



Ascentis Entry Level Diploma in

Skills for Employment in the Construction Industries (Entry 3)

Specification

Ofqual Number: 601/0349/8

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ABOUT ASCENTIS

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.

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

Introduction

The Ascentis Entry Level Diploma in Skills for Employment in the Construction Industries (Entry 3) 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

- Unit certification is available for each of the units
- Verification and certification can be offered throughout the year, allowing maximum flexibility for centres
- An emphasis on the learner acquiring practical skills and assessment through the demonstration of these skills
- Assessment is through a portfolio which will include a centre devised practical assessment

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: 600/0349/8

Rationale for the Rules of Combination

Learners interested in employment in the construction industries will benefit from the Mandatory units of Group 1. The choice of optional units in Group 2 allows learners to pick three or more practical areas they are interested in.

Rules of Combination

To achieve the **Entry Level Diploma in Skills for Employment in the Construction Industries (Entry 3)** learners must achieve a minimum of 38 credits, with 20 credits from Group 1 and the remaining 18 credits from Group 2.

Ascentis Entry Level Diploma in Skills for Employment in the Construction Industries (Entry 3)				
Minimum credits: 38				
Group A - Mandatory Units				
Credit (from Group A) Mandatory Units: 20				
Title	Level	Credit Value	GLH	Unit ref
Introduction to Construction Work	Entry 3	2	20	D/504/3389
Introduction to Health and Safety	Entry 3	6	60	A/501/7124
Handling and Storing Materials and Components	Entry 3	6	60	F/501/7125
Personal Work Skills	Level 1	4	40	J/501/7126
Introduction to Self-Employment	Level 1	2	10	T/504/3396
Group B – Optional Units				
Minimum credit (from Group B) Optional Units: 18				
Carrying out Electrical Installation Operations	Entry 3	6	60	T/504/8064
Carrying out Ground Work Operations	Entry 3	6	60	A/504/8065
Carrying out Plastering Operations	Entry 3	6	60	L/504/8068
Carrying Plumbing Operations	Entry 3	6	60	R/504/8072
Carrying out Brickwork Operations	Entry 3	6	60	Y/504/8073
Carrying out Woodwork Operations	Entry 3	6	60	D/504/8074
Carrying out Flooring Operations	Entry 3	6	60	H/504/8075
Carrying out Painting and Decorating Operations	Entry 3	6	60	M/504/8077
Carrying out Dry Lining Operations	Entry 3	6	60	T/504/8078
Carrying out Tiling Operations	Entry 3	6	60	A/504/8079
Carrying out Sign Making Operations	Entry 3	6	60	M/504/8080
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 370.

Total Qualification Time

The total qualification time for Entry Level Diploma in Skills for Employment in the Construction Industries (Entry 3) is 380.

Time Limit for the Process of Credit Accumulation and Exemptions

Credit accumulation-usually within the life span of the qualification.

Recommended Prior Knowledge, Attainment and/or Experience

No recommended prior learning or experience is required.

Age Range of Qualification

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

Opportunities for Progression

Learners can progress into employment or further training.

Foundation Learning

This qualification can be used to form part of a Foundation Learning programme of study.

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.

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.

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 England, Wales and Northern Ireland

This qualification is available in England, Wales and Northern Ireland. It is only offered in English. If a centre based overseas (including Scotland) would like to offer this qualification, they should make an enquiry to Ascentis.

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 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* (July 2016). 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 or through contacting the Ascentis office.

ASSESSMENT AND VERIFICATION ARRANGEMENTS

Assessment

All units are internally assessed through the learner building up a portfolio of evidence that covers the relevant assessment criteria, internally assessed and verified by the centre and then externally verified by Ascentis.

On completion of the learners' evidence for either the individual units or the diploma, the assessor is required to complete the Summary Record of Achievement for each learner. The Summary Record of Achievement asks assessors and the internal verifier to confirm that the rules of combination have been followed. This is particularly important in cases where a learner has taken units at different levels. The Summary Record of Achievement form is provided in Appendix 1.

Centres are required to retain all evidence from all learners for external verification and for 4 weeks afterwards should any appeal be made.

Carrying out an Operation units are assessed by a practical task, suggestions for the tasks are given for each unit within the Indicative Content. Practical Task Record sheets can be found in Appendix 3.

Internal Assessment

Evidence for each unit is through building up a portfolio of evidence to demonstrate that all the assessment criteria within the unit have been achieved. The evidence will be assessed by the assessor at the centre, who may or may not be the tutor teaching the course.

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
- Questions and discussions
- Photographs
- Video
- Worksheets
- Tape recordings
- Self assessments
- Workbook activities

If the learner fails to meet the assessment criteria on the first attempt at an activity they may redraft the work following feedback given by the tutor. However tutors must not correct the work of the learner, and all feedback given by the tutor must be included within the learner's evidence.

Learners' portfolio work should include a tracking sheet to show where the evidence for each assessment criterion is to be found. Some activities could produce evidence for more than one unit, which is acceptable as long as there is clear reference to this on the tracking sheet. Examples of tracking sheets are found in Appendix 3.

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 activities will include: ensuring any stimulus or materials used for the purposes of assessment are fit for purpose; sampling assessments; standardisation of assessment decisions; standardisation of internal verification decisions. Internal Verifiers are also responsible for supporting assessors by providing constructive advice and guidance in relation to the qualification delivered.

Further information is available from the Resources/Key Documents section of the Ascentis website www.ascentis.co.uk

External Verification

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.

UNIT SPECIFICATIONS

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.

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

Construction Industry

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

Conditions

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

UNIT SPECIFICATIONS

Introduction to Health and Safety

Credit Value of Unit: 6

GLH of Unit: 60

Level of Unit: E3

Introduction

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

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 healthy and safety in the workplace is important
		1.2	Identify the responsibilities of employers and employees in relation to health and safety
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

Handling and Storing Materials and Components

Credit Value of Unit: 6

GLH of Unit: 60

Level of Unit: E3

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.

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

Personal Work Skills

Credit Value of Unit: 4

GLH of Unit: 40

Level of Unit: 1

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.

Learning Outcomes	Assessment Criteria
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

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 4 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

Introduction to Self-Employment

Credit Value of Unit: 2

GLH of Unit: 10

Level of Unit: 1

Introduction

In this unit you will be introduced to self-employment by looking at how you could use your own skills and experience to create self-employment opportunities. You will learn how to produce a simple business plan to evaluate and promote your employment idea. You will also look at the legal and practical aspects of self-employment.

