Ascentis Level 2 Diploma in

Maintenance Operations

Specification

Ofqual Number	**600/7485/1**
Ofqual Start Date	01/01/2012
Ofqual Review Date	31/07/2029
Ofqual Certification Review Date	31/07/2030

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SUMMARY OF CHANGES

Version and Date	Change Detail	Section
Version 2 January 2026	The Use of AI in Assessments	Page 9
	Review Date Extended	Front Page
V3 October 2026	Review Date Extended	Front Page
	Learner Declaration of Authenticity added	Tracking Sheet

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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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ASCENTIS LEVEL 2 DIPLOMA IN MAINTENANCE OPERATIONS

Introduction

The Ascentis Level 2 Diploma in Maintenance Operations provide learners with an overview of various maintenance operations, in the 3 key areas of Landscaping, Construction and Building Services. The qualifications are skills-based with an emphasis on the practical skills needed for a range of repair jobs.

There are several features of these qualifications that make them very appropriate for their 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, practical task-based and multiple choice questions
- An emphasis on practical skills through the demonstration and assessment of these skills

Aims

The aims of the qualification are

1 To provide learners with practical skills for various maintenance operations

2 To provide learners with knowledge in self-employment

3 To prepare learners for further training or employment

4 To give learners an insight into different areas within maintenance operations

Target Group

These qualifications are aimed at people aged 14+ and adults who have an interest in a career within maintenance operations; including working as a caretaker, a handy-person, multi-skilled worker in a small or large company or someone who has an interest in DIY.

Ofqual Qualification Number 600/7485/1

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Rationale for the Rules of Combination

To achieve the Diploma learners must take both Mandatory units and six Optional units

Rules of Combination

Ascentis Level 2 Diploma in Maintenance Operations				
				Minimum credits: 38
Group A - Mandatory Units				Credit (from Group A) Mandatory Units
Title	Level	Credit Value	GLH	Unit Reference
Principles of Health and Safety	Level 2	6	60	K/504/1368
Introduction to Self-Employment	Level 2	2	20	H/501/5786
Group B – Optional Units				
Landscaping				
Carry out Practical Operations in Fencing	Level 2	5	50	R/504/4281
Carry out Practical Operations in Garden Maintenance	Level 2	5	50	M/504/4286
Carry out Practical Operations in Paths, Pavings and Kerbs	Level 2	5	50	Y/504/4279
Construction				
Carry out Practical Operations in Brick Laying	Level 2	5	50	K/504/4528
Carry out Practical Operations in Carpentry	Level 2	5	50	H/504/4527
Carry out Practical Operations in Dry Lining	Level 2	5	50	Y/504/4525
Carry out Practical Operations in Flooring and Floor Covering	Level 2	5	50	M/504/4532
Carry out Practical Operations in Painting	Level 2	5	50	T/504/4287
Carry out Practical Operations in Plastering	Level 2	5	50	L/504/4523
Carry out Practical Operations in Wall Tiling	Level 2	5	50	D/504/4526
Carry out Practical Operations in Wallpapering	Level 2	5	50	M/504/4529
Building Services				
Carry out Practical Operations in Plumbing Maintenance	Level 2	5	50	T/504/4533
Credits from equivalent Units: Please contact the Ascentis office to request equivalences, and ask to speak to a member of the Qualifications Development Team.				
Credits from exemptions: Please contact the Ascentis office to request exemptions and ask to speak to a member of the Qualifications Development Team.				

Unit certification is available for all units.

Recommended Guided Learning Hours

The recommended guided learning hours for this qualification is 380

Total Qualification Time

The total qualification time for this qualification is 380.

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Time Limit for the Process of Credit Accumulation and Exemptions

Credit accumulation is usually within the life span of the qualification. Exemptions may have been achieved previous to the qualification start date; each case will be considered separately.

Recommended Prior Knowledge, Attainment and / or Experience

No prior knowledge, attainment and / or experience is required.

Age Range of Qualification

These qualifications are suitable for young people aged 14+ and adult learners.

Opportunities for Progression

Learners can progress into employment or further training.

Centre Recognition

This qualification can only be offered by centres recognised by Ascentis and approved to run these qualifications. 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.

Registration for e-Assessment component

All learners should be registered within 5 working days of the intended e-Assessment date. Registration is via the Ascentis electronic registration portal. Please refer to our Reasonable Adjustment policy for requesting paper-based assessments.

e-Assessment Re-sits

Learners can re-sit the e-Assessment if they do not achieve a pass, however learners should have sufficient time for additional learning. A total of 2 re-sits are permitted and these are free of charge.

Status in England, Wales and Northern Ireland

These qualifications are available in England, Wales and Northern Ireland. They are only offered in English. If a centre based overseas (including Scotland) would like to offer these qualifications, they should make an enquiry to Ascentis.

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Reasonable Adjustments and Special Considerations

In the development of these qualifications 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 Resources/Key Documents area of the Ascentis website www.ascentis.co.uk or through contacting the Ascentis office.

[1] The Scottish Qualifications Authority (SQA) have developed some high level principles that cover the same requirements as the Ofqual Conditions. These are the SQA Accreditation Regulatory Principles (2011).

ASSESSMENT AND VERIFICATION ARRANGEMENTS

Assessment

The Introduction to Self-Employment unit is 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 Principles of Health and Safety unit is assessed through an Ascentis devised multiple choice test; all the optional units are assessed by Ascentis devised practical tasks.

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

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

Internal Assessment

Evidence for the Introduction to Self-Employment 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
- Audio recordings
- Self assessments
- Workbook activities

If the learner does not 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.

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.

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External Assessment

Multiple choice test

The unit below is assessed through the completion of an Ascentis devised multiple-choice test that is carried out at the completion of the unit. The time allocated for the test is shown below.

Unit Title	Level	Time
Principles of Health and Safety	Level 2	30 minutes

The multiple choice test is available as an e-assessment through our online testing system. Full details of candidate, Examinations Officer and invigilator instructions are available from the Key Information/Policies area of the Ascentis website www.ascentis.co.uk or through contacting the Ascentis office.

