# ProQual Level 3 NVQ Diploma in Interior Systems (Construction)

## Qualification Specification

# Contents

## Introduction

The Level 3 NVQ Diploma in Interior Systems provides a nationally recognised qualification for those working in the construction and the built environment sector working across a broad range of areas. It is designed to assess occupational competence in the workplace where candidates are required to demonstrate skills and knowledge to a level required in the construction industry.

The awarding body for this qualification is ProQual Awarding Body (www.proqualab.com) and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual).

The qualification has been accredited onto the Regulated Qualifications Framework (RQF) and is published on Ofqual's Register of Qualifications.

It is also endorsed by the sector body for construction - CITB.

## Qualification Profile

| | |
|---|---|
| Qualification title | **ProQual Level 3 NVQ Diploma in Interior Systems (Construction)** |
| Ofqual qualification number | **610/4133/6** |
| Level | 3 |
| Total qualification time | 790-850 Hours |
| Guided learning hours | 424 Hours |
| Assessment | Pass or fail<br>Internally assessed and verified by centre staff<br>External quality assurance by ProQual verifiers |
| Qualification start date | 07/05/2024 |
| Qualification end date | |

## Entry Requirements

There are no formal entry requirements for this qualification.

Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

# Qualification Structure

Candidates must complete all of the mandatory units within one of the pathways. There are three pathways in this qualification:

| Pathway | Minimum TQT |
|---|---|
| Pathway 1: Complex Suspended Ceiling Systems | 790 |
| Pathway 2: Stretched Ceiling Fixing | 790 |
| Pathway 3: Service Operable Partition Walls | 850 |

| Pathway One: Complex Suspended Ceiling Systems | | | | |
|---|---|---|---|---|
| **Mandatory Units** | | | | |
| **Unit Reference Number** | **Unit Title** | **Unit Level** | **GLH** | *CITB Ref No* |
| A/503/2772 | Confirming Work Activities and Resources for an Occupational Work Area in the Workplace | 3 | 43 | 209v2 |
| T/618/8495 | Developing and Maintaining Good Occupational Working Relationships in the Workplace | 3 | 37 | 210v3 |
| R/503/2924 | Confirming the Occupational Method of Work in the Workplace | 3 | 47 | 211v2 |
| R/651/1335 | Co-ordinating and Confirming the Dimensional Control Requirements in the Workplace | 3 | 40 | 218v3 |
| M/508/6537 | Conforming to General Health, Safety and Welfare in the Workplace | 1 | 17 | 641v1 |
| Y/651/1337 | Installing Complex Suspended Ceiling Systems in the Workplace<br><br>*This unit has the following endorsement requirements:*<br>*Install* **four** *of the following:*<br>• *Curved Ceilings*<br>• *Sloping Ceilings*<br>• *Floating Ceilings/Canopies*<br>• *Complex Ceiling Voids*<br>• *Plasterboard Margin Interfaces*<br>• *Rafts and/or Baffles Acoustic Sections* | 3 | 240 | 571v3 |

| Pathway Two: Stretched Ceiling Fixing | | | | |
|---|---|---|---|---|
| **Mandatory Units** | | | | |
| **Unit Reference Number** | **Unit Title** | **Unit Level** | **GLH** | *CITB Ref. No* |
| A/503/2772 | Confirming Work Activities and Resources for an Occupational Work Area in the Workplace | 3 | 43 | 209v2 |
| T/618/8495 | Developing and Maintaining Good Occupational Working Relationships in the Workplace | 3 | 37 | 210v3 |
| R/503/2924 | Confirming the Occupational Method of Work in the Workplace | 3 | 47 | 211v2 |
| R/651/1335 | Co-ordinating and Confirming the Dimensional Control Requirements in the Workplace | 3 | 40 | 218v3 |
| M/508/6537 | Conforming to General Health, Safety and Welfare in the Workplace | 1 | 17 | 641v1 |
| A/651/1338 | Installing Stretched Ceilings in the Workplace | 3 | 240 | 783v2 |

