Ascentis Level 2 Award, Certificate and Diploma in

Skills for Employment in the Construction Industries

Specification

Ofqual Number:	**Award:**	**601/0970/1**
	Certificate:	**601/0995/6**
	Diploma:	**601/0996/8**
Ofqual Start Date:	01/09/2013	
Ofqual Review Date:	31/07/2026	
Ofqual Certification Review Date:	31/07/2027	

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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, 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

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www.ascentis.co.uk

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

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ASCENTIS LEVEL 2 AWARD, CERTIFICATE AND DIPLOMA IN SKILLS FOR EMPLOYMENT IN THE CONSTRUCTION INDUSTRIES

Introduction

The Ascentis Level 2 Award, Certificate and Diploma in Skills for Employment in the Construction Industries provide the learner with an excellent introduction to the theory and practical skills needed to work in the construction industry in a variety of occupational areas. This will enable learners to make informed decisions on whether to progress with further training and employment within these areas.

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
- Assessment is a combination of internal assessment and practical task-based
- An emphasis on practical skills through the demonstration and assessment of these skills

Aims

The aims of the qualification are to enable learners

1 To promote the gaining of work-related skills within the construction industries

2 To prepare learners for further training or employment within their chosen occupational area/s

3 To give learners an insight into the core activities within their chosen occupational area/s, in order that an informed decision can be made on future career choices

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 develop their work-related skills within this area.

Ofqual Qualification Number:	**Award**	**601/0970/1**
	Certificate	**601/0995/6**
	Diploma	**601/0996/8**

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Rationale for the Rules of Combination

Award
To achieve the Award learners must achieve a maximum of 12 credits. Learners must achieve the mandatory unit and at least 8 credits from the optional units.

Certificate
To achieve the Certificate learners must achieve a minimum of 25 credits. Learners must achieve both mandatory units and at least 8 credits from Group B and 8 credits from Group C.

Diploma
To achieve the Diploma learners must achieve a minimum of 37 credits. Learners must achieve all three mandatory units and least 16 credits Group B and 8 credits from Group C.

Rules of Combination

Ascentis Level 2 Award in Skills for Employment in the Construction Industries				
				Maximum credits: 12
Group A - Mandatory Units				Credit (from Group A) Mandatory Units: 4
Title	Level	Credit Value	GLH	Unit reference
Working safely in construction	Level 2	4	40	Y/504/9501
Group B – Optional Units				Minimum credit (from Group B) Optional Units: 8
Performing carpentry and joinery operations	Level 2	8	80	F/505/0206
Performing dry lining operations	Level 2	8	80	L/505/0211
Performing electrical operations	Level 2	8	80	L/505/0130
Performing flooring operations	Level 2	8	80	L/505/0208
Performing painting and decorating operations	Level 2	8	80	T/505/0204
Performing plastering operations	Level 2	8	80	J/505/0210
Performing plumbing operations	Level 2	8	80	A/505/0205
Performing tiling operations	Level 2	8	80	R/505/0209
Performing trowel operations	Level 2	8	80	R/505/0212

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Ascentis Level 2 Certificate in Skills for Employment in the Construction Industries				
				Minimum credits: 25
Group A - Mandatory Units				Credit (from Group A) Mandatory Units: 9
Title	Level	Credit Value	GLH	Unit reference
Health, safety and welfare in construction	Level 2	5	50	Y/504/9966
Working safely in construction	Level 2	4	40	Y/504/9501
Group B – Optional Units				Minimum credit (from Group B) Optional Units: 8
Performing carpentry and joinery operations	Level 2	8	80	F/505/0206
Performing dry lining operations	Level 2	8	80	L/505/0211
Performing electrical operations	Level 2	8	80	L/505/0130
Performing flooring operations	Level 2	8	80	L/505/0208
Performing painting and decorating operations	Level 2	8	80	T/505/0204
Performing plastering operations	Level 2	8	80	J/505/0210
Performing plumbing operations	Level 2	8	80	A/505/0205
Performing tiling operations	Level 2	8	80	R/505/0209
Performing trowel operations	Level 2	8	80	R/505/0212
Group C – Optional Units				Minimum credit (from Group C) Optional Units: 8
Awareness of Domestic Retrofitting	Level 2	4	40	J/650/4691
Construction design and planning	Level 2	4	40	K/505/2340
Construction methods and techniques	Level 2	4	40	L/505/2346
Impact and use of buildings	Level 2	4	40	J/505/2328
Introduction to conservation in heritage construction	Level 2	4	40	K/600/7828
Introduction to the importance of heritage construction	Level 2	4	40	Y/600/7825
Maintenance of modern buildings	Level 2	4	40	F/505/2330
Modern methods of construction	Level 2	4	40	J/505/4835
Safe use of access equipment	Level 2	4	40	H/505/3776
Working in the construction industry	Level 2	4	40	H/504/9498