Assessment of the Practical Tasks

The following units are assessed through practical tasks devised by Ascentis

- Carry out Practical Operations in Brick Laying
- Carry out Practical Operations in Carpentry
- Carry out Practical Operations in Dry Lining
- Carry out Practical Operations in Fencing
- Carry out Practical Operations in Flooring And Floor Covering
- Carry out Practical Operations in Garden Maintenance
- Carry out Practical Operations in Painting
- Carry out Practical Operations in Paths, Pavings and Kerbs
- Carry out Practical Operations in Plastering
- Carry out Practical Operations in Plumbing Maintenance
- Carry out Practical Operations in Wall Tiling
- Carry out Practical Operations in Wallpapering

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 the practical tasks.
- 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 must be completed unaided. Where evidence of skills 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 within the practical tasks. These records are to be retained and made available for verification 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.

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 area 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.

e-Assessment Results

Provisional results are provided immediately after the e-Assessment. An hour after the e-Assessment the achievement list report can be run through the Ascentis electronic portal. Learner result slips and certificates will be issued within 10 working days of the e-Assessment.

Ascentis will normally process results and issue certificates within 4 weeks of the verification date for paper-based assessments taken as a reasonable adjustment.

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Principles of Health and Safety

Credit Value of Unit 6 | **GLH of Unit 60** | **Level of Unit 2**

Introduction

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

Learning Outcomes The learner will be able to	Assessment Criteria The learner can
1 Understand the importance of health, safety and welfare in the workplace	1.1 Describe what is meant by health and safety in the workplace and explain why it is important
	1.2 Describe why 'welfare provision at work' is important
	1.3 Describe why personal hygiene is important
	1.4 Describe the responsibilities of both the employer and employee in relation to health and safety
2 Know potential hazards and risks in the workplace	2.1 Describe the terms hazard, harm and risk
	2.2 Describe how hazards can cause harm or damage to people, work processes, the workplace and the environment
	2.3 Describe the hazards that may be found in a range of workplaces
3 Know the common safety signs found in the workplace	3.1 Identify different safety signs
	3.2 Describe what hazards the safety signs indicate
4 Be able to demonstrate an awareness of safe practices and protective equipment	4.1 Explain fire and emergency procedures
	4.2 State the different fire extinguishers and when they should be used
	4.3 Describe personal protective equipment and the protection it provides
	4.4 Explain some common causes of workplace accidents and illnesses
	4.5 Explain the importance of reporting workplace accidents, ill health and other incidents
	4.6 Explain the importance of First Aid provision in the workplace

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Indicative Content
Health, safety and welfare ▪ What health and safety in the workplace covers and why it is important ▪ Welfare provision: washrooms, other facilities (e.g. places to eat and drink), breaks etc.; personal hygiene ▪ Importance of health of self and others; employer, manager and employee ▪ Responsibilities: legal and organisational ▪ Hazards and risks ▪ Definitions of hazard, harm and risk; range of hazards and the harm they may cause e.g. manual handling, repetitive work, noise and vibration, hazardous substances, computers, animals, slips, trips and falls, falling from height, machinery / equipment, electricity, transport / vehicles, fire / explosions, (the fire triangle), confined spaces, pressure systems, people / stress ▪ Conditions in the workplace including: housekeeping, access and exit routes, lighting, ventilation, noise, temperature, dust / fumes, working space and the hazards they may cause **Safety signs** ▪ Safety signs and the hazards they indicate to include: prohibition signs, warning signs, safe condition signs, mandatory signs, fire signs **Safe practices and protective equipment** ▪ Fire drills and procedures; what to do if you discover a fire or other emergency, fire extinguishers and their use ▪ Personal Protective Equipment to include: protective clothing, head protection, eye protection, hearing protection, respiratory protection, hand protection, foot protection; protection provided by protective equipment ▪ Importance of accident reporting ▪ First Aid: legal requirements and protection of employees

Introduction to Self-Employment

Credit Value of Unit 2 | **GLH of Unit 20** | **Level of Unit 2**

Introduction

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

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

Indicative Content

Opportunities

- Skills audit to identify own skills and abilities; skills to include communication skills, numeracy, self-starting and time management
- Decision making and problem solving
- Specialist skills for specific business ideas
- Opportunities based on skills and abilities
  Assessment of ideas to decide if they are possible

Business plans

- How to identify resources to include materials and equipment, employees, finance, stock and consumables, transport, premises, licenses etc.
- Finding out about costs
- Researching possible income levels, e.g. looking at similar services
- Estimating required profit margin
- Gross and net profit
- Preparing a business plan

Legal and practical issues

- Practical issues: reality of working alone, possible irregularity of payment, impact on current finances, e.g. benefits
- Sources of help including banks, Business Link, government and local agencies, friends and family
- Legal aspects to include requirement to pay tax, licences where required
- Health and safety issues
- Specialist legislation relating to specific business ideas

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Landscaping

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Carry out Practical Operations in Paths, Pavings and Kerbs

Credit Value of Unit 5 | **GLH of Unit 50** | **Level of Unit 2**

Learning Outcomes The learner will	Assessment Criteria The learner can
1 Be able to prepare to carry out a range of small scale jobs within the paths, paving and kerbs area	1.1 Describe the principles that underpin pavior work
	1.2 Describe the underpinning principles for a range of repair jobs
	1.3 Apply time study exercises to a range of repair jobs
	1.4 Describe the official guidelines and legislation to be observed when carrying out jobs
	1.5 Perform basic risk assessments
	1.6 Identify key legislation relating to ▪ manual handling ▪ use of work equipment ▪ control of hazardous substances ▪ handling of materials and equipment
2 Know the tools, materials and equipment for small scale jobs within paths, paving and kerbs	2.1 Select appropriate tools and equipment to carry out small scale jobs
	2.2 Select the materials needed to carry out small scale jobs
3 Be able to calculate quantity and prices for carrying out a range of small scale jobs in the paths, paving and kerbs area	3.1 Calculate the quantity of materials needed to carry out a range of small scale jobs
	3.2 Estimate the cost of carrying out a range of small scale jobs, including human resources
4 Be able to carry out small scale repair jobs	4.1 Carry out a range of small scale jobs to an industrial standard
	4.2 Carry out work in a safe and responsible manner