| Pathway Three: Service Operable Partition Walls | | | | |
|---|---|---|---|---|
| **Mandatory Units** | | | | |
| **Unit Reference Number** | **Unit Title** | **Unit Level** | **GLH** | *CITB Ref. No* |
| A/503/2772 | Confirming Work Activities and Resources for an Occupational Work Area in the Workplace | 3 | 43 | 209v2 |
| T/618/8495 | Developing and Maintaining Good Occupational Working Relationships in the Workplace | 3 | 37 | 210v3 |
| R/503/2924 | Confirming the Occupational Method of Work in the Workplace | 3 | 47 | 211v2 |
| T/651/1336 | Co-ordinating and Organising Work Operations in the Workplace | 3 | 60 | 213v3 |
| M/508/6537 | Conforming to General Health, Safety and Welfare in the Workplace | 1 | 17 | 641v2 |
| D/651/1339 | Servicing, Maintaining and Repairing Operable Partition Wall Systems in the Workplace<br><br>*This unit has the following endorsement requirements:* **Two** *of the following:*<br>• *Sliding and/or Folding Wall*<br>• *Operable Wall*<br>• *Non-Acoustic Glass Wall*<br>• *Vertically Rising Wall*<br>• *Accordion Wall* | 3 | 220 | 820v1 |

# Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

**Staff**
Staff delivering this qualification must be appropriately qualified and/or occupationally competent.

**Assessors/Internal Quality Assurance**
Assessors for each unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Assessors and internal quality assurance verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or internal quality assurance qualifications.

# Support for Candidates

Materials produced by centres to support candidates should:

- Enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- Provide information on where ProQual's policies and procedures can be viewed;
- Provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

## Assessment

This qualification is competence-based, candidates must demonstrate the level of competence described in the units. Assessment is the process of measuring a candidate's skill, knowledge and understanding against the standards set in the qualification.

This qualification must be internally assessed by an appropriately experienced and qualified assessor.

Each candidate is required to produce a portfolio of evidence which demonstrates their achievement of all the learning outcomes and assessment criteria for each unit.

Evidence can include:

- Observation report by assessor
- Assignments/projects/reports
- Professional discussion
- Witness testimony
- Candidate product
- Worksheets
- Record of oral and written questioning
- Recognition of Prior Learning

**Learning outcomes** set out what a candidate is expected to know, understand or be able to do.

**Assessment criteria** specify the standard a candidate must meet to show the learning outcome has been achieved.

Learning outcomes and assessment criteria can be found from page 10.

**Additional information** for assessment and requirements for unit **endorsements** where relevant is included after all of the learning outcomes and assessment criteria for each unit.

**This qualification must be assessed in a work environment. Simulation is not allowed for this qualification.**

## Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

## Adjustments to Assessments

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

## Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

# Certification

Candidates who achieve the requirements for this qualification will be awarded:

- A certificate listing all units achieved, and
- A certificate giving the full qualification title -

**ProQual Level 3 NVQ Diploma in Interior Systems (Construction)**

**Claiming certificates**

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the qualification. All certificates will be issued to the centre for successful candidates.

**Unit certificates**

If a candidate does not achieve all of the units required for a qualification, the centre may claim a unit certificate for the candidate which will list all of the units achieved.

**Replacement certificates**

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated.  Refer to the Fee Schedule for details of charges for replacement.

# Units – Learning Outcomes and Assessment Criteria

| Title: | Confirming Work Activities and Resources for an Occupational Work Area in the Workplace |
|---|---|
| Unit Number: | A/503/2772 |

| Learning Outcomes<br>*The learner will be able to:* | | Assessment Criteria<br>*The learner can:* | |
|---|---|---|---|
| 1 | Identify work activities, assess required resources and plan the sequence of work. | 1.1 | Identify work activities, assess required resources and plan the sequence of work. |
| | | 1.2 | Identify work activities and formulate a plan for their own sequence of work. |
| | | 1.3 | Explain the types of work relative to the occupational area and how to identify different work activities. |
| | | 1.4 | Explain methods of assessing the resources needed from a range of available information. |
| | | 1.5 | Explain the required information and the different methods used to prepare a work programme relative to the occupational area. |
| 2 | Obtain clarification and advice where the resources required are not available. | 2.1 | Seek advice and clarity from appropriate sources on resources available and the alternatives that can be used for the work when required resources are not available. |
| | | 2.2 | Explain the different sources and methods that can be used to obtain clarification and advice when the required resources are not available. |
| 3 | Evaluate the work activities and the requirements of any significant external factors against the project requirements. | 3.1 | Assess progress of work against project requirements, taking into account external factors relating to:<br><br>• Other occupations and /or customers.<br>• Resources.<br>• Weather conditions.<br>• Health and safety requirements. |
| | | 3.2 | Explain different methods of evaluating work activities against the following project requirements:<br><br>• Contract conditions.<br>• Contract programme.<br>• Health and safety requirements of operatives. |

| 3 | *Cont.* | 3.3 | Evaluate the requirements of significant external factors that could affect the progress of work, in relation to: |

