



Ascentis Entry Level Certificate in

Skills for Employment in the

Construction Industries (Entry 3)

Specification

Ofqual Number	500/4068/6
Ofqual Start Date	01/05/2008
Ofqual Review Date	31/07/2030
Ofqual Certification Review Date	31/07/2031

SUMMARY OF CHANGES

Version and Date	Change Detail	Section
September 2026 v2	Review and certification dates updated	Front page
	Summary of changes table added	Page 2
	AI use paragraph added	Page 9

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 House
Lancaster Business Park
3 Mannin Way
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 ENTRY 3 CERTIFICATE IN SKILLS FOR EMPLOYMENT IN THE CONSTRUCTION INDUSTRIES

Introduction	5
Aims	5
Target Group	5
Ofqual Qualification Number	5
Rationale for Rules of Combination	6
Rules of Combination	6
Guided Learning Hours (GLH) Total Qualification Time (TQT)	6
Recommended Prior Knowledge, Attainment and / or Experience	6
Age Range of Qualification	6
Opportunities for Progression	6
Centre Recognition	7
Qualification Approval	7
Registration	7
Status in Wales and Northern Ireland	7
Reasonable Adjustments and Special Considerations	7
Enquiries and Appeals Procedure	7

ASSESSMENT AND VERIFICATION ARRANGEMENTS

Assessment	8
Internal Assessment	8
Practical Assessment Task	8
Conduct of Practical Assessment Task	8
The Use of Artificial Intelligence (AI) in Assessments	9
Verification	9
Internal Verification	9
External Verification	9
Knowledge, Understanding and Skills Required of Assessors and Internal Verifiers	10
Health and Safety	10

UNIT SPECIFICATIONS

Introduction to Construction Work	11
Introduction to Health and Safety	12
Handling and Storing Material and Components	13
Personal Work Skills	14
Carrying Out Operations	15
Appendix 1: Mark Schemes for Practical Task	17
Appendix 2: Summary Record of Achievement	18
Appendix 3: Tracking Sheet	19
Appendix 4: Personal Work Skills Record Form	24
Appendix 5: Observation Record	25

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

Introduction

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

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

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

Aims

The aims of the qualification are to enable learners

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

Target Group

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

Ofqual Qualification Number 500/4068/6

Rationale for Rules of Combination

Learners must achieve 24 credits from the Mandatory Units available.

Rules of Combination

Ascentis Entry Level Certificate in Skills for Employment in the Construction Industries (Entry 3)				
Credits: 24				
Mandatory Units				
Title	Level	Credit Value	GLH	Unit reference
Carrying out operations	E3	6	60	L/501/7127
Handling and Storing Materials/Components	E3	6	60	F/501/7125
Introduction to Construction Work	E3	2	20	D/504/3389
Introduction to Health and Safety	E3	6	60	A/501/7124
Personal Work Skills	L1	4	40	J/501/7126
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

Guided Learning Hours (GLH)

The recommended guided learning hours for this qualification is 240

Total Qualification Time (TQT)

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

Recommended Prior Knowledge, Attainment and/or Experience

No recommended prior learning is required.

Age Range of Qualification

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

Opportunities for Progression

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

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

Centre Recognition

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

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. Late registration may result in a fee, refer to the latest version of the product catalogue

Status in England, Wales and Northern Ireland

This qualification is available in England and Northern Ireland.

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*¹. 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.

¹ In Northern Ireland it is the CCEA General Conditions of Recognition and Qualifications Wales is the Standard Conditions of Recognition.

ASSESSMENT AND VERIFICATION ARRANGEMENTS

Assessment

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

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

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

Internal Assessment

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

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

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

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

Practical Assessment Task

Unit 5 is assessed through external assessment.

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

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

Conduct of Practical Assessment Task

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

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

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

The Use of Artificial Intelligence (AI) in Assessments

There are potential risks associated with the use of AI in assessments, such as the possibility of bias and the potential for cheating.

Centres are expected to detect and monitor the use of AI tools in assessments. Centres must be satisfied that the work provided is that of the learner. All learners must be aware that they are responsible for ensuring they are not cheating in assessments by using AI tools. All learners must cite the use of AI in their assessments where this is allowed.

Verification

Internal Verification

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

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

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

External Verification

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

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

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

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

Knowledge, Understanding and Skills required of Assessors and Internal Verifiers

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

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

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

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

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

Health and Safety

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

UNIT SPECIFICATIONS

Introduction to Construction Work

Credit Value of Unit: 2

GLH of Unit: 20

Level of Unit: E3

Introduction

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

This unit is assessed through a portfolio of evidence.

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

Indicative Content	
1 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
2 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

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

UNIT SPECIFICATIONS

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.

This unit is assessed through a portfolio of evidence.

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

UNIT SPECIFICATIONS

Handling and Storing Material 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.

This unit is assessed through a portfolio of evidence.

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

UNIT SPECIFICATIONS

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.

This unit is assessed through a portfolio of evidence.

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

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

Tutor Guidance

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

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

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

UNIT SPECIFICATIONS

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

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

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

Practical Assessment Task

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

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

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

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

Example Tasks

Electrical Installation

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

Ground Work

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

Plastering

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

Plumbing

Mark out, position and attach pipe clips

Brickwork

Build a three course wall in a pyramid shape

Woodwork

Construct a simple frame according to a diagram

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

APPENDIX 1

Mark Schemes for Practical Task

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

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

Learner Name _____

Date of assessment _____

Tutor/Assessor name (please print) _____

Tutor/Assessor signature _____

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

APPENDIX 2

Summary Record of Achievement

Entry 3 Certificate in Skills for Employment in Construction Industries

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

Learner Name _____

Minimum Credit Value of Qualification: 24

Learner Signature _____

Assessor Signature _____

Internal Verifier Signature (if sampled) _____

APPENDIX 3

Tracking Sheet

Unit 1: Introduction to Construction Work

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

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

Learner Signature _____ Date _____

Assessor Signature _____ Date _____

Internal Verifier (if sampled) _____ Date _____

Tracking Sheet

Unit 2: Introduction to Health and Safety

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

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

Learner Signature _____ Date _____

Assessor Signature _____ Date _____

Internal Verifier (if sampled) _____ Date _____

Tracking Sheet

Unit 3: Handling and Storing Materials and Components

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

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

Learner Signature _____ Date _____

Assessor Signature _____ Date _____

Internal Verifier (if sampled) _____ Date _____

Tracking Sheet

Unit 4: Personal Work Skills

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Maintain satisfactory attendance on the programme (no more than 20% unauthorised absence)				
1.2 Conduct self in a manner appropriate for work with no reported incidents of misconduct				
2.1 Be appropriately dressed for work. This includes: ▪ 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

Unit 5: Carrying out Operations

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

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

Learner Signature _____ Date _____

Assessor Signature _____ Date _____

Internal Verifier (if sampled) _____ Date _____

Personal Work Skills Record Form

Learner name _____

Tutor name _____

Centre name _____

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

☐

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

☐

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

☐

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

☐

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

☐

Tutor/Assessor Signature _____

Date _____

APPENDIX 5

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 _____