Indicative Content

Preparation

- General principles: subgrade and drainage; flexible (subgrade, concrete, base layer, wearing course) and rigid (concrete slab on granular base), paved surfaces; laid to cross falls and gradients; paving slabs or setts on base course of crushed stone, polythene membrane and blinding; expansion, contraction and longitudinal joints; half-battered, bullnose and splayed concrete kerbs
- Underpinning principles of repair: tasks such as patching paths, replacing broken or uneven paving stones, repairing chipped or flaking surfaces, replacing damaged steps in pathways; use of appropriate techniques and methods, use of replacement materials on a like-for-like basis, ensure secure and firm edges and effective water run-off, fence-off work areas to protect public, protect work from elements during repair
- Time study exercises: break job down into elements, study job, plan standard job method, uncover problems, create solutions, analyse costs
- Guidelines and legislation: Acts of Parliament, Regulations, Codes of Practice, COSHH sheets, manufacturer's guidelines and advice – see assessment criterion 1.6
- Risk assessment: identify hazards, decide who might be harmed and how, evaluate the risks and decide on precautions, record findings and implement them, review and update as necessary

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Tools, equipment and materials

- Tools and equipment: bolster chisel, club hammer, trowel, wire brush, shovel, stakes
- Materials: cement, sand, PVA bonding agent, gravel, timber (for former)

Quantities

- Materials: techniques to determine lengths, areas, volumes and material quantities, adjustments to quantities for cutting, waste and breakage
- Estimates of price: material costs, hire costs, label costs, Value Added Tax (VAT)

Small-scale repair jobs

- Industrial standards: applicable to replacing range of edging kerbs and paving slabs, and cutting and fitting paving slabs to dropped kerb areas
- Working safely: comply with risk assessments and workshop policies, maintain a clean and tidy workspace, use appropriate Personal Protective Equipment, behave in a satisfactory manner

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Carry out Practical Operations in Fencing

Credit Value of Unit 5 | **GLH of Unit 50** | **Level of Unit 2**

Learning Outcomes The learner will	Assessment Criteria The learner can
1 Be able to prepare to carry out a range of small scale jobs within the fencing area	1.1 Describe the principles that underpin fencing work
	1.2 Describe the underpinning principles for a range of repair jobs
	1.3 Apply time study exercises to a range of repair jobs
	1.4 Describe the official guidelines and legislation to be observed when carrying out jobs
	1.5 Perform basic risk assessments
	1.6 Identify key legislation relating to ▪ manual handling ▪ use of work equipment ▪ control of hazardous substances ▪ handling of materials and equipment
2 Know the tools, materials and equipment for small scale jobs within the fencing area	2.1 Select appropriate tools and equipment to carry out small scale jobs
	2.2 Select the materials needed to carry out small scale jobs
3 Be able to calculate quantity and prices for carrying out a range of small scale jobs in the fencing area	3.1 Calculate the quantity of materials needed to carry out a range of small scale jobs
	3.2 Estimate the cost of carrying out a range of small scale jobs, including human resources
4 Be able to carry out small scale repair jobs	4.1 Carry out a range of small scale repair jobs to an industrial standard
	4.2 Carry out work in a safe and responsible manner

Indicative Content

Preparation

- General principles: types of fences including chain and post, close board, interwoven, lattice, post and rail, rustic, wattle hurdle, wire netting, gating to fences
- Underpinning principles of repair: digging post holes, filling with hardcore and compacted earth or concrete, fixing timber posts, fixing fencing panels, erecting close-board fence, maintaining gates, preserving new timber
- Time study exercises: break job down into elements, study job, plan standard job method, uncover problems, create solutions, analyse costs
- Guidelines and legislation: Acts of Parliament, Regulations, Codes of Practice, COSHH sheets, manufacturer's guidelines and advice – see assessment criterion1.6
- Risk assessment: identify hazards, decide who might be harmed and how, evaluate the risks and decide on precautions, record findings and implement them, review and update as necessary

Tools, equipment and materials

- Tools and equipment: shovel, trowel, tape measure, pliers, power drill, sledgehammer, claw hammer, spirit level, paint brush, saw, screwdriver
- Materials: renewable softwood fence panels, fence boards, fence posts and capping, hardcore cement, aggregate, water

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Quantities

- Materials: techniques to determine lengths, areas, volumes and material quantities, adjustments to quantities for cutting, waste and breakage
- Estimates of price: material costs, hire costs, labour costs, Value Added Tax (VAT)

Small-scale repair jobs

- Industrial standards: applicable to constructing and replacing feather-edged boards, posts and capping to fencing panels
- Working safely: comply with risk assessments and workshop safety policies, maintain a clean and tidy workspace, use appropriate Personal Protective Equipment, behave in a satisfactory manner

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Carry out Practical Operations in Garden Maintenance

Credit Value of Unit 5 | **GLH of Unit 50** | **Level of Unit 2**

Learning Outcomes The learner will	Assessment Criteria The learner can
1 Be able to prepare to carry out a range of small scale jobs within garden maintenance	1.1 Describe the principles that underpin garden maintenance
	1.2 Describe the underpinning principles for a range of repair jobs
	1.3 Apply time study exercises to a range of repair jobs
	1.4 Describe the official guidelines and legislation to be observed when carrying out jobs
	1.5 Perform basic risk assessments
	1.6 Identify key legislation relating to ▪ manual handling ▪ use of work equipment ▪ control of hazardous substances ▪ handling of materials and equipment
2 Know the tools, materials and equipment for small scale garden maintenance jobs	2.1 Select appropriate tools and equipment to carry out small scale jobs
	2.2 Select the materials needed to carry out small scale jobs
3 Be able to calculate quantity and prices for small scale jobs in garden maintenance	3.1 Calculate the quantity of materials needed to carry out a range of small scale jobs
	3.2 Estimate the cost of carrying out a range of small scale jobs, including human resources
4 Be able to carry out small scale repair jobs	4.1 Carry out a range of small scale jobs to an industrial standard
	4.2 Carry out work in a safe and responsible manner