- Other related programmes.
- Special working conditions.
- Weather conditions.
- Other occupations/people.
- Resources.
- Health and safety requirements.

| 4 | Identify work activities which influence each other and make the best use of the resources available. | 4.1 | Determine work activities that have an influence on each other. |

4.2 Evaluate which work activities make the best use of available resources in relation to:

- Occupations and/or customers associated with the work.
- Tools, plant and/or ancillary equipment.
- Materials and components.

4.3 Explain different methods and sources that can identify which work activities influence each other.

4.4 Describe how to determine the sequence of work activities and how long each work activity will take.

4.5 Describe what zero and low carbon requirements are.

4.6 Explain how work activities and different ways of using resources can impact on zero and low carbon requirements, and make a positive contribution to the environment.

| 5 | Identify changed circumstances that require alterations to the work programme and justify them to decision makers. | 5.1 | Evaluate project progress against the work programme to identify any changed circumstances. |

5.2 Inform line management and/or customers on the type and extent of any required changes to the work programme.

5.3 Explain how to identify possible alterations to the work programme to meet changed circumstances relating to action lists, method statements, duration, schedules and/or occupation specific requirements.

5.4 Explain how to assess contractual/work effects resulting from alterations to the work programme.

| 5 | *Cont.* | 5.5 | Explain the methods used to justify to decision makers on the effects resulting from alterations to the work programme. |

| **Title:** | Confirming Work Activities and Resources for an Occupational Work Area in the Workplace |
|---|---|
| **Additional information about this unit** | |

| Assessment Guidance | This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. |
|---|---|
| | Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. |
| | Workplace evidence of skills cannot be simulated. |
| Subject Sector Area | 05.2 Building and Construction |
| Availability for Use | Shared Unit |
| Unit Guided Learning Hours | 33 |
| Assessment Hours | 10 |

| Title: | Developing and Maintaining Good Occupational Working Relationships in the Workplace |
|---|---|
| Unit Number: | T/618/8495 |

| Learning Outcomes<br>*The learner will be able to:* | | Assessment Criteria<br>*The learner can:* | |
|---|---|---|---|
| 1 | Develop, maintain and encourage working relationships to promote good will and trust. | 1.1 | Give appropriate advice and information to relevant people about the occupational work activities and/or associated occupations involved. |
| | | 1.2 | Apply the principles of equality and diversity by considering the needs of individuals when working and communicating with others. |
| | | 1.3 | Explain the methods and techniques used and personal attributes required to encourage and maintain working relationships that promote goodwill and trust with relevant people. |
| | | 1.4 | Explain the principles of equality and diversity and how to apply them when working and communicating with others. |
| 2 | Inform relevant people about work activities in an appropriate level of detail, with the appropriate level of urgency. | 2.1 | Communicate on the following work activity information to relevant people following organisational procedures:<br><br>• Appropriate timescales.<br>• Health and safety requirements.<br>• Co-ordination of work procedures. |
| | | 2.2 | Explain the different methods and techniques used to inform relevant people about work activities. |
| | | 2.3 | Explain the effects of not informing relevant people with the expected level of urgency. |
| | | 2.4 | Explain the different types of work activity related information and to what level of detail the following people would expect to receive:<br><br>• Colleagues.<br>• Employers.<br>• Customers.<br>• Contractors.<br>• Suppliers of products and services.<br>• Other people affected by the work/project. |

| 3 | Offer advice and help to relevant people about work activities and encourage questions/requests for clarification and comments. | 3.1 | Give appropriate advice and information to relevant people about the different methods of carrying out occupational work activities to achieve the required outcome. |
| | | 3.2 | Explain the techniques of encouraging questions and/or requests for clarification and comments. |
| | | 3.3 | Explain the different ways of offering advice and help to different people about work activities, in relation to: |