Learning Outcomes		Assessment Criteria
The learner will be able to		The learner can
1	Identify self-employment opportunities	1.1 Describe own skills, abilities and achievements that might be useful in self-employment
		1.2 Describe possible self-employment opportunities
2	Produce a simple business plan	2.1 Identify required resources
		2.2 Estimate costs and potential income
		2.3 Prepare a simple business plan
3	Understand the legal and practical aspects of being self employed	3.1 Describe barriers to and aspects of self-employment
		3.2 Identify sources of help
		3.3 Describe main legal aspects of self-employment

Tutor Guidance

Opportunities

- Skills Audit to Identify Own Skills and Abilities; Skills to Include communication skills, numeracy, self-starter, time management
- Decision making and problem solving
- Specialist skills for specific business ideas
- Opportunities based on skills and abilities
- Assessment of ideas to decide if possible

Business Plans

- How to Identify Resources to Include materials and equipment, employees, finance, stock and consumables, transport, premises, licences etc.
- Finding out about costs
- Researching Possible Income Levels: e.g. Looking at similar services
- Estimating required profit margin
- Gross and net profit
- Preparing a business plan

Legal and Practical Issues

- Practical Issues: reality of working alone, possible irregularity of payment, impact on current finances e.g. Benefits
- Sources of Help Including banks, Business Link and other Government agencies, local agencies, friends, family etc.
- Legal Aspects to Include requirement to pay tax, licences where required
- Health and safety issues
- Any specialist legislation relating to specific business idea

UNIT SPECIFICATIONS

Carrying out Electrical Installation Operations

Credit Value of Unit: 6

GLH of Unit: 60

Level of Unit: E3

Introduction

In this unit you will learn how to carry out a task within Electrical installation operations 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.

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

Tutor Guidance

Health and Safety

- Carry out basic risk assessment, read and apply current risk assessments/ workshop safety policies, including the identification of hazards, when carrying out simple practical tasks within electrical installation operations
- Identify, select and wear the appropriate personal protective equipment (PPE) whilst carrying out simple practical tasks.
- Follow good health and safety practice and maintain a clean and tidy work station when carrying out simple practical tasks
- Safely handle materials, tools, equipment and components when carrying out simple practical tasks related to electrical installation operations

Carrying out simple practical tasks

- Understand and interpret verbal/written instructions and plans to successfully carry out simple practical tasks relating to electrical installation operations
- Select and prepare appropriate materials and components to carry out simple practical tasks
- Select and identify common tools and equipment required to carry out simple practical tasks
- Apply straightforward skills required to complete a range of simple practical tasks
- Applying general principles working from plans, diagrams, verbal instructions to include (but not limited to) marking out, fixing surface mounted back box to a range of wall surfaces, junction box and ceiling rose, renewing a damaged plug, installing cables, clipping, stripping and connecting a twin and earth cable to terminals Install a one gang, 1 way light switch to wall surface, renewing a damaged plug, connecting, completing circuit testing, cables to run either vertical or horizontal;
- set up, use, take down and store access equipment safely

Tools, equipment and materials

- Tools and equipment: pencil, tape measure, spirit level, ball pen hammer, hacksaw, pliers, side cutters, stripping knife, cable stripper, cordless drill and screwdriver, terminal screwdriver, access equipment
- Materials: 13A three-pin plug, switched pendant light fitting, ceiling rose, junction box, cables, cable clips, jointing materials, fittings, switches, solder

Internal Assessment Task

This unit is achieved through the successful completion of a task designed to cover all of the assessment criteria within the unit. The learner should be marked on their performance in the task using the Practical Task Record provided in Appendix 2.

- It is the responsibility of the Centre to devise a suitable end practical assessment task, however it is suggested that the following task or similar be considered:-
- First and second fix a 1 gang 1 way light switch onto a wall, fix the back box in place and clip a length of cable into it. The cable is then to be stripped and the conductors terminated into the switch. **It should not be connected to a live installation.**

Tutor Guidance for Unit

This unit may be studied at any age from 14 years upwards. However, the training of young persons under the age of eighteen demands an especially thorough approach to health and safety. Young people are likely to be inexperienced, unaware of health and safety risks and physically or mentally immature, and this must be taken into account and suitable measures put in place when assessing the risks involved.

Centres offering this qualification to 14-18 year old learners should refer to 'The Right Start: Work Experience for Young People: Health and Safety Basics for Employers (available in priced packs of 15 from HSE Books, ISBN 0 7176 2547 8). The advice contained therein will be highly relevant.

UNIT SPECIFICATIONS

Carrying out Ground Work Operations

Credit Value of Unit: 6

GLH of Unit: 60

Level of Unit: E3

Introduction

In this unit you will learn how to carry out a task within ground work operations 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.

Learning Outcomes	Assessment Criteria
The learner will be able to	The learner can
1 Observe good health and safety practice whilst carrying out a simple task within ground work operations	1.1 Wear or use necessary personal protective equipment when carrying out a simple task within ground work operations
	1.2 Follow good health and safety practice throughout the task
	1.3 Handle tools and materials safely
2 Carry out a simple task within ground work operations 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 within ground work operations
3 Work appropriately with materials and tools to carry out a simple task within ground work operations	3.1 Apply/install a common range of materials and components
	3.2 Handle materials, components, tools and equipment for a simple task within ground work operations correctly
	3.3 Clean tools following use
	3.4 Return tools and materials to their designated places upon completion of a simple task within ground work operations
	3.5 Dispose correctly of any waste materials during and upon completion of a simple task within ground work operations

Tutor Guidance

Health and Safety

- Carry out basic risk assessment, read and apply current risk assessments/ workshop safety policies, including the identification of hazards, when carrying out simple practical tasks within ground work operations
- Identify, select and wear the appropriate personal protective equipment (PPE) whilst carrying out simple practical tasks.
- Follow good health and safety practice and maintain a clean and tidy work station when carrying out simple practical tasks
- Safely handle materials, tools, equipment and components when carrying out simple practical tasks related to ground work operations