Indicative Content

Preparation

- General principles: maintenance of patios, raised beds, terraces, steps, sheds and outhouses, including guttering and felt roofing
- Underpinning principles of repair: planned preventive maintenance, like-for-like replacement
- Time study exercises: break job down into elements, study job, plan standard job method, uncover problems, create solutions, analyse costs
- Guidelines and legislation: Acts of Parliament, Regulations, Codes of Practice, COSHH sheets, manufacturer's guidelines and advice – see assessment criterion 1.6
- Risk assessment: identify hazards, decide who might be harmed and how, evaluate the risks and decide on precautions, record findings and implement them, review and update as necessary

Tools, equipment and materials

- Tools and equipment: bolster chisel, club hammer, trowel, wire brush, shovel, stakes, tape measure, pliers, power drill, sledgehammer, claw hammer, spirit level, paint brush, saw, screwdriver
- Materials: brick, gravel, rock, stone, concrete, timber, bitumen, glass, putty, metals

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Quantities

- Materials: techniques to determine lengths, areas, volumes and material quantities, adjustments to quantities for cutting, waste and breakage
- Estimates of price: material costs, hire costs, label costs, Value Added Tax (VAT)

Small-scale repair jobs

- Industrial standards: applicable to replacing leading hinged edge to door of garden shed and rehanging same, and to replacing guttering to garden out-house
- Working safely: comply with risk assessments and workshop policies, maintain a clean and tidy workspace, use appropriate Personal Protective Equipment, behave in a satisfactory manner

Construction

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Carry out Practical Operations in Painting

Credit Value of Unit 5 | **GLH of Unit 50** | **Level of Unit 2**

Learning Outcomes The learner will	Assessment Criteria The learner can
1 Be able to prepare to carry out a range of small scale jobs within the painting area	1.1 Describe the principles that underpin painting work
	1.2 Describe the underpinning principles for a range of repair jobs
	1.3 Apply time study exercises to a range of repair jobs
	1.4 Describe the official guidelines and legislation to be observed when carrying out jobs
	1.5 Perform basic risk assessments
	1.6 Identify key legislation relating to ▪ manual handling ▪ use of work equipment ▪ control of hazardous substances ▪ handling of materials and equipment
2 Know the tools, materials and equipment for small scale jobs within the area	2.1 Select appropriate tools and equipment to carry out small scale jobs
	2.2 Select the materials needed to carry out small scale jobs
3 Be able to calculate quantity and prices for carrying out a range of small scale jobs in the painting area	3.1 Calculate the quantity of materials needed to carry out a range of small scale jobs
	3.2 Estimate the cost of carrying out a range of small scale jobs, including human resources
4 Be able to carry out small scale repair jobs	4.1 Carry out a range of small scale jobs to an industrial standard
	4.2 Carry out work in a safe and responsible manner

Indicative Content

Preparation

- General principles: stripping back existing paintwork; repairing, filling and preparing surfaces for painting; applying knotting (for timber), suitable primer, undercoat and topcoat; cleaning brushes
- Underpinning principles of repair: proper preparation, clean and dust-free surfaces, colour matching, adequate time for drying between coats, safe use of appropriate access equipment
- Time study exercises: break job down into elements, study job, plan standard job method, uncover problems, create solutions, analyse costs
- Guidelines and legislation: Acts of Parliament, Regulations, Codes of Practice, COSHH sheets, manufacturer's guidelines and advice – see assessment criterion 1.6
- Risk assessment: identify hazards, decide who might be harmed and how, evaluate the risks and decide on precautions, record findings and implement them, review and update as necessary

Tools, equipment and materials

- Tools and equipment: paint kettle, paint brushes, rollers and tray, paint pads, sponge, stripping knife, scraper, shavehook, putty knife, wire brush, wire brush, glass paper and block, ladders, stepladders, hop-ups
- Materials: primers, undercoats, topcoats (emulsion and gloss), white spirits, paint strippers, fillers

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Quantities

- Materials: techniques to determine lengths, areas, volumes and material quantities, adjustments to quantities for cutting, waste and breakage
- Estimates of price: material costs, hire costs, label costs, Value Added Tax (VAT)

Small-scale repair jobs

- Industrial standards: applicable to emulsion painting of textured wallpaper, burning off and repainting timber window sill and repairing and painting damaged sections of wall
- Working safely: comply with risk assessments and workshop policies, maintain a clean and tidy workspace, use appropriate Personal Protective Equipment, behave in a satisfactory manner

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Carry out Practical Operations in Plastering

Credit Value of Unit 5 | **GLH of Unit 50** | **Level of Unit 2**

Learning Outcomes The learner will	Assessment Criteria The learner can
1 Be able to prepare to carry out a range of small scale jobs within the plastering area	1.1 Describe the principles that underpin plastering work
	1.2 Describe the underpinning principles for a range of repair jobs
	1.3 Apply time study exercises to a range of repair jobs
	1.4 Describe the official guidelines and legislation to be observed when carrying out jobs
	1.5 Perform basic risk assessments
	1.6 Identify key legislation relating to ▪ manual handling ▪ use of work equipment ▪ control of hazardous substances ▪ handling of materials and equipment
2 Know the tools, materials and equipment for small scale jobs within the plastering area	2.1 Select appropriate tools and equipment to carry out small scale jobs
	2.2 Select the materials needed to carry out small scale jobs
3 Be able to calculate quantity and prices for carrying out a range of small scale jobs in the plastering area	3.1 Calculate the quantity of materials needed to carry out a range of small scale jobs
	3.2 Estimate the cost of carrying out a range of small scale jobs, including human resources
4 Be able to carry out small scale repair jobs	4.1 Carry out a range of small scale jobs to an industrial standard
	4.2 Carry out work in a safe and responsible manner

