



Ascentis Level 1 Award in
Preparation for Trowel Operations
Specification

Ofqual Number:	600/6576/X
Ofqual Start Date:	01/09/2012
Ofqual Review Date:	31/07/2021
Ofqual Certification Review Date:	31/07/2022

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, England), Council for the Curriculum, Examinations and Assessment (CCEA, Northern Ireland) and Qualifications Wales

and

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

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

ASCENTIS CONTACT DETAILS

Ascentis
Office 4
Lancaster Business Park
8 Mannin Way
Caton Road
Lancaster
LA1 3SW

Tel: 01524 845046
www.ascentis.co.uk

Company limited by guarantee. Registered in England and Wales No. 6799564. Registered Charity No. 1129180

TABLE OF CONTENTS

ASCENTIS LEVEL 1 AWARD IN PREPARATION FOR TROWEL OPERATIONS

Introduction	4
Aims	4
Target Group	4
Regulation Codes	4
Rationale for Rules of Combination	5
Rules of Combination	5
Time Limit for the Process of Credit Accumulation and Exemptions	5
Recommended Guided Learning Hours	5
Total Qualification Time	5
Recommended Prior Knowledge, Attainment and / or Experience	5
Age Range of Qualification	5
Opportunities for Progression	5
Centre Recognition	6
Qualification Approval	6
Registration	6
Status in England, Wales and Northern Ireland	6
Reasonable Adjustments and Special Considerations	6
Enquiries and Appeals Procedure	6

ASSESSMENT AND VERIFICATION ARRANGEMENTS

Assessment	7
Internal Assessment	7
External Assessment	7
Conduct of External Assessment	8
Internal Verification	8
External Verification	8
Knowledge, Understanding and Skills Required of Assessors and Internal Verifiers	9

UNIT SPECIFICATIONS

Introduction to Construction	10
Carrying out Trowel Operations	11
Appendix 1: Summary Record of Achievement	12
Appendix 2: Tracking Sheet	13
Appendix 3: Observation Record	14

ASCENTIS LEVEL 1 AWARD IN PREPARATION FOR TROWEL OPERATIONS

Introduction

The Ascentis Level 1 Award in Preparation for Trowel Operations provides the learner with an excellent introduction to this occupational area within the construction industry which will help learners make decisions on whether to progress with further training and employment within the construction industry. The learner will be given the opportunity to understand the construction industry, the organisations and the job roles within it along with the terms, conditions and benefits of these job roles.

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

- Assessment is through a combination of portfolio and external assessment
- External assessments are contextualised to allow the qualification to meet the particular interest of the learner
- An emphasis on the learner acquiring practical skills and assessment through the demonstration of these skills
- Verification and certification can be offered throughout the year, allowing maximum flexibility for centres.

Aims

The aims of the qualification are to enable learners

- 1 To promote the gaining of practical skills within the construction industries
- 2 To prepare learners for further training within their chosen occupational area
- 3 To give learners an insight into the core activities within Trowel operations, in order that an informed decision can be made on future career choices.

Target Group

This qualification is aimed at a range of learners, including

- Young people aged 14+ who have an interest in following a career within the construction industry and want to develop their work-related skills within this area
- Adults who have an interest in following a career within the construction industry and want to develop their work-related skills within this area

Regulation Codes

Ascentis Level 1 Award in Preparation for Trowel Operations:

600/6576/X

Rationale for the Rules of Combination

Learners must achieve 8 credits from the Mandatory units

Rules of Combination

Ascentis Level 1 Award in Preparation for Trowel Operations				
				Minimum credits: 8
Title	Level	Credit Value	GLH	Unit ref
Introduction to Construction Work	1	2	20	D/504/3120
Carrying out Trowel Operations	1	6	60	M/504/3140

Unit certification is available for all units.

Time Limit for the Process of Credit Accumulation and Exemptions

Credit accumulation is within the life span of the qualifications.