- Progress.
- Results.
- Achievements.
- Occupational problems.
- Occupational opportunities.
- Health and safety requirements.
- Co-ordinated work.

| 4 | Clarify proposals with relevant people and discuss alternative suggestions. | 4.1 | Engage regular discussions with relevant people about the occupational work activity and/or other occupations involved. |
| | | 4.2 | Explain the methods of clarifying alternative proposals with relevant people. |
| | | 4.3 | Explain the methods of suggesting alternative proposals. |
| 5 | Resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect. | 5.1 | Examine and agree the work activities that satisfy all people involved and will meet the required outcome of the proposed method of work. |
| | | 5.2 | Explain the methods and techniques used to resolve differences of opinion in ways which minimise offence and maintain goodwill, trust and respect. |

| **Title:** | Developing and Maintaining Good Occupational Working Relationships in the Workplace |
|---|---|

| **Additional information about this unit** | |
|---|---|

| Assessment Guidance | This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. |
|---|---|
| | Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. |
| | Workplace evidence of skills cannot be simulated. |
| Subject Sector Area | 05.2 Building and Construction |
| Availability for Use | Shared Unit |
| Unit Guided Learning Hours | 27 |
| Assessment Hours | 10 |

| Title: | Confirming the Occupational Method of Work in the Workplace |
|---|---|
| Unit Number: | R/503/2924 |

| **Learning Outcomes** *The learner will be able to:* | | **Assessment Criteria** *The learner can:* | |
|---|---|---|---|
| 1 | Assess available project data accurately to determine the occupational method of work. | 1.1 | Interpret and extract information from drawings, specifications, schedules, manufacturer's information, methods of work, risk assessments and programmes of work. |
| | | 1.2 | Explain how to summarise the following project data: |
| | | | • Required quantities. <br> • Specifications. <br> • Detailed drawings. <br> • Health and safety requirements. <br> • Timescales. <br> • Scope of works. |
| | | 1.3 | Explain the different methods of assessing available project data. |
| | | 1.4 | Explain how to use project data to interpret the work method, In relation to: |
| | | | • Standard work procedures. <br> • Sequence of work. <br> • Organisation of resources (people, equipment, materials). <br> • Work techniques. <br> • Working conditions (health, safety and welfare). <br> • Risk assessment. |
| 2 | Obtain additional information from alternative sources in cases where the available project data is insufficient. | 2.1 | Collect and collate additional information from alternative sources to clarify the work to be carried out. |
| | | 2.2 | Explain different methods and techniques of obtaining additional information from the following alternative sources when available project data is insufficient: |
| | | | • Customers or representatives. <br> • Suppliers. <br> • Regulatory authorities. <br> • Manufacturer's literature. |

| 3 | Identify work methods that will make best use of resources and meet project, statutory and contractual requirements. | 3.1 | Examine potential work methods to carry out the occupational work activity. |
|---|---|---|---|
| | | 3.2 | Determine which work methods will make best use of relevant resources and meet health and safety requirements relating to technical and/or project criteria. |
| | | 3.3 | Explain how to identify work methods that make best use of resources and meet project, statutory and contractual requirements against technical criteria, in relation to:<br><br>• Health and safety welfare (principles of protection).<br>• Fire protection.<br>• Access and egress.<br>• Equipment availability.<br>• Availability of competent workforce.<br>• Pollution risk.<br>• Waste and disposal.<br>• Zero and low carbon outcomes.<br>• Weather conditions. |
| | | 3.4 | Explain how to identify work methods that make best use of resources and meet project, statutory and contractual requirements against project criteria, in relation to:<br><br>• Conforming to statutory requirements.<br>• Customer and user needs.<br>• Contract requirements in terms of time, quantity and quality.<br>• Environmental considerations. |
| | | 3.5 | Explain how different methods of work can achieve zero/low carbon outcomes. |
| 4 | Confirm and communicate the selected work method to relevant personnel. | 4.1 | Confirm the selected occupational work method that meets project, statutory and contractual requirements. |
| | | 4.2 | Communicate appropriately to relevant people on the selected occupational work method. |
| | | 4.3 | Describe the different techniques and methods of confirming and communicating work methods to relevant people. |
| | | 4.4 | Explain the principles of equality and diversity and how to apply them when working and communicating with others. |

| **Title:** | Confirming the Occupational Method of Work in the Workplace |
|---|---|
| **Additional information about this unit** | |

