



# Ascentis Entry Level Certificate in

## Skills for Employment in the Construction Industries (Entry 3)

### Specification

<b>Ofqual Number</b>	<b>500/4068/6</b>
Ofqual Start Date	01/05/2008
Ofqual Review Date	31/07/2021
Ofqual Certification Review Date	31/07/2022

## ABOUT ASCENTIS

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Ascentis was originally established in 1975 as OCNW, a co-operative scheme between Universities and Colleges of Further Education. Ascentis was the first 'Open College' in the UK and served the needs of its members for over 34 years. Throughout this period, OCNW grew yet maintained its independence in order that it could continue to respond to the requirements of its customers and provide a consistently high standard of service to all centres across the country and in recent years to its increasing cohorts of overseas learners.

In 2009 OCNW became Ascentis - a company limited by guarantee and a registered educational charity.

**Ascentis** is distinctive and unusual in that it is both

- **An Awarding Organisation** regulated by the Office of Qualifications and Examinations Regulation (Ofqual)

and

- **an Access Validating Agency (AVA)** for 'Access to HE Programmes' licensed by the Quality Assurance Agency for Higher Education (QAA).

Ascentis is therefore able to offer a comprehensive ladder of opportunities to centres and their students, including Foundation Learning, vocational programmes and progressing to QAA recognised Access to HE qualifications. The flexible and adult-friendly ethos of Ascentis has resulted in centres throughout the UK choosing to run its qualifications.

## ASCENTIS CONTACT DETAILS

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# ASCENTIS ENTRY LEVEL CERTIFICATE IN SKILLS FOR EMPLOYMENT IN THE CONSTRUCTION INDUSTRIES (ENTRY 3)

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## Introduction

The Ascentis Entry 3 Certificate in Skills for Employment in the Construction Industries provides the learner with an excellent initiation into the world of construction in order to enable them to decide whether this is a sector within which they feel they wish to choose to work in the future. The qualification also promotes the development of wider employment skills, emphasising the importance of appropriate conduct and dress within a work area, customer service, customer care and safe working practice.

There are several features of this qualification that make it very appropriate for its target learners

- Assessment is through a combination of portfolio and external assessment
- Eligibility for use within the Foundation Learning Progression pathways
- An emphasis on the learner acquiring practical skills and assessment through the demonstration of these skills
- Moderation and certification can be offered throughout the year, allowing maximum flexibility for centres.

## Aims

The aims of the qualification are to enable learners

- 1 To encourage the development of generic employability skills
- 2 To promote the gaining of work-related skills within construction
- 3 To prepare learners for further training within construction.

## Target Group

This qualification is aimed at young people aged 14+ and adults who have an interest in following a career within the construction industry and want to explore whether this career pathway would be appropriate for them.

**Ofqual Qualification Number** 500/4068/6

## Rationale for Rules of Combination

Learners must achieve 24 credits from the Mandatory Units available.

## Rules of Combination

Ascentis Entry Level Certificate in Skills for Employment in the Construction Industries (Entry 3)				
				Credits: 24
Mandatory Units				
Title	Level	Credit Value	GLH	Unit ref
Introduction to Construction Work	E3	2	20	D/504/3389
Introduction to Health and Safety	E3	6	60	A/501/7124
Handling and Storing Materials/Components	E3	6	60	F/501/7125
Personal Work Skills	L1	4	40	J/501/7126
Carrying out operations	E3	6	60	L/501/7127
Credits from equivalent Units: Please contact the Ascentis office to request equivalences, and ask to speak to a member of the Qualifications Development Team.				
Credits from exemptions: Please contact the Ascentis office to request exemptions and ask to speak to a member of the Qualifications Development Team.				

Unit certification is available for all units

## Recommended Guided Learning Hours

The recommended guided learning hours for this qualification is 240

## Total Qualification Time

The total qualification time for the Entry Level Certificate in Skills for Employment in the Construction Industries (Entry 3) is 240.

## Recommended Prior Knowledge, Attainment and/or Experience

No recommended prior learning is required.