Recommended Guided Learning Hours

The recommended guided learning hours for the Level 1 Award in Trowel Operations is 80

Total Qualification Time

The total qualification time for the Level 1 Award in Trowel Operations is 80.

Recommended Prior Knowledge, Attainment and/or Experience

There is no requirement for any prior knowledge, attainment and/or experience.

Age Range of Qualification

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

Opportunities for Progression

Learners are able to progress from the Level 1 Award to the Level 1 Certificate or Diploma in Skills for Employment in the Construction Industries as units covered in the Award count towards the Certificate. Learners do not need to repeat the shared units already achieved in the Level 1 Award.

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*. 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

The mandatory unit Introduction to Construction Work is 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. The optional units are assessed through external assessment.

On completion of the learners' evidence for either the individual units or the award, 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.

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

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 2.

External Assessment

The optional units are assessed through external assessment.

The requirements for external assessment are met through Ascentis-devised contextualised assessments which must be conducted in centres under supervised conditions. These consist of practical tasks testing the skills that have been acquired.

These external assessments are supplied to centres when a centre has returned their centre subject registration form to Ascentis. The external assessments must be kept under secure conditions. Assessors mark the external assessments following the mark scheme provided by Ascentis.

Conduct of External Assessments

- All work completed for the activity must be clearly marked with the learner's name and date and handed in at the end of each session.
- It is the centre's responsibility to make sure that such evidence in progress is securely kept and not contaminated by learner evidence produced elsewhere.
- Only work produced and completed under supervised conditions may be included as the evidence for externally approved activity for any learner.
- Where any evidence is derived from group activities, the assessor must be confident that the learner's work presented for assessment is their own work
- All tasks and assignments must be completed unaided. Where evidence of competence is based on observations of activities or oral responses then these must be recorded in a standard format provided by Ascentis and signed by a tutor/assessor. An observation record is provided in Appendix 3. These records are to be retained and made available for moderation together with each learner's portfolio of evidence.
- All evidence must be completed following the assessment criteria in the specification. Evidence should demonstrate the ability to complete the activity unaided after any necessary initial help in understanding the situation and tasks required.

Verification

Internal Verification

Internal verification is the process of ensuring that everyone who assesses a particular unit in a centre is assessing to the same standards i.e. consistently and reliably. Internal verification 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: 1

Introduction

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

The unit is assessed through a portfolio of evidence.

Learning Outcomes		Assessment Criteria	
The learner will be able to		The learner can	
1	Understand the construction industry and the organisations and job roles within it.	1.1	Identify the purpose of the construction industry
		1.2	Identify different types of organisations within the construction industry
		1.3	Identify roles within the construction industry
2	Examine the terms, conditions and benefits of different jobs within the construction sector	2.1	Identify 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, electricians, plumbers, 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, PPE

UNIT SPECIFICATIONS

Carrying out Trowel Operations

Credit Value of Unit: 6

GLH of Unit: 60

Level of Unit: 1

Introduction

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

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

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

Summary Record of Achievement
Level 1 Award in Preparation for Trowel Operations

Unit Title	Tick if Unit Claimed	Level	Credit Value	Date completed	Assessor Signature	Internal Verifier Signature (if sampled)
Introduction to Construction Work		1	2			
Carrying out Trowel Operations		1	6			

Learner Name _____

Minimum Credit Value of Qualification 8

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) _____

Tracking Sheet

Introduction to Construction Work (Level 1)

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify the purpose of the construction industry				
1.2 Identify different types of organisations within the construction industry				
1.3 Identify roles within the construction industry				
2.1 Identify 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 _____

Observation Record

Learner name _____

Centre name _____

Unit	Level	Assessment criteria covered

What the Learner had to do

Assessor's Comment on the Learner's Performance

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

Learner signature _____

Date _____

Assessor Signature _____

Date _____

Internal Verifier (if sampled) Signature _____

Date _____