Carrying out simple practical tasks

- Understand and interpret verbal/written instructions and plans to successfully carry out simple practical tasks relating to groundwork operations
- Select and prepare appropriate materials and components to carry out simple practical tasks
- Select and identify common tools and equipment required to carry out simple practical tasks
- Apply straightforward skills required to complete a range of simple practical tasks
- Applying general principles working from plans, diagrams, verbal instructions to include (but not limited to) Excavating various surfaces to reduced levels, compacting, position and fix formwork/shuttering, laying of basic subgrade materials, blinding coat, polythene membrane, laying of concrete to form basic foundations, bases, slabs to required finishes
- Laying and concreting in of edging stones, form paths to cross falls and gradients
- Carry out basic repair tasks relating to groundwork operations, to include;- patching concrete paths/kerb/edging stones, lift and replace broken or uneven paving slabs to paths/patios
- Lay small areas of block paving on prepared screeds
- Barrier off work areas to protect fellow workers/public

Tools, equipment and materials

- Tools and equipment: Spirit level, bolster chisel, cold chisel, club hammer, sledge hammer, trowel, wire brush, hand brush, string lines, shovel, fork, pick-axe, stakes
- Materials: cement, sand, PVA bonding agent, gravel, timber (for former) polythene membrane, block pavers, paving slabs

Internal Assessment Task

This unit is achieved through the successful completion of a task designed to cover all of the assessment criteria within the unit. The learner should be marked on their performance in the task using the Practical Task Record provided in Appendix 2.

- It is the responsibility of the Centre to devise a suitable end practical assessment task, however it is suggested that the following task or similar be considered;-
- Prepare timber former (approximately 1 metre square) to required levels, form suitable screed, lay and compact concrete block pavers to an acceptable industrial standard

Tutor Guidance for Unit

This unit may be studied at any age from 14 years upwards. However, the training of young persons under the age of eighteen demands an especially thorough approach to health and safety. Young people are likely to be inexperienced, unaware of health and safety risks and physically or mentally immature, and this must be taken into account and suitable measures put in place when assessing the risks involved.

Centres offering this qualification to 14-18 year old learners should refer to 'The Right Start: Work Experience for Young People: Health and Safety Basics for Employers (available in priced packs of 15 from HSE Books, ISBN 0 7176 2547 8). The advice contained therein will be highly relevant.

UNIT SPECIFICATIONS

Carrying out Plastering Operations

Credit Value of Unit: 6

GLH of Unit: 60

Level of Unit: E3

Introduction

In this unit you will learn how to carry out a task within plastering operations 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.

Learning Outcomes	Assessment Criteria
The learner will be able to	The learner can
1 Observe good health and safety practice whilst carrying out a simple task within plastering operations	1.1 Wear or use necessary personal protective equipment when carrying out a simple task within plastering operations
	1.2 Follow good health and safety practice throughout the task
	1.3 Handle tools and materials safely
2 Carry out a simple task within plastering operations 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 within plastering operations
3 Work appropriately with materials and tools to carry out a simple task within plastering operations	3.1 Apply/install a common range of materials and components
	3.2 Handle materials, components, tools and equipment for a simple task within plastering operations correctly
	3.3 Clean tools following use
	3.4 Return tools and materials to their designated places upon completion of a simple task within plastering operations
	3.5 Dispose correctly of any waste materials during and upon completion of a simple task within plastering operations

Tutor Guidance

Health and Safety

- Carry out basic risk assessment, read and apply current risk assessments/ workshop safety policies, including the identification of hazards, when carrying out simple practical tasks within plastering operations
- Identify, select and wear the appropriate personal protective equipment (PPE) whilst carrying out simple practical tasks.
- Follow good health and safety practice and maintain a clean and tidy work station when carrying out simple practical tasks
- Safely handle materials, tools, equipment and components when carrying out simple practical tasks related to plastering operations

Carrying out simple practical tasks

- Understand and interpret verbal/written instructions and plans to successfully carry out simple practical tasks relating to plastering operations
- Select and prepare appropriate materials and components to carry out simple practical tasks
- Select and identify common tools and equipment required to carry out simple practical tasks
- Apply straightforward skills required to complete a range of simple practical tasks
- Applying general principles working from plans, diagrams, verbal instructions to include (but not limited to) basic walls floors and ceilings, interior and exterior plastering, rendering, one-coat and two-coat plastering, floor screeds (to include internal and external angles)
- Repair, patching, basic one-coat & two-coat work, skimming a wall:- to match existing

Tools, equipment and materials

- Tools and equipment: straight edge, screeding rule, spirit level, tape measure, steel tape, square, board and stand, trowels, hawk, float, utility knife, hammer, cold chisel, bolster chisel brushes, sponges, buckets, whisks
- Materials: sand/lime/cement, browning, bonding, finish plaster, angle bead, nails

Internal Assessment Task

This unit is achieved through the successful completion of a task designed to cover all of the assessment criteria within the unit. The learner should be marked on their performance in the task using the Practical Task Record provided in Appendix 2.

- It is the responsibility of the Centre to devise a suitable end practical assessment task, however it is suggested that the following task or similar be considered:-
- Prepare existing damaged two coat work to walling (approximately 1 metre square) and then make good to an acceptable industrial standard/match existing walling

Tutor Guidance for Unit

This unit may be studied at any age from 14 years upwards. However, the training of young persons under the age of eighteen demands an especially thorough approach to health and safety. Young people are likely to be inexperienced, unaware of health and safety risks and physically or mentally immature, and this must be taken into account and suitable measures put in place when assessing the risks involved.

Centres offering this qualification to 14-18 year old learners should refer to 'The Right Start: Work Experience for Young People: Health and Safety Basics for Employers (available in priced packs of 15 from HSE Books, ISBN 0 7176 2547 8). The advice contained therein will be highly relevant.

UNIT SPECIFICATIONS

Carrying out Plumbing Operations

Credit Value of Unit: 6

GLH of Unit: 60

Level of Unit: E3

Introduction

In this unit you will learn how to carry out a task within plumbing operations 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.