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|---|---|
| Assessment Guidance | This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated. |
| Subject Sector Area | 05.2 Building and Construction |
| Availability for Use | Shared Unit |
| Unit Guided Learning Hours | 37 |
| Assessment Hours | 10 |

| **Title:** | Co-ordinating and Confirming the Dimensional Control Requirements in the Workplace |
|---|---|
| **Unit Number:** | R/651/1335 |

| **Learning Outcomes** *The learner will be able to:* | | **Assessment Criteria** *The learner can:* | |
|---|---|---|---|
| 1 | Co-ordinate with and communicate the dimensional control information to work colleagues. | 1.1 | Source accurate dimensional control information to allow the work being carried out to be positioned, lined and levelled. |
| | | 1.2 | Record and report the dimensional control information provided to work colleagues to allow conformance with contract specifications. |
| | | 1.3 | Explain different methods of co-ordinating with work colleagues in order to enable them to position, line and level the work. |
| | | 1.4 | Explain the different methods of communicating dimensional control information to work colleagues. |
| 2 | Confirm and measure the dimensional controls and maintain them to the specified work requirements. | 2.1 | Identify, confirm and record a range of dimensional controls, setting out points, lines and profiles to meet contract specifications. |
| | | 2.2 | Maintain accurate dimensional controls, setting out points, lines and profile in accordance with contract specifications. |
| | | 2.3 | Explain the different methods of measuring and recording the following dimensional controls and setting out points, lines and profiles: <br><br> • Lines. <br> • Levels. <br> • Angles. <br> • Distances. <br> • Curves. <br> • Calibrations. <br> • Tolerances. |
| | | 2.4 | Describe different methods of confirming and maintaining dimensional control, setting out points, lines, and profiles. |

| 3 | Check and ensure measuring and recording equipment meets the specified tolerances. | 3.1 | Undertake and record the checks made to a range of measuring and recording equipment relative to the occupational work environment or project type. |
|---|---|---|---|
| | | 3.2 | Explain the methods used to check mechanical, optical and electronic measuring and recording equipment applicable to the occupational area. |
| 4 | Identify any deviations in dimensional controls and ensure they are corrected in accordance with work requirements. | 4.1 | Identify and report the circumstances and conditions that result in possible deviations in dimensional controls on a range of work being undertaken. |
| | | 4.2 | Plan, record, and implement corrective action that allows the work to meet project requirements. |
| | | 4.3 | Describe the methods used to identify and report deviations in position, line, and level, arising from: <br>• Transfer of lines and levels. <br>• Use of wrong lines and levels. |
| | | 4.4 | Explain the different methods of reporting and correcting deviations in position, line and level to meet work requirements. |
| | | 4.5 | Explain how to identify and record circumstances and conditions that may affect and require revisions to the dimensional controls in relation to: <br>• Land. <br>• Water. <br>• Obstacles. <br>• Climate variation. <br>• Live conditions. <br>• Utilities. <br>• Health and safety. |

| **Title:** | Co-ordinating and Confirming the Dimensional Control Requirements in the Workplace |
|---|---|

| **Additional information about this unit** |
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| Assessment Guidance | This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. |
|---|---|
| | Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. |
| | Workplace evidence of skills cannot be simulated. |
| Subject Sector Area | 05.2 Building and Construction |
| Availability for Use | Shared Unit |
| Unit Guided Learning Hours | 30 |
| Assessment Hours | 10 |

| Title: | Co-ordinating and Organising Work Operations in the Workplace |
| Unit Number: | T/651/1336 |