Indicative Content

Preparation

- General principles: walls and ceilings, interior and exterior plastering, rendering, one-coat and two-coat plastering, lath and plaster, decorative mouldings
- Underpinning principles of repair: patching one-coat, two-coat and lath and plaster walls; skimming a wall, Artexing, fixing plaster mouldings, materials and techniques on a like-for-like basis
- Time study exercises: break job down into elements, study job, plan standard job method, uncover problems, create solutions, analyse costs
- Guidelines and legislation: Acts of Parliament, Regulations, Code of Practice, COSHH sheets, manufacturer's guidelines and advice – see assessment criterion 1.6
- Risk assessment: identify hazards, decide who might be harmed and how, evaluate the risks and decide on precautions, record findings and implement them, review and update as necessary

Tools, equipment and materials

- Tools and equipment: straight edge, level, tape measure, steel tape, square, hand board, trowels, hawk, float, utility knife, hammer, brushes, sponges
- Materials: sand / lime / cement, browning, bonding, finish plaster, angle bead, nails

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Quantities

- Materials: techniques to determine lengths, areas, volumes and material quantities, adjustments to quantities for cutting, waste and breakage
- Estimates of price: material costs, hire costs, label costs, Value Added Tax (VAT)

Small-scale repair jobs

- Industrial standards: applicable to patching plaster walls, Artexing walls and fixing decorative mouldings
- Working safely: comply with risk assessments and workshop policies, maintain a clean and tidy workspace, use appropriate Personal Protective Equipment, behave in a satisfactory manner

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Carry out Practical Operations in Dry Lining

Credit Value of Unit 5 | **GLH of Unit 50** | **Level of Unit 2**

Learning Outcomes The learner will	Assessment Criteria The learner can
1 Be able to prepare to carry out a range of small scale jobs within the dry lining area	1.1 Describe the principles that underpin dry lining work
	1.2 Describe the underpinning principles for a range of repair jobs
	1.3 Apply time study exercises to a range of repair jobs
	1.4 Describe the official guidelines and legislation to be observed when carrying out jobs
	1.5 Perform basic risk assessments
	1.6 Identify key legislation relating to ▪ manual handling ▪ use of work equipment ▪ control of hazardous substances ▪ handling of materials and equipment
2 Know the tools, materials and equipment for small scale jobs within the dry lining area	2.1 Select appropriate tools and equipment to carry out small scale jobs
	2.2 Select the materials needed to carry out small scale jobs
3 Be able to calculate quantity and prices for carrying out a range of small scale jobs in the dry lining area	3.1 Calculate the quantity of materials needed to carry out a range of small scale jobs
	3.2 Estimate the cost of carrying out a range of small scale jobs, including human resources
4 Be able to carry out small scale repair jobs	4.1 Carry out a range of small scale jobs to an industrial standard
	4.2 Carry out work in a safe and responsible manner

Indicative Content

Preparation

- General principles: square, tapered and bevelled edge boards; fixed to timber backing by 'lost head' or clout nails, adhesive or 'dot and dab' techniques; taping and skimming
- Underpinning principles of repair: patching or replacing damaged plasterboard (including taping and skimming as necessary), forming dry-lined corners to new openings
- Time study exercises: break job down into elements, study job, plan standard job method, uncover problems, create solutions, analyse costs
- Guidelines and legislation: Acts of Parliament, Regulations, Codes of Practice, COSHH sheets, manufacturer's guidelines and advice – see assessment criterion 1.6
- Risk assessment: identify hazards, decide who might be harmed and how, evaluate the risks and decide on precautions, record findings and implement them, review and update as necessary

Tools, equipment and materials

- Tools and equipment: board hammer, board knife, straight edge, feather edge, board lifter, level tape measure, steel tape, square, hard board, trowels, brushes, sponges
- Materials: plasterboard, dry wall adhesive, bonding plaster, dry wall screws, clout nails, joint filler, scrim tape, PVA bonding, Thistle board finish plaster

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Quantities

- Materials: techniques to determine lengths, areas, volumes and material quantities, adjustments to quantities for cutting, waste and breakage
- Estimates of price: material costs, hire costs, label costs, Value Added Tax (VAT)

Small-scale repair jobs

- Industrial standards: applicable to replacing damaged sections of dry lining and forming plasterboard corners to new openings in dry lining
- Working safely: comply with risk assessments and workshop policies, maintain a clean and tidy workspace, use appropriate Personal Protective Equipment, behave in a satisfactory manner

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Carry out Practical Operations in Wall Tiling

Credit Value of Unit 5 | **GLH of Unit 50** | **Level of Unit 2**

Learning Outcomes The learner will	Assessment Criteria The learner can
1 Be able to prepare to carry out a range of small scale jobs within the wall tiling area	1.1 Describe the principles that underpin wall tiling work
	1.2 Describe the underpinning principles for a range of repair jobs
	1.3 Apply time study exercises to a range of repair jobs
	1.4 Describe the official guidelines and legislation to be observed when carrying out jobs
	1.5 Perform basic risk assessments
	1.6 Identify key legislation relating to ▪ manual handling ▪ use of work equipment ▪ control of hazardous substances ▪ handling of materials and equipment
2 Know the tools, materials and equipment for small scale jobs within the wall tiling area	2.1 Select appropriate tools and equipment to carry out small scale jobs
	2.2 Select the materials needed to carry out small scale jobs
3 Be able to calculate quantity and prices for carrying out a range of small scale jobs in the wall tiling area	3.1 Calculate the quantity of materials needed to carry out a range of small scale jobs
	3.2 Estimate the cost of carrying out a range of small scale jobs, including human resources
4 Be able to carry out small scale repair jobs	4.1 Carry out a range of small scale jobs to an industrial standard
	4.2 Carry out work in a safe and responsible manner