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

Tutor Guidance

Health and Safety

- Carry out basic risk assessment, read and apply current risk assessments/ workshop safety policies, including the identification of hazards, when carrying out simple practical tasks within plumbing operations
- Identify, select and wear the appropriate personal protective equipment (PPE) whilst carrying out simple practical tasks.
- Follow good health and safety practice and maintain a clean and tidy work station when carrying out simple practical tasks
- Safely handle materials, tools, equipment and components when carrying out simple practical tasks related to plumbing operations

Carrying out simple practical tasks

- Understand and interpret verbal/written instructions and plans to successfully carry out simple practical tasks relating to plumbing operations
- Select and prepare appropriate materials and components to carry out simple practical tasks
- Select and identify common tools and equipment required to carry out simple practical tasks
- Apply straightforward skills required to complete a range of simple practical tasks
- Applying general principles working from plans, diagrams, verbal instructions to include (but not limited to) basic measuring and marking out, forming basic pipe joints, installing basic pipework systems; basic maintenance of taps, waste traps and cold water cisterns. all joints to be watertight, all bends to be right-angles, horizontal or vertical pipe runs clipped to surface

Tools, equipment and materials

- Tools and equipment: pencil, tape measure, square, junior hacksaw, tube cutters, half round file, spirit level, pipe grips, screwdrivers, tube bending machine, blowtorch, grips
- Materials: tap washers, diaphragm and ball valve for cold water cistern, copper pipe, capillary fittings, compression fittings, reducing sockets, right-angle bends, flux, solder

Internal Assessment Task

This unit is achieved through the successful completion of a task designed to cover all of the assessment criteria within the unit. The learner should be marked on their performance in the task using the Practical Task Record provided in Appendix 2.

- It is the responsibility of the Centre to devise a suitable end practical assessment task, however it is suggested that the following task or similar be considered;-
- Bend 15mm and 22mm copper tube to form a basic rectangular pipework system with supply using push fit sockets/reducing sockets and soldered tee

Tutor Guidance for Unit

This unit may be studied at any age from 14 years upwards. However, the training of young persons under the age of eighteen demands an especially thorough approach to health and safety. Young people are likely to be inexperienced, unaware of health and safety risks and physically or mentally immature, and this must be taken into account and suitable measures put in place when assessing the risks involved.

Centres offering this qualification to 14-18 year old learners should refer to 'The Right Start: Work Experience for Young People: Health and Safety Basics for Employers (available in priced packs of 15 from HSE Books, ISBN 0 7176 2547 8). The advice contained therein will be highly relevant.

UNIT SPECIFICATIONS

Carrying out Brickwork Operations

Credit Value of Unit: 6

GLH of Unit: 60

Level of Unit: E3

Introduction

In this unit you will learn how to carry out a task within brickwork operations 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.

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

Tutor Guidance

Health and Safety

- Carry out basic risk assessment, read and apply current risk assessments/ workshop safety policies, including the identification of hazards, when carrying out simple practical tasks within brickwork operations
- Identify, select and wear the appropriate personal protective equipment (PPE) whilst carrying out simple practical tasks.
- Follow good health and safety practice and maintain a clean and tidy work station when carrying out simple practical tasks
- Safely handle materials, tools, equipment and components when carrying out simple practical tasks related to brickwork operations

Carrying out simple practical tasks

- Understand and interpret verbal/written instructions and plans to successfully carry out simple practical tasks relating to brickwork operations
- Select and prepare appropriate materials and components to carry out simple practical tasks
- Select and identify common tools and equipment required to carry out simple practical tasks
- Apply straightforward skills required to complete a range of simple practical tasks
- Applying general principles working from plans, diagrams, verbal instructions to include (but not limited to) Half brick walling (Stretcher bond) to form straight lengths, stopped end and returned corners, racked back and stopped. 100mm wide lightweight blockwork to straight lengths, stopped end and returned corners. Brickwork/Blockwork to be plumb, level and to gauge, corners to be square, walling to be in line; Laying of DPC, Pointing and jointing techniques.

Tools, equipment and materials

- Tools and equipment: Brick trowel, pointing trowel, jointing iron, spirit level, builders line and pins, square, straight-edge, tape measure, pencil, gauge/storey rod, hand brush, club hammer, bolster chisel, brick hammer
- Materials: common bricks, facing bricks, lightweight blocks, sand, cement, lime, water, DPC

Internal Assessment Task

This unit is achieved through the successful completion of a task designed to cover all of the assessment criteria within the unit. The learner should be marked on their performance in the task using the Practical Task Record provided in Appendix 2.

- It is the responsibility of the Centre to devise a suitable end practical assessment task, however it is suggested that the following task or similar be considered:-
- Erect an external racked back, return corner in stretcher bond, (wall length externally on first course, 1003 x 890mm) to acceptable industrial standards/tolerances. Joints to be finished with a neat half round finish to face of walling, joints full and flush at rear.

Tutor Guidance for Unit

This unit may be studied at any age from 14 years upwards. However, the training of young persons under the age of eighteen demands an especially thorough approach to health and safety. Young people are likely to be inexperienced, unaware of health and safety risks and physically or mentally immature, and this must be taken into account and suitable measures put in place when assessing the risks involved.

Centres offering this qualification to 14-18 year old learners should refer to 'The Right Start: Work Experience for Young People: Health and Safety Basics for Employers (available in priced packs of 15 from HSE Books, ISBN 0 7176 2547 8). The advice contained therein will be highly relevant.

UNIT SPECIFICATIONS

Carrying out Woodwork Operations

Credit Value of Unit: 6

GLH of Unit: 60

Level of Unit: E3

Introduction

In this unit you will learn how to carry out a task within woodwork operations 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.

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

Tutor Guidance

Health and Safety

- Carry out basic risk assessment, read and apply current risk assessments/ workshop safety policies, including the identification of hazards, when carrying out simple practical tasks within woodworking operations
- Identify, select and wear the appropriate personal protective equipment (PPE) whilst carrying out simple practical tasks.
- Follow good health and safety practice and maintain a clean and tidy work station when carrying out simple practical tasks
- Safely handle materials, tools, equipment and components when carrying out simple practical tasks related to woodworking operations

Carrying out simple practical tasks

- Understand and interpret verbal/written instructions and plans to successfully carry out simple practical tasks relating to woodworking operations
- Select and prepare appropriate materials and components to carry out simple practical tasks
- Select and identify common tools and equipment required to carry out simple practical tasks
- Apply straightforward skills required to complete a range of simple practical tasks
- Applying general principles working from plans, diagrams, verbal instructions to include (but not limited to) General basic principles: Safe use of hand and power tools to prepare timber to size and shape to form basic timber frames/projects using a variety of simple joints. Cutting to size and shape, fix, remove and replace skirting board and architraves; hang small basic door/window to pre-erected lining using appropriate ironmongery/furniture

Tools, equipment and materials

- Tools and equipment: pencil, steel rule, combination/tri-square, marking/mortice gauge; sliding bevel, wooden mallet, claw hammer, mortice/bevel-edged chisels, tenon/panel saw, jack plane, drill, bradawl, screwdrivers, bench holdfast, mitre-box
- Materials: softwood timber (prepared) architrave, skirting, nails, panel pins, woodscrews, wood filler, polyvinyl acetate glue, abrasive paper, door furniture/ironmongery

Internal Assessment Task

This unit is achieved through the successful completion of a task designed to cover all of the assessment criteria within the unit. The learner should be marked on their performance in the task using the Practical Task Record provided in Appendix 2.