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Ascentis Level 2 Diploma in Skills for Employment in the Construction Industries				
				Minimum credits: 37
Group A - Mandatory Units				Credit (from Group A) Mandatory Units: 13
Title	Level	Credit Value	GLH	Unit reference
Health, safety and welfare in construction	Level 2	5	50	Y/504/9966
Safe use of access equipment	Level 2	4	40	H/505/3776
Working safely in construction	Level 2	4	40	Y/504/9501
Group B – Optional Units				Minimum credit (from Group B) Optional Units: 16
Performing carpentry and joinery operations	Level 2	8	80	F/505/0206
Performing dry lining operations	Level 2	8	80	L/505/0211
Performing electrical operations	Level 2	8	80	L/505/0130
Performing flooring operations	Level 2	8	80	L/505/0208
Performing painting and decorating operations	Level 2	8	80	T/505/0204
Performing plastering operations	Level 2	8	80	J/505/0210
Performing plumbing operations	Level 2	8	80	A/505/0205
Performing tiling operations	Level 2	8	80	R/505/0209
Performing trowel operations	Level 2	8	80	R/505/0212
Group C – Optional Units				Minimum credit (from Group C) Optional Units: 8
Awareness of Domestic Retrofitting	Level 2	4	40	J/650/4691
Construction design and planning	Level 2	4	40	K/505/2340
Construction methods and techniques	Level 2	4	40	L/505/2346
Impact and use of buildings	Level 2	4	40	J/505/2328
Introduction to conservation in heritage construction	Level 2	4	40	K/600/7828
Introduction to the importance of heritage construction	Level 2	4	40	Y/600/7825
Maintenance of modern buildings	Level 2	4	40	F/505/2330
Modern methods of construction	Level 2	4	40	J/505/4835
Working in the construction industry	Level 2	4	40	H/504/9498
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.

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Guided Learning Hours (GLH)

The recommended guided learning hours for this qualification is:

Award	120
Certificate	250
Diploma	370

Total Qualification Time (TQT)

The total qualification time for the Level 2 Award in Skills for Employment in the Construction Industries is 121.
The total qualification time for the Level 2 Certificate in Skills for Employment in the Construction Industries is 251.
The total qualification time for the Level 2 Diploma in Skills for Employment in the Construction Industries is 371.

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 prior knowledge, attainment and/or experience is required. Learners can progress from the Ascentis Entry 3 and Level 1 Skills for Employment in the Construction Industries qualifications.

Age Range of Qualification

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

Other Related Qualifications

Other qualifications in the Construction suite are, Entry 3 and Level 1 Skills for Employment in the Construction Industries and the Level 2 Diploma in Access to Technical Occupations in the Construction Industries.

Opportunities for Progression

Learners can progress into employment or further training such as the Level 2 Diploma in Access to Technician Operations in Construction or Apprenticeships.

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.

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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 login 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 login area of the Ascentis website www.ascentis.co.uk or through contacting the Ascentis office.

Useful Links

Web links and other resources featured in this specification are suggestions only to support the delivery of this qualification and should be implemented at the centre's discretion. The hyperlinks provided were live at the time this specification was last reviewed. Please kindly notify Ascentis if you find a link that is no longer active.

Please note: Ascentis is not responsible for the content of third-party websites and, whilst we check external links regularly, the owners of these sites may remove or amend these documents or web pages at any time.