| Learning Outcomes<br>*The learner will be able to:* | | Assessment Criteria<br>*The learner can:* | |
|---|---|---|---|
| 1 | Provide information as required, to all the people who will be affected by the work. | 1.1 | Provide information, as authorised, relating to the work to be carried out in regard to:<br><br>• Scope of work.<br>• Start date.<br>• How long it will take.<br>• Expected completion date.<br>• Any associated hazards. |
| | | 1.2 | Define own levels of authorisation when providing information regarding the scope and timescales of the project. |
| | | 1.3 | Explain the different methods of informing the people affected by the work arrangements including all third parties and stakeholders. |
| | | 1.4 | List the types of people, internal and external to the project, who could be affected by work. |
| | | 1.5 | Describe the consequences of providing inadequate information to those affected by the work. |
| 2 | Agree the planned timescales and methods of work with the workforce. | 2.1 | Discuss and confirm work programmes and methods of work relevant to project requirements with the workforce. |
| | | 2.2 | Explain different methods and techniques of agreeing programmes, methods of work and dynamic risk assessments with the workforce, in accordance with the method statement. |
| 3 | Implement the agreed methods of communicating, reporting, recording and retrieving information. | 3.1 | Apply and use an organisational communication system to record and report project information. |
| | | 3.2 | Retrieve project information following organisational procedures. |
| | | 3.3 | Describe the different ways of reporting, recording and retrieving information. |
| | | 3.4 | Explain how to monitor the systems used for communication, reporting, recording and retrieving project information to ensure they remain effective. |

| | | | |
|---|---|---|---|
| 4 | Identify any breakdowns in communication and take action to restore effective communication. | 4.1 | Determine, record and report any breakdowns of communication in various projects. |
| | | 4.2 | Apply methods that restore communication and which follow the approved organisational procedures. |
| | | 4.3 | Describe different ways of identifying, recording and reporting breakdowns in communication. |
| | | 4.4 | Describe the organisational procedures that can be implemented to restore effective communications for a range of breakdown causes. |
| 5 | Communicate and organise the work being done with other operations as per the agreed work programme. | 5.1 | Organise and coordinate the work programmes and project requirements with other occupations, within predetermined levels of authorisation. |
| | | 5.2 | Define their predetermined levels of authorisations and explain the methods of communicating, organising and co-ordinating work with other work activities/operations. |
| 6 | Organise and ensure there are sufficient resources, of the appropriate type, to meet the project requirements and timescales. | 6.1 | Identify, source and organise sufficient, suitable resources to meet project requirements. |
| | | 6.2 | Allocate resources in accordance with the methods of work and project requirements. |
| | | 6.3 | Describe ways of identifying, obtaining, organising and allocating the required resources for the project. |
| | | 6.4 | Explain methods of planning for resources, in relation to:<br><br>• Workforce.<br>• Tools.<br>• Plant and ancillary equipment.<br>• Materials.<br>• Information. |
| 7 | Organise and control the work and resources so that conditions are safe and the workplace is tidy. | 7.1 | Implement systems to manage resources, maintain site tidiness and dispose of waste in accordance with current organisational and statutory requirements and within predetermined levels of authorisation. |
| | | 7.2 | Explain different ways of controlling the workplace and resources to create and maintain safe conditions and a tidy workplace in accordance with organisational requirements. |

| 8 | Identify and record any unplanned circumstances and pass them on to people who may be affected. | 8.1 | Identify any unplanned circumstances which can affect the project or people, in relation to at least five of the following: |
|---|---|---|---|

- Occupiers.
- Environment.
- Vehicular access.
- Hazards.
- Trespass.
- Near neighbours.
- Public access.
- Workplace conditions.
- Health, safety and welfare.
- Statutory regulations and limitations.
- Codes of Practice.

8.2 Use appropriate methods to record and report any unplanned circumstances identified.

8.3 Supply information on any identified unplanned circumstances to those who would be affected.

8.4 Explain different ways of identifying what are unplanned circumstances.

8.5 Describe the methods of recording and reporting any unplanned circumstances.

8.6 Explain ways information relating to unplanned circumstances can be passed on to the people affected.

| 9 | Organise the designated work area for operational purposes and communicate to the workforce. | 9.1 | Manage/supervise the designated work area for operational purposes for at least five of the following: |
|---|---|---|---|

- Safe storage.
- Temporary works.
- Environmental considerations.
- Plant and/or equipment.
- Temporary services.
- Access and egress.
- Security.
- Continued use by occupiers.
- Welfare facilities.