- It is the responsibility of the Centre to devise a suitable end practical assessment task, however it is suggested that the following task or similar be considered:-
- Prepare, cut to size softwood, to produce an A-Frame with a 30mm base rail clearance. Total height of frame to be 300mm, total width of frame 300mm, all joints to be cross halving.
- Timber required:- (2 x 350mm x 45mm x 30mm) – (1 x 300mm x 45mm x 30mm)

Tutor Guidance for Unit

This unit may be studied at any age from 14 years upwards. However, the training of young persons under the age of eighteen demands an especially thorough approach to health and safety. Young people are likely to be inexperienced, unaware of health and safety risks and physically or mentally immature, and this must be taken into account and suitable measures put in place when assessing the risks involved.

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UNIT SPECIFICATIONS

Carrying out Flooring Operations

Credit Value of Unit: 6

GLH of Unit: 60

Level of Unit: E3

Introduction

In this unit you will learn how to carry out a task within flooring operations 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.

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

Tutor Guidance

Health and Safety

- Carry out basic risk assessment, read and apply current risk assessments/ workshop safety policies, including the identification of hazards, when carrying out simple practical tasks within flooring operations
- Identify, select and wear the appropriate personal protective equipment (PPE) whilst carrying out simple practical tasks.
- Follow good health and safety practice and maintain a clean and tidy work station when carrying out simple practical tasks
- Safely handle materials, tools, equipment and components when carrying out simple practical tasks related to flooring operations

Carrying out simple practical tasks

- Understand and interpret verbal/written instructions and plans to successfully carry out simple practical tasks relating to flooring operations
- Select and prepare appropriate materials and components to carry out simple practical tasks
- Select and identify common tools and equipment required to carry out simple practical tasks
- Apply straightforward skills required to complete a range of simple practical tasks
- Applying general principles working from plans, diagrams, verbal instructions to include (but not limited to) Damp proof membranes, solid concrete floors, insulation materials, self-levelling compounds, sand/cement screeds, suspended timber floors, flooring materials (underlay, carpets, vinyl sheets, laminated timber, cork)
- carry out basic practical tasks to small areas (1-2 square metres) lay timber /chipboard flooring, lay 50mm thick sand/cement screed on top of suitable insulation material, cut to size and lay carpet/ vinyl sheeting
- Carry out simple repairs, removing and fixing loose floorboards, covering floor with hardboard or chipboard, repairing/smoothing a concrete floor, resurfacing an uneven floor

Tools, equipment and materials

- Tools and equipment: pencil, steel rule, club hammer, claw hammer, tenon/panel saw, jack plane, drill, bradawl, screwdrivers, thin-bladed knife; jigsaw; bolster chisel, circular saw (or panel saw or flooring saw), trowel, wire brush, steel trowel, bucket, whisk
- Materials: plastic damp proof membranes, cement, sand, PVA bonding agent, gravel, timber tongue and groove floorboards, floorboard nails, chipboard wood screws, carpets, vinyl sheets, laminated timber flooring.

Internal Assessment Task

This unit is achieved through the successful completion of a task designed to cover all of the assessment criteria within the unit. The learner should be marked on their performance in the task using the Practical Task Record provided in Appendix 2.

- It is the responsibility of the Centre to devise a suitable end practical assessment task, however it is suggested that the following task or similar be considered:-
- Lay 2 square metres of timber laminate flooring on top of previously erected floor surface to acceptable industrial standards.

Tutor Guidance for Unit

This unit may be studied at any age from 14 years upwards. However, the training of young persons under the age of eighteen demands an especially thorough approach to health and safety. Young people are likely to be inexperienced, unaware of health and safety risks and physically or mentally immature, and this must be taken into account and suitable measures put in place when assessing the risks involved.

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UNIT SPECIFICATIONS

Carrying out Painting and Decorating Operations

Credit Value of Unit: 6

GLH of Unit: 60

Level of Unit: E3

Introduction

In this unit you will learn how to carry out a task within painting and decorating operations 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.

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

Tutor Guidance

Health and Safety

- Carry out basic risk assessment, read and apply current risk assessments/ workshop safety policies, including the identification of hazards, when carrying out simple practical tasks within painting and decorating operations
- Identify, select and wear the appropriate personal protective equipment (PPE) whilst carrying out simple practical tasks.
- Follow good health and safety practice and maintain a clean and tidy work station when carrying out simple practical tasks
- Safely handle materials, tools, equipment and components when carrying out simple practical tasks related to painting and decorating operations

Carrying out simple practical tasks

- Understand and interpret verbal/written instructions and plans to successfully carry out simple practical tasks relating to painting and decorating operations
- Select and prepare appropriate materials and components to carry out simple practical tasks
- Select and identify common tools and equipment required to carry out simple practical tasks
- Apply straightforward skills required to complete a range of simple practical tasks
- Applying general principles working from plans, diagrams, verbal instructions to include (but not limited to) stripping back existing paintwork on various surfaces; repairing, filling and preparing surfaces to ensure dust-free surfaces for painting; applying knotting (for timber), suitable primer, undercoat and topcoat; cleaning brushes; safe use of a range of basic access equipment

Tools, equipment and materials

- Tools and equipment: paint kettle, paint brushes, rollers and tray, paint pads, sponge, stripping knife, scraper, shavehook, putty knife, wire brush, glass paper and block, ladders, stepladders, hop-ups, dust-sheets, dustpan & brush.
- Materials: primers, undercoats, topcoats, paint strippers, fillers.

Internal Assessment Task

This unit is achieved through the successful completion of a task designed to cover all of the assessment criteria within the unit. The learner should be marked on their performance in the task using the Practical Task Record provided in Appendix 2.

- It is the responsibility of the Centre to devise a suitable end practical assessment task, however it is suggested that the following task or similar be considered;-
- Prepare and paint a surface area, 3m high x 2m width with water based paint using a brush and roller, to an acceptable industrial standard.

Tutor Guidance for Unit

This unit may be studied at any age from 14 years upwards. However, the training of young persons under the age of eighteen demands an especially thorough approach to health and safety. Young people are likely to be inexperienced, unaware of health and safety risks and physically or mentally immature, and this must be taken into account and suitable measures put in place when assessing the risks involved.