## Age Range of Qualification

This qualification is suitable for young people aged 14-19 and adult learners.

## Opportunities for Progression

It is intended that this qualification will help learners towards the following progression routes

- Further training within their chosen occupational area/s
- Ascentis Level 1 Certificate in Skills for Employment in the Construction Industries.

## Centre Recognition

This qualification can only be offered by centres recognised by Ascentis and approved to run this qualification. Details of the centre recognition and qualification approval process are available from the Ascentis office (tel. 01524 845046) or from the website at [www.ascentis.co.uk](http://www.ascentis.co.uk).

## Qualification Approval

If your centre is already a recognised centre, you will need to complete and submit a qualification approval form to deliver this qualification. Details of the qualification approval process are available from the Ascentis office (tel. 01524 845046) or from the website at [www.ascentis.co.uk](http://www.ascentis.co.uk).

## Registration

All learners must normally be registered with Ascentis within seven weeks of commencement of a course via the Ascentis electronic registration portal.

## Status in Wales and Northern Ireland

This qualification is available in English only.

## Reasonable Adjustments and Special Considerations

In the development of this qualification Ascentis has made every attempt to ensure that there are no unnecessary barriers to achievement. For learners with particular requirements reasonable adjustments may be made in order that they can have fair assessment and demonstrate attainment. There are also arrangements for special consideration for any learner suffering illness, injury or indisposition. Full details of the reasonable adjustments and special considerations are available from the Resources/Key Documents area of the Ascentis website [www.ascentis.co.uk](http://www.ascentis.co.uk) or through contacting the Ascentis office.

## Enquiries and Appeals Procedure

Ascentis has an appeals procedure in accordance with the regulatory arrangements in the Ofqual *General Conditions of Recognition*. Full details of this procedure, including how to make an application, are available from the Resources/Key Documents area of the Ascentis website [www.ascentis.co.uk](http://www.ascentis.co.uk) or through contacting the Ascentis office.

## ASSESSMENT AND VERIFICATION ARRANGEMENTS

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### Assessment

For the full certificate a minimum of 24 credits must be achieved. Units 1 to 4 are assessed by internal assessment through the building up of a portfolio of evidence to cover all the assessment criteria. Unit 5 is assessed through the completion of a practical task carried out under supervised conditions.

Internal and external moderation are a requirement for both the internally assessed and externally assessed units. The assessor is required to complete the Summary Record of Achievement for each learner. Centres are required to retain all evidence from all learners for external verification and for 4 weeks afterwards should any appeal be made.

The centre must retain evidence both for the internal and external assessments for 4 weeks after the date of the moderation in case of appeal.

### Internal Assessment

Units 1, 2, 3 and 4 are assessed through internal assessment.

Portfolios of evidence should include a variety of evidence to demonstrate that the assessment criteria for each unit have been met. Examples of evidence that could be included are

- Observation record
- Record of questions and discussions
- Tape recordings
- Video
- Witness or peer testimony
- Written notes, completed worksheets.

A learner's evidence must be organised and presented in a portfolio containing a front tracking sheet for each unit, tracking each assessment criteria to the evidence within the portfolio. Tracking sheets are provided in Appendix 3 of this specification.

### Practical Assessment Task

Unit 5 is assessed through external assessment.

The requirements for external assessment are met through the completion of a practical assessment task which must be conducted in centres under supervised conditions. This consists of a practical task testing the skills that have been acquired.

Instructions on how to design and carry out the assessment task can be found on p14. Tutors mark the learners performance in the task using the mark scheme provided on p16.

### Conduct of Practical Assessment Task

- All work completed as evidence for the activity must be clearly marked with the learner's name and date and handed in at the end of each session
- It is the centre's responsibility to make sure that such evidence in progress is securely kept and not contaminated by learner evidence produced elsewhere
- Only work produced and completed under supervised conditions may be included as the evidence for activity for any learner
- Where any evidence is derived from group activities, the assessor must be confident that the learner's work presented for assessment is their own work
- All tasks and assignments must be completed unaided. Where evidence of competence is based on observations of activities or oral responses then these must be recorded in a standard format

provided by Ascentis and signed by a tutor/assessor. An Observation Record is provided in Appendix 5. These records are to be retained and made available for moderation together with each learner's portfolio of evidence

- All evidence must be completed following the assessment criteria in the specification. Evidence should demonstrate the ability to complete the activity unaided after any necessary initial help in understanding the situation and tasks required.

## Verification

### Internal Verification

Internal verification is the process of ensuring that everyone who assesses a particular unit in a centre is assessing to the same standards i.e. consistently and reliably. Internal verification will be co-ordinated by a named Foundation Coordinator at each centre, who will liaise with Ascentis. The Foundation Coordinator may also act as the Internal Verifier. Internal verification will be carried out through standardisation activities including the internal verification of 10% of portfolio evidence across all the groups of students, to include all the assessors and the full range of units. It is the responsibility of Internal Verifiers to ensure that all assessors' decisions are sampled and monitored to ensure consistency and fairness. Internal Verifiers are also responsible for supporting assessors by offering advice and guidance.

Further information is available from the Resources/Key Documents section of the Ascentis website [www.ascentis.co.uk](http://www.ascentis.co.uk)

Ascentis External Verifiers will confirm the internal verification activities at their visit.

### External Verification

In order to support the roll-on, roll-off nature of this provision, which is likely to be offered over short time scales, Ascentis will offer a flexible approach to External Verification. This will include verification by post.

Recognised centres will be visited in accordance with a verification model that is considered most appropriate for the provision. More frequent verifications can be requested from the Ascentis Quality Assurance team, for which there is usually an additional charge. External verification will usually focus on the following areas:

- A review of the centres management of the regulated provision
- The levels of resources to support the delivery of the qualification, including both physical resources and staffing
- Ensuring the centre is using appropriate assessment methods and making appropriate assessment decisions according to Ascentis' requirements
- Ensuring the centre has appropriate internal quality assurance arrangements as outlined within the relevant qualification specification
- Checking that the centre is using appropriate administrative arrangements to support the function of delivery and assessment

External Verifiers will usually do this through discussion with the centre management team; assessment and Internal Quality Assurance staff; verifying a sample of learners' evidence; talking to learners, reviewing relevant centre documentation and systems.

## **Knowledge, Understanding and Skills required of Assessors and Internal Verifiers**

Centres must ensure that those delivering and assessing Ascentis qualifications are occupationally knowledgeable and competent within the relevant subject area.

Centres are responsible for ensuring that all staff involved in the delivery of the qualification are appropriately qualified. Ascentis will not be held responsible for any issues that relate to centre staffing which could impact on the successful delivery, assessment and internal quality assurance of our qualifications.

Those delivering the qualification should preferably hold or be working towards a recognised teaching qualification. Assessors must be able to make appropriate assessment decisions. Internal Quality Assurers need to have knowledge and experience of the internal quality assurance processes.

Centres are required to ensure that appropriate training and support is in place for staff involved in the delivery, assessment and internal verification of Ascentis qualifications.

Ascentis offers free support for centres. Further information on the support that is available can be found on Quartz Web or the Ascentis website.

## **Health and Safety**

A centre must have completed a full risk assessment of all areas of activity and identified potential risks. Where a risk exists, all practicable actions must be taken to eliminate or reduce this risk so that it is as low as possible

## UNIT SPECIFICATIONS

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### Introduction to Construction Work

**Credit Value of Unit: 2**

**GLH of Unit: 20**

**Level of Unit: E3**

#### Introduction

The unit will give an introduction to the construction industry and give you the opportunity to learn about the conditions of work that can be expected within the sector.

This unit is assessed through a portfolio of evidence.