Indicative Content

Preparation

- General principles: preparation of surface, levelling of surface (no bumps, hollows, irregularities or uneven surface), maximum weight loading, use of appropriate adhesive, cutting to shape, drilling tiles, fixed plumb and level, grouting
- Underpinning principles of repair: matching colour, texture design and techniques on a like-to-like basis, compatible adhesive and grout, care to be taken when working around electrical fittings
- Time study exercises: break job down into elements, study job, plan standard job method, uncover problems, create solutions, analyse costs
- Guidelines and legislation: Acts of Parliament, Regulations, Codes of Practice, COSHH sheets, manufacturer's guidelines and advice – see assessment criterion 1.6
- Risk assessment: identify hazards, decide who might be harmed and how, evaluate the risks and decide on precautions, record findings and implement them, review and update as necessary

Tools, equipment and materials

- Tools and equipment: tape measure, spirit level, scraper, tile cutter, tile drill, pliers, pincers, adhesive spreader, grout tool, sponge, paddle mixer
- Materials: abrasive paper, filler, battens, surface primer, sealers, ceramic wall tiles, wall adhesives, grout

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Quantities

- Materials: techniques to determine lengths, areas, volumes and material quantities, adjustments to quantities for cutting, waste and breakage
- Estimates of price: material costs, hire costs, label costs, Value Added Tax (VAT)

Small-scale repair jobs

- Industrial standards: applicable to forming splash back to a wash hand basin, tiling around an electrical socket and around a new shower fitting over a bath
- Working safely: comply with risk assessments and workshop policies, maintain a clean and tidy workspace, use appropriate Personal Protective Equipment, behave in a satisfactory manner

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Carry out Practical Operations in Carpentry

Credit Value of Unit 5 | **GLH of Unit 50** | **Level of Unit 2**

Learning Outcomes The learner will	Assessment Criteria The learner can
1 Be able to prepare to carry out a range of small scale jobs within the carpentry area	1.1 Describe the principles that underpin carpentry work
	1.2 Describe the underpinning principles for a range of repair jobs
	1.3 Apply time study exercises to a range of repair jobs
	1.4 Describe the official guidelines and legislation to be observed when carrying out jobs
	1.5 Perform basic risk assessments
	1.6 Identify key legislation relating to ▪ manual handling ▪ use of work equipment ▪ control of hazardous substances ▪ handling of materials and equipment
2 Know the tools, materials and equipment for small scale jobs within the carpentry area	2.1 Select appropriate tools and equipment to carry out small scale jobs
	2.2 Select the materials needed to carry out small scale jobs
3 Be able to calculate quantity and prices for carrying out a range of small scale jobs in the carpentry area	3.1 Calculate the quantity of materials needed to carry out a range of small scale jobs
	3.2 Estimate the cost of carrying out a range of small scale jobs, including human resources
4 Be able to carry out small scale repair jobs	4.1 Carry out a range of small scale jobs to an industrial standard
	4.2 Carry out work in a safe and responsible manner

Indicative Content

Preparation

- General principles: use of hand and power tools, repair / refurbishment of windows and sills; fixing, removing and replacing skirting and architraves; door hanging and fitting / replacing door furniture
- Underpinning principles of repair: removal of timber suffering from physical damage, insect attack and fungal attack; replacement by materials on a like-to-like basis; preservation of all new timber
- Time study exercises: break job down into elements, study job, plan standard job method, uncover problems, create solutions, analyse costs
- Guidelines and legislation: Acts of Parliament, Regulations, Codes of Practice, COSHH sheets, manufacturer's guidelines and advice – see assessment criterion 1.6
- Risk assessment: identify hazards, decide who might be harmed and how, evaluate the risks and decide on precautions, record findings and implement them, review and update as necessary

Tools, equipment and materials

- Tools and equipment: pencil, steel rule, combination / tri-square, marking / mortice gauge; sliding bevel, wooden mallet, claw hammer, mortice / bevel-edged chisel, tenon / panel saw, jack plane, drill, bradawl, screwdrivers, bench holdfast, putty knife
- Materials: renewable softwoods, beading, nails, panel pins, woodscrews, wood filler, polyvinyl acetate glue, abrasive paper, putty

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Quantities

- Materials: techniques to determine lengths, areas, volumes and material quantities, adjustments to quantities for cutting, waste and breakage
- Estimates of price: material costs, hire costs, label costs, Value Added Tax (VAT)

Small-scale repair jobs

- Industrial standards: applicable to replacing components of external door frames, fitting a new mortice lock to an external door and replacing glass in door panels
- Working safely: comply with risk assessments and workshop policies, maintain a clean and tidy workspace, use appropriate Personal Protective Equipment, behave in a satisfactory manner

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Carry out Practical Operations in Bricklaying

Credit Value of Unit 5 | **GLH of Unit 50** | **Level of Unit 2**

Learning Outcomes The learner will	Assessment Criteria The learner can
1 Be able to prepare to carry out a range of small scale jobs within the bricklaying area	1.1 Describe the principles that underpin bricklaying work
	1.2 Describe the underpinning principles for a range of repair jobs
	1.3 Apply time study exercises to a range of repair jobs
	1.4 Describe the official guidelines and legislation to be observed when carrying out jobs
	1.5 Perform basic risk assessments
	1.6 Identify key legislation relating to ▪ manual handling ▪ use of work equipment ▪ control of hazardous substances ▪ handling of materials and equipment
2 Know the tools, materials and equipment for small scale jobs within the bricklaying area	2.1 Select appropriate tools and equipment to carry out small scale jobs
	2.2 Select the materials needed to carry out small scale jobs
3 Be able to calculate quantity and prices for carrying out a range of small scale jobs in the bricklaying area	3.1 Calculate the quantity of materials needed to carry out a range of small scale jobs
	3.2 Estimate the cost of carrying out a range of small scale jobs, including human resources
4 Be able to carry out small scale repair jobs	4.1 Carry out a range of small scale jobs to an industrial standard
	4.2 Carry out work in a safe and responsible manner