9.2 Inform relevant workforce of the designated work area for operational purposes.

9.3 Explain the methods and techniques used for passing on information about the designated work area to the workforce.

| 9 | *Cont.* | 9.4 | Explain different ways of organising/arranging the designated work area for operational purposes. |
| 10 | Organise the storage and use of materials and equipment so that handling and movement is efficient and wastage is minimised. | 10.1 | Plan and arrange the safe storage and efficient use of materials and equipment relevant to the occupational work environment in accordance with current statutory and organisational requirements. |
| | | 10.2 | Plan and arrange material handling and movement to enable minimum handling, movement and waste. |
| | | 10.3 | Explain the factors, methods and considerations needed to organise the efficient storage and use of materials and equipment. |

| **Title:** | Co-ordinating and Organising Work Operations in the Workplace |
|---|---|
| **Additional information about this unit** | |

| | |
|---|---|
| Assessment Guidance | This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. |
| | Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. |
| | Workplace evidence of skills cannot be simulated. |
| Subject Sector Area | 05.2 Building and Construction |
| Availability for Use | Shared Unit |
| Unit Guided Learning Hours | 40 |
| Assessment Hours | 20 |

| Title: | Conforming to General Health, Safety and Welfare in the Workplace |
| --- | --- |
| Unit Number: | M/508/6537 |

| Learning Outcomes | Assessment Criteria |
| --- | --- |
| *The learner will be able to:* | *The learner can:* |

| 1 | Comply with all workplace health, safety and welfare legislation requirements. | 1.1 | Comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area. |
| --- | --- | --- | --- |
| | | 1.2 | Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements. |
| | | 1.3 | Comply with statutory requirements, safety notices and warning notices displayed within the workplace and/or on equipment. |
| | | 1.4 | State why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: |
| | | | • Collective protective measures. |
| | | | • Personal protective equipment (PPE). |
| | | | • Respiratory protective equipment (RPE). |
| | | | • Local exhaust ventilation (LEV). |
| | | 1.5 | State how the health and safety control equipment relevant to the work should be used in accordance with the given instructions. |
| | | 1.6 | State which types of health, safety and welfare legislation, notices and warning signs are relevant to the occupational area and associated equipment. |
| | | 1.7 | State why health, safety and welfare legislation, notices and warning signs are relevant to the occupational area. |
| | | 1.8 | State how to comply with control measures that have been identified by risk assessments and safe systems of work. |

| 2 | Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures. | 2.1 | Report any hazards created by changing circumstances within the workplace in accordance with organisational procedures. |
|---|---|---|---|
| | | 2.2 | List typical hazards associated with the work environment and occupational area in relation to resources, substances, asbestos, equipment, obstructions, storage, services and work activities. |
| | | 2.3 | List the current Health and Safety Executive top ten safety risks. |
| | | 2.4 | List the current Health and Safety Executive top five health risks. |
| | | 2.5 | State how changing circumstances within the workplace could cause hazards. |
| | | 2.6 | State the methods used for reporting changed circumstances, hazards and incidents in the workplace. |
| 3 | Comply with organisational policies and procedures to contribute to health, safety and welfare. | 3.1 | Interpret and comply with given instructions to maintain safe systems of work and quality working practices. |
| | | 3.2 | Contribute to discussions by offering/providing feedback relating to health, safety and welfare. |
| | | 3.3 | Contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures. |
| | | 3.4 | Safely store health and safety control equipment in accordance with given instructions. |
| | | 3.5 | Dispose of waste and/or consumable items in accordance with legislation. |
| | | 3.6 | State the organisational policies and procedures for health, safety and welfare, in relation to:<br><br>• Dealing with accidents and emergencies associated with the work and environment.<br>• Methods of receiving or sourcing information.<br>• Reporting.<br>• Stopping work.<br>• Evacuation.<br>• Fire risks and safe exit procedures.<br>• Consultation and feedback. |
| | | 3.7 | State the appropriate types of fire extinguishers relevant to the work. |

| 3 | *Cont.* | 3.8 | State how and when the different types of fire extinguishers are used in accordance with legislation and official guidance. |
|---|---------|-----|----|
| 4 | Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area. | 4.1 | Demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare. |
| | | 4.2 | State how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to:<br><br>• Recognising when to stop work in the face of serious and imminent danger to self and/or others.<br>• Contributing to discussions and providing feedback.<br>• Reporting changed circumstances and incidents in the workplace.<br>• Complying with the environmental requirements of the workplace. |
| | | 4.3 | Give examples of how the behaviour and actions of individuals could affect others within the workplace. |
| 5 | Comply with and support all organisational security arrangements and approved procedures. | 5.1 | Provide appropriate support for security arrangements in accordance with approved procedures:<br>• During the working day.<br>• On completion of the day's work.<br>• For unauthorised personnel (other operatives and the general public).<br>• For theft. |
| | | 5.2 | State how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources. |

| **Title:** | Conforming to General Health, Safety and Welfare in the Workplace |
|---|---|
| **Additional information about this unit** | |