Learning Outcomes		Assessment Criteria
The learner will be able to		The learner can
1	Understand the construction industry and the organisations and job roles within it	1.1 Recognise the purpose of the construction industry
		1.2 Recognise different types of organisations within the construction industry
		1.3 List roles within the construction industry
2	Know the terms, conditions and benefits of different jobs within the construction sector	2.1 Recognise the terms, conditions and benefits of different job roles and different employers within the construction sector

Indicative Content	
<b>1</b>	<b>Construction Industry</b> Structure of industry – small and larger firms, specialist firms and services; sole traders, large companies, sub-contractors; specialists – electricians, plumbers etc.; Roles – apprenticeships, builders, painters and decorators, architects
<b>2</b>	<b>Conditions</b> Working practices - flexibility, flexi-time, shift patterns, short-term employment, self-employment, contract work; conditions – rates of pay, overtime, bonuses, holidays, working away from home; benefits – pension, tools allowance, meals on duty, free clothes/uniform, PPEs

This unit is also a component part of the following qualifications: Ascentis Entry 3 Certificate in Personal and Professional Development (500/4140/X); Ascentis Level 1 Certificate in Personal and Professional Development (500/4142/3); Ascentis Level 1 Certificate in Preparation for Employment in the Construction Industries (500/4033/9)

## UNIT SPECIFICATIONS

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### Introduction to Health and Safety

**Credit Value of Unit: 6**

**GLH of Unit: 60**

**Level of Unit: E3**

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#### Introduction

The unit introduces basic health and safety issues and will raise your awareness of health, safety and welfare in the workplace.

This unit is assessed through a portfolio of evidence.

Learning Outcomes	Assessment Criteria
The learner will be able to	The learner can
1 Understand the importance health, safety and welfare in the workplace	1.1 Explain why health and safety in the workplace is important 1.2 Identify the responsibilities of employers and employees in relation to health and safety 1.3 List roles within the construction industry
2 Know potential hazards and risks in the workplace	2.1 Identify hazardous materials and non-hazardous materials 2.2 Name common hazards in the workplace and offer a description of how such hazards may be caused 2.3 Determine whether common access equipment is secure or not (steps, ladders, ramps and simple non-hydraulic/non-powered platforms)
3 Know common basic safety signs found in the workplace	3.1 Identify the different basic safety signs and recognise the hazards they indicate
4 Demonstrate an awareness of safe practices and protective equipment	4.1 Recognise common fire-fighting equipment 4.2 Recognise items of personal protective equipment 4.3 Describe some of the precautions to be observed when using non-powered equipment that might be hazardous 4.4 Identify where First Aid equipment is usually located on a construction site 4.5 Outline fire and emergency procedures 4.6 Outline why it is important to report accidents, ill health and other incidents

## UNIT SPECIFICATIONS

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### Handling and Storing Material and Components

**Credit Value of Unit: 6**

**GLH of Unit: 60**

**Level of Unit: E3**

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#### Introduction

In this unit you will learn how to clean and maintain the tools and equipment that you commonly use within your work area, as well as how to handle waste materials. You will learn to plan how to carry out a task that is already familiar to you; this will include identifying the tools and equipment needed and the working methods to successfully complete the task.

This unit is assessed through a portfolio of evidence.

Learning Outcomes		Assessment Criteria	
The learner will be able to		The learner can	
1	Know how to dispose of non-hazardous waste materials	1.1	Identify the correct method for disposing a number of common non-hazardous waste materials
2	Demonstrate an understanding of common tools, equipment, materials and components	2.1	Identify the correct way of cleaning basic tools and equipment
		2.2	Identify where basic tools should normally be stored
		2.3	Identify the conditions that might cause the deterioration of common materials
3	Prepare for a simple task	3.1	Select the tools and equipment required to complete each step of a task
		3.2	Select the materials and components required to complete a task

## UNIT SPECIFICATIONS

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### Personal Work Skills

**Credit Value of Unit: 4**

**GLH of Unit: 40**

**Level of Unit: 1**

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#### Introduction

In this unit you are required to conduct yourself in an appropriate manner within a work area. You are required to maintain satisfactory attendance, to dress appropriately and to communicate and co-operate with others within the work area.

This unit is assessed through a portfolio of evidence.

<b>Learning Outcomes</b>	<b>Assessment Criteria</b>
The learner will be able to	The learner can
1 Display the correct attitude towards work and learning	1.1 Maintain satisfactory attendance on the programme (no more than 20% unauthorised absence)
	1.2 Conduct self in a manner appropriate for work with no reported incidents of misconduct
2 Understand the importance of maintaining the correct appearance at work	2.1 Be appropriately dressed for work. This includes appropriate footwear, outer garments, hairstyle and headwear and where relevant should include the removal of any jewellery
3 Work effectively with others	3.1 Communicate with others (tutor, fellow learners etc.) in a manner appropriate for a work context, this includes asking/answering questions and cooperating with others in the completion of a task
	3.2 Comply with appropriate work requests as instructed or be able to give an appropriate explanation for inability to comply

This unit is also a component part of the following qualification: Ascentis Level 1 Certificate in Skills for Employment in the Construction Industries (500/4033/9)

#### Tutor Guidance

In order to encourage the development of personal work skills it is important that the learner knows the criteria against which they are judged in order to successfully achieve this unit.

It is expected that the learner through the duration of the course will maintain a minimum of 80% attendance, with no more than 20% unauthorised absence. However it should be emphasised that future employers will be looking for an attendance rate of well above 80% and the learner should be striving for an attendance rate nearer to 100%. It may be that some learners beginning this course have a previous poor attendance pattern and initial support is needed in order for them to achieve the 80% attendance. In this case it is acceptable to assess the attendance rate between later points in the learner's course, rather than from the commencement of the programme. However the time span should be sufficient to have confidence in the assessment criteria being met. Authorised absence in excess of this is permissible providing the necessary evidence is provided by the learner e.g. doctor's sick note.

Appendix 3 has a recording form for Unit 4 that should be completed for each learner as evidence of completion. Other evidence is also encouraged.

## UNIT SPECIFICATIONS

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### Carrying out Operations

**Credit Value of Unit: 6**

**GLH of Unit: 60**

**Level of Unit: E3**

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#### Introduction

In this unit you will learn how to carry out a task within the construction sector following a plan. You will learn how to choose the correct tools for the task and carry out work in such a way as to minimise waste and risk to your own personal safety.

Assessment will be through the completion of an externally set task which will be carried out under supervised conditions.

<b>Learning Outcomes</b>	<b>Assessment Criteria</b>
The learner will be able to	The learner can
1 Observe good health and safety practice whilst carrying out a simple task	1.1 Wear or use necessary personal protective equipment when carrying out a simple task
	1.2 Follow good health and safety practice throughout the task
	1.3 Handle tools and materials safely
2 Carry out a simple task according to a plan	2.1 Follow the method of application/installation according to a simple plan or task sheet
	2.2 Select the major and common materials/components and how they should be prepared
	2.3 Select the major and common tools and equipment to be used
	2.4 Apply the straightforward skills required for a simple task
3 Work appropriately with materials and tools to carry out a simple task	3.1 Apply/install a common range of materials and components
	3.2 Handle materials, components, tools and equipment for a simple task correctly
	3.3 Clean tools following use
	3.4 Return tools and materials to their designated places upon completion of a simple task
	3.5 Dispose correctly of any waste materials during and upon completion of a simple task

## Practical Assessment Task

This unit is achieved through the successful completion of a task designed to cover all of the assessment criteria within the unit. Ascentis has developed this activity template which tutors must use to create an activity contextualised to the needs of their learners.

The learner should be marked on their performance in the task using the mark scheme provided on page 19.

The learner should be asked to complete a simple task according to a plan. Learner should be able to complete the task within roughly one hour. The task should be carried out as follows

- The learner is presented with the plan for the task
- The learner independently selects the appropriate tools, equipment and PPE to carry out from a list
- Once the selections have been made the tutor hands out the correct equipment to each learner.
- Learners should not be permitted to select their own tools directly from the shelf
- The learner should complete the task according to the plan the tutor must at all times supervise the task for health and safety risks. The tutor may clarify the nature of the task for the candidate at any point, but is not permitted
- Upon completing the task learners must clean their tools and work area
- Learners must return all tools and equipment to their designated place of storage. Once this has been done the assessment task is complete.