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UNIT SPECIFICATIONS

Carrying out Dry Lining

Credit Value of Unit: 6

GLH of Unit: 60

Level of Unit: E3

Introduction

In this unit you will learn how to carry out a task within dry lining operations 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.

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

Tutor Guidance

Health and Safety

- Carry out basic risk assessment, read and apply current risk assessments/ workshop safety policies, including the identification of hazards, when carrying out simple practical tasks within dry lining operations
- Identify, select and wear the appropriate personal protective equipment (PPE) whilst carrying out simple practical tasks.
- Follow good health and safety practice and maintain a clean and tidy work station when carrying out simple practical tasks
- Safely handle materials, tools, equipment and components when carrying out simple practical tasks related to dry lining operations

Carrying out simple practical tasks

- Understand and interpret verbal/written instructions and plans to successfully carry out simple practical tasks relating to dry lining operations
- Select and prepare appropriate materials and components to carry out simple practical tasks
- Select and identify common tools and equipment required to carry out simple practical tasks
- Apply straightforward skills required to complete a range of simple practical tasks
- Applying general principles working from plans, diagrams, verbal instructions to include (but not limited to): square, tapered and bevelled edge boards; fixed to timber backing by 'lost head' or clout nails, taping and skimming
- Replacing damaged plasterboard (including taping and skimming as necessary)

Tools, equipment and materials

- Tools and equipment: board hammer, board knife, hand/wrist protection, straight edge, feather edge, board lifter, spirit levels, tape measure, steel tape, square, hand board, trowels, brushes, sponges
- Materials: plasterboard, dry wall adhesive, dry-wall screws, clout nails, joint filler, scrim tape.

Internal Assessment Task

This unit is achieved through the successful completion of a task designed to cover all of the assessment criteria within the unit. The learner should be marked on their performance in the task using the Practical Task Record provided in Appendix 2.

- It is the responsibility of the Centre to devise a suitable end practical assessment task, however it is suggested that the following task or similar be considered;-
- Cut out and replace damaged dry lining board to timber backing, (size - 2m high x 0.8m wide) make good joints, tape and skim to an acceptable industrial standard.

Tutor Guidance for Unit

This unit may be studied at any age from 14 years upwards. However, the training of young persons under the age of eighteen demands an especially thorough approach to health and safety. Young people are likely to be inexperienced, unaware of health and safety risks and physically or mentally immature, and this must be taken into account and suitable measures put in place when assessing the risks involved.

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UNIT SPECIFICATIONS

Carrying out Tiling Operations

Credit Value of Unit: 6

GLH of Unit: 60

Level of Unit: E3

Introduction

In this unit you will learn how to carry out a task within tiling operations 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.

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

Tutor Guidance

Health and Safety

- Carry out basic risk assessment, read and apply current risk assessments/ workshop safety policies, including the identification of hazards, when carrying out simple practical tasks within tiling operations
- Identify, select and wear the appropriate personal protective equipment (PPE) whilst carrying out simple practical tasks.
- Follow good health and safety practice and maintain a clean and tidy work station when carrying out simple practical tasks
- Safely handle materials, tools, equipment and components when carrying out simple practical tasks related to tiling operations

Carrying out simple practical tasks

- Understand and interpret verbal/written instructions and plans to successfully carry out simple practical tasks relating to tiling operations
- Select and prepare appropriate materials and components to carry out simple practical tasks
- Select and identify common tools and equipment required to carry out simple practical tasks
- Apply straightforward skills required to complete a range of simple practical tasks
- Applying general principles working from plans, diagrams, verbal instructions to include (but not limited to): Preparation of surfaces, levelling of surfaces (no bumps, hollows or uneven surfaces), applying appropriate adhesive, cutting tiles to shape, drilling tiles, setting out and fixing tiles to level and plumb, grouting, cleaning of finished work areas.

Tools, equipment and materials

- Tools and equipment; scraper, tile cutter, tile drill, pliers, pincers, adhesive spreader, grout tool, sponges, paddle mixer
- Materials: abrasive paper, filler, battens, nails, surface primer, sealers, ceramic wall tiles, wall adhesives, grout. □

Internal Assessment Task

This unit is achieved through the successful completion of a task designed to cover all of the assessment criteria within the unit. The learner should be marked on their performance in the task using the Practical Task Record provided in Appendix 2.

- It is the responsibility of the Centre to devise a suitable end practical assessment task, however it is suggested that the following task or similar be considered;-
- Set out and fix 100mm ceramic wall tiles to prepared walling above a kitchen worktop up-stand, to a height of 500mm, (1 square metre, total) including an internal angle and a double electrical socket (non-live) to an acceptable industrial standard.

Tutor Guidance for Unit

This unit may be studied at any age from 14 years upwards. However, the training of young persons under the age of eighteen demands an especially thorough approach to health and safety. Young people are likely to be inexperienced, unaware of health and safety risks and physically or mentally immature, and this must be taken into account and suitable measures put in place when assessing the risks involved.

Centres offering this qualification to 14-18 year old learners should refer to 'The Right Start: Work Experience for Young People: Health and Safety Basics for Employers (available in priced packs of 15 from HSE Books, ISBN 0 7176 2547 8). The advice contained therein will be highly relevant.

UNIT SPECIFICATIONS

Carrying out Sign Making Operations

Credit Value of Unit: 6

GLH of Unit: 60

Level of Unit: E3

Introduction

In this unit you will learn how to carry out a task within sign making operations 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.

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

Tutor Guidance

Health and Safety

- Carry out basic risk assessment, read and apply current risk assessments/ workshop safety policies, including the identification of hazards, when carrying out simple practical tasks within sign making operations
- Identify, select and wear the appropriate personal protective equipment (PPE) whilst carrying out simple practical tasks.
- Follow good health and safety practice and maintain a clean and tidy work station when carrying out simple practical tasks
- Safely handle materials, tools, equipment and components when carrying out simple practical tasks related to sign making operations

Carrying out simple practical tasks

- Understand and interpret verbal/written instructions and plans to successfully carry out simple practical tasks relating to sign-making operations
- Select and prepare appropriate materials and components to carry out simple practical tasks
- Select and identify common tools and equipment required to carry out simple practical tasks
- Apply straightforward skills required to complete a range of simple practical tasks
- Applying general principles working from plans, diagrams, verbal instructions to include (but not limited to):

Tools, equipment and materials

- Tools and equipment;
- Materials:

Internal Assessment Task

This unit is achieved through the successful completion of a task designed to cover all of the assessment criteria within the unit. The learner should be marked on their performance in the task using the Practical Task Record provided in Appendix 2.

- It is the responsibility of the Centre to devise a suitable end practical assessment task.

Tutor Guidance for Unit

This unit may be studied at any age from 14 years upwards. However, the training of young persons under the age of eighteen demands an especially thorough approach to health and safety. Young people are likely to be inexperienced, unaware of health and safety risks and physically or mentally immature, and this must be taken into account and suitable measures put in place when assessing the risks involved.

Centres offering this qualification to 14-18 year old learners should refer to 'The Right Start: Work Experience for Young People: Health and Safety Basics for Employers (available in priced packs of 15 from HSE Books, ISBN 0 7176 2547 8). The advice contained therein will be highly relevant.

APPENDIX 1

Summary Record of Achievement

Entry Level Diploma in Skills for Employment in the Construction Industries (Entry 3)

Unit Title	Level	Credit Value	Date completed	Assessor Signature	Internal Verifier Signature (if sampled)
Introduction to Construction Work	Entry 3	2			
Introduction to Health and Safety	Entry 3	6			
Handling and Storing Materials and Components	Entry 3	6			
Personal Work Skills	Level 1	4			
Introduction to Self-Employment	Level 1	2			
Carrying out Electrical Installation Operations	Entry 3	6			
Carrying out Ground Work Operations	Entry 3	6			
Carrying out Plastering Operations	Entry 3	6			
Carrying out Plumbing Operations	Entry 3	6			
Carrying out Brickwork Operations	Entry 3	6			
Carrying out Woodwork Operations	Entry 3	6			
Carrying out Flooring Operations	Entry 3	6			
Carrying out Painting and Decorating Operations	Entry 3	6			
Carrying out Dry Lining Operations	Entry 3	6			
Carrying out Tiling Operations	Entry 3	6			
Carrying out Sign Making Operations	Entry 3	6			

Learner Name _____

Minimum Credit Value of Qualification 24

Minimum Credit Value at Level being Claimed _____

I confirm that the minimum number of credits at the appropriate level have been achieved in order for a claim for certification to be made. I can confirm that the credit has been achieved from the correct combination of mandatory and optional units as specified within the Rules of Combination.

Assessor Signature _____

Internal Verifier Signature (if sampled) _____

Practical Task Record for Electrical Installation Operations

Unit Title	Satisfactory	Unsatisfactory	Tutor Comment (if any)
Wear or use necessary personal protective equipment when carrying out a simple task within electrical installation operations			
Follow correct health and safety practice throughout the task			
Handle tools and materials safely			
Follow the method of application/installation according to a simple plan or task sheet			
Select the major and common materials/components and how they should be prepared			
Select the major and common tools and equipment to be used			
Apply the straightforward skills required for a simple task within electrical installations			
Apply/install a common range of materials and components			
Handle materials, components, tools and equipment for a simple task within electrical installation operations correctly			
Clean tools following use			
Return tools and materials to their designated places upon completion of a simple task within electrical installation operations			
Dispose correctly of any waste materials during and upon completion of a simple task within electrical installation operations			

Learner Name _____

Date _____

Tutor/Assessor Name (print) _____

Tutor/Assessor Signature _____

Practical Task Record for Ground Work Operations

Unit Title	Satisfactory	Unsatisfactory	Tutor Comment (if any)
Wear or use necessary personal protective equipment when carrying out a simple task within ground work operations			
Follow correct health and safety practice throughout the task			
Handle tools and materials safely			
Follow the method of application/installation according to a simple plan or task sheet			
Select the major and common materials/components and how they should be prepared			
Select the major and common tools and equipment to be used			
Apply the straightforward skills required for a simple task within ground work operations			
Apply/install a common range of materials and components			
Handle materials, components, tools and equipment for a simple task within ground work operations correctly			
Clean tools following use			
Return tools and materials to their designated places upon completion of a simple task within ground work operations			
Dispose correctly of any waste materials during and upon completion of a simple task within ground work operations			

Learner Name _____

Date _____

Tutor/Assessor Name (print) _____

Tutor/Assessor Signature _____

Practical Task Record for Plastering Operations

Unit Title	Satisfactory	Unsatisfactory	Tutor Comment (if any)
Wear or use necessary personal protective equipment when carrying out a simple task within plastering operations			
Follow correct health and safety practice throughout the task			
Handle tools and materials safely			
Follow the method of application/installation according to a simple plan or task sheet			
Select the major and common materials/components and how they should be prepared			
Select the major and common tools and equipment to be used			
Apply the straightforward skills required for a simple task within plastering operations			
Apply/install a common range of materials and components			
Handle materials, components, tools and equipment for a simple task within plastering operations correctly			
Clean tools following use			
Return tools and materials to their designated places upon completion of a simple task within plastering operations			
Dispose correctly of any waste materials during and upon completion of a simple task within plastering operations			

Learner Name _____

Date _____

Tutor/Assessor Name (print) _____

Tutor/Assessor Signature _____

Practical Task Record for Plumbing Operations

Unit Title	Satisfactory	Unsatisfactory	Tutor Comment (if any)
Wear or use necessary personal protective equipment when carrying out a simple task within plumbing operations			
Follow correct health and safety practice throughout the task			
Handle tools and materials safely			
Follow the method of application/installation according to a simple plan or task sheet			
Select the major and common materials/components and how they should be prepared			
Select the major and common tools and equipment to be used			
Apply the straightforward skills required for a simple task within plumbing operations			
Apply/install a common range of materials and components			
Handle materials, components, tools and equipment for a simple task within plumbing operations correctly			
Clean tools following use			
Return tools and materials to their designated places upon completion of a simple task within plumbing operations			
Dispose correctly of any waste materials during and upon completion of a simple task within plumbing operations			

Learner Name _____

Date _____

Tutor/Assessor Name (print) _____

Tutor/Assessor Signature _____

Practical Task Record for Brickwork Operations

Unit Title	Satisfactory	Unsatisfactory	Tutor Comment (if any)
Wear or use necessary personal protective equipment when carrying out a simple task within brickwork operations			
Follow correct health and safety practice throughout the task			
Handle tools and materials safely			
Follow the method of application/installation according to a simple plan or task sheet			
Select the major and common materials/components and how they should be prepared			
Select the major and common tools and equipment to be used			
Apply the straightforward skills required for a simple task within brickwork operations			
Apply/install a common range of materials and components			
Handle materials, components, tools and equipment for a simple task within brickwork operations correctly			
Clean tools following use			
Return tools and materials to their designated places upon completion of a simple task within brickwork operations			
Dispose correctly of any waste materials during and upon completion of a simple task within brickwork operations			