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| Assessment Guidance | This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. |
| | Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. |
| | Workplace evidence of skills cannot be simulated. |
| Subject Sector Area | 05.2 Building and Construction |
| Availability for Use | Shared Unit |
| Unit Guided Learning Hours | 7 |
| Assessment Hours | 10 |

| Title: | Installing Complex Suspended Ceiling Systems in the Workplace |
| Unit Number: | Y/651/1337 |

| Learning Outcomes | Assessment Criteria |
| The learner will be able to: | The learner can: |
|---|---|
| 1 Interpret the given information relating to the work and resources when installing complex suspended ceiling systems. | 1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information. |
| | 1.2 Comply with information and/or instructions derived from risk assessments and method statements. |
| | 1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented. |
| | 1.4 Describe different types of information, their source and how they are interpreted in relation to: |

- Drawings.
- Specifications.
- Schedules.
- Method statements.
- Risk assessments.
- Manufacturers' information.
- Current guidance/regulations associated with installing complex suspended ceiling systems.

| | |
|---|---|
| 2 Know how to comply with relevant legislation and official guidance when installing complex suspended ceiling systems. | 2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: |

- In the workplace.
- In confined spaces.
- At height.
- With tools and equipment.
- With materials and substances.
- With movement/storage of materials.
- By manual handling and mechanical lifting.

| | |
|---|---|
| | 2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative. |
| | 2.3 Explain what the accident reporting procedures are and who is responsible for making reports. |

| 3 | Maintain safe and healthy working practices when installing complex suspended ceiling systems. | 3.1 | Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing complex suspended ceiling systems. |
| | | 3.2 | Demonstrate compliance with given information and relevant legislation when installing complex suspended ceiling systems in relation to the following: |

- Safe use of access equipment.
- Safe use, storage and handling of materials, tools and equipment.
- Specific risks to health.

| | | 3.3 | Explain why and when health and safety control equipment should be used, relating to installing complex suspended ceiling systems, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: |

- Collective protective measures.
- Local exhaust ventilation (LEV) .
- Personal protective equipment (PPE).
- Respiratory protective equipment (RPE).

| | | 3.4 | Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions. |
| | | 3.5 | Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities. |
| 4 | Select the required quantity and quality of resources for the methods of work to install complex suspended ceiling systems. | 4.1 | Select resources associated with own work in relation to materials, components, fixings, tools and equipment. |

| 4 | *Cont.* | 4.2 | Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: |
|---|---------|-----|---|

- Tiles.
- Grid components.
- Hangers, battens.
- Braces.
- Pattresses.
- Insulation.
- Panels.
- Sealants.
- Fixings.
- Fittings.
- Hand tools.
- Portable power tools and equipment.

|  |  | 4.3 | Describe how to confirm that the resources and materials conform to the specification. |
|---|---|-----|---|
|  |  | 4.4 | Describe how the resources should be used correctly and how problems associated with the resources are reported. |
|  |  | 4.5 | Explain why the organisational procedures have been developed and how they are used for the selection of required resources. |
|  |  | 4.6 | Describe potential hazards associated with the resources and methods of work. |
|  |  | 4.7 | Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install complex suspended ceiling systems. |
| 5 | Minimise the risk of damage to the work and surrounding area when installing complex suspended ceiling systems. | 5.1 | Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures. |
|  |  | 5.2 | Maintain a clean work space. |
|  |  | 5.3 | Dispose of waste in accordance with current legislation. |
|  |  | 5.4 | Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations, and adverse weather conditions. |
|  |  | 5.5 | Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance. |

| 6 | Complete the work within the allocated time when installing complex suspended ceiling systems. | 6.1 | Demonstrate completion of the work within the allocated time. |
| | | 6.2 | Describe the purpose of the work programme and explain why deadlines should be kept in relