150mm NB (180mm  
PE) to 300mm NB (315mm PE))**

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	obtain relevant information from current drawings, records, work documents, manuals, and technical specifications	
1.2	identify dimensions, lengths, widths, and quantities in line with Technical information	
1.3	identify positions of utilities plant, services, buildings, kerbs and boundaries in line with technical information	
1.4	select components appropriate for installation in compliance with work and quality specifications	
1.5	identify and replace defective components, non-match components, and sub-standard components in line with organisational procedures	
1.6	ensure sufficient labour, plant, equipment, materials and consumables are available for installation	
1.7	deal with actual and predicted changes to planned use of resources in line with organisational procedures	
1.8	make sure installation equipment operates as required	
1.9	determine installation methods to be used that are appropriate to the work	
1.10	carry out and review site-specific risk assessments in accordance with organisational policy	

**Unit J2V6 04      Install Engineering Products or Assets for Water  
Network Construction (from 150mm NB (180mm  
PE) to 300mm NB (315mm PE))**

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.11	select and wear designated personal protective equipment (PPE)	
1.12	make sure the condition of excavations conforms with instructions and specifications	
1.13	select, prepare and operate installation equipment in accordance with the specification and manufacturer's instructions	
1.14	position components in accordance with specifications taking adequate precautions to prevent damage to them	
1.15	assemble components to industry standards using appropriate techniques	
1.16	protect installed assets with fine fill in accordance with specification and codes of practice	
1.17	maintain proximity distances from other utilities apparatus in accordance with approved codes of practice	
1.18	ensure installed assets are supported and anchored in accordance with codes of practice	
1.19	connect to existing system using in line squeeze off, side entry or top entry tee, in accordance with codes of practice	
1.20	check quality of installations comply with quality and hygiene standards	
1.21	follow organisational procedures to maintain the security and safety of systems and other people at all times	

**Unit J2V6 04      Install Engineering Products or Assets for Water  
Network Construction (from 150mm NB (180mm  
PE) to 300mm NB (315mm PE))**

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.22	provide technical information to people who require it in line with organisational processes, confirming that they have understood it	
1.23	complete required work documentation in line with organisational requirements	
1.24	work on 'permit to work' designated activities in line with organisational procedures	
1.25	refer problems and conditions outside your responsibility to appropriate people using approved procedures	
<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
1	the importance of carrying out on site risk assessments and the need for constant review	
2	the importance of understanding and implementing a safe system of work (SSOW) document when working in excavations	
3	organisations policy and procedures for meeting relevant statutory requirements, regulations, codes of practice	
4	factors affecting, and means of confirming, the suitability of excavations	
5	potential dangers in trenches and holes	

**Unit J2V6 04      Install Engineering Products or Assets for Water  
Network Construction (from 150mm NB (180mm  
PE) to 300mm NB (315mm PE))**

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

<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
6	relevant health, safety and environment legislation, procedures and codes of practice including those governing work in excavations, lone working, hazardous materials, accidents and personal protective equipment (PPE), confined space, working at height	
7	dangers of taking actions that create confined spaces risks in excavations	
8	installation methods and when they should be used including mains bursting, dead insertion, live insertion, soil displacement, directional drilling, open cut	
9	the implications of using incorrect plant, tools, materials and system components	
10	actions to be taken where plant, tools, materials and system components fail to meet required specification	
11	faults associated with use of inappropriate installation methods and tools	
12	range of isolation methods available and rationale for selection	
13	the procedure for obtaining authorisation to proceed with connections and the implications of not obtaining it	
14	the importance of obtaining necessary permissions for isolation of any part of utilities network	

**Unit J2V6 04      Install Engineering Products or Assets for Water  
Network Construction (from 150mm NB (180mm  
PE) to 300mm NB (315mm PE))**

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

<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
15	range of actions to be taken if work cannot proceed to schedule	
16	means of determining appropriate safe remedial action if work cannot proceed	
17	methods of accessing information obtainable from reference documents, regulations, codes of practice	
18	organisational policy and procedures for meeting relevant statutory requirements, regulations, codes of practice	
19	types and signs of defect likely to be present on sub-system and means of determining correct and safe action	
20	the importance of compliance with current industry standards	
21	mechanical and fusion welding techniques	
22	how to provide clear technical information and check understanding	
23	communication methods and procedures appropriate for how information will be used	
24	how to identify problems that are outside of your responsibility including inaccuracies in technical information sources, damage or defects to tools, equipment or materials, work which is incomplete and not to schedule	
25	who to report information to and when	

## Assessment Summary and Confirmation

### Unit J2V7 04 Install Engineering Products or Assets for Water Network Construction (above 300mm NB (315mm PE))

SCQF level	5	SCQF credit	5
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Candidate's name		Assessor's name	
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<b>Types of evidence provided for this unit</b> (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor/candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2V7 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2V7 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2V7 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

**Unit J2V7 04      Install Engineering Products or Assets for Water  
Network Construction (above 300mm NB (315mm  
PE))**

**Candidate declaration**

I confirm that the evidence listed for **unit J2V7 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

**Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2V7 04**.

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

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

**If sampled**

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

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

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

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



## Unit J2V7 04      Install Engineering Products or Assets for Water Network Construction (above 300mm NB (315mm PE))

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	obtain relevant information from current drawings, records, work documents, manuals, and technical specifications	
1.2	identify dimensions, lengths, widths, and quantities in line with Technical information	
1.3	identify positions of utilities plant, services, buildings, kerbs and boundaries in line with technical information	
1.4	select components appropriate for installation in compliance with work and quality specifications	
1.5	identify and replace defective components, non-match components, and sub-standard components in line with organisational procedures	
1.6	ensure sufficient labour, plant, equipment, materials and consumables are available for installation	
1.7	deal with actual and predicted changes to planned use of resources in line with organisational procedures	
1.8	make sure installation equipment operates as required	
1.9	determine installation methods to be used that are appropriate to the work	
1.10	carry out and review site-specific risk assessments in accordance with organisational policy	
1.11	select and wear designated personal protective equipment (PPE)	

**Unit J2V7 04      Install Engineering Products or Assets for Water Network Construction (above 300mm NB (315mm PE))**

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.12	make sure the condition of excavations conforms with instructions and specifications	
1.13	select, prepare and operate installation equipment in accordance with the specification and manufacturer's instructions	
1.14	position components in accordance with specifications taking adequate precautions to prevent damage to them	
1.15	assemble components to industry standards using appropriate techniques	
1.16	protect installed assets with fine fill in accordance with specification and codes of practice	
1.17	maintain proximity distances from other utilities apparatus in accordance with approved codes of practice	
1.18	ensure installed assets are supported and anchored in accordance with codes of practice	
1.19	connect to existing system using in line squeeze off, side entry or top entry tee, in accordance with codes of practice	
1.20	check quality of installations comply with quality and hygiene standards	
1.21	follow organisational procedures to maintain the security and safety of systems and other people at all times	
1.22	provide technical information to people who require it in line with organisational processes, confirming that they have understood it	

**Unit J2V7 04      Install Engineering Products or Assets for Water Network Construction (above 300mm NB (315mm PE))**

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.23	complete required work documentation in line with organisational requirements	
1.24	work on 'permit to work' designated activities in line with organisational procedures	
1.25	refer problems and conditions outside your responsibility to appropriate people using approved procedures	
<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
1	the importance of carrying out on site risk assessments and the need for constant review	
2	the importance of understanding and implementing a safe system of work (SSOW) document when working in excavations	
3	organisations policy and procedures for meeting relevant statutory requirements, regulations, codes of practice	
4	factors affecting, and means of confirming, the suitability of excavations	
5	potential dangers in trenches and holes	
6	relevant health, safety and environment legislation, procedures and codes of practice including those governing work in excavations, lone working, hazardous materials, accidents and personal protective equipment (PPE), confined space, working at height	
7	dangers of taking actions that create confined spaces risks in excavations	

**Unit J2V7 04      Install Engineering Products or Assets for Water  
Network Construction (above 300mm NB (315mm  
PE))**

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

<b>Knowledge and Understanding — the candidate knows and understands:</b>		<b>Evidence or File X-Ref/Coverage</b>
8	installation methods and when they should be used including mains bursting, dead insertion, live insertion, soil displacement, directional drilling, open cut	
9	the implications of using incorrect plant, tools, materials and system components	
10	actions to be taken where plant, tools, materials and system components fail to meet required specification	
11	faults associated with use of inappropriate installation methods and tools	
12	range of isolation methods available and rationale for selection	
13	the procedure for obtaining authorisation to proceed with connections and the implications of not obtaining it	
14	the importance of obtaining necessary permissions for isolation of any part of utilities network	
15	range of actions to be taken if work cannot proceed to schedule	
16	means of determining appropriate safe remedial action if work cannot proceed	
17	methods of accessing information obtainable from reference documents, regulations, codes of practice	

**Unit J2V7 04      Install Engineering Products or Assets for Water  
Network Construction (above 300mm NB (315mm  
PE))**

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

<b>Knowledge and Understanding — the candidate knows and understands:</b>		<b>Evidence or File X-Ref/Coverage</b>
18	organisational policy and procedures for meeting relevant statutory requirements, regulations, codes of practice	
19	types and signs of defect likely to be present on sub-system and means of determining correct and safe action	
20	the importance of compliance with current industry standards	
21	mechanical and fusion welding techniques	
22	how to provide clear technical information and check understanding	
23	communication methods and procedures appropriate for how information will be used	
24	how to identify problems that are outside of your responsibility including inaccuracies in technical information sources, damage or defects to tools, equipment or materials, work which is incomplete and not to schedule	
25	who to report information to and when	

## Assessment Summary and Confirmation

### Unit J2V8 04 Conduct specified testing of water network engineering products or assets

SCQF level	5	SCQF credit	4
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Candidate's name		Assessor's name	
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Types of evidence provided for this unit (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2V8 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2V8 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2V8 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## **Unit J2V8 04      Conduct specified testing of water network engineering products or assets**

### **Candidate declaration**

I confirm that the evidence listed for **unit J2V8 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2V8 04**.

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

### **If sampled**

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

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

## Unit J2V8 04      Conduct specified testing of water network engineering products or assets

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	conduct tests in in accordance with health and safety and environment regulations and legislation	
1.2	carry out and review site-specific risk assessments in accordance with company procedures	
1.3	set up safe working areas which prevents unauthorised access	
1.4	select and wear designated personal protective equipment (PPE)	
1.5	use tools and equipment to carry out tests in accordance with work instructions and manufacturers specifications	
1.6	set up, remove excess air from systems, carry out the tests and flush in line with work instructions and within agreed timescales	
1.7	carry out tests in accordance with approved procedures and practices and statutory and regulatory requirements	
1.8	review test results to establish that system performance is in accordance with equipment specifications and performance parameters	
1.9	confirm equipment is functioning in accordance with system operating requirements and parameters	
1.10	dispose of waste products in accordance with environmental requirements	



## Unit J2V8 04      Conduct specified testing of water network engineering products or assets

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.11	use relevant information from method statements, plans and specifications to inform testing, pressure testing and flushing of engineering products and assets	
1.12	record test results in organisational reporting systems and standard industry documentation in accordance with company procedures and requirements	
1.13	report - to the designated person - damage or defects to test equipment	
1.14	deal with problems within your control without delay	
1.15	refer problems and conditions outside your responsibility to appropriate people using approved procedures	
1.16	deal with any emergencies that may arise in line with emergency procedures	
<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
1	how to interpret method statements, plans and specifications for different test activities and procedures	
2	the lines and procedures for reporting problems associated with test activities including standard industry documentation and relevant company procedures	
3	how to use the various types of tests for mains and services, including removal of excess air from the system	

**Unit J2V8 04      Conduct specified testing of water network engineering products or assets**

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

<b>Knowledge and Understanding — the candidate knows and understands:</b>		<b>Evidence or File X-Ref/Coverage</b>
4	procedures to deal with emergencies	
5	how to use the various types of test equipment	
6	how to remove air from systems and the implications of not doing it	
7	testing methods and procedures that can be adopted to remove excess air from systems	
8	how to operate relevant pressure equipment and why it should be calibrated	
9	the consequences to the environment and people of test failure	
10	the consequences of mechanical failures to pressure ranges during testing	
11	relevant health, safety and environment legislation, procedures and codes of practice including those governing work in excavations, hazardous materials, accidents and personal protective equipment (PPE), confined space, working at height	
12	how to identify damage or defects to test equipment and who to report it to	
13	procedures for referring problems outside your responsibility	

## Assessment Summary and Confirmation

### Unit J2TG 04 Communicate with customers in the utilities sector

SCQF level	6	SCQF credit	6
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Candidate's name		Assessor's name	
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<b>Types of evidence provided for this unit</b> (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor/candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2TG 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2TG 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2TG 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## **Unit J2TG 04      Communicate with customers in the utilities sector**

### **Candidate declaration**

I confirm that the evidence listed for **unit J2TG 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2TG 04**.

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

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

### **If sampled**

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

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

## Unit J2TG 04      Communicate with customers in the utilities sector

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	treat customers in line with organisational procedures at all times	
1.2	provide information or advice to customers that is accurate, within your area of responsibility and in line with organisational procedures	
1.3	respond to customer enquiries or complaints in line with organisational requirements for customer contact	
1.4	determine the details of customer enquiries or complaints in line with organisational procedures	
1.5	ensure dealings with customers are timed to take account of the needs of other customers, work pressures and organisational requirements	
1.6	make sure any actions agreed with customers are in line with both legal and organisational responsibilities and requirements	
1.7	explain organisational constraints in a clear manner to customers at appropriate times in line with organisational procedures	
1.8	confirm that customers understand any actions that you or they are required to carry out	
1.9	use appropriate approaches to deal with co-operative and uncooperative customers in line with organisational procedures	
1.10	pass the details to relevant people without delay where limits of responsibility are exceeded	

## Unit J2TG 04      Communicate with customers in the utilities sector

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.11	carry out agreed activities according to organisational customer service guidelines	
1.12	record interaction with customers in an appropriate level of detail in organisational systems	
<b>Knowledge and Understanding</b> — the candidate knows and understands		<b>Evidence or File X-Ref/Coverage</b>
1	organisational customer service standards and customer contact procedures	
2	communication techniques including how to maintain a courteous, helpful and tactful manner in situations of conflict or non-cooperation	
3	the legal obligations and requirements of the utilities you are working with within the remit of your role	
4	types of advice you may be able to provide and the enquiries you would normally be expected to deal with	
5	organisational processes for media contact	
6	how to manage customer expectations and balance customer and organisational needs	
7	personal and organisational limits of authority for dealing with customers, internal and external stakeholders	
8	how to communicate with customers including speaking, listening and questioning	

## Unit J2TG 04      Communicate with customers in the utilities sector

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

<b>Knowledge and Understanding</b> — the candidate knows and understands		<b>Evidence or File X-Ref/Coverage</b>
9	techniques to confirm other's understanding of information	
10	the importance of understanding customers' points of view	
11	how customers are involved with, or affected by, your work	
12	how to handle disagreement and conflict	
13	how to access essential information and how to summarise it for customers	
14	the boundaries of your own authority and who to refer to when enquiries and complaints are outside of it	
15	organisational requirements for recording interactions with customers	

## Assessment Summary and Confirmation

### Unit J2TV 04 Install Engineering Products or Assets for Water Network Construction (Water Services up to 50mm NB (63mm PE))

SCQF level	5	SCQF credit	5
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Candidate's name		Assessor's name	
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<b>Types of evidence provided for this unit</b> (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor/candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2TV 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2TV 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2TV 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			



**Unit J2TV 04      Install Engineering Products or Assets for Water  
Network Construction (Water Services up to 50mm  
NB (63mm PE))**

**Candidate declaration**

I confirm that the evidence listed for **unit J2TV 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

**Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2TV 04**.

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

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

**If sampled**

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

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

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

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

**Unit J2TV 04      Install Engineering Products or Assets for Water  
Network Construction (Water Services up to 50mm  
NB (63mm PE))**

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	obtain relevant information from current drawings, records, work documents, manuals, and technical specifications	
1.2	identify dimensions, lengths, widths, and quantities in line with Technical information	
1.3	identify positions of utilities plant, services, buildings, kerbs and boundaries in line with technical information	
1.4	select components appropriate for installation in compliance with work and quality specifications	
1.5	identify and replace defective components, non-match components, and sub-standard components in line with organisational procedures	
1.6	ensure sufficient labour, plant, equipment, materials and consumables are available for installation	
1.7	deal with actual and predicted changes to planned use of resources in line with organisational procedures	
1.8	make sure installation equipment operates as required	
1.9	determine installation methods to be used that are appropriate to the work	
1.10	carry out and review site-specific risk assessments in accordance with organisational policy	

## Unit J2TV 04      Install Engineering Products or Assets for Water Network Construction (Water Services up to 50mm NB (63mm PE))

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.11	select and wear designated personal protective equipment (PPE)	
1.12	make sure the condition of excavations conforms with instructions and specifications	
1.13	select, prepare and operate installation equipment in accordance with the specification and manufacturer's instructions	
1.14	position components in accordance with specifications taking adequate precautions to prevent damage to them	
1.15	assemble components to industry standards using appropriate techniques	
1.16	protect installed assets with fine fill in accordance with specification and codes of practice	
1.17	maintain proximity distances from other utilities apparatus in accordance with approved codes of practice	
1.18	ensure installed assets are supported and anchored in accordance with codes of practice	
1.19	connect to existing system using in line squeeze off, side entry or top entry tee, in accordance with codes of practice	
1.20	check quality of installations comply with quality and hygiene standards	
1.21	follow organisational procedures to maintain the security and safety of systems and other people at all times	

**Unit J2TV 04      Install Engineering Products or Assets for Water  
Network Construction (Water Services up to 50mm  
NB (63mm PE))**

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.22	provide technical information to people who require it in line with organisational processes, confirming that they have understood it	
1.23	complete required work documentation in line with organisational requirements	
1.24	work on 'permit to work' designated activities in line with organisational procedures	
1.25	refer problems and conditions outside your responsibility to appropriate people using approved procedures	
<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
1	the importance of carrying out on site risk assessments and the need for constant review	
2	the importance of understanding and implementing a safe system of work (SSOW) document when working in excavations	
3	organisations policy and procedures for meeting relevant statutory requirements, regulations, codes of practice	
4	factors affecting, and means of confirming, the suitability of excavations	
5	potential dangers in trenches and holes	

**Unit J2TV 04      Install Engineering Products or Assets for Water  
Network Construction (Water Services up to 50mm  
NB (63mm PE))**

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

<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
6	relevant health, safety and environment legislation, procedures and codes of practice including those governing work in excavations, lone working, hazardous materials, accidents and personal protective equipment (PPE), confined space, working at height	
7	dangers of taking actions that create confined spaces risks in excavations	
8	installation methods and when they should be used including mains bursting, dead insertion, live insertion, soil displacement, directional drilling, open cut	
9	the implications of using incorrect plant, tools, materials and system components	
10	actions to be taken where plant, tools, materials and system components fail to meet required specification	
11	faults associated with use of inappropriate installation methods and tools	
12	range of isolation methods available and rationale for selection	
13	the procedure for obtaining authorisation to proceed with connections and the implications of not obtaining it	
14	the importance of obtaining necessary permissions for isolation of any part of utilities network	

**Unit J2TV 04      Install Engineering Products or Assets for Water  
Network Construction (Water Services up to 50mm  
NB (63mm PE))**

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

<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
15	range of actions to be taken if work cannot proceed to schedule	
16	means of determining appropriate safe remedial action if work cannot proceed	
17	methods of accessing information obtainable from reference documents, regulations, codes of practice	
18	organisational policy and procedures for meeting relevant statutory requirements, regulations, codes of practice	
19	types and signs of defect likely to be present on sub-system and means of determining correct and safe action	
20	the importance of compliance with current industry standards	
21	mechanical and fusion welding techniques	
22	how to provide clear technical information and check understanding	
23	communication methods and procedures appropriate for how information will be used	
24	how to identify problems that are outside of your responsibility including inaccuracies in technical information sources, damage or defects to tools, equipment or materials, work which is incomplete and not to schedule	
25	who to report information to and when	

## Assessment Summary and Confirmation

### Unit J2V0 04      Restore water network components to operational condition

SCQF level	5	SCQF credit	4
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Candidate's name		Assessor's name	
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<b>Types of evidence provided for this unit</b> (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2V0 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2V0 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2V0 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## **Unit J2V0 04      Restore water network components to operational condition**

### **Candidate declaration**

I confirm that the evidence listed for **unit J2V0 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2V0 04**.

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

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

### **If sampled**

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

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

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

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



## Unit J2V0 04      Restore water network components to operational condition

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	work in accordance with health and safety, environment and hygiene regulations and legislation	
1.2	carry out site-specific risk assessment, and review in accordance with company procedures	
1.3	select and wear the designated personal protection equipment (PPE)	
1.4	repair or replace components in accordance with relevant specifications and work instructions	
1.5	prepare components for repair or replacement	
1.6	carry out repair or replacement to agreed timescale	
1.7	use approved materials and components for repairs or replacements	
1.8	make sure that repaired or replaced components meet specified operating conditions and parameters	
1.9	carry out all work in accordance with company procedures	
1.10	produce accurate and complete records of all work carried out	
1.11	deal with problems within your control	
1.12	refer problems and conditions outside your responsibility or which you cannot solve to appropriate people	
1.13	deal with any emergencies that may arise in line with approved procedures	

## Unit J2VA 04      Restore water network components to operational condition

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

Knowledge and Understanding — the candidate knows and understands:		Evidence or File X-Ref/Coverage
1	relevant health, safety and environment legislation, procedures and codes of practice including those governing work in excavations, hazardous materials, accidents and personal protective equipment (PPE)	
2	the importance of following all hygiene procedures	
3	how to interpret relevant drawings, plans and specifications	
4	the various components in use on the water network	
5	how to repair joints, horizontal and circumferential cracks and breaks, corrosion and interference damage and when replacement is necessary	
6	how to repair or replace metallic and non-metallic pipes and fittings	
7	techniques to use to repair components	
8	component replacement methods for mains and services	
9	the types of tools and equipment to be used when restoring components to operating condition	
10	the care and control procedures to be used to ensure compliance with hygiene regulations	
11	the different types of records and documentation used to record	

## Assessment Summary and Confirmation

### Unit J2ST 04 Conduct health and safety risk assessments of a workplace

SCQF level	7	SCQF credit	8
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Candidate's name		Assessor's name	
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Types of evidence provided for this unit (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2ST 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2ST 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria, knowledge and understanding and scope requirements for J2ST 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## **Unit J2ST 04      Conduct health and safety risk assessments of a workplace**

### **Candidate declaration**

I confirm that the evidence listed for **unit J2ST 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2ST 04**.

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

### **If sampled**

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

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

## Unit J2ST 04      Conduct health and safety risk assessments of a workplace

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	define why and where risk assessments will be carried out	
1.2	select appropriate methods for identifying hazards and evaluating risks following best practice	
1.3	prioritise areas where hazards with potential for serious harm to health are most likely to occur following best practice	
1.4	identify hazards that have potential to cause harm and/or loss following best practice	
1.5	review internal and external standards and guidelines following standard operating procedures	
1.6	confirm appropriate precautions are in place following best practice	
1.7	assess levels of risk and record significant findings following best practice	
1.8	consider and prioritise where further controls are required following standard operating procedures	
1.9	present results and reasonably practicable recommendations of risk assessments to the responsible people	
1.10	review and revise risk assessments following standard operating procedures	

## Unit J2ST 04      Conduct health and safety risk assessments of a workplace

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.11	maintain suitable and sufficient records following standard operating procedures	
1.12	take suitable action to control or remove imminent risks following best practice	
<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
1	relevant legal requirements and standards	
2	workplace hazards most likely to cause harm or loss	
3	importance of remaining alert to the presence of hazards in the workplace	
4	methods of identifying hazards and risks	
5	purpose, legal implications and importance of carrying out risk assessments	
6	techniques for carrying out risk assessments	
7	particular health and safety risks which may affect your own role and precautions to take	
8	resources required for risk assessments	
9	information sources for risk assessments	
10	what to do with results of risk assessments	

## Unit J2ST 04      Conduct health and safety risk assessments of a workplace

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

<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
11	importance of dealing with, or promptly reporting relevant hazards and risks	
12	your own limitations, job responsibilities and capabilities	
13	where to find expert advice and guidance	
14	work areas and people you are carrying out assessments for	
15	work activities of people in the workplace where you are carrying out risk assessments	
16	effective communication methods	
17	how to identify suitable control measures	

## Assessment Summary and Confirmation

### Unit J2V9 04 Plan Utility Network Construction Operations

SCQF level	7	SCQF credit	7
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Candidate's name		Assessor's name	
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Types of evidence provided for this unit (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2V9 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2V9 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2V9 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			



## **Unit J2V9 04      Plan Utility Network Construction Operations**

### **Candidate declaration**

I confirm that the evidence listed for **unit J2V9 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2V9 04**.

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

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

### **If sampled**

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

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

## Unit J2V9 04      Plan Utility Network Construction Operations

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	identify all relevant factors to be included in plans	
1.2	liaise with external agencies as necessary to obtain information relevant to the delivery of plans	
1.3	determine all necessary permits and procedures that must be followed throughout operations	
1.4	carry out planning activity in line with company policy and work procedures	
1.5	establish any specific requirements that may impact on sites or operations being planned	
1.6	confirm with external agencies if any specific terms and conditions apply to site, operations or schedules being planned	
1.7	liaise with others to determine realistic timescales for operations required	
1.8	record sequence of activities in line with regulatory and organisational procedures	
1.9	establish contingency options to cater for unexpected changes to planned schedules	
1.10	make provision for safe working and environmental practices in accordance with health and safety regulations and environmental legislation throughout the duration of the work	
1.11	produce comprehensive plans including resource requirements, timescales and milestones as required	

## Unit J2V9 04 Plan Utility Network Construction Operations

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.12	report completion of plans and any variations to original plans to appropriate people	
1.13	distribute plans in accordance with employer's policy and procedures	
1.14	explain documented plans to all required people	
1.15	make sure all records are updated in accordance with employer's procedures	
1.16	identify and respond to problems within the limits of own job role responsibility	
1.17	report problems outside job role responsibility to appropriate people	
<b>Knowledge and Understanding</b> — the candidate knows and understands		<b>Evidence or File X-Ref/Coverage</b>
1	the main responsibilities of the employer and employee under health and safety legislation and how to comply with them, including when and how to carry out risk assessments	
2	the main responsibilities of the employer and employee under environmental legislation	
3	the company reporting lines, roles, responsibilities and levels of authority	
4	the identification and application of safe procedures for handling hazardous and non-hazardous materials	
5	the range and use of personal protective equipment for the work activity and procedures for checking it is fit for purpose	

## Unit J2V9 04      Plan Utility Network Construction Operations

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

<b>Knowledge and Understanding</b> — the candidate knows and understands		<b>Evidence or File X-Ref/Coverage</b>
6	statutory, organisational and emergency reporting procedures	
7	the company procedures and processes for reporting problems	
8	how to read and interpret policies, procedures and information sources	
9	the processes and procedures that need to be followed and complied with when performing planning operations	
10	the potential impact of planning multiple site operations	
11	how to maintain safe working and environmental practices throughout the duration of the work	
12	how to minimise risks to self and others when undertaking work activities	
13	company work instructions, information and reporting systems and documentation	
14	safe Control of Operations procedures (Safe Systems of Work)	
15	how to respond to the different types and categories of emergency situations that might occur	
16	requirements and procedures for the safe disposal of waste and unused materials	
17	the sequence of processes and techniques that need to be followed and applied when removing materials and resources from site	

## Assessment Summary and Confirmation

### Unit J2SR 04      Make Sure Your Own Actions Reduce Risks to Health and Safety

SCQF level	5	SCQF credit	8
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Candidate's name		Assessor's name	
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<b>Types of evidence provided for this unit</b> (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2SR 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2SR 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2SR 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## **Unit J2SR 04      Make Sure Your Own Actions Reduce Risks to Health and Safety**

### **Candidate declaration**

I confirm that the evidence listed for **unit J2SR 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2SR 04**.

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

### **If sampled**

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

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

## Unit J2SR 04      **Make Sure Your Own Actions Reduce Risks to Health and Safety**

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	identify workplace instructions relevant to your job	
1.2	identify working practices in your job which may harm you or others	
1.3	identify aspects of your work which could harm you or others	
1.4	check which potentially harmful working practices and aspects of your work present the highest risks to you or to others	
1.5	deal with hazards in accordance with workplace instructions and legal requirements	
1.6	name and locate people responsible for health and safety at work	
1.7	control those health and safety risks within your capability and job responsibilities	
1.8	carry out your work in accordance with your level of competence, workplace instructions, suppliers or manufacturer's instructions and legal requirements	
1.9	pass on suggestions for reducing risks to health and safety to the responsible people	
1.10	check your behaviour does not endanger the health and safety of you or others at work	
1.11	use equipment, materials and products safely following workplace instructions and suppliers' or manufacturers' instructions	

## Unit J2SR 04      **Make Sure Your Own Actions Reduce Risks to Health and Safety**

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.12	report any differences between workplace instructions and suppliers' or manufacturers' instructions following standard operating procedures	
1.13	check your personal presentation and behaviour at work: <ul style="list-style-type: none"> <li>◆ protects the health and safety of you and others,</li> <li>◆ meets any legal responsibilities, and</li> <li>◆ is in accordance with workplace instructions</li> </ul>	
<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
1	what “hazards” and “risks” are	
2	your responsibilities and legal duties for health and safety in the workplace	
3	your responsibilities for health and safety as required by the law covering your job role	
4	hazards which exist at work and the safe working practices which you must follow	
5	particular health and safety hazards which may be present in your own job and precautions you must take	
6	importance of remaining alert to presence of hazards in the whole workplace	
7	importance of dealing with, or promptly reporting, risks	



## Unit J2SR 04      **Make Sure Your Own Actions Reduce Risks to Health and Safety**

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

<b>Knowledge and Understanding — the candidate knows and understands:</b>		<b>Evidence or File X-Ref/Coverage</b>
8	responsibilities for health and safety in your job description	
9	safe working practices for your job	
10	responsible people you should report health and safety matters to	
11	where and when to get additional health and safety assistance	
12	your scope and responsibility for controlling risks	
13	workplace instructions for managing risks which you are unable to deal with	
14	suppliers' and manufacturers' instructions for the safe use of equipment, materials and products you must follow	
15	importance of personal presentation in maintaining health and safety at work	
16	importance of personal behaviour in maintaining health and safety	

## Assessment Summary and Confirmation

### Unit J2VA 04 Monitor Safety for Site Staff, the Public and Vehicles

SCQF level	6	SCQF credit	4
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Candidate's name		Assessor's name	
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Types of evidence provided for this unit (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2VA 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2VA 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2VA 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## **Unit J2VA 04      Monitor Safety for Site Staff, the Public and Vehicles**

### **Candidate declaration**

I confirm that the evidence listed for **unit J2VA 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2VA 04**.

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

### **If sampled**

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

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

## Unit J2VA 04      Monitor Safety for Site Staff, the Public and Vehicles

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	check that site surveys plan provision of footways, traffic lanes and safety zones in line with requirements of site location and approved safety procedures and practices	
1.2	check that planned and actual provision of footways, traffic lanes and safety zones minimise disruption, delay and inconvenience to traffic and pedestrians, including those with special needs	
1.3	check that planned and actual provision for vehicles and plant provide coverage and safety for people and vehicles in line with legal requirements	
1.4	make sure that safe working practices are identified and followed in accordance with current approved procedures and practices	
1.5	carry out on site risk assessments to ensure that safe systems of working are in place in respect of signing, lighting and guarding and that provision is made to control any hazards identified	
1.6	check that site conditions are monitored in accordance with approved procedures and practices	
1.7	ensure that checks have been carried out to ensure that appropriate equipment, materials and products are available, meet the requirements of the location and any special needs	
1.8	monitor the inspection of equipment, materials and products prior to use in accordance with approved procedures and practices	

## Unit J2VA 04      Monitor safety for site staff, the public and vehicles

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.9	ensure that the appropriate personal protective equipment is selected, checked for suitability and used by site staff in line with legal requirements	
1.10	make sure equipment, materials and products are positioned and removed in the sequence specified in line with the requirements of site location	
1.11	make sure signals are inspected and tested for their procedures and the functioning of their equipment, materials and products at appropriate times	
1.12	make sure signal controls are adjusted to support prevailing traffic conditions	
1.13	identify problems with planned or actual provision and take appropriate remedial action in line with organisational procedures	
<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
1	code of practice requirements for surveying work sites	
2	health, safety and environmental regulations and organisational procedures, practices and requirements for work site surveys and different site conditions including those relating to risk assessment	
3	types of hazards and risks that may be encountered and how to deal with them	
4	health, safety and environmental protection equipment	

## Unit J2VA 04      Monitor safety for site staff, the public and vehicles

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

Knowledge and Understanding — the candidate knows and understands:		Evidence or File X-Ref/Coverage
5	safe ways of using the hazardous and non-hazardous materials involved	
6	organisation and client policies relating to approved equipment, materials and procedures	
7	the contents of emergency, operational and contingency plans	
8	<p>issues to consider when positioning footways, traffic lanes and safety zones including:</p> <ul style="list-style-type: none"> <li>◆ proximity to schools and hospitals</li> <li>◆ users of the route (including those with special needs)</li> <li>◆ weather conditions (including icy roads, heavy rain, snow, fog)</li> <li>◆ volume and speed of traffic and evidence of congestion</li> <li>◆ lighting on highways</li> <li>◆ highway situations (including lane widths, private access, bus stops, parking places, roundabouts, junctions, railway level crossings, tramways, cycle lanes)</li> <li>◆ emergency service access</li> </ul>	
9	different requirements for working during the day and at night	
10	the constituent elements and requirements for safety zones	
11	the factors governing the provision of footways, traffic lanes and safety zones and the circumstances under which it is necessary to liaise with highway authorities	

## Unit J2VA 04      Monitor safety for site staff, the public and vehicles

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

<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
12	how to minimise disruption to traffic and pedestrians	
13	methods of making adequate safety provision for pedestrians, vehicles and plant within the confines of the working area including traffic management measures	
14	requirements of those with special needs and how to provide for them	
15	safe working practices for signing, lighting and guarding activities	
16	the purpose of an on site risk assessment	
17	the appropriate safety and personal protective equipment to use during site operations, and how to make sure it is fit for purpose	
18	the safety equipment to use to meet requirements, any special needs and how to ensure it is fit for purpose	
19	the specified sequence for the positioning, dismantling and removal of equipment	
20	how to adjust signal controls	
21	procedures for inspecting and testing signals for correct operation	
22	problems which occur with protecting pedestrians, traffic and site staff, and the appropriate remedial action to take	

## Assessment Summary and Confirmation

### Unit J2VE 04      Contribute to Decision Making in a Business Environment

SCQF level	6	SCQF credit	3
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Candidate's name		Assessor's name	
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<b>Types of evidence provided for this unit</b> (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2VE 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2VE 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2VE 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			



## **Unit J2VE 04      Contribute to Decision Making in a Business Environment**

### **Candidate declaration**

I confirm that the evidence listed for **unit J2VE 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2VE 04**.

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

### **If sampled**

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

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

## Unit J2VE 04      Contribute to Decision Making in a Business Environment

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	research information to add value to the decision making process	
1.2	use accurate and current information to develop ideas to present to others	
1.3	make constructive, relevant and timely contributions to meetings or other discussions to aid decision making	
1.4	respond positively when asked to supply information to help with decision making	
1.5	contribute to identifying decision making criteria	
1.6	structure ideas, information and recommendations in a way that helps other people understand	
1.7	proactively engage with colleagues involved in the decision making process and respect their contributions	
1.8	influence decision making by using evidence, argument, questioning and assertiveness	
1.9	show support for the decision even when not in agreement	
<b>Knowledge and Understanding</b> — the candidate knows and understands		<b>Evidence or File X-Ref/Coverage</b>
1	key stages in the decision making process	
2	the context in which the decision is being made	
3	own role in assisting decision making, its scope and limitations	

## Unit J2VE 04      Contribute to decision making in a business environment

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

<b>Knowledge and Understanding</b> — the candidate knows and understands		<b>Evidence or File X-Ref/Coverage</b>
4	sources of information useful for influencing decision-making	
5	how to research information	
6	how to contribute to meetings and other discussions where decisions are being made	
7	the purpose and benefits of respecting other people's contributions to the decision making	
8	how to engage proactively with colleagues during decision making	
9	how to use evidence, argument, questioning and assertiveness to influence outcomes	
10	the concept of collective responsibility and why it is important	

## **Unit J2VE 04      Contribute to decision making in a business environment**

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

### **Skills**

- ◆ analysing
- ◆ communicating
- ◆ decision making
- ◆ organising
- ◆ planning
- ◆ presenting information
- ◆ researching
- ◆ problem solving

## Assessment Summary and Confirmation

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

SCQF level	7	SCQF credit	6
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Candidate's name		Assessor's name	
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<b>Types of evidence provided for this unit</b> (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor/candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit H5XN 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit H5XN 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for H5XN 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## Unit H5XN 04      Support Individuals' Learning and Development

### Candidate declaration

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

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

### Assessor confirmation

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

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

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

### If sampled

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

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

## Unit H5XN 04 Support Individuals' Learning and Development

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	Promote the benefits of learning to people in your area of responsibility and recognise their willingness and efforts to learn.	
1.2	Give individuals objective, specific and valid feedback on their work performance, discussing and agreeing how they can improve.	
1.3	Engage individuals in identifying and obtaining information on a range of possible learning activities to address identified learning needs.	
1.4	Discuss with individuals future roles and responsibilities that are compatible with their competences and potential.	
1.5	Discuss and agree personal development plans which include learning activities to be undertaken, the learning objectives to be achieved, the required resources and timescales.	
1.6	Support individuals in undertaking learning activities, making required resources available and making efforts to remove any obstacles to learning.	
1.7	Provide individuals with appropriate opportunities to apply their developing competences in the workplace.	
1.8	Recognise and make use of unplanned learning opportunities.	
1.9	Discuss with individuals their experience of learning activities and the extent to which learning objectives have been achieved.	

## Unit H5XN 04 Support Individuals' Learning and Development

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.10	Discuss with individuals their progress and their readiness to take on new roles and responsibilities, and agree the support and supervision they will require.	
1.11	Appoint individuals to roles and responsibilities that are compatible with their competences and potential.	
1.12	Provide individuals with the support and supervision they require and ensure they receive specific feedback to enable them to improve their performance.	
1.13	Discuss and agree revisions to personal development plans in the light of their performance, learning activities undertaken and any wider changes.	
1.14	Encourage people to take responsibility for their own learning and development, including practising and reflecting on what they have learned.	
1.15	Seek and make use of specialist expertise, where required.	
<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
1	The benefits of learning for individuals and organisations and how to promote these.	
2	Ways in which you can develop a culture in which learning is valued and willingness and efforts to learn are recognised.	
3	How to identify potential future roles and responsibilities for individuals.	



## Unit H5XN 04 Support Individuals' Learning and Development

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

<b>Knowledge and Understanding</b> — the candidate knows and understands		<b>Evidence or File X-Ref/Coverage</b>
4	How to provide individuals with the support and supervision they need.	
5	How to provide individuals with objective, specific and valid feedback designed to improve their performance.	
6	How to prioritise individuals' learning needs, including taking account of organisational needs and priorities and the personal and career development needs of individuals.	
7	Different types of learning activities, their advantages and disadvantages and the required resources (for example, time, fees, substitute staff).	
8	How/where to identify and obtain information on different learning activities.	
9	Why it is important for individuals to have a written personal development plan and what it should contain (for example, identified learning needs, learning activities to be undertaken and the learning objectives to be achieved, timescales and required resources).	
10	How to set learning objectives which are SMART (Specific, Measurable, Agreed, Realistic and Time-bound).	
11	What type of support individuals might need to undertake learning activities, the resources needed and the types of obstacles they may face and how they can be resolved.	
12	How to evaluate whether learning activities have achieved their intended learning objectives.	

## Unit H5XN 04 Support Individuals' Learning and Development

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

<b>Knowledge and Understanding</b> — the candidate knows and understands		<b>Evidence or File X-Ref/Coverage</b>
13	The importance of regularly reviewing and updating personal development plans in the light of performance, any learning activities undertaken and any wider changes.	
14	How to take account of equality legislation, any relevant codes of practice and general diversity and inclusion issues in providing learning opportunities for colleagues.	
15	How to encourage people to take responsibility for their own learning and development, including personal reflection on their performance.	
16	Sources of specialist expertise in relation to identifying and providing learning for colleagues.	
17	Industry/sector requirements for the development or maintenance of knowledge, skills and competence.	
18	Learning issues and specific initiatives and arrangements that apply within the industry/sector.	
19	Working culture and practices of the industry/sector.	
20	Individuals in your team, their roles, responsibilities, competences and potential.	
21	Identified gaps in individuals' knowledge, skills and competence.	
22	Identified learning needs of individuals.	
23	Learning styles or combinations of styles preferred by individuals.	

## Unit H5XN 04 Support Individuals' Learning and Development

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

<b>Knowledge and Understanding</b> — the candidate knows and understands		<b>Evidence or File X-Ref/Coverage</b>
24	Individuals' personal development plans.	
25	Learning activities and resources available in/to your organisation.	
26	Opportunities for individuals' career development in your organisation.	
27	Opportunities for applying developing competences in the workplace.	
28	Support and supervision available to individuals within your organisation.	
29	Sources of specialist expertise available in relation to identifying and providing learning and development opportunities for individuals.	
30	Your organisation's learning and personal and professional development policy and practices.	
31	Your organisation's policies in relation to equality and diversity.	
32	Your organisation's performance appraisal systems.	
<b>Behaviour which underpins effective performance</b> — the candidate can:		<b>Evidence or File X-Ref/Coverage</b>
B1	Seize opportunities presented by the diversity of people	
B2	Recognise changes in circumstances promptly and adjust plans and activities accordingly	
B3	Find practical ways to overcome obstacles	

## Unit H5XN 04 Support Individuals' Learning and Development

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

<b>Behaviour which underpins effective performance — the candidate can:</b>		<b>Evidence or File X-Ref/Coverage</b>
B4	Show empathy with others' needs, feelings and motivations and take an active interest in their concerns	
B5	Support others to make effective use of their abilities	
B6	Recognise the achievements and success of others	
B7	Develop knowledge, understanding, skills and performance in a systematic way	
B8	Inspire others with the desire to learn	
B9	Show integrity, fairness and consistency in decision making	
B10	Say no to unreasonable requests	
B11	Address performance issues promptly and resolve them directly with the people involved	
B12	Clearly agree what is expected of others and hold them to account	

## **Unit H5XN 04      Support individuals' learning and development**

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

### **Skills**

- ◆ Coaching
- ◆ Communicating
- ◆ Decision making
- ◆ Delegating
- ◆ Empathising
- ◆ Empowering
- ◆ Evaluating
- ◆ Inspiring
- ◆ Involving others
- ◆ Leading by example
- ◆ Mentoring
- ◆ Monitoring
- ◆ Motivating
- ◆ Persuading
- ◆ Planning
- ◆ Problem solving
- ◆ Providing feedback
- ◆ Questioning
- ◆ Reviewing
- ◆ Setting objectives
- ◆ Thinking strategically
- ◆ Valuing and supporting others

## Assessment Summary and Confirmation

### Unit HL43 04 Coach Individuals

SCQF level	7	SCQF credit	6
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Candidate's name		Assessor's name	
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Types of evidence provided for this unit (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit HL43 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit HL43 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for HL43 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## Unit HL43 04      Coach Individuals

### Candidate declaration

I confirm that the evidence listed for **unit HL43 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### Assessor confirmation

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit HL43 04**.

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

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

### If sampled

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

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

## Unit HL43 04 Coach Individuals

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

Performance Criteria — the candidate must be able to:		Evidence or File X-Ref/Coverage
1.1	Help individuals identify and prioritise their needs for coaching.	
1.2	Ensure that individuals' coaching requirements are in line with your organisation's objectives.	
1.3	Establish with individuals 1.3.1 The specific area(s) in which they want to develop their performance 1.3.2 Their current standard of performance 1.3.3 The standard of performance they wish to achieve 1.3.4 Why they want to develop their performance 1.3.5 The support they can expect from you, and the commitment you expect from them	
1.4	Establish with individuals 1.4.1 The coaching you will provide 1.4.2 The timescale 1.4.3 The location, frequency and duration of meetings 1.4.4 Points at which progress will be reviewed 1.4.5 How progress will be measured and assessed	
1.5	Explore with individuals the skills they need to develop and the behaviours they need to change in order to meet the desired standard of performance.	
1.6	Explore with individuals obstacles which could hinder their progress and how to remove these obstacles.	
1.7	Plan with individuals how they can develop new skills and behaviours in a logical step-by-step sequence.	



## Unit HL43 04 Coach Individuals

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.8	Provide opportunities for individuals to develop new skills and experiment with alternative behaviours with confidence.	
1.9	Encourage individuals to identify and seize opportunities to apply their newly-developed skills and behaviours to their work.	
1.10	Explore with individuals any risks involved in applying their newly-developed skills and behaviours to their work and help them plan how to reduce these risks to levels acceptable to them and the organisation.	
1.11	Encourage individuals to reflect on their progress and clarify their thoughts and feelings about it.	
1.12	Monitor the individuals' progress in a systematic way.	
1.13	Provide specific feedback designed to improve individuals' skills, reinforce effective behaviours and enhance their motivation to achieve the desired standard of performance.	
1.14	Agree with individuals when they have achieved the desired standard of performance, or when they no longer require coaching.	
1.15	Encourage and empower individuals to take responsibility for developing and maintaining their own self-awareness, performance and impact.	
<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
1	Relevant coaching models, tools and techniques, and how to apply these.	

## Unit HL43 04 Coach Individuals

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

<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
2	The skills effective coaches require, and how to apply these skills.	
3	How to establish a coaching contract with individuals and what the contract should cover.	
4	How to help individuals identify the skills they need to develop and the behaviours they need to change.	
5	How to help individuals identify and remove obstacles that could hinder their progress.	
6	How to help individuals prepare a plan to develop their skills and/or adapt their behaviours.	
7	How to help individuals try out new skills and behaviours in safe environments.	
8	How to help individuals identify and seize opportunities to apply their newly-developed skills and behaviours to their work.	
9	How to help individuals assess and manage risks associated with new skills and behaviours.	
10	The importance of individuals reflecting on their progress and how to help them do this.	
11	The importance of monitoring individuals' progress in developing new skills and behaviours and how to do this.	

## Unit HL43 04 Coach Individuals

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

<b>Knowledge and Understanding — the candidate knows and understands:</b>		<b>Evidence or File X-Ref/Coverage</b>
12	How to give individuals specific feedback designed to improve their skills, reinforce effective behaviours and enhance their motivation.	
13	The importance of recognising when individuals have achieved their development objectives.	
14	How to empower individuals to take responsibility for their own development.	
15	Industry/sector requirements for supporting individuals to improve their performance.	
16	Individuals in your area of work, their roles, responsibilities, competences and potential.	
17	Your organisation's objectives.	
18	Sources of information, resources and advice in your organisation.	
19	Your organisation's policies and practices in relation to coaching.	
<b>Behaviour which underpins effective performance — the candidate can:</b>		<b>Evidence or File X-Ref/Coverage</b>
B1	Seek opportunities to improve performance	
B2	Find practical ways to overcome obstacles	
B3	Listen actively, ask questions, clarify points and restate or rephrase statements to check mutual understanding	

## Unit HL43 04      Coach Individuals

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

<b>Behaviour which underpins effective performance — the candidate can:</b>		<b>Evidence or File X-Ref/Coverage</b>
B4	Show empathy with others' needs, feelings and motivations and take an active interest in their concerns	
B5	Support others to make effective use of their abilities	
B6	Give feedback to others to help them maintain and improve their performance	
B7	Recognise the achievements and success of others	
B8	Inspire others with the desire to learn	
B9	Address performance issues promptly and resolve them directly with the people involved	
B10	Check individuals' commitment to their roles and responsibilities	
B11	Communicate clearly the value and benefits of a proposed course of action	
B12	Model behaviour that shows, and inspires others to show, respect, helpfulness and cooperation	

## **Unit HL43 04      Coach Individuals**

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

### **Skills**

- ◆ Coaching
- ◆ Communicating
- ◆ Demonstrating
- ◆ Empathising
- ◆ Empowering
- ◆ Evaluating
- ◆ Influencing
- ◆ Information management
- ◆ Inspiring
- ◆ Leading by example
- ◆ Learning
- ◆ Monitoring
- ◆ Motivating
- ◆ Networking
- ◆ Obtaining feedback
- ◆ Planning
- ◆ Presenting information
- ◆ Problem solving
- ◆ Providing feedback
- ◆ Questioning
- ◆ Reflecting
- ◆ Reviewing
- ◆ Thinking systematically
- ◆ Valuing and supporting others

## Assessment Summary and Confirmation

### Unit HG3E 04 Develop and Sustain Productive Working Relationships with Colleagues

SCQF level	6	SCQF credit	6
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Candidate's name		Assessor's name	
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<b>Types of evidence provided for this unit</b> (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor/candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit HG3E 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit HG3E 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria, and knowledge and understanding requirements for HG3E 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## **Unit HG3E 04      Develop and Sustain Productive Working Relationships with Colleagues**

### **Candidate declaration**

I confirm that the evidence listed for **unit HG3E 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit HG3E 04**.

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

### **If sampled**

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

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

## Unit HG3E 04      Develop and Sustain Productive Working Relationships with Colleagues

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	Establish working relationships with relevant colleagues within your organisation.	
1.2	Recognise and respect the roles, responsibilities, interests and concerns of colleagues.	
1.3	Seek to create a climate of trust and mutual respect, particularly where you have no authority, or shared authority, over those you are working with.	
1.4	Seek to understand difficult situations and issues from colleagues' perspectives and provide support, where necessary, to move things forward.	
1.5	Provide colleagues with appropriate information to enable them to perform effectively.	
1.6	Consult colleagues in relation to key decisions and activities and take account of their views.	
1.7	Fulfil agreements made with colleagues and let them know.	
1.8	Advise colleagues promptly of any difficulties or where it will be impossible to fulfil agreements.	
1.9	Identify and resolve conflicts of interest and disagreements with colleagues in ways that minimise damage to work activities and to the individuals involved.	



## Unit HG3E 04      Develop and Sustain Productive Working Relationships with Colleagues

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.10	Monitor and review the effectiveness of working relationships with colleagues in order to identify areas for improvement.	
1.11	Seek and provide feedback in order to improve your own and your colleagues' performance.	
<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
1	The benefits of developing productive working relationships with colleagues.	
2	Principles of effective communication and how to apply them in order to communicate effectively with colleagues.	
3	Why it is important to recognise and respect the roles, responsibilities, interests and concerns of colleagues.	
4	The importance of creating a climate of trust and mutual respect where you have no authority, or shared authority, over those you are working with.	
5	The importance of understanding difficult situations and issues from other perspectives and providing support, where necessary, to move things forward.	
6	How to identify and meet the information needs of colleagues.	
7	What information it is appropriate to provide to colleagues and the factors that need to be taken into consideration.	

## Unit HG3E 04      Develop and Sustain Productive Working Relationships with Colleagues

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

<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
8	How to consult with colleagues in relation to key decisions and activities.	
9	The importance of taking account, and being seen to take account, of the views of colleagues.	
10	Why communication with colleagues on fulfilment of agreements or any problems affecting or preventing fulfilment is important.	
11	How to identify conflicts of interest with colleagues and the techniques that can be used to manage or remove them.	
12	How to identify disagreements with colleagues and the techniques for sorting them out.	
13	The damage that conflicts of interest and disagreements with colleagues can cause to individuals and organisations.	
14	How to monitor and review the effectiveness of working relationships with colleagues.	
15	How to get and make effective use of feedback from colleagues.	
16	How to provide colleagues with feedback designed to improve their performance.	
17	Sector-specific legislation, regulations, guidelines and codes of practice.	
18	Standards of behaviour and performance in your industry or sector.	

## Unit HG3E 04      Develop and Sustain Productive Working Relationships with Colleagues

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

<b>Knowledge and Understanding — the candidate knows and understands:</b>		<b>Evidence or File X-Ref/Coverage</b>
19	The culture of your industry or sector.	
20	The vision, values, objectives, plans, structure and culture of your organisation.	
21	Relevant colleagues, their work roles and responsibilities.	
22	Agreements with colleagues.	
23	The identified information needs of colleagues.	
24	Mechanisms for consulting with colleagues on key decisions and activities.	
25	Your organisation's planning and decision making processes.	
26	Mechanisms for communicating with colleagues.	
27	Power, influence and politics within your organisation.	
28	Standards of behaviour and performance that are expected in your organisation.	
29	Mechanisms in place for monitoring and reviewing the effectiveness of working relationships with colleagues.	
<b>Behaviour which underpins effective performance — the candidate can:</b>		<b>Evidence or File X-Ref/Coverage</b>
B1	Identify people's preferred ways of communicating	

## Unit HG3E 04      Develop and Sustain Productive Working Relationships with Colleagues

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

<b>Behaviour which underpins effective performance — the candidate can:</b>		<b>Evidence or File X-Ref/Coverage</b>
B2	Use communication media and styles appropriate to different people and situations	
B3	Present information clearly, concisely, accurately and in ways that promote understanding	
B4	Keep people informed of plans and developments in a timely way	
B5	Show respect for the views and actions of others	
B6	Comply with and ensure others comply with legal requirements, industry regulations, organisational policies and professional codes	
B7	Seek to understand people's needs and motivations	
B8	Clarify your own and others' expectations of relationships	
B9	Model behaviour that shows, and inspires others to show, respect, helpfulness and cooperation	
B10	Honour your commitments to others	
B11	Recognise when there are conflicts, acknowledge the feelings and views of all parties, and redirect people's energy towards a common goal	
B12	Take account of the impact of your own actions on others	

## **Unit HG3E 04      Develop and Sustain Productive Working Relationships with Colleagues**

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

### **Skills**

- ◆ Communicating
- ◆ Empathising
- ◆ Information management
- ◆ Involving others
- ◆ Leading by example
- ◆ Managing conflict
- ◆ Networking
- ◆ Obtaining feedback
- ◆ Prioritising
- ◆ Providing feedback
- ◆ Stress management
- ◆ Valuing and supporting others

## Assessment Summary and Confirmation

### Unit F3DB 04      Contribute to Controlling Work Quantities and Costs

<b>SCQF level</b>	6	<b>SCQF credit</b>	9
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<b>Candidate's name</b>		<b>Assessor's name</b>	
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<b>Types of evidence provided for this unit</b> (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor/candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit F3DB 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit F3DB 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria, knowledge and understanding and scope requirements for F3DB 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## **Unit F3DB 04      Contribute to Controlling Work Quantities and Costs**

### **Candidate declaration**

I confirm that the evidence listed for **unit F3DB 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit F3DB 04**.

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

### **If sampled**

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

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

## Unit F3DB 04      Contribute to Controlling Work Quantities and Costs

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	implement appropriate works quantities and cost control systems which are able to provide early warnings of problems	
1.2	collect quantities and cost data regularly, record it and pass it on to the people who need it in time for them to be able to use it	
1.3	identify opportunities for cost savings and recommend them to the people responsible	
1.4	investigate any variations and agree and implement appropriate corrective action with the people responsible	
<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
1	how to implement works quantities and cost control systems	
2	how to use the systems implemented to provide early warning of problems	
3	how to collect and record quantities and cost data	
4	how to pass quantities and cost data to people who need it in time to be able to use it	
5	why you need to collect and record quantities and cost data	
6	how to identify opportunities for cost saving	
7	how to recommend opportunities for cost saving and recommend them to people responsible	



## Unit F3DB 04      **Contribute to Controlling Work Quantities and Costs**

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

<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
8	how to investigate variations in works quantities and costs	
9	how to agree and implement appropriate corrective action with the people responsible	

## Unit F3DB 04      Contribute to Controlling Work Quantities and Costs

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

Scope of evidence		Evidence or File X-Ref/Coverage
<b>Scope/range related to performance criteria</b>		
<b>1    Performance Criteria 1: records of implementing at least one of the following works quantities and cost control systems</b>		
(a)	contractual procedures and meetings	
(b)	operational procedures and meetings	
(c)	electronic recording	
<b>2    Performance Criteria 2: records for at least three of the following quantities and cost data</b>		
(a)	materials	
(b)	plant	
(c)	people	
(d)	sub-contractors	
(e)	day works	
(f)	programme and schedule	

## Unit F3DB 04      Contribute to Controlling Work Quantities and Costs

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

Scope of evidence		Evidence or File X-Ref/Coverage
<b>3    Performance Criteria 3: records of at least two of the following opportunities for cost savings</b>		
(a)	waste reduction	
(b)	resource management and logistics	
(c)	applications of new technologies and materials	
(d)	energy and utility management	
(e)	recyclable and recoverable materials	
(f)	alternative sources and types of materials	
(g)	variations in quality	
(h)	standardisation	
(i)	revenue generation	
<b>4    Performance Criteria 4: records of investigations of variations and implementation of corrective action taken</b>		
(a)	restore progress in accordance with agreed programme	
(b)	agree new completion dates	

## Unit F3DB 04      Contribute to Controlling Work Quantities and Costs

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

Scope of evidence		Evidence or File X-Ref/Coverage
<b>4 Performance Criteria 4: records of investigations of variations and implementation of corrective action taken</b>		
(c)	initiate contract claim	
(d)	secure additional resources	
(e)	alter planned work	
<b>5 Scope/range related to knowledge and understanding</b>		
(a)	Corrective action <ul style="list-style-type: none"> <li>◆ restore progress in accordance with agreed programme</li> <li>◆ agree new completion date(s)</li> <li>◆ initiate contract claim</li> <li>◆ secure additional resource(s)</li> <li>◆ alter planned work</li> </ul>	
(b)	Opportunities for cost saving <ul style="list-style-type: none"> <li>◆ waste reduction</li> <li>◆ resource management and logistics</li> <li>◆ applications of new technologies and materials</li> <li>◆ energy and utility management</li> <li>◆ recyclable and recoverable materials</li> <li>◆ alternative sources and types of materials</li> <li>◆ variations in quality</li> <li>◆ standardisation</li> <li>◆ revenue generation</li> </ul>	

## Unit F3DB 04      Contribute to Controlling Work Quantities and Costs

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

Scope of evidence		Evidence or File X-Ref/Coverage
<b>5    Scope/range related to knowledge and understanding</b>		
(c)	People responsible <ul style="list-style-type: none"> <li>◆ the client, customer or their representative</li> <li>◆ contractors</li> <li>◆ consultants</li> <li>◆ sub-contractors</li> <li>◆ suppliers</li> <li>◆ workforce</li> <li>◆ internal management</li> </ul>	
(d)	Quantities and cost data <ul style="list-style-type: none"> <li>◆ materials</li> <li>◆ plant</li> <li>◆ people</li> <li>◆ sub-contractors</li> <li>◆ day works</li> <li>◆ programme and schedules</li> </ul>	
(e)	Works quantities and cost control systems <ul style="list-style-type: none"> <li>◆ contractual procedures and meetings</li> <li>◆ operational procedures and meetings</li> <li>◆ electronic recording</li> </ul>	

## Assessment Summary and Confirmation

### Unit J2VF 04 Control Delivery of Network Activities Against Operational Plans and Quality Requirements

SCQF level	7	SCQF credit	7
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Candidate's name		Assessor's name	
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Types of evidence provided for this unit (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2VF 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2VF 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2VF 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## **Unit J2VF 04      Control Delivery of Network Activities Against Operational Plans and Quality Requirements**

### **Candidate declaration**

I confirm that the evidence listed for **unit J2VF 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2VF 04**.

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

### **If sampled**

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

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

## Unit J2VF 04      Control Delivery of Network Activities Against Operational Plans and Quality Requirements

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	communicate operational plans and approved procedures and practices to appropriate people at appropriate times	
1.2	make sure the condition of tools, equipment and plant are checked against manufacturers' specifications at appropriate intervals	
1.3	make sure materials and products meet specification and are appropriate for specified network activities	
1.4	check installation and construction methods and the use of materials at regular intervals for compliance with regulatory and organisational procedures	
1.5	identify work which fails to meet approved procedures and practices and suggest corrective action in line with organisational procedures	
1.6	identify and investigate non-compliance with regulatory requirements in line with organisational procedures	
1.7	record outcomes of non-compliance investigations in appropriate systems	
1.8	monitor ongoing non-compliance issues, recording failures to remedy unacceptable standards within a given time	
1.9	report non-compliance issues and actions to appropriate individuals and organisations	



## Unit J2VF 04      Control Delivery of Network Activities Against Operational Plans and Quality Requirements

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.10	monitor completion of milestones and activities against operational plans	
1.11	report any changes needing to be made to operational plans at any stage of network operations	
1.12	report completion of planned operations to appropriate people, identifying any variations to original plans	
1.13	Identify amendments that will improve organisational procedures and practices and record them in appropriate systems	
1.14	present suggestions for amendment to appropriate people at appropriate times	
<b>Knowledge and Understanding</b> — the candidate knows and understands		<b>Evidence or File X-Ref/Coverage</b>
1	organisational processes for network activities for the utility(s) with which you are working	
2	the effect that work on other utilities has on your area of work quality standards and legal and statutory responsibilities relating to your work	
3	the content of operational plans including milestones and activities	
4	communication methods	
5	individuals and organisations who require specific information and when they require it	
6	where to obtain manufacturers' specifications for tools, equipment and plant	

## Unit J2VF 04      Control Delivery of Network Activities Against Operational Plans and Quality Requirements

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

<b>Knowledge and Understanding</b> — the candidate knows and understands		<b>Evidence or File X-Ref/Coverage</b>
7	appropriate materials and products for network activities for which you are responsible and the condition they should be in	
8	the importance of checking routines and methods	
9	how to assess installation and construction methods and the use of materials	
10	acceptable corrective action for sub-standard work	
11	recording systems for controlling compliance and delivery of network activities	
12	the importance of recording information for compliance with regulatory standards	
13	investigation methods	
14	how to identify and deal with non-compliance	
15	presentation methods	

## Assessment Summary and Confirmation

### Unit J2VB 04 Monitor the Implementation of Work Activities for Network Construction Operations: Highway Excavations

SCQF level	6	SCQF credit	7
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Candidate's name		Assessor's name	
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Types of evidence provided for this unit (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2VB 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2VB 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2VB 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## **Unit J2VB 04      Monitor the Implementation of Work Activities for Network Construction Operations: Highway Excavations**

### **Candidate declaration**

I confirm that the evidence listed for **unit J2VB 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2VB 04**.

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

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

### **If sampled**

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

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

## Unit J2VB 04      Monitor the Implementation of Work Activities for Network Construction Operations: Highway Excavations

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	make sure activities are carried out when conditions are suitable	
1.2	provide clear and accurate information about methods, processes and procedures to all relevant people and organisations	
1.3	confirm that available equipment, materials and products comply with approved procedures and practices	
1.4	make sure that suitable methods and processes are used at all times	
1.5	make sure that materials, equipment and work in progress are protected from environmental damage and contamination in line with technical specifications	
1.6	check that safe working practices are followed in accordance with approved procedures and practices	
1.7	make sure that completed work complies with approved procedures and regulatory requirements	
1.8	monitor the progress of activities against plans and schedules on an ongoing basis	
1.9	identify and solve problems within your area of responsibility without delay	
1.10	identify opportunities to change methods and procedures that will improve results	

## Unit J2VB 04      Monitor the Implementation of Work Activities for Network Construction Operations: Highway Excavations

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.11	recommend improvements to methods and procedures to appropriate people at appropriate times	
<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
1	legislation, procedures and codes of practice for self and others relating to health, safety and the environment including manual handling, use of equipment, hazardous materials, work in excavations, confined spaces, risk assessments, accidents, emergencies and personal protective equipment (PPE)	
2	industry regulatory requirements relating to work activities including continuity of supply and water quality	
3	legislation, procedures, guidelines, methods and processes relating to the work activities you are monitoring	
4	organisational requirements for the work activities you are monitoring	
5	specified safe working practices for site and work activities involved	
6	locations and marking for different types of utilities' apparatus likely to be encountered	
7	suitable and unsuitable conditions for work activity methods and procedures to be carried out	

## Unit J2VB 04      Monitor the Implementation of Work Activities for Network Construction Operations: Highway Excavations

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

<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
8	implications and constraints including customer considerations, design, extent, location, time, duration, anticipated completion time, availability of resources, effect of weather or seasonal conditions	
9	approved materials, equipment and products including vehicles, tools, ancillary equipment and machines, valves, fittings, pipes and consumables, health, safety and environmental protection equipment	
10	processes to protect people from hazardous activities and materials	
11	resource requirements including plant, equipment, materials, labour	
12	resource availability and suitability	
13	how to monitor work activities and outputs	
14	potential variations from plans and schedules that might occur and how to resolve them	
15	types of problem that could occur and why it is important to solve them quickly reporting structures	
16	procedures for communicating with supervisors, contractors, network operatives, colleagues, statutory bodies	
17	storage and disposal requirements for equipment and materials involved	

## Assessment Summary and Confirmation

### Unit J2VC 04 Monitor the Implementation of Work Activities for Network Construction Operations: Installations

SCQF level	6	SCQF credit	7
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Candidate's name		Assessor's name	
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<b>Types of evidence provided for this unit</b> (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2VC 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2VB 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2VC 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			



## **Unit J2VC 04      Monitor the Implementation of Work Activities for Network Construction Operations: Installations**

### **Candidate declaration**

I confirm that the evidence listed for **unit J2VC 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2VC 04**.

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

### **If sampled**

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

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

## Unit J2VC 04      Monitor the Implementation of Work Activities for Network Construction Operations: Installations

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	make sure activities are carried out when conditions are suitable	
1.2	provide clear and accurate information about methods, processes and procedures to all relevant people and organisations	
1.3	confirm that available equipment, materials and products comply with approved procedures and practices	
1.4	make sure that suitable methods and processes are used at all times	
1.5	make sure that materials, equipment and work in progress are protected from environmental damage and contamination in line with technical specifications	
1.6	check that safe working practices are followed in accordance with approved procedures and practices	
1.7	make sure that completed work complies with approved procedures and regulatory requirements	
1.8	monitor the progress of activities against plans and schedules on an ongoing basis	
1.9	identify and solve problems within your area of responsibility without delay	
1.10	identify opportunities to change methods and procedures that will improve results	
1.11	recommend improvements to methods and procedures to appropriate people at appropriate times	

## Unit J2VC 04      Monitor the Implementation of Work Activities for Network Construction Operations: Installations

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

<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
1	legislation, procedures and codes of practice for self and others relating to health, safety and the environment including manual handling, use of equipment, hazardous materials, work in excavations, confined spaces, risk assessments, accidents, emergencies and personal protective equipment (PPE)	
2	industry regulatory requirements relating to work activities including continuity of supply and water quality	
3	legislation, procedures, guidelines, methods and processes relating to the work activities you are monitoring	
4	organisational requirements for the work activities you are monitoring	
5	specified safe working practices for site and work activities involved	
6	locations and marking for different types of utilities' apparatus likely to be encountered	
7	suitable and unsuitable conditions for work activity methods and procedures to be carried out	
8	implications and constraints including customer considerations, design, extent, location, time, duration, anticipated completion time, availability of resources, effect of weather or seasonal conditions	

## Unit J2VC 04      Monitor the Implementation of Work Activities for Network Construction Operations: Installations

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

<b>Knowledge and Understanding — the candidate knows and understands:</b>		<b>Evidence or File X-Ref/Coverage</b>
9	approved materials, equipment and products including vehicles, tools, ancillary equipment and machines, valves, fittings, pipes and consumables, health, safety and environmental protection equipment	
10	processes to protect people from hazardous activities and materials	
11	resource requirements including plant, equipment, materials, labour	
12	resource availability and suitability	
13	how to monitor work activities and outputs	
14	potential variations from plans and schedules that might occur and how to resolve them	
15	types of problem that could occur and why it is important to solve them quickly reporting structures	
16	procedures for communicating with supervisors, contractors, network operatives, colleagues, statutory bodies	
17	storage and disposal requirements for equipment and materials involved	

## Assessment Summary and Confirmation

### Unit J2VJ 04 Commission Water Networks

SCQF level	6	SCQF credit	3
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Candidate's name		Assessor's name	
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Types of evidence provided for this unit (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2VJ 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2VJ 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2VJ 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## Unit J2VJ 04      Commission Water Networks

### Candidate declaration

I confirm that the evidence listed for **unit J2VJ 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### Assessor confirmation

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2VJ 04**.

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

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

### If sampled

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

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

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

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

## Unit J2VJ 04      Commission Water Networks

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	specify the approved procedures and practices for commissioning networks	
1.2	identify commissioning methods that are suitable to the network	
1.3	confirm that environment is suitable for commissioning to occur	
1.4	determine and obtain the resources required to undertake commissioning	
1.5	make sure that commissioning is implemented in line with approved procedures and processes	
1.6	use information from reliable sources to identify any problems with commissioning activity	
1.7	resolve any problems with commissioning activity that are within your area of responsibility	
1.8	refer any problems that you cannot resolve to appropriate people at appropriate times	
1.9	assess the results of the commissioning to identify the outputs of the network	
1.10	confirm that the commissioning procedure complies with approved procedures and practices and with all relevant regulatory requirements	
1.11	record results of commissioning activity in appropriate information systems	

## Unit J2VJ 04      Commission Water Networks

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

<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
1	approved methods and procedures for commissioning	
2	sources of information including network specifications, statutory and non-statutory reports, company documentation, job instructions, internal and external client documentation	
3	commissioning activity suitable for different types of network	
4	factors to take into account when planning commissioning	
5	conditions that could affect the environment including variations in weather, protected areas, pollution, products, work in adjacent areas, waste management, people's actions	
6	resource requirements including plant, equipment, materials, labour, consumables	
7	approved materials and equipment and how to obtain information on availability	
8	types of problem that could occur and how to resolve them	
9	water regulations and hygiene procedures related to ensuring the integrity and cleanliness of water supplies and the importance of personal hygiene	
10	approved procedures, policies, practices, regulations and guidelines relating to health, safety for self and others, environment, emergencies, contingency planning and risk assessments	



## Unit J2VJ 04      Commission Water Networks

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

<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
11	how to obtain information on regulations and guidelines	
12	the impact that commissioning activity could have on other networks	
13	expected outputs from the network	
14	how to assess the results of commissioning	
15	systems for recording information and why it is important to use them	

## Assessment Summary and Confirmation

### Unit J2VK 04 Transfer Control of Completed Network Projects

SCQF level	6	SCQF credit	3
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Candidate's name		Assessor's name	
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<b>Types of evidence provided for this unit</b> (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2VK 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2VK 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2VK 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## **Unit J2VK 04      Transfer Control of Completed Network Projects**

### **Candidate declaration**

I confirm that the evidence listed for **unit J2VK 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### **Assessor confirmation**

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2VK 04**.

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

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

### **If sampled**

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

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

## Unit J2VK 04      Transfer Control of Completed Network Projects

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	obtain information from reliable sources about completed network activities	
1.2	check that network is ready for transfer and complies with all approved procedures and practices	
1.3	provide clear and accurate relevant information to relevant individuals and organisations about networks	
1.4	identify and explain any aspects of networks that vary from agreed approved procedures and practices	
1.5	transfer control of networks in line with current procedures and processes	
1.6	obtain acceptance of networks according to agreed transfer procedures	
1.7	complete all relevant documentation at appropriate times	
1.8	record details of transfer in appropriate information systems	
<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
1	sources of information including statutory and non-statutory reports, company documentation, job instructions, internal and external client documentation	
2	procedures for transferring control of engineering products or processes to and from those responsible for engineering activities	
3	factors that may affect the readiness of engineering products or processes	

## Unit J2VK 04      Transfer Control of Completed Network Projects

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

<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
4	approved procedures, practices and regulations including health, safety and environmental for self and others, organisational, regulatory, statutory, emergency, operational, contingency plans, relevant company policies, internal or external client policies and procedures, and risk assessments	
5	individuals and organisations who require information on engineering products or processes and the information they require	
6	organisational procedures for communicating with customers, contractors, network operatives, colleagues, statutory bodies	
7	aspects of engineering products or processes that may vary from agreed specifications and requirements	
8	approved materials and equipment	
9	documentation that needs to be completed and how to complete it	
10	systems for recording information and why it is important to use them	

## Assessment Summary and Confirmation

### Unit J2VM 04 Decommission Water Networks

SCQF level	6	SCQF credit	4
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Candidate's name		Assessor's name	
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Types of evidence provided for this unit (please tick as appropriate)	Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
	Workplace records/products (includes designs)	<input type="checkbox"/>	Record of assessor candidate discussions	<input type="checkbox"/>
	Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
	Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>

#### Evidence requirements for unit J2VM 04 (please tick as appropriate)

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

#### The evidence is:

	Yes	No		Yes	No
<b>Valid</b> — meets the qualification requirements and demonstrates competence for unit J2VM 04	<input type="checkbox"/>	<input type="checkbox"/>	<b>Authentic</b> — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliable</b> — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sufficient</b> — total evidence covers all performance criteria and knowledge and understanding requirements for J2VM 04	<input type="checkbox"/>	<input type="checkbox"/>
<b>Current</b> — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

## Unit J2VM 04      Decommission Water Networks

### Candidate declaration

I confirm that the evidence listed for **unit J2VM 04** is my own work, and I have collected my evidence in line with the qualification requirements.

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

### Assessor confirmation

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **unit J2VM 04**.

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

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

### If sampled

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

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

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

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

## Unit J2VM 04      Decommission Water Networks

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

<b>Performance Criteria</b> — the candidate must be able to:		<b>Evidence or File X-Ref/Coverage</b>
1.1	specify the approved procedures and practices for decommissioning networks	
1.2	identify decommissioning methods that are suitable to the network	
1.3	confirm that environment is suitable for decommissioning to occur	
1.4	determine and obtain the resources required to undertake decommissioning	
1.5	make sure that decommissioning is implemented in line with approved procedures and processes	
1.6	use information from reliable sources to identify any problems with decommissioning activity	
1.7	resolve any problems with decommissioning activity that are within your area of responsibility	
1.8	refer any problems that you cannot resolve to appropriate people at appropriate times	
1.9	record results of decommissioning activity in appropriate information systems	
<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
1	approved methods and procedures for decommissioning	
2	sources of information including network specifications, statutory and non-statutory reports, company documentation, job instructions, internal and external client documentation	



## Unit J2VM 04      Decommission Water Networks

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

<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
3	decommissioning activity suitable for different types of network	
4	factors to take into account when planning decommissioning	
5	conditions that could affect the environment including variations in weather, protected areas, pollution, products, work in adjacent areas, waste management, people's actions	
6	resource requirements including plant, equipment, materials, labour, consumables	
7	approved materials and equipment and how to obtain information on availability	
8	types of problem that could occur and how to resolve them	
9	water regulations and hygiene procedures related to ensuring the integrity and cleanliness of water supplies and the importance of personal hygiene	
10	approved procedures, policies, practices, regulations and guidelines relating to health, safety for self and others, environment, emergencies, contingency planning and risk assessments	
11	how to obtain information on regulations and guidelines	
12	the impact that decommissioning activity could have on other networks	

## Unit J2VM 04      Decommission Water Networks

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

<b>Knowledge and Understanding</b> — the candidate knows and understands:		<b>Evidence or File X-Ref/Coverage</b>
13	expected outputs from the network	
14	how to assess the results of decommissioning	
15	systems for recording information and why it is important to use them	