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ASSESSMENT AND VERIFICATION ARRANGEMENTS

Assessment

Units are assessed through a variety of methods as indicated below

Unit Title	Assessment Method
Working safely in construction	Portfolio of evidence
Health, safety and welfare in construction	Portfolio of evidence
Introduction to the importance of heritage construction	Portfolio of evidence
Introduction to conservation in heritage construction	Portfolio of evidence
Working in the construction industry	Portfolio of evidence
Construction design and planning	Portfolio of evidence
Construction methods and techniques	Portfolio of evidence
Modern methods of construction	Portfolio of evidence
Maintenance of modern buildings	Portfolio of evidence
Impact and use of buildings	Portfolio of evidence
Safe use of access equipment	Portfolio of evidence
Performing trowel operations	Practical task
Performing carpentry and joinery operations	Practical task
Performing painting and decorating operations	Practical task
Performing plumbing operations	Practical task
Performing electrical operations	Practical task
Performing flooring operations	Practical task
Performing tiling operations	Practical task
Performing plastering operations	Practical task
Performing dry lining operations	Practical task

On completion of the learners' evidence for either the individual units or the Award/Certificate/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.

Internal Assessment

Ascentis also has available learner workbooks and tutor resources for the following units:-

- Performing Painting and Decorating Operations
- Performing Plumbing Operations
- Construction Methods and Techniques
- Safe Use of Access Equipment

These are to complement course delivery and the learner workbooks can be used towards portfolio submission. Please note that some workbooks do not cover all assessment criteria and as such, we recommend that a full review of the material is carried out prior to delivery.

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.

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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
- Audio 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 2.

Assessment of Practical Tasks

The following units are assessed through practical tasks devised by Ascentis

- Performing trowel occupations
- Performing carpentry and joinery operations
- Performing painting and decorating operations
- Performing plumbing operations
- Performing electrical operations
- Performing flooring operations
- Performing tiling operations
- Performing plastering operations
- Performing dry lining operations

These must be conducted in centres under supervised conditions. The practical tasks can be downloaded from the Ascentis electronic portal and must be kept under secure conditions. Assessors mark the assessments following the mark scheme provided by Ascentis.

Conduct of the Practical Tasks

- All work completed as evidence for the activity must be clearly marked with the learner's name and date and handed in at the end of each session
- It is the centre's responsibility to make sure that such evidence in progress is securely kept and not contaminated by learner evidence produced elsewhere
- Only work produced and completed under supervised conditions may be included as the evidence for 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 4. 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.
- A tutor must be present when learners are carrying out tasks. Additional controls must be in place for learners aged 14-16 and there should be close supervision by a tutor.

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Appropriateness of practical activities for young people

The units assume no prior knowledge, understanding or skills. A number of practical units are available as optional units to allow learners within this age group to select units that are of interest and match with future career aspirations. They will allow learners to make an informed choice about future progression e.g. an apprenticeship within a particular construction area.

The practical work involves the learner carrying out a number of installation tasks. A range of installation tasks to give learners the underpinning skills are given within the indicative content section of each practical unit. All installation tasks will be carried out in a controlled workshop environment. Tutors can select tasks appropriate to the age range of the learners. In the selection of such practical activities they need to consider a number of factors such as level of maturity, physical demands of the task and the application of the skills to other contexts.

Conduct of practical tasks – Health and safety considerations

Notwithstanding the provisions with regard to health, safety and welfare under the duties of employers to persons not in their employment further consideration needs to be made when delivering this qualification to young learners. Care must be taken with the risks associated with young persons with regard to duties under The Management of Health and Safety at Work Regulations 1999 section 17 "Protection of Young Persons" due to the fact that young persons have not yet fully matured.

The following should be observed

- The learning environment must be safe, with sufficient space, washing facilities and first-aid facilities
- A competent supervisor must carry out an induction of all learners which should include safe use of equipment and materials, safe disposal of materials and appropriate conduct and behaviour within a workshop environment
- Supervision must be provided at all times and activities must be assessed for the risks, including those associated with young adults, and suitably recorded, monitored and reviewed.
- In the unit, 'Carrying out electrical operations' work must be done through connection to a power pack, so that voltage can be stepped down to a safe level, rather than to a mains supply.

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.

Ascentis offer free refresher training in support of this role through an Ascentis Internal Quality Assurance course. The purpose of the course is to provide staff in centres with knowledge and understanding of Ascentis IQA processes and procedures, which will enable them to carry out their role more effectively. To book your place on a course or request further information, please contact the Ascentis Quality Assurance Team (qualityassurance@ascentis.co.uk).

Further information is available from the login 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 the Ascentis electronic portal or the Ascentis website.

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Summary Record of Achievement
Level 2 Award/Certificate/Diploma in Skills for Employment in the Construction Industries

Unit Title	Level	Credit Value	Date completed	Assessor Signature	Internal Verifier Signature (if sampled)
Awareness of Domestic Retrofitting	Level 2	4			
Construction design and planning	Level 2	4			
Construction methods and techniques	Level 2	4			
Health, safety and welfare in construction	Level 2	5			
Impact and use of buildings	Level 2	4			
Introduction to conservation in heritage construction	Level 2	4			
Introduction to the importance of heritage construction	Level 2	4			
Maintenance of modern buildings	Level 2	4			
Modern methods of construction	Level 2	4			
Performing carpentry and joinery operations	Level 2	8			
Performing dry lining operations	Level 2	8			
Performing electrical operations	Level 2	8			
Performing flooring operations	Level 2	8			
Performing painting and decorating operations	Level 2	8			
Performing plastering operations	Level 2	8			
Performing plumbing operations	Level 2	8			
Performing tiling operations	Level 2	8			

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Performing trowel operations	Level 2	8			
Safe use of access equipment	Level 2	4			
Working in the construction industry	Level 2	4			
Working safely in construction	Level 2	4			

Learner Name _____

Qualification achieved_____

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) _____

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Tracking Sheet

Awareness of Domestic Retrofitting

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Describe government initiatives that guide retrofit installation				
1.2 Identify the main types of domestic retrofit documents required in industry				
2.1 Describe what is included in a building survey				
2.2 Describe what is included in an environmental survey				
2.3 Define the principles of an Energy Performance Certificate (EPC)				
3.1 State what materials are typically used for floor insulation.				
3.2 State what materials are typically used in roof insulation.				
3.3 Define what factors can affect the indoor air quality.				
3.4 Describe the purpose of modern ventilation systems				
4.1 Define the safety risks associated with retrofitting, including asbestos removal.				
4.2 Outline typical procedures for identifying and reporting risks and hazards				
5.1 Define the retrofit framework and six successful criteria.				
5.2 Describe two common methods of retrofitting.				
5.3 Identify who is involved in the retrofitting process				
5.4 Outline the benefits of retrofitting.				

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

Learner Signature _____ Date _____

Assessor Signature _____ Date _____

Internal Verifier (if sampled) _____ Date _____

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Tracking Sheet

Working Safely in Construction

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Define the terms accident, harm, hazard and risk				
1.2 Identify hazards in the construction workplace				
1.3 State how hazards in the construction workplace can cause harm or damage to people				
1.4 State the relationship between the nature of a hazard, exposure to that hazard and risk				
2.1 Identify the fire and emergency procedures used in the construction workplace				
2.2 Distinguish between different types of fire extinguisher				
2.3 Select appropriate fire extinguishers for use in a variety of fires				
2.4 Identify standard first aid procedures used in the construction workplace				
3.1 Identify hazards associated with a variety of construction craft tasks				
3.2 Select appropriate personal protective equipment for a variety of construction craft task				
3.3 Identify safe working practices for a variety of construction craft tasks				

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

Learner Signature _____ Date _____

Assessor Signature _____ Date _____

Internal Verifier (if sampled) _____ Date _____

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Tracking Sheet

Health, safety and welfare in construction

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Explain the importance of health and safety in the construction workplace				
1.2 Explain the importance of making provision for the welfare of construction employees				
1.3 Differentiate between the legal responsibilities of employers and employees for health and safety in the construction workplace				
1.4 Analyse the common causes of construction workplace accidents and ill-health				
1.5 Explain the importance of reporting construction workplace accidents, ill-health and other incidents				
2.1 Identify different safety signs used in construction				
2.2 Describe the hazards indicated by the different safety signs used in construction				
3.1 Identify hazards in the construction workplace				
3.2 Identify how hazards can harm construction employees				
3.3 Assess the risks associated with the hazards				
3.4 Record the findings of the risk assessment				
3.5 Carry out reviews of risk assessments				
4.1 Contribute to construction workplace policy statements and safe systems of work				
4.2 Specify personal protective equipment for a variety of construction operations				
4.3 Specify control measures to minimise hazards in construction operations due to changes in human and workplace factors				

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

Learner Signature _____ Date _____

Assessor Signature _____ Date _____

Internal Verifier (if sampled) _____ Date _____

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Tracking Sheet

Working in the construction industry

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 List the different areas of work that comprise the construction industry				
1.2 Identify the different kinds of work done by the construction industry				
1.3 Describe the clients that commission and pay for the work done in the construction industry				
2.1 Analyse the factors that influence the work done in the construction industry				
2.2 Explain the various stages of construction work				
2.3 Evaluate the importance of the construction industry				
3.1 Describe how planning, land-use and conservation impact on the construction industry				
3.2 Explain how internal environmental issues impact on the construction industry				
3.3 Outline how pollution and hazardous substances impact on the construction industry				
3.4 Discuss how issues of resources, waste and recycling impact on the construction industry				
4.1 Identify career paths in the construction industry				
4.2 Describe how the nature of construction work affects those employed in the industry				
4.3 Identify the qualifications needed to support progression in the construction industry				

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

Learner Signature _____ Date _____

Assessor Signature _____ Date _____

Internal Verifier (if sampled) _____ Date _____

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Tracking Sheet

Construction design and planning

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify the factors that influence the construction design process				
1.2 Describe materials that are commonly used				
1.3 Describe construction design ideas that are commonly used				
1.4 Explain the construction design process from initial idea to final design				
1.5 Analyse the technical information used in construction design				
2.1 Identify the most important functions of a planning authority				
2.2 Describe the most important functions of a building control authority				
2.3 Outline the main influences of the planning laws on the construction design process				
2.4 Outline the main influences of the building regulations on the construction design process				
3.1 Outline the benefits of sustainable building design to construction				
3.2 Analyse construction design and planning strategies to optimise the energy performance of buildings				
3.3 Describe how construction design and planning strategies can help minimise impacts on the natural environment				
4.1 Identify the range of career options in construction design and planning				
4.2 Describe the contributions of several construction design professionals in a building project				
4.3 Evaluate the importance of qualifications in the construction design and planning professions				

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

Learner Signature _____ Date _____

Assessor Signature _____ Date _____

Internal Verifier (if sampled) _____ Date _____

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Tracking Sheet

Construction methods and techniques

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Describe the functions of low-rise buildings				
1.2 Describe the different structural forms used in low-rise buildings				
1.3 Explain how the functions of low-rise buildings affect their form.				
2.1 Identify the various stages of substructure work				
2.2 Describe the methods and techniques used in substructure work				
2.3 Describe health and safety issues associated with substructure work				
3.1 Identify the various stages of superstructure work				
3.2 Describe the methods and techniques used in superstructure work				
3.3 Describe the health and safety issues associated with superstructure work				
4.1 Explain how hot and cold water services are distributed around a building				
4.2 Explain how gas services are distributed around a building				
4.3 Explain how electrical services are distributed around a building				
4.4 Explain arrangements made for foul water and surface water drainage systems				

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

Learner Signature _____ Date _____

Assessor Signature _____ Date _____

Internal Verifier (if sampled) _____ Date _____

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Tracking Sheet

Modern methods of construction

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify traditional methods of construction used for low-rise domestic buildings				
1.2 Describe issues associated with the use of traditional methods of construction for low-rise domestic buildings				
2.1 Identify modern methods of construction used for low-rise buildings				
2.2 Describe the advantages of using modern methods of construction for low-rise buildings				
2.3 Compare traditional and modern methods of construction				
3.1 Identify legislation and regulations relevant to modern methods of construction				
3.2 Describe how modern methods of construction meet legislative and regulative requirements				
3.3 Explain the impact of legislation relevant to modern methods of construction on sustainability				

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

Learner Signature _____ Date _____

Assessor Signature _____ Date _____

Internal Verifier (if sampled) _____ Date _____

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Tracking Sheet

Maintenance of modern buildings

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Describe the reasons why modern buildings must be maintained				
1.2 Describe different approaches to maintenance of modern buildings				
1.3 Explain the benefits of an effective maintenance policy				
1.4 Explain the consequences of an ineffective maintenance policy				
1.5 Describe methods used to minimise the need for maintenance				
2.1 List the structural elements of buildings that require maintenance				
2.2 Describe the mechanisms by which structural elements of buildings fail				
2.3 List the building services that require maintenance				
2.4 Describe the mechanisms by which building services fail				
3.1 Describe the methods used to inspect buildings				
3.2 Explain the use of schedules of maintenance				
3.3 Assess health and safety issues associated with the inspection of buildings				

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Tracking Sheet

Impact and use of buildings

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify the various impacts of buildings				
1.2 Describe the impact of energy costs				
1.3 Describe the impact of maintenance costs				
1.4 Describe the environmental impact of buildings				
1.5 Describe the social impact of buildings				
2.1 Describe the different types of buildings used by modern communities				
2.2 Explain why different types of buildings are needed				
2.3 Assess the importance of different types of buildings to the community				
3.1 Explain the principles of building facilities management				
3.2 Discuss the added value provided by building facilities management				
3.3 Explain how facilities management contributes to a safe environment for building users				
4.1 Describe common building faults and defects				
4.2 Explain the importance of effective building maintenance strategies				
4.3 Explain different management approaches to building maintenance				
4.4 Describe safe working practices in building maintenance				

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Tracking Sheet

Introduction to the importance of heritage construction

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Explain the importance of historic buildings in the community				
1.2 Identify key points in the main regulations protecting historic buildings				
1.3 Describe how changes to historic buildings are controlled				
2.1 Describe the common causes of damage to historic buildings				
3.1 Explain why it is important to keep the original features of historic buildings				
3.2 Explain how to keep the original quality of historic buildings				
4.1 Identify appropriate trades and craft skills to work on historic buildings				
4.2 Identify appropriate materials for use in construction work on historic buildings and their basic characteristics				
5.1 Identify main health and safety laws				
5.2 Identify main hazards arising from work on historic buildings				
6.1 Describe the basic principles of sustainability relevant to heritage construction				
6.2 Explain why the continued use of historic buildings support sustainable principles				
6.3 Describe how the sustainability of historic buildings can be improved				

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Tracking Sheet

Introduction conservation in heritage construction

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Describe early periods of historic architecture				
1.2 Describe the main periods of British historic architecture				
2.1 Describe historic construction features				
2.2 Describe materials used to construct each feature and their properties				
3.1 Identify the craft skills used to create each historic feature				
3.2 Explain how the craft skills need to work together				
4.1 Explain what is meant by the terms conservation, restoration, rehabilitation, repair and maintenance				
4.2 Describe how to keep a building wind and watertight				

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Tracking Sheet

Safe use of access equipment

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify the low-level access equipment used in the construction industry				
1.2 Select low-level access equipment for access equipment for specific tasks in the construction industry				
2.1 Describe the importance of good design and specification of low-level access equipment				
2.2 Discuss the need to avoid failure of low-level access equipment in use				
2.3 Explain the need to avoid operator error when using low-level access equipment				
3.1 Describe the factors that can lead to unsafe use of low-level access equipment				
3.2 Explain the procedures used to assess the risks involved in the use of low-level access equipment				
4.1 Describe the safe erection of low-level access equipment				
4.2 Describe the use of low-level access equipment				
4.3 Describe the safe dismantling of low-level access equipment				
4.4 Explain the importance of storing low-level access equipment safety				

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Risk Assessment

Task _____ Completed by _____ Date created _____

Identified Hazard	Low, medium or high risk?	Who might be harmed?	Existing control measures	Revised control measures

Signature _____ Date of review _____

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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 _____

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