### Example Tasks

#### Electrical Installation

Fit a surface mount back box to a vertical plane such as a wall

#### Ground Work

Prepare and lay a small concrete slab using timber supporters to support the sides

#### Plastering

Remove a small area of defective plaster and apply the first coat of plaster to replace it

#### Plumbing

Mark out, position and attach pipe clips

#### Brickwork

Build a three course wall in a pyramid shape

#### Woodwork

Construct a simple frame according to a diagram

These tasks are meant to indicate the range and level. They are by no means limiting

## Mark Schemes for Practical Task

## Entry Level Certificate in Skills for Employment in Construction Industries (Entry 3)

Activity	Satisfactory	Unsatisfactory	Tutor Comment (if any)
Selects appropriate tools and equipment (This must include appropriate PPE)			
Handles and prepares (where necessary) materials correctly			
Follows the method of installation/application according to the plan			
Demonstrates skills sufficient to carry out the task independently			
Handles tools in a safe manner			
Follows good health and safety practices throughout the task			
Removes waste materials from work area and disposes of them correctly			
Cleans tools and equipment (where necessary, mark 'satisfactory' where not applicable)			
Returns tools and equipment to designated place of storage			

Learner Name \_\_\_\_\_ Date of assessment \_\_\_\_\_

Tutor/Assessor name (please print) \_\_\_\_\_

Tutor/Assessor signature \_\_\_\_\_

Candidates must achieve a 'satisfactory' grading on 8 criteria (which must include all health and safety aspects) to achieve an overall 'pass' mark for this assessment.

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 Summary Record of Achievement

## Entry 3 Certificate in Skills for Employment in Construction Industries

Unit Title	Tick if unit claimed	Level/Credit Value	Date completed	Assessor Signature	Internal Verifier Signature (if sampled)
Introduction to Construction Work		E3/2			
Introduction to Health and Safety		E3/6			
Handling and Storing Materials and Components		E3/6			
Personal Work Skills		L1/4			
Carrying out Operations		E3/6			

Learner Name \_\_\_\_\_

Minimum Credit Value of Qualification: 24

Learner Signature \_\_\_\_\_

Assessor Signature \_\_\_\_\_

Internal Verifier Signature (if sampled) \_\_\_\_\_

## Tracking Sheet

## Unit 1: Introduction to Construction Work

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Recognise the purpose of the construction industry				
1.2 Recognise different types of organisations within the construction industry				
1.3 List roles within the construction industry				
2.1 Recognise the terms, conditions and benefits of different job roles and different employers within the construction sector				

**The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.**

Learner Signature \_\_\_\_\_ Date \_\_\_\_\_

Assessor Signature \_\_\_\_\_ Date \_\_\_\_\_

Internal Verifier (if sampled) \_\_\_\_\_ Date \_\_\_\_\_

Tracking Sheet

**Unit 2: Introduction to Health and Safety**

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Explain why healthy and safety in the workplace is important				
1.2 Identify the responsibilities of employers and employees in relation to health and safety				
2.1 Identify hazardous materials and non-hazardous materials				
2.2 Name common hazards in the workplace and offer a description of how such hazards may be caused				
2.3 Determine whether common access equipment is secure or not (steps, ladders, ramps and simple non-hydraulic/nonpowered platforms)				
3.1 Identify the different basic safety signs and recognise the hazards they indicate				
4.1 Recognise common firefighting equipment				
4.2 Recognise items of personal protective equipment				
4.3 Describe some of the precautions to be observed when using non-powered equipment that might be hazardous				
4.4 Identify where First Aid equipment is usually located on a construction site				
4.5 Outline fire and emergency procedures				
4.6 Outline why it is important to report accidents, ill health and other incidents				

**The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.**

Learner Signature \_\_\_\_\_ Date \_\_\_\_\_

Assessor Signature \_\_\_\_\_ Date \_\_\_\_\_

Internal Verifier (if sampled) \_\_\_\_\_ Date \_\_\_\_\_

Tracking Sheet

**Unit 3: Handling and Storing Materials and Components**

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify the correct method for disposing a number of common non-hazardous waste materials				
2.1 Identify the correct way of cleaning basic tools and equipment				
2.2 Identify where basic tools should normally be stored				
2.3 Identify the conditions that might cause the deterioration of common materials				
3.1 Select the tools and equipment required to complete each step of a task				
3.2 Select the materials and components required to complete a task				

