



Group Award Specification for:

**Professional Development Award in Floorcovering at
SCQF level 6**

Group Award Code: GTQV 46

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1. Introduction

The purpose of this document is to:

- Assist centres to implement, deliver and manage the qualification.
- Provide a guide for new staff involved in offering the qualification.
- Inform course managers teaching staff, assessors, candidates, employers and higher education institutes (HEIs) of the aims and purpose of the qualification.
- Provide details of the range of candidates the qualification is suitable for and progression opportunities.

This Professional Development Award (PDA) in Floorcovering at SCQF level 6 provides a nationally quality assured qualification for the Floorcovering sector that is designed to provide candidates with the opportunity to develop their knowledge and understanding of the factors involved when working in the Floorcovering sector within the Construction Industry.

This course is the industry recognised Training Programme for candidates undertaking a Modern Apprenticeship in Construction: Building at SCQF level 6 in Floorcovering.

Topics covered within the PDA include Assessment and Preparation of Surfaces to Receive Floorcoverings, Set-Out Floor Areas for Specified Design Floorcovering Installations, Installation of Textile and Resilient Floorcoverings in Domestic and Commercial situations, Repair and Maintenance of Floorcoverings, Methods of Work, Working Relationships, Resources and Health, Safety and Welfare requirements.

The inclusion of five Generic units ensure that specific behavioural and safe working practices are covered. The content of these units is taken from the corresponding National Occupational Standards compiled by the Construction Industry Training Board Standard Setting Body (CITB SSB).

While entry to this unit is at the discretion of the centre, candidates undertaking the Professional Development Award in Floorcovering at SCQF level 6 must meet the requirements of the Modern Apprenticeships which include being employed in the relevant craft industry.

2. Qualification structure

This group award is made up of 25 Qualifications Scotland unit credits. It comprises 150 SCQF credit points of which 15 are at SCQF level 5 and 135 at SCQF level 6. A mapping of Core Skills development opportunities is available in Section 5.3.

2.1 Structure

Total number of credits required: 25

Mandatory units:

4 code	2 code	Unit title	Qualifications Scotland credit	SCQF credit points	SCQF level
J58S	46	Conform to General Workplace Health, Safety and Welfare	1	6	6
H105	12	Confirm Work Activities and Resources for the Work	1	6	6
H10C	12	Develop and Maintain Good Working Relationships	1	6	6
J58T	46	Confirm the Occupational Method of Work	1	6	6
J58V	46	Construction Crafts: Associated Subjects	1	6	6
J9KR	46	Floorcovering Occupations: Set-Out Floor Areas for Specified Design Floorcovering Installations	2.5	6	15
J9KV	46	Floorcovering Occupations: Assessing Conditions for Floorcoverings	2	6	12
JE2N	45	Floorcovering Occupations: Prepare Surfaces to Receive Floorcoverings	2.5	5	15

4 code	2 code	Unit title	Qualifications Scotland credit	SCQF credit points	SCQF level
J9KW	46	Floorcovering Occupations: Install Domestic Floorcoverings	2	6	12
J9KX	46	Floorcovering Occupations: Sustainability and Waste Management.	2	6	12
J9KY	46	Floorcovering Occupations: Installing Textile Floorcoverings	2	6	12
J9L0	46	Floorcovering Occupations: Resilient Floorcoverings	2	6	12
J9L1	46	Floorcovering Occupations: Installing Complex Sheet and Tile Floorcoverings	3	6	18
J9L2	46	Floorcovering Occupations: Repair and Maintenance	2	6	12

3. Aims of the qualification

The aim of the PDA is to develop the knowledge and understanding of the candidates working towards a Modern Apprenticeship. These aims will be met through the achievement and certification of this PDA.

3.1 General aims of the qualification

General aims of the PDA include:

1. personal development and learning skills.
2. professional development.
3. career progression.
4. job mobility.
5. practical skills.
6. ability to solve problems.
7. transferable skills.
8. ability to be flexible and work cooperatively with others.
9. responsibility for own learning.
10. planning, organisational and evaluation skills.
11. technical skills.
12. oral, written and communication skills.
13. numerical and graphical skills.
14. resource management ability.

3.2 Specific aims of the qualification

The specific aims of the PDA in Floorcovering include:

1. development of Floorcovering specific knowledge and specific skills.
2. develop professional effectiveness in the Floorcovering craft area.
3. apply developing knowledge and skills to new and emerging technologies
4. provide specialised studies in Floorcovering.

5. enable candidates to make an immediate contribution in employment in the building sector.
6. underpin practical experience in the Floorcovering Modern Apprenticeship.
7. Develop knowledge and understanding of current and relevant construction crafts Health, Safety and Welfare.
8. develop knowledge of relevant Sustainability requirements in the construction crafts sector.

4. Recommended entry to the qualification

While entry to this Qualification is at the discretion of the centre, candidates undertaking the Professional Development Award in Floorcovering Occupations at SCQF level 6 must meet the requirements of the Modern Apprenticeship which include being employed in the relevant craft industry.

The following information on prior knowledge, skills, experience or qualifications that provide suitable preparation for this qualification has been provided by the Qualification Design Team (QDT) as guidance only.

Candidates would benefit from having attained the skills, knowledge and understanding required by one or more of the following or equivalent qualifications and/or experience:

- National Progression Award (NPA) Construction: Floorcovering Occupations SCQF level 5
- National Progression Award (NPA) Construction: Multi Trade SCQF level 5
- National Progression Award (NPA) Construction Skills at SCQF level 5
- National Progression Award (NPA) in Construction SCQF level 5
- National Progression Award (NPA) in Construction Operations at SCQF level 5
- National Progression Award (NPA) Construction Craft and Technician SCQF level 4
- Foundation Apprenticeship in Construction

4.1 Core Skills entry profile

The Core Skill entry profile provides a summary of the associated assessment activities that exemplify why a particular level has been recommended for this qualification. The information would be used to identify if additional learning support needs to be put in place for candidates whose Core Skills profile is below the recommended entry level or whether candidates should be encouraged to do an alternative level or learning programme.

Core Skill	Recommended SCQF entry profile	Associated assessment activities
Communication	3	Assessment of capability to work as part of a team and develop and maintain working relationships.
Numeracy	3	Calculations will be assessed throughout the PDA.
Information and Communication Technology (ICT)	2	Researching legislation and manufacturers specifications.
Problem Solving	3	Practical Activities may develop problems which need to be rectified.
Working with Others	3	Working as part of a team and developing and maintaining working relationships.

5. Additional benefits of the qualification in meeting employer needs

This qualification was designed to meet a specific purpose and what follows are details on how that purpose has been met through mapping of the units to the aims of the qualification. Through meeting the aims, additional value has been achieved by linking the unit standards with those defined in national occupational standards and/or trade/professional body requirements. In addition, significant opportunities exist for candidates to develop the more generic skill, known as Core Skills through doing this qualification.

5.1 Mapping of qualification aims to units

Note: For details of the aims, see section [3.1 General aims of the qualification](#) and section [3.2 Specific aims of the qualification](#).

Unit code	Unit title	General aims	Specific aims
J58S 46	Conform to General Workplace Health, Safety and Welfare	1, 2, 4, 7, 8	1, 2, 7, 8
H105 12	Confirm Work Activities and Resources for the Work	2, 3, 4, 5, 6, 7, 8, 10, 11, 14	1, 2, 3, 6, 7, 8
H10C 12	Develop and Maintain Good Working Relationships	1, 2, 6, 7, 8, 9, 10, 12, 14	1, 2, 3, 4, 5, 6, 7
J58T 46	Confirm the Occupational Method of Work	2, 3, 4, 5, 6, 7, 8, 10, 11	1, 2, 3, 4, 5, 6, 7
J58V 46	Construction Crafts: Associated Subjects	1, 2, 3, 6, 7, 8, 9, 10, 12, 13, 14	1, 2, 3, 4, 5, 6, 7, 8
J9KR 46	Floorcovering Occupations: Set-Out Floor Areas for Specified Design Floorcovering Installations	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14	1, 2, 3, 4, 5, 6, 7, 8
JE2N 45	Floorcovering Occupations: Prepare Surfaces to Receive Floorcoverings	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14	1, 2, 3, 4, 5, 6, 7, 8
J9KV 46	Floorcovering Occupations: Assessing Conditions for Floorcoverings	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14	1, 2, 3, 4, 5, 6, 7, 8
J9KW 46	Floorcovering Occupations: Install Domestic Floorcoverings	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14	1, 2, 3, 4, 5, 6, 7, 8
J9KX 46	Floorcovering Occupations: Sustainability and Waste Management	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14	1, 2, 3, 4, 5, 6, 7, 8
J9L2 46	Floorcovering Occupations: Repair and Maintenance	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14	1, 2, 3, 4, 5, 6, 7, 8
J9KY 46	Floorcovering Occupations: Installing Textile Floorcoverings	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14	1, 2, 3, 4, 5, 6, 7, 8

Unit code	Unit title	General aims	Specific aims
J9L0 46	Floorcovering Occupations: Resilient Floorcoverings	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14	1, 2, 3, 4, 5, 6, 7, 8
J9L1 46	Floorcovering Occupations: Installing Complex Sheet and Tile Floorcoverings	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14	1, 2, 3, 4, 5, 6, 7, 8

5.2 Mapping of National Occupational Standards (NOS) and/or trade body standards

Unit code	Unit title	National Occupational Standards (NOS) code
J58S 46	Conform to General Workplace Health, Safety and Welfare	COSVR641 v2
H105 12	Confirm Work Activities and Resources for the Work	COSVR209 v2
H10C 12	Develop and Maintain Good Working Relationships	COSVR210 v3
J58T 46	Confirm the Occupational Method of Work	COSVR211 v2
J58V 46	Construction Crafts: Associated Subjects	Not applicable
J9KR 46	Floorcovering Occupations: Set-Out Floor Areas for Specified Design Floorcovering Installations	COSVR302: Set Out for Laying Floorcoverings
JE2N 45	Floorcovering Occupations: Prepare Surfaces to Receive Floorcoverings	COSVR300: Assess and Prepare Subfloor Surfaces for Floorcoverings
J9KV 46	Floorcovering Occupations: Assessing Conditions for Floorcoverings	COSVR307: Assess and Evaluate Conditions for Floorcoverings
J9KW 46	Floorcovering Occupations: Install Domestic Floorcoverings	COSVR304: Install Textile Floorcoverings
J9KX 46	Floorcovering Occupations: Sustainability and Waste Management	Integrated throughout all other units.
J9L2 46	Floorcovering Occupations: Repair and Maintenance	COSVR309: Join and Repair Textile Floorcoverings
J9KY 46	Floorcovering Occupations: Installing Textile Floorcoverings	COSVR301: Prepare and Fit Underlays to Floorcoverings COSVR304: Install Textile Floorcoverings

Unit code	Unit title	National Occupational Standards (NOS) code
J9L0 46	Floorcovering Occupations: Resilient Floorcoverings	COSVR305: Install Resilient Floorcoverings
J9L1 46	Floorcovering Occupations: Installing Complex Sheet and Tile Floorcoverings	COSVR310: Install Specified Design Resilient or Textile Floorcoverings

5.3 Mapping of Core Skills development opportunities across the qualifications

Core Skill Communication components: Written (Reading), Written (Writing), Oral

Unit code	Unit title	Communication components
J58S 46	Conform to General Workplace Health, Safety and Welfare	Written (Reading) Written (Writing) Oral
H105 12	Confirm Work Activities and Resources for the Work	Written (Reading) Written (Writing) Oral
H10C 12	Develop and Maintain Good Working Relationships	Written (Reading) Written (Writing) Oral
J58T 46	Confirm the Occupational Method of Work	Written (Reading) Oral
J58V 46	Construction Crafts: Associated Subjects	Written (Reading) Written (Writing) Oral
J9KR 46	Floorcovering Occupations: Set-Out Floor Areas for Specified Design Floorcovering Installations	Written (Reading) Written (Writing) Oral

Unit code	Unit title	Communication components
JE2N 45	Floorcovering Occupations: Prepare Surfaces to Receive Floorcoverings	Written (Reading) Written (Writing) Oral
J9KV 46	Floorcovering Occupations: Assessing Conditions for Floorcoverings	Written (Reading) Written (Writing) Oral
J9KW 46	Floorcovering Occupations: Install Domestic Floorcoverings	Written (Reading) Written (Writing) Oral
J9KX 46	Floorcovering Occupations: Sustainability and Waste Management	Written (Reading) Written (Writing) Oral
J9L2 46	Floorcovering Occupations: Repair and Maintenance	Written (Reading) Written (Writing) Oral
J9KY 46	Floorcovering Occupations: Installing Textile Floorcoverings	Written (Reading) Written (Writing) Oral
J9L0 46	Floorcovering Occupations: Resilient Floorcoverings	Written (Reading) Written (Writing) Oral

Unit code	Unit title	Communication components
J9L1 46	Floorcovering Occupations: Installing Complex Sheet and Tile Floorcoverings	Written (Reading) Written (Writing) Oral

Core Skill Numeracy components: Using Number, Using Graphical Information

Unit code	Unit title	Numeracy components
J58S 46	Conform to General Workplace Health, Safety and Welfare	Using Number
H105 12	Confirm Work Activities and Resources for the Work	Using Number
H10C 12	Develop and Maintain Good Working Relationships	Using Number
J58T 46	Confirm the Occupational Method of Work	Using Number
J58V 46	Construction Crafts: Associated Subjects	Using Number
J9KR 46	Floorcovering Occupations: Set-Out Floor Areas for Specified Design Floorcovering Installations	Using Number
JE2N 45	Floorcovering Occupations: Prepare Surfaces to Receive Floorcoverings	Using Number
J9KV 46	Floorcovering Occupations: Assessing Conditions for Floorcoverings	Using Number
J9KW 46	Floorcovering Occupations: Install Domestic Floorcoverings	Using Number
J9KX 46	Floorcovering Occupations: Sustainability and Waste Management	Using Number
J9L2 46	Floorcovering Occupations: Repair and Maintenance	Using Number
J9KY 46	Floorcovering Occupations: Installing Textile Floorcoverings	Using Number
J9L0 46	Floorcovering Occupations: Resilient Floorcoverings	Using Number
J9L1 46	Floorcovering Occupations: Installing Complex Sheet and Tile Floorcoverings	Using Number

Core Skill Information and Communication Technology (ICT) components:

Accessing Information, Providing/Creating Information

Unit code	Unit title	Information and Communication Technology (ICT) components
J58S 46	Conform to General Workplace Health, Safety and Welfare	Accessing Information
H105 12	Confirm Work Activities and Resources for the Work	Accessing Information
H10C 12	Develop and Maintain Good Working Relationships	Accessing Information
J58T 46	Confirm the Occupational Method of Work	Accessing Information
J58V 46	Construction Crafts: Associated Subjects	Accessing Information
J9KR 46	Floorcovering Occupations: Set-Out Floor Areas for Specified Design Floorcovering Installations	Accessing Information
JE2N 45	Floorcovering Occupations: Prepare Surfaces to Receive Floorcoverings	Accessing Information
J9KV 46	Floorcovering Occupations: Assessing Conditions for Floorcoverings	Accessing Information
J9KW 46	Floorcovering Occupations: Install Domestic Floorcoverings	Accessing Information
J9KX 46	Floorcovering Occupations: Sustainability and Waste Management	Accessing Information
J9L2 46	Floorcovering Occupations: Repair and Maintenance	Accessing Information
J9KY 46	Floorcovering Occupations: Installing Textile Floorcoverings	Accessing Information
J9L0 46	Floorcovering Occupations: Resilient Floorcoverings	Accessing Information
J9L1 46	Floorcovering Occupations: Installing Complex Sheet and Tile Floorcoverings	Accessing Information

Core Skill Problem Solving components: Critical Thinking, Planning and Organising, Reviewing and Evaluating

Unit code	Unit title	Problem Solving components
J58S 46	Conform to General Workplace Health, Safety and Welfare	Critical Thinking Planning and Organising
H105 12	Confirm Work Activities and Resources for the Work	Critical Thinking Planning and Organising
H10C 12	Develop and Maintain Good Working Relationships	Critical Thinking Planning and Organising
J58T 46	Confirm the Occupational Method of Work	Critical Thinking Planning and Organising
J58V 46	Construction Crafts: Associated Subjects	Critical Thinking Planning and Organising
J9KR 46	Floorcovering Occupations: Set-Out Floor Areas for Specified Design Floorcovering Installations	Critical Thinking Planning and Organising
JE2N 45	Floorcovering Occupations: Prepare Surfaces to Receive Floorcoverings	Critical Thinking Planning and Organising
J9KV 46	Floorcovering Occupations: Assessing Conditions for Floorcoverings	Critical Thinking Planning and Organising
J9KW 46	Floorcovering Occupations: Install Domestic Floorcoverings	Critical Thinking Planning and Organising

Unit code	Unit title	Problem Solving components
J9KX 46	Floorcovering Occupations: Sustainability and Waste Management	Critical Thinking Planning and Organising
J9L2 46	Floorcovering Occupations: Repair and Maintenance	Critical Thinking Planning and Organising
J9KY 46	Floorcovering Occupations: Installing Textile Floorcoverings	Critical Thinking Planning and Organising
J9L0 46	Floorcovering Occupations: Resilient Floorcoverings	Critical Thinking Planning and Organising
J9L1 46	Floorcovering Occupations: Installing Complex Sheet and Tile Floorcoverings	Critical Thinking Planning and Organising

Core Skill Working with Others components: Working Co-operatively with Others, Reviewing Co-operative Contribution

Unit code	Unit title	Working with Others components
J58S 46	Conform to General Workplace Health, Safety and Welfare	Working Co-operatively with Others
H105 12	Confirm Work Activities and Resources for the Work	Working Co-operatively with Others
H10C 12	Develop and Maintain Good Working Relationships	Working Co-operatively with Others
J58T 46	Confirm the Occupational Method of Work	Working Co-operatively with Others
J58V 46	Construction Crafts: Associated Subjects	Working Co-operatively with Others
J9KR 46	Floorcovering Occupations: Set-Out Floor Areas for Specified Design Floorcovering Installations	Working Co-operatively with Others
JE2N 45	Floorcovering Occupations: Prepare Surfaces to Receive Floorcoverings	Working Co-operatively with Others
J9KV 46	Floorcovering Occupations: Assessing Conditions for Floorcoverings	Working Co-operatively with Others
J9KW 46	Floorcovering Occupations: Install Domestic Floorcoverings	Working Co-operatively with Others
J9KX 46	Floorcovering Occupations: Sustainability and Waste Management	Working Co-operatively with Others
J9L2 46	Floorcovering Occupations: Repair and Maintenance	Working Co-operatively with Others
J9KY 46	Floorcovering Occupations: Installing Textile Floorcoverings	Working Co-operatively with Others
J9L0 46	Floorcovering Occupations: Resilient Floorcoverings	Working Co-operatively with Others
J9L1 46	Floorcovering Occupations: Installing Complex Sheet and Tile Floorcoverings	Working Co-operatively with Others

5.4 Assessment strategy for the qualifications

Unit title	Assessment: Outcome 1	Assessment: Outcome 2	Assessment: Outcome 3
Conform to General Workplace Health, Safety and Welfare	<p>Written recorded evidence is required to demonstrate that the candidate has achieved outcome 1 to the standard specified in the performance criteria.</p> <p>Under closed-book conditions.</p>	<p>Written recorded evidence is required to demonstrate that the candidate has achieved outcome 2 to the standard specified in the performance criteria.</p> <p>Under closed-book conditions.</p> <p>Performance evidence should be integrated with appropriate specialist units practical assessments.</p> <p>An assessor observation checklist must be used to record this evidence.</p> <p>Assessment should be conducted under controlled, supervised conditions.</p>	<p>Written recorded evidence is required to demonstrate that the candidate has achieved outcome 3 to the standard specified in the performance criteria.</p> <p>Under closed-book conditions.</p> <p>Performance evidence should be integrated with appropriate specialist units practical assessments.</p> <p>An assessor observation checklist must be used to record this evidence.</p> <p>Assessment should be conducted under controlled, supervised conditions.</p>

Unit title	Assessment: Outcome 1	Assessment: Outcome 2	Assessment: Outcome 3
Confirm Work Activities and Resources for the Work	<p>Performance evidence should be integrated with appropriate specialist units practical assessments.</p> <p>An assessor observation checklist must be used to record this evidence. Assessment should be conducted under controlled, supervised conditions.</p>	<p>Performance evidence should be integrated with appropriate specialist units practical assessments.</p> <p>An assessor observation checklist must be used to record this evidence. Assessment should be conducted under controlled, supervised conditions.</p>	<p>Written recorded evidence is required to demonstrate that the candidate has achieved outcome 3 performance criteria.</p> <p>Under closed-book conditions.</p> <p>Performance evidence should be integrated with appropriate specialist units practical assessments.</p> <p>An assessor observation checklist must be used to record this evidence. Assessment should be conducted under controlled, supervised conditions.</p>

Unit title	Assessment: Outcome 1	Assessment: Outcome 2	Assessment: Outcome 3	Assessment: Outcome 4
Develop and Maintain Good Working Relationships	<p>Performance evidence should be integrated with appropriate specialist units practical assessments.</p> <p>An assessor observation checklist must be used to record this evidence.</p> <p>Assessment should be conducted under controlled, supervised conditions.</p>	<p>Written and/or oral recorded evidence is required to demonstrate that the candidate has achieved outcome 2 to the standard specified in the performance criteria.</p> <p>Under closed-book conditions.</p> <p>Performance evidence should be integrated with appropriate specialist units practical assessments.</p> <p>An assessor observation checklist must be used to record this evidence.</p> <p>Assessment should be conducted under controlled, supervised conditions.</p>	<p>Performance evidence should be integrated with appropriate specialist units practical assessments.</p> <p>An assessor observation checklist must be used to record this evidence.</p> <p>Assessment should be conducted under controlled, supervised conditions.</p>	<p>Performance evidence should be integrated with appropriate specialist units practical assessments.</p> <p>An assessor observation checklist must be used to record this evidence.</p> <p>Assessment should be conducted under controlled, supervised conditions.</p>

Unit title	Assessment: Outcome 1	Assessment: Outcome 2	Assessment: Outcome 3	Assessment: Outcome 4
Confirm the Occupational Method of Work	<p>Performance evidence should be integrated with appropriate specialist units practical assessments.</p> <p>An assessor observation checklist must be used to record this evidence.</p> <p>Assessment should be conducted under controlled, supervised conditions.</p>	<p>Performance evidence should be integrated with appropriate specialist units practical assessments.</p> <p>An assessor observation checklist must be used to record this evidence.</p> <p>Assessment should be conducted under controlled, supervised conditions.</p>	<p>Performance evidence should be integrated with appropriate specialist units practical assessments.</p> <p>An assessor observation checklist must be used to record this evidence.</p> <p>Assessment should be conducted under controlled, supervised conditions.</p>	<p>Performance evidence should be integrated with appropriate specialist units practical assessments.</p> <p>An assessor observation checklist must be used to record this evidence.</p> <p>Assessment should be conducted under controlled, supervised conditions.</p>

Unit title	Assessment: Outcome 1	Assessment: Outcome 2	Assessment: Outcome 3
Construction Crafts: Associated Subjects	<p>Written recorded evidence is required to demonstrate that the candidate has achieved outcome 1 to the standard specified in the performance criteria.</p> <p>Assessment should be conducted under controlled, supervised conditions.</p>	<p>Written recorded evidence is required to demonstrate that the candidate has achieved outcome 2 to the standard specified in the performance criteria.</p> <p>Assessment should be conducted under controlled, supervised conditions.</p>	<p>Written recorded evidence is required to demonstrate that the candidate has achieved outcome 3 to the standard specified in the performance criteria.</p> <p>Assessment should be conducted under controlled, supervised conditions.</p>
Floorcovering Occupations: Set-Out Floor Areas for Specified Design Floorcovering Installations	<p>Written and/or oral recorded evidence is required to demonstrate that the candidate has achieved Outcome 1 to the standard specified in the performance criteria.</p> <p>This assessment will be conducted under controlled, closed-book supervised conditions.</p>	<p>Assessment of this outcome will be evidenced through observation of work processes and assessment of the completed work.</p> <p>An assessor observation checklist must be used to record this evidence.</p> <p>Assessment should be conducted under controlled, supervised conditions.</p>	<p>Assessment of this outcome will be evidenced through observation of work processes and assessment of the completed work.</p> <p>An assessor observation checklist must be used to record this evidence.</p> <p>Assessment should be conducted under controlled, supervised conditions.</p>

Unit title	Assessment: Outcome 1	Assessment: Outcome 2	Assessment: Outcome 3	Assessment: Outcome 4
<p>Floorcovering Occupations: Prepare Surfaces to Receive Floorcoverings</p>	<p>Written and/or oral recorded evidence is required to demonstrate that the candidate has achieved outcome 1 to the standard specified in the performance criteria.</p> <p>This assessment will be conducted under controlled, closed-book supervised conditions.</p>	<p>Assessment of this outcome will be evidenced through observation of work processes and assessment of the completed work.</p> <p>An assessor observation checklist must be used to record this evidence. Assessment should be conducted under controlled, supervised conditions.</p>	<p>Assessment of this outcome will be evidenced through observation of work processes and assessment of the completed work.</p> <p>An assessor observation checklist must be used to record this evidence. Assessment should be conducted under controlled, supervised conditions.</p>	<p>Assessment of this outcome will be evidenced through observation of work processes and assessment of the completed work.</p> <p>An assessor observation checklist must be used to record this evidence. Assessment should be conducted under controlled, supervised conditions.</p>

Unit title	Assessment: Outcome 1	Assessment: Outcome 2	Assessment: Outcome 3
<p>Floorcovering Occupations: Assessing Conditions for Floorcoverings</p>	<p>Written and/or oral recorded evidence is required to demonstrate that the candidate has achieved outcome 1 to the standard specified in the performance criteria.</p> <p>This assessment will be conducted under controlled, closed-book supervised conditions.</p>	<p>Written and/or oral recorded evidence is required to demonstrate that the candidate has achieved outcome 2 to the standard specified in the performance criteria.</p> <p>This assessment will be conducted under controlled, closed-book supervised conditions.</p> <p>Assessment of this outcome will be evidenced through observation of work processes and assessment of the completed work.</p> <p>An assessor observation checklist must be used to record this evidence. Assessment should be conducted under controlled, supervised conditions.</p>	<p>Assessment of this outcome will be evidenced through observation of work processes and assessment of the completed work.</p> <p>An assessor observation checklist must be used to record this evidence. Assessment should be conducted under controlled, supervised conditions.</p>

Unit title	Assessment: Outcome 1	Assessment: Outcome 2	Assessment: Outcome 3	Assessment: Outcome 4
Floorcovering Occupations: Install Domestic Floorcoverings	<p>Written and/or oral recorded evidence is required to demonstrate that the candidate has achieved outcome 1 to the standard specified in the performance criteria.</p> <p>This assessment will be conducted under controlled, closed-book supervised conditions.</p>	<p>Assessment of this outcome will be evidenced through observation of work processes and assessment of the completed work.</p> <p>An assessor observation checklist must be used to record this evidence. Assessment should be conducted under controlled, supervised conditions.</p>	<p>Assessment of this outcome will be evidenced through observation of work processes and assessment of the completed work.</p> <p>An assessor observation checklist must be used to record this evidence. Assessment should be conducted under controlled, supervised conditions.</p>	<p>Assessment of this outcome will be evidenced through observation of work processes and assessment of the completed work.</p> <p>An assessor observation checklist must be used to record this evidence. Assessment should be conducted under controlled, supervised conditions.</p>

Unit title	Assessment: Outcome 1	Assessment: Outcome 2	Assessment: Outcome 3	Assessment: Outcome 4
Floorcovering Occupations: Sustainability and Waste Management	Written and/or oral recorded evidence is required to demonstrate that the candidate has achieved outcome 1 to the standard specified in the performance criteria. This assessment will be conducted under controlled, closed-book supervised conditions	Written and/or oral recorded evidence is required to demonstrate that the candidate has achieved outcome 2 to the standard specified in the performance criteria. This assessment will be conducted under controlled, closed-book supervised conditions.	Written and/or oral recorded evidence is required to demonstrate that the candidate has achieved outcome 3 to the standard specified in the performance criteria. This assessment will be conducted under controlled, closed-book supervised conditions.	Assessment of this outcome will be evidenced through observation of work processes and assessment of the completed work. An assessor observation checklist must be used to record this evidence. Assessment should be conducted under controlled, supervised conditions.

Unit title	Assessment: Outcome 1	Assessment: Outcome 2	Assessment: Outcome 3
Floorcovering Occupations: Repair and Maintenance	<p>Written and/or oral recorded evidence is required to demonstrate that the candidate has achieved outcome 1 to the standard specified in the performance criteria.</p> <p>This assessment will be conducted under controlled, closed-book supervised conditions.</p>	<p>Assessment of this outcome will be evidenced through observation of work processes and assessment of the completed work.</p> <p>An assessor observation checklist must be used to record this evidence. Assessment should be conducted under controlled, supervised conditions.</p>	<p>Assessment of this outcome will be evidenced through observation of work processes and assessment of the completed work.</p> <p>An assessor observation checklist must be used to record this evidence. Assessment should be conducted under controlled, supervised conditions.</p>

Unit title	Assessment: Outcome 1	Assessment: Outcome 2	Assessment: Outcome 3	Assessment: Outcome 4
Floorcovering Occupations: Installing Textile Floorcoverings	<p>Written and/or oral recorded evidence is required to demonstrate that the candidate has achieved outcome 1 to the standard specified in the performance criteria.</p> <p>This assessment will be conducted under controlled, closed-book supervised conditions.</p>	<p>Assessment of this outcome will be evidenced through observation of work processes and assessment of the completed work.</p> <p>An assessor observation checklist must be used to record this evidence. Assessment should be conducted under controlled, supervised conditions.</p>	<p>Assessment of this outcome will be evidenced through observation of work processes and assessment of the completed work.</p> <p>An assessor observation checklist must be used to record this evidence. Assessment should be conducted under controlled, supervised conditions.</p>	<p>Assessment of this outcome will be evidenced through observation of work processes and assessment of the completed work.</p> <p>An assessor observation checklist must be used to record this evidence. Assessment should be conducted under controlled, supervised conditions.</p>

Unit title	Assessment: Outcome 1	Assessment: Outcome 2	Assessment: Outcome 3	Assessment: Outcome 4
Floorcovering Occupations: Resilient Floorcoverings	<p>Written and/or oral recorded evidence is required to demonstrate that the candidate has achieved outcome 1 to the standard specified in the performance criteria.</p> <p>This assessment will be conducted under controlled, closed-book supervised conditions.</p>	<p>Assessment of this outcome will be evidenced through observation of work processes and assessment of the completed work.</p> <p>An assessor observation checklist must be used to record this evidence. Assessment should be conducted under controlled, supervised conditions.</p>	<p>Assessment of this outcome will be evidenced through observation of work processes and assessment of the completed work.</p> <p>An assessor observation checklist must be used to record this evidence. Assessment should be conducted under controlled, supervised conditions.</p>	<p>Assessment of this outcome will be evidenced through observation of work processes and assessment of the completed work.</p> <p>An assessor observation checklist must be used to record this evidence. Assessment should be conducted under controlled, supervised conditions.</p>

Unit title	Assessment: Outcome 1	Assessment: Outcome 2	Assessment: Outcome 3	Assessment: Outcome 4	Assessment: Outcome 5
Floorcovering Occupations: Installing Complex Sheet and Tile Floorcoverings	Written and/or oral recorded evidence is required to demonstrate that the candidate has achieved outcome 1 to the standard specified in the performance criteria. This assessment will be conducted under controlled, closed-book supervised conditions.	Assessment of this outcome will be evidenced through observation of work processes and assessment of the completed work. An assessor observation checklist must be used to record this evidence. Assessment should be conducted under controlled, supervised conditions.	Assessment of this outcome will be evidenced through observation of work processes and assessment of the completed work. An assessor observation checklist must be used to record this evidence. Assessment should be conducted under controlled, supervised conditions.	Assessment of this outcome will be evidenced through observation of work processes and assessment of the completed work. An assessor observation checklist must be used to record this evidence. Assessment should be conducted under controlled, supervised conditions.	Assessment of this outcome will be evidenced through observation of work processes and assessment of the completed work. An assessor observation checklist must be used to record this evidence. Assessment should be conducted under controlled, supervised conditions.

6. Guidance on approaches to delivery and assessment

The assessment ensures an appropriate level of rigour whilst not imposing excessive demands on centres or candidates. The design principles for this award encourage a holistic approach to assessment and this has been adopted in each unit specification for this award. This is reflected in the evidence requirement statement contained in the units.

Each unit specification includes guidance on delivery and assessment and, where appropriate, any relationship with delivery and assessment of other units.

Assessment guidance includes a variety of conditions including open/closed-book and observation of practical assessments.

Instruments of assessment are available in the form of the Floorcovering Training and Assessment Programme (TAP). This provides guidance on content, context, evidence required, marking guidelines, drawings and checklists with clearly stated standards and tolerances. Centres may use the instruments of assessment which they consider to be most appropriate but are advised to use the TAP which has been developed centrally by Qualifications Scotland. Any other instruments of assessment used must be comparable to the TAPs and have been through prior verification.

Centres can decide the order in which units are delivered, based on candidate recruitment patterns, mode of delivery, resource issues and logical progression dictated by topics and unit content. There is a recommended delivery schedule available for this award in the appendices.

Throughout all units' emphasis should be placed where appropriate on the application of health and safety and sustainability. Safe working practices should be looked at in accordance with current safety codes of practice and regulations. Sustainability should include reference to criteria affecting sustainability and the impact of not implementing sustainability on the environment.

6.1 Sequencing/integration of units

The structure of the qualification allows for a high degree of flexibility in its delivery. Owing to the very practical nature of the award, it is recommended that each teaching/training session should be of a reasonable duration with a guideline of approximately three hours. This would vary depending on the development of skills appropriate to the candidates' needs in relation to their skills and employment.

6.2 Recognition of prior learning

Qualifications Scotland recognises that candidates gain knowledge and skills acquired through formal, non-formal and informal learning contexts.

In some instances, a full group award may be achieved through the recognition of prior learning. However, it is unlikely that a candidate would have the appropriate prior learning and experience to meet all the requirements of a full group award.

The recognition of prior learning may **not** be used as a method of assessing in the following types of units and assessments:

- HN Graded Units.
- Course and/or external assessments.
- Other integrative assessment units (which may or not be graded).
- Certain types of assessment instruments where the standard may be compromised by not using the same assessment method outlined in the unit.
- Where there is an existing requirement for a licence to practice.
- Where there are specific health and safety requirements.
- Where there are regulatory, professional or other statutory requirements.
- Where otherwise specified in an assessment strategy.

More information and guidance on the *Recognition of Prior Learning* (RPL) may be found on our website: [Qualifications Scotland Home Page](#)

The following sub-sections outline how existing Qualifications Scotland units may contribute to this group award. Additionally, they also outline how this group award may be recognised for professional and articulation purposes.

6.2.1 Articulation and/or progression

This PDA provides the opportunity to progress to completion of the associated SVQ or to other Craft PDAs or Higher National Qualifications.

6.2.2 Professional recognition

CITB are the Sector Skills Council and Standard Setting Body with strategic responsibilities for education and training in the construction industry. They have been strong supporters of the development of recognised construction vocational qualifications. CITB have endorsed the development of this PDA for use by employed apprentices as the training component of their Modern Apprenticeship.

6.2.3 Credit transfer

Previous unit code	Unit title	Notes
H1HD 12 New unit code J9L1 46	Floorcovering Occupations: Installing Complex Sheet and Tile Floorcoverings	Credits transfer can be given in full for this unit.
H1H9 12 New unit code J9L2 46	Floorcovering Repair and Maintenance	Credits transfer can be given in full for this unit.
J58Y 46 New unit code J9KW 46	Floorcovering Occupations: Install Domestic Floorcoverings	Credits transfer can be given in full for this unit.
J58X 46 New unit code J9KV 46	Floorcovering Occupations: Assessing Conditions for Floorcoverings	Credits transfer can be given in full for this unit.
H1H5 11 New unit code JE2N 45	Floorcovering Occupations: Prepare Surfaces to Receive Floorcoverings	Outcome 4: two additional performance criterion added (e) and (f). Credit transfer can be given in full for this unit if the additional performance criteria in outcome 4 have been met.

Previous unit code	Unit title	Notes
J58W 46 New unit code J9KR 46	Floorcovering Occupations: Setting Out for Laying Standard and Complex Floorcoverings New unit title: Floorcovering Occupations: Set Out Floor Areas for Specified Design Floorcovering Installations	Credits transfer can be given in full for this unit.
J591 46 New unit code J9L0 46	Floorcovering Occupations: Resilient Floorcoverings	Credits transfer can be given in full for this unit.
H1H8 12 New unit code J9KX 46	Floorcovering Occupations: Sustainability and Waste Management	Outcome 2: performance criterion (e) added. Outcome 4: performance criteria (e) and (f) added. Credit transfer can be given in full for this unit if the additional performance criteria in outcome 2 and performance criteria in outcome 4 have been met.
J590 46 New unit code J9KY 46	Floorcovering Occupations: Installing Textile Floorcoverings	Credits transfer can be given in full for this unit.

6.3 Opportunities for e-assessment

It is recognised that the PDA is very much an award which focuses on the development of the candidates hand skills and use of tools. Nevertheless, there may be opportunities for the introduction of e-learning during the teaching and delivery of the awards. The learning and assessments of the knowledge-based outcomes can be conducted by either using e-learning methods, or by traditional learning and teaching approaches. For example, formal assessments may make the use of information technology (IT) systems and facilities when available or alternatively can also use the standard mode of supervising candidates during classroom paper-based assessments. It is further recognised that through delivery of the PDA centres could take the opportunity to integrate new innovations in the sector and important aspects of sustainability and recycling, such as waste management and separation.

6.4 Support materials

A list of existing Training and Assessment Programme (TAPs) is available to view on website: [Internal Assessment Support Materials](#)

6.5 Resource requirements

There is currently a Training Assessment Programme (TAP) for this craft which has been used for delivery by the centre offering this award.

7. General information for centres

Equality and inclusion

The unit specifications making up this group award have been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of candidates will be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website:

[Qualifications Scotland Assessment Arrangements](#)

Internal; and external verification

All assessments used within this qualification should be internally verified, using the appropriate policy within the centre and the guidelines set by Qualifications Scotland.

External verification will be carried out by Qualifications Scotland to ensure that internal assessment is within the national guidelines for this qualification.

Further information on internal and external verification can be found in Qualifications Scotland's Guide to Assessment: [Guide to Assessment](#)

8. Glossary of terms

Embedded Core Skills is where the assessment evidence for the unit also includes full evidence for complete Core Skill or Core Skill components. A candidate and/or candidate successfully completing the unit will be automatically certificated for the Core Skill. (This depends on the unit having been successfully audited and validated for Core Skills certification.)

Finish date: The end of a group award's lapsing period is known as the finish date. After the finish date, the group award will no longer be live and the following applies:

- Candidates and/or candidates may not be entered for the group award.
- the group award will continue to exist only as an archive record on the Awards Processing System (APS).

Lapsing date: When a group award is entered into its lapsing period, the following will apply:

- the group award will be deleted from the relevant catalogue.
- the group award specification will remain until the qualification reaches its finish date at which point it will be removed from Qualifications Scotland's website and archived.
- no new centres may be approved to offer the group award.
- centres should only enter candidates and/or candidates whom they expect to complete the group award during the defined lapsing period.

Qualifications Scotland credit value: The credit value allocated to a unit gives an indication of the contribution the unit makes to an Qualifications Scotland group award. A Qualifications Scotland credit value of 1 given to a Qualifications Scotland unit represents approximately 40 hours of programmed learning, teaching and assessment.

SCQF: The Scottish Credit and Qualification Framework (SCQF) provides the national common framework for describing all relevant programmes of learning and qualifications in Scotland. SCQF terminology is used throughout this guide to refer to

credits and levels. For further information on the SCQF visit the SCQF website at www.scqf.org.uk.

SCQF credit points: SCQF credit points provide a means of describing and comparing the amount of learning that is required to complete a qualification at a given level of the Framework. One National Unit credit is equivalent to 6 SCQF credit points. One National Unit credit at Advanced Higher and one Higher National Unit credit (irrespective of level) is equivalent to 8 SCQF credit points.

SCQF levels: The level a qualification is assigned within the framework is an indication of how hard it is to achieve. The SCQF covers 12 levels of learning. HNCs and HNDs are available at SCQF levels 7 and 8, respectively. Higher National Units will normally be at levels 6 to 9 and graded units will be at levels 7 and 8. National Qualification Group Awards are available at SCQF levels 2 to 6 and will normally be made up of National Units which are available from SCQF levels 2 to 7.

Subject unit: Subject units contain vocational/subject content and are designed to test a specific set of knowledge and skills.

Signposted Core Skills: Refers to opportunities to develop Core Skills arise in learning and teaching but are not automatically certificated.

9. General information for candidates

This information will help you decide whether this is the qualification for you by explaining what the qualification is about, what you should know or be able to do before you start, what you will need to do during the qualification and opportunities for further learning and employment.

You are about to begin an interesting and exciting apprenticeship and training programme. There is a bright future for well-qualified and skilled construction workers, and you now have the opportunity to be part of this. There is a huge demand for reliable and conscientious tradesmen/women, and successful completion of this training programme will help to ensure that you will meet the necessary requirements.

The Professional Development Award (PDA) in Floorcovering Occupations is a qualification which requires you to spend the majority of your time in a workshop location. This PDA is designed to equip you with the knowledge, understanding and skills to allow you to progress to higher level qualifications.

This could be your first step in a successful career in construction which will offer you many varied opportunities from becoming a skilled crafts person through to senior posts in construction management.

Delivery of this PDA is a component of the Floorcovering Modern Apprenticeship in partnership with industry bodies and CITB. As part of this Modern Apprenticeship you must meet the requirements of the Modern Apprenticeship which include being employed in the relevant craft industry.

You will be assessed on your knowledge and skills developed in each unit through the completion of the relevant Training and Assessment Programme (TAP). The assessment may take a number of forms, including multi-choice and written response questions, practical tasks where you are observed meeting a set standard, and other practical activities when working in teams.

The practical units will provide you with the basic skills and knowledge needed to carry out practical work. You will then demonstrate your range of abilities through the

completion of practical work. You will also have to demonstrate that you possess the underpinning knowledge needed to understand how to deal with any problems and variations which may occur during practical work.

10. Appendix: List of Changes from Previous Floorcovering PDA

GR9J 46: Floorcovering

Previous unit code	Unit title	History of changes
H1HD 12 New unit code J9L1 46	Floorcovering Occupations: Installing Complex Sheet and Tile Floorcoverings	<ul style="list-style-type: none"> • Credits changed from 2 to 3 • Summary of standards (working towards industrial tolerances) — removed • General Information for Candidates section added at end of unit
H1H9 12 New unit code J9L2 46	Floorcovering Repair and Maintenance	<ul style="list-style-type: none"> • Credits changed from 0.5 to 2 • Summary of standards (working towards industrial tolerances) — removed • General Information for Candidates section added at end of unit
J58Y 46 New unit code J9KW 46	Floorcovering Occupations: Install Domestic Floorcoverings	<ul style="list-style-type: none"> • Credits changed from 0.5 to 2 • Summary of standards (working towards industrial tolerances) — removed • General Information for Candidates section added at end of unit
J58X 46 New unit code J9KV 46	Floorcovering Occupations: Assessing Conditions for Floorcoverings	<ul style="list-style-type: none"> • Credits changed from 1 to 2 • Summary of standards (working towards industrial tolerances) — removed • General Information for Candidates section added at end of unit

Previous unit code	Unit title	History of changes
H1H5 11 New unit code JE2N 45	Floorcovering Occupations: Prepare Surfaces to Receive Floorcoverings	<ul style="list-style-type: none"> • Credits changed from 2 to 2.5 • Summary of standards (working towards industrial tolerances) — removed • General Information for Candidates section added at end of unit • Outcome 2: performance criterion (d) wording change • Outcomes 3 and 4: wording change • Outcome 4: performance criteria (b), (c) and (d) wording changed • Outcome 4: two additional performance criterion added (e) and (f)
J58W 46 New unit code J9KR 46	Floorcovering Occupations: Setting Out for Laying Standard and Complex Floorcoverings New unit title: Floorcovering Occupations: Set Out Floor Areas for Specified Design Floorcovering Installations	<ul style="list-style-type: none"> • Credits changed from 1.5 to 2.5 • Summary of standards (working towards industrial tolerances) — removed • General Information for Candidates section added at end of unit • Outcome 3 has one less performance criterion
J591 46 New unit code J9L0 46	Floorcovering Occupations: Resilient Floorcoverings	<ul style="list-style-type: none"> • Summary of standards (working towards industrial tolerances) — removed • General Information for Candidates section added at end of unit
H1H8 12 New unit code	Floorcovering Occupations: Sustainability and Waste Management	<ul style="list-style-type: none"> • Credits changed from 1 to 2 • Outcome 1: performance criteria (a), (b), (c) and (d) wording changed

Previous unit code	Unit title	History of changes
J9KX 46		<ul style="list-style-type: none"> • Outcome 2: performance criteria (a), (b), (c) and (d) wording changed. Performance criterion (e) added • Outcome 3: performance criteria (a) and (b) wording changed. Performance criteria (c), (d) and (e) added • Outcome 4: performance criteria (a), (b) and (c) wording changed. Two new performance criterion added • Summary of standards (working towards industrial tolerances) — removed • General Information for Candidates section added at end of unit
J590 46 New unit code J9KY 46	Floorcovering Occupations: Installing Textile Floorcoverings	<ul style="list-style-type: none"> • Credits changed from 1.5 to 2 • Outcome 1: title changed — performance criteria (b and c) wording change • Outcome 2: wording change, performance criterion (b) wording change, performance criterion (d) removed • Outcome 3: title changed — performance criteria (a), (c) (d) and (e) wording changed, performance criterion (f) removed • Outcome 4: performance criteria reduced from six to three • Summary of standards (working towards industrial tolerances) — removed • General Information for Candidates section added at end of unit