Indicative Content

Preparation

- General principles: internal walls, external walls, garden walls; solid and cavity walling; brickwork to be plumb, level and gauge; various forms of bonding (English bond, Flemish bond, stretcher bond); pointing and jointing techniques; making regular holes in brickwork and making good
- Underpinning principles of repair: maintaining structural integrity during and after repair, maintaining water-tightness, replacement on a like-for-like basis
- Time study exercises: break job down into elements, study job, plan standard job method, uncover problems, create solutions, analyse costs
- Guidelines and legislation: Acts of Parliament, Regulations, Codes of Practice, COSHH sheets, manufacturer's guidelines and advice – see assessment criterion 1.6
- Risk assessment: identify hazards, decide who might be harmed and how, evaluate the risks and decide on precautions, record findings and implement them, review and update as necessary

Tools, equipment and materials

- Tools and equipment: walling trowel, pointing trowel, jointing iron, spirit level, builders line and pins, club hammer, bolster chisel, brick hammer
- Materials: common bricks, facing bricks, engineering bricks, solid blocks, insulation blocks, sand, cement, lime, water

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Quantities

- Materials: techniques to determine lengths, areas, volumes and material quantities, adjustments to quantities for cutting, waste and breakage
- Estimates of price: material costs, hire costs, label costs, Value Added Tax (VAT)

Small-scale repair jobs

- Industrial standards: applicable to repointing and re-jointing external brick wall, replacing weathered bricks and cutting a hole for a soil and vent pipe and making good
- Working safely: comply with risk assessments and workshop policies, maintain a clean and tidy workspace, use appropriate Personal Protective Equipment, behave in a satisfactory manner

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Carry out Practical Operations in Wallpapering

Credit Value of Unit 5 | **GLH of Unit 50** | **Level of Unit 2**

Learning Outcomes The learner will	Assessment Criteria The learner can
1 Be able to prepare to carry out a range of small scale jobs within the wallpapering area	1.1 Describe the principles that underpin wallpapering work
	1.2 Describe the underpinning principles for a range of repair jobs
	1.3 Apply time study exercises to a range of repair jobs
	1.4 Describe the official guidelines and legislation to be observed when carrying out jobs
	1.5 Perform basic risk assessments
	1.6 Identify key legislation relating to ▪ manual handling ▪ use of work equipment ▪ control of hazardous substances ▪ handling of materials and equipment
2 Know the tools, materials and equipment for small scale jobs within the wallpapering area	2.1 Select appropriate tools and equipment to carry out small scale jobs
	2.2 Select the materials needed to carry out small scale jobs
3 Be able to calculate quantity and prices for carrying out a range of small scale jobs in the wallpapering area	3.1 Calculate the quantity of materials needed to carry out a range of small scale jobs
	3.2 Estimate the cost of carrying out a range of small scale jobs, including human resources
4 Be able to carry out small scale repair jobs	4.1 Carry out a range of small scale jobs to an industrial standard
	4.2 Carry out work in a safe and responsible manner

Indicative Content

Preparation

- General principles: preparing surfaces (making good, sealing, sizing); measuring and cutting wallpaper; mixing and applying wallpaper paste; hanging wallpaper to vertical walls around corners and openings, safe use of access equipment
- Underpinning principles of repair: proper preparation of all surfaces, matching of patterns and textures, close observation of manufacturer's instructions and COSHH sheets
- Time study exercises: break job down into elements, study job, plan standard job method, uncover problems, create solutions, analyse costs
- Guidelines and legislation: Acts of Parliament, Regulations, Codes of Practice, COSHH sheets, manufacturer's guidelines and advice – see assessment criterion 1.6
- Risk assessment: identify hazards, decide who might be harmed and how, evaluate the risks and decide on precautions, record findings and implement them, review and update as necessary

Tools, equipment and materials

- Tools and equipment: paper-hanging brush, paste brush, paste table, plumb line, edge roller, tape measure, paper-hanging shears
- Materials: wallpaper paste (powder-based and ready-mixed), size, lining paper, simplex and duplex papers, textured and embossed papers, straight-pattern and drop-pattern papers

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Quantities

- Materials: techniques to determine lengths, areas, volumes and material quantities, adjustments to quantities for cutting, waste and breakage
- Estimates of price: material costs, hire costs, label costs, Value Added Tax (VAT)

Small-scale repair jobs

- Industrial standards: applicable to applying lining paper, patterned wall paper and borders
- Working safely: comply with risk assessments and workshop policies, maintain a clean and tidy workspace, use appropriate Personal Protective Equipment, behave in a satisfactory manner

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Carry out Practical Operations in Flooring and Floor Covering

Credit Value of Unit 5 | **GLH of Unit 50** | **Level of Unit 2**

Learning Outcomes The learner will	Assessment Criteria The learner can
1 Be able to prepare to carry out a range of small scale jobs within the flooring and floor covering area	1.1 Describe the principles that underpin flooring and floor covering work
	1.2 Describe the underpinning principles for a range of repair jobs
	1.3 Apply time study exercises to a range of repair jobs
	1.4 Describe the official guidelines and legislation to be observed when carrying out jobs
	1.5 Perform basic risk assessments
	1.6 Identify key legislation relating to ▪ manual handling ▪ use of work equipment ▪ control of hazardous substances ▪ handling of materials and equipment
2 Know the tools, materials and equipment for small scale jobs within the flooring and floor covering area	2.1 Select appropriate tools and equipment to carry out small scale jobs
	2.2 Select the materials needed to carry out small scale jobs
3 Be able to calculate quantity and prices for carrying out a range of small scale jobs in the flooring and floor covering area	3.1 Calculate the quantity of materials needed to carry out a range of small scale jobs
	3.2 Estimate the cost of carrying out a range of small scale jobs, including human resources
4 Be able to carry out small scale repair jobs	4.1 Carry out a range of small scale jobs to an industrial standard
	4.2 Carry out work in a safe and responsible manner

Indicative Content

Preparation

- General principles: damp proof membranes / courses, solid concrete floors, suspended timber floors, flooring materials (carpets, vinyl sheets, laminated timber, cork)
- Underpinning principles of repair: removing and fixing loose floorboards, curing squeaky floorboards, curing weakened or twisted joists, filling gaps with papier mache and / or wood strips, covering floor with hardboard or chipboard, replacing a skirting board section, repairing / smoothing a concrete floor, resurfacing an uneven floor, lifting and replacing damaged flooring materials
- Time study exercises: break job down into elements, study job, plan standard job method, uncover problems, create solutions, analyse costs
- Guidelines and legislation: Acts of Parliament, Regulations, Codes of Practice, COSHH sheets, manufacturer's guidelines and advice – see assessment criterion 1.6
- Risk assessment: identify hazards, decide who might be harmed and how, evaluate the risks and decide on precautions, record findings and implement them, review and update as necessary

Tools, equipment and materials

- Tools and equipment: pencil, steel rule, club hammer, tenon / panel saw, jack plane, drill, bradawl, screwdrivers, thin-bladed knife; drill and twist drill bits; jigsaw; bolster chisel, circular saw (or panel saw or flooring saw), trowel, wire brush

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- Materials: plastic damp proof courses / membranes, cement, sand, PVA bonding agent, gravel, timber tongue and groove floorboards, floorboard nails, wood screws, carpets, vinyl sheets, laminated timber, cork flooring

Quantities

- Materials: techniques to determine lengths, areas, volumes and material quantities, adjustments to quantities for cutting, waste and breakage
- Estimates of price: material costs, hire costs, label costs, Value Added Tax (VAT)

Small-scale repair jobs

- Industrial standards: applicable to forming a maintenance access hatch in a wooden floor, replacing boards to fill holes in a timber floor and replacing underlay and carpet
- Working safely: comply with risk assessments and workshop policies, maintain a clean and tidy workspace, use appropriate Personal Protective Equipment, behave in a satisfactory manner

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Building Services

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Carry out Practical Operations in Plumbing Maintenance

Credit Value of Unit 5 | **GLH of Unit 50** | **Level of Unit 2**

Learning Outcomes The learner will	Assessment Criteria The learner can
1 Be able to prepare to carry out a range of small scale jobs within the plumbing maintenance area	1.1 Describe the principles that underpin plumbing maintenance work
	1.2 Describe the underpinning principles for a range of repair jobs
	1.3 Apply time study exercises to a range of repair jobs
	1.4 Describe the official guidelines and legislation to be observed when carrying out jobs
	1.5 Perform basic risk assessments
	1.6 Identify key legislation relating to ▪ manual handling ▪ use of work equipment ▪ control of hazardous substances ▪ handling of materials and equipment
2 Know the tools, materials and equipment for small scale jobs within the plumbing maintenance area	2.1 Select appropriate tools and equipment to carry out small scale jobs
	2.2 Select the materials needed to carry out small scale jobs
3 Be able to calculate quantity and prices for carrying out a range of small scale jobs in the plumbing maintenance area	3.1 Calculate the quantity of materials needed to carry out a range of small scale jobs
	3.2 Estimate the cost of carrying out a range of small scale jobs, including human resources
4 Be able to carry out small scale repair jobs	4.1 Carry out a range of small scale jobs to an industrial standard
	4.2 Carry out work in a safe and responsible manner

Indicative Content

Preparation

- General principles: measuring and marking out, forming basic pipe joints, installing pipework systems; maintenance of taps, waste traps and cold water cisterns
- Underpinning principles of repair: watertight joints, all bends to be right-angles, horizontal or vertical pipe runs securely clipped to surface, work area to be tidied after completion
- Time study exercises: break job down into elements, study job, plan standard job method, uncover problems, create solutions, analyse costs
- Guidelines and legislation: Acts of Parliament, Regulations, Codes of Practice, COSHH sheets, manufacturer's guidelines and advice – see assessment criterion 1.6
- Risk assessment: identify hazards, decide who might be harmed and how, evaluate the risks and decide on precautions, record findings and implement them, review and update as necessary

Tools, equipment and materials

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

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Quantities

- Materials: techniques to determine lengths, areas, volumes and material quantities, adjustments to quantities for cutting, waste and breakage
- Estimates of price: material costs, hire costs, label costs, Value Added Tax (VAT)

Small-scale repair jobs

- Industrial standards: applicable to replacing tap washers, unblocking waste traps, constructing a test rig and replacing the diaphragm and ball valve of a cold water cistern
- Working safely: comply with risk assessments and workshop policies, maintain a clean and tidy workspace, use appropriate Personal Protective Equipment, behave in a satisfactory manner

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Summary Record of Achievement
Level 2 Diploma in Maintenance Operations

Learner Name _____

Unit Title	Level	Credit Value	Date completed	Assessor Signature	Internal Verifier Signature (if sampled)
Principles of Health and Safety	Level 2	6			
Introduction to Self-employment	Level 2	2			
Carry out Practical Operations in Bricklaying	Level 2	5			
Carry out Practical Operations in Carpentry	Level 2	5			
Carry out Practical Operations in Dry Lining	Level 2	5			
Carry out Practical Operations in Fencing	Level 2	5			
Carry out Practical Operations in Flooring and Floor Covering	Level 2	5			
Carry out Practical Operations in Garden Maintenance	Level 2	5			
Carry out Practical Operations in Painting	Level 2	5			
Carry out Practical Operations in Paths, Pavings and Kerbs	Level 2	5			
Carry out Practical Operations in Plastering	Level 2	5			
Carry out Practical Operations in Plumbing Maintenance	Level 2	5			
Carry out Practical Operations in Wall Tiling	Level 2	5			
Carry out Practical Operations in Wallpapering	Level 2	5			

Minimum Credit Value of Qualification _____

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

Introduction to Self-Employment

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

Learner Declaration of Authenticity

I confirm that:

- the work I have submitted is my own;
- I have not copied another person's work or presented someone else's work as my own;
- I have said where I have used information, ideas or content from other sources, including AI tools, where required;
- I understand that if the work is not my own, this may be treated as malpractice and could affect my assessment result.

By signing below, I confirm that I understand and agree with this declaration.

Learner Signature _____ **Date** _____

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

Assessor Signature _____ Date _____

Internal Verifier (if sampled)_____ Date _____

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