Learner Name _____

Date _____

Tutor/Assessor Name (print) _____

Tutor/Assessor Signature _____

Practical Task Record for Woodwork Operations

Unit Title	Satisfactory	Unsatisfactory	Tutor Comment (if any)
Wear or use necessary personal protective equipment when carrying out a simple task within woodwork operations			
Follow correct health and safety practice throughout the task			
Handle tools and materials safely			
Follow the method of application/installation according to a simple plan or task sheet			
Select the major and common materials/components and how they should be prepared			
Select the major and common tools and equipment to be used			
Apply the straightforward skills required for a simple task within woodwork operations			
Apply/install a common range of materials and components			
Handle materials, components, tools and equipment for a simple task within woodwork operations correctly			
Clean tools following use			
Return tools and materials to their designated places upon completion of a simple task within woodwork operations			
Dispose correctly of any waste materials during and upon completion of a simple task within woodwork operations			

Learner Name _____

Date _____

Tutor/Assessor Name (print) _____

Tutor/Assessor Signature _____

Practical Task Record for Flooring Operations

Unit Title	Satisfactory	Unsatisfactory	Tutor Comment (if any)
Wear or use necessary personal protective equipment when carrying out a simple task within flooring operations			
Follow correct health and safety practice throughout the task			
Handle tools and materials safely			
Follow the method of application/installation according to a simple plan or task sheet			
Select the major and common materials/components and how they should be prepared			
Select the major and common tools and equipment to be used			
Apply the straightforward skills required for a simple task within flooring operations			
Apply/install a common range of materials and components			
Handle materials, components, tools and equipment for a simple task within flooring operations correctly			
Clean tools following use			
Return tools and materials to their designated places upon completion of a simple task within flooring operations			
Dispose correctly of any waste materials during and upon completion of a simple task within flooring operations			

Learner Name _____

Date _____

Tutor/Assessor Name (print) _____

Tutor/Assessor Signature _____

Practical Task Record for Painting and Decorating Operations

Unit Title	Satisfactory	Unsatisfactory	Tutor Comment (if any)
Wear or use necessary personal protective equipment when carrying out a simple task within painting and decorating operations			
Follow correct health and safety practice throughout the task			
Handle tools and materials safely			
Follow the method of application/installation according to a simple plan or task sheet			
Select the major and common materials/components and how they should be prepared			
Select the major and common tools and equipment to be used			
Apply the straightforward skills required for a simple task within painting and decorating operations			
Apply/install a common range of materials and components			
Handle materials, components, tools and equipment for a simple task within painting and decorating operations correctly			
Clean tools following use			
Return tools and materials to their designated places upon completion of a simple task within painting and decorating operations			
Dispose correctly of any waste materials during and upon completion of a simple task within painting and decorating operations			

Learner Name _____

Date _____

Tutor/Assessor Name (print) _____

Tutor/Assessor Signature _____

Practical Task Record for Dry Lining Operations

Unit Title	Satisfactory	Unsatisfactory	Tutor Comment (if any)
Wear or use necessary personal protective equipment when carrying out a simple task within dry lining operations			
Follow correct health and safety practice throughout the task			
Handle tools and materials safely			
Follow the method of application/installation according to a simple plan or task sheet			
Select the major and common materials/components and how they should be prepared			
Select the major and common tools and equipment to be used			
Apply the straightforward skills required for a simple task within dry lining operations			
Apply/install a common range of materials and components			
Handle materials, components, tools and equipment for a simple task within dry lining operations correctly			
Clean tools following use			
Return tools and materials to their designated places upon completion of a simple task within dry lining operations			
Dispose correctly of any waste materials during and upon completion of a simple task within dry lining operations			

Learner Name _____

Date _____

Tutor/Assessor Name (print) _____

Tutor/Assessor Signature _____

Practical Task Record for Tiling Operations

Unit Title	Satisfactory	Unsatisfactory	Tutor Comment (if any)
Wear or use necessary personal protective equipment when carrying out a simple task within tiling operations			
Follow correct health and safety practice throughout the task			
Handle tools and materials safely			
Follow the method of application/installation according to a simple plan or task sheet			
Select the major and common materials/components and how they should be prepared			
Select the major and common tools and equipment to be used			
Apply the straightforward skills required for a simple task within tiling operations			
Apply/install a common range of materials and components			
Handle materials, components, tools and equipment for a simple task within tiling operations correctly			
Clean tools following use			
Return tools and materials to their designated places upon completion of a simple task within tiling operations			
Dispose correctly of any waste materials during and upon completion of a simple task within tiling operations			

Learner Name _____

Date _____

Tutor/Assessor Name (print) _____

Tutor/Assessor Signature _____

Practical Task Record for Sign Making Operations

Unit Title	Satisfactory	Unsatisfactory	Tutor Comment (if any)
Wear or use necessary personal protective equipment when carrying out a simple task within sign making operations			
Follow correct health and safety practice throughout the task			
Handle tools and materials safely			
Follow the method of application/installation according to a simple plan or task sheet			
Select the major and common materials/components and how they should be prepared			
Select the major and common tools and equipment to be used			
Apply the straightforward skills required for a simple task within sign making operations			
Apply/install a common range of materials and components			
Handle materials, components, tools and equipment for a simple task within sign making operations correctly			
Clean tools following use			
Return tools and materials to their designated places upon completion of a simple task within sign making operations			
Dispose correctly of any waste materials during and upon completion of a simple task within sign making operations			

Learner Name _____

Date _____

Tutor/Assessor Name (print) _____

Tutor/Assessor Signature _____

Tracking Sheet

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 _____

APPENDIX 3

Tracking Sheet

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

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

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"> ▪ Appropriate footwear ▪ Outer garments ▪ Hairstyle and headwear and where relevant should include the removal of any jewellery 				
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

Introduction to Self-Employment

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Describe own skills, abilities and achievements that might be useful in self-employment				
1.2 Describe possible self-employment opportunities				
2.1 Identify required resources				
2.2 Estimate costs and potential income				
2.3 Prepare a simple business plan				
3.1 Describe barriers to and aspects of self-employment				
3.2 Identify sources of help				

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 _____

Personal Work Skills Record Form

Learner name _____

Tutor name _____

Centre name _____

Yes/No

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