**The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.**

Learner Signature \_\_\_\_\_ Date \_\_\_\_\_

Assessor Signature \_\_\_\_\_ Date \_\_\_\_\_

Internal Verifier (if sampled) \_\_\_\_\_ Date \_\_\_\_\_

Tracking Sheet

**Unit 4: Personal Work Skills**

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Maintain satisfactory attendance on the programme (no more than 20% unauthorised absence)				
1.2 Conduct self in a manner appropriate for work with no reported incidents of misconduct				
2.1 Be appropriately dressed for work. This includes: <ul style="list-style-type: none"> <li>▪ Appropriate footwear</li> <li>▪ Outer garments</li> <li>▪ Hairstyle and headwear and where relevant should include the removal of any jewellery</li> </ul>				
3.1 Communicate with others (tutor, fellow learners etc) in a manner appropriate or a work context, this Includes asking/answering questions and cooperating with others in the completion of a task				
3.2 Comply with appropriate work requests as instructed or able to give an appropriate explanation for inability to comply				

**The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.**

Learner Signature \_\_\_\_\_ Date \_\_\_\_\_

Assessor Signature \_\_\_\_\_ Date \_\_\_\_\_

Internal Verifier (if sampled) \_\_\_\_\_ Date \_\_\_\_\_

## Tracking Sheet

### Unit 5: Carrying out Operations

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Wear or use necessary personal protective equipment in all tasks and activities				
1.2 Follow good health and safety practice throughout the task				
1.3 Handle tools and materials safely				
2.1 Follow the method of application/installation according to a plan or task sheet				
2.2 Select the major and common materials/components and how they should be prepared				
2.3 Select the major and common tools and equipment to be used				
2.4 Apply the skills required for each stage of task.				
3.1 Apply/install a common range of materials and components				
3.2 Handle materials, components, tools and equipment for the task so as to minimise wastage and damage.				
3.3 Clean tools following use				
3.4 Return tools and materials to their designated places upon completion of the task				
3.5 Dispose correctly of any waste materials during and upon completion of the task				

**The above evidence has been assessed against the standards and has been judged for validity, authenticity, currency, reliability and sufficiency.**

Learner Signature \_\_\_\_\_ Date \_\_\_\_\_

Assessor Signature \_\_\_\_\_ Date \_\_\_\_\_

Internal Verifier (if sampled) \_\_\_\_\_ Date \_\_\_\_\_

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**Personal Work Skills Record Form**

Learner name \_\_\_\_\_

Tutor name \_\_\_\_\_

Centre name \_\_\_\_\_

Maintains satisfactory attendance on the programme (no more than 20% unauthorised absence)

Conducts self in a manner appropriate for work. No reported incidents of misconduct

Is appropriately dressed for work. This includes appropriate footwear, outer garments, hairstyle and headwear. Where relevant this includes the removal of any jewellery

Communicates with others (tutor, fellow learner etc.) in a manner appropriate for a work context. This includes asking/answering questions and cooperating with others in the completion of a task

Complies with appropriate work requests as instructed or is able to give an appropriate explanation for inability to comply

Tutor/Assessor Signature \_\_\_\_\_

Date \_\_\_\_\_

**Observation Record**

Learner name \_\_\_\_\_

Centre name \_\_\_\_\_

Unit	Level	Assessment criteria covered

What the Learner had to do

Assessor's Comment on the Learner's Performance

**The above evidence has been assessed against the standards and has been judged for validity, authenticity and reliability.**

Learner signature \_\_\_\_\_

Date \_\_\_\_\_

Assessor Signature \_\_\_\_\_

Date \_\_\_\_\_

Internal Verifier (if sampled) Signature \_\_\_\_\_

Date \_\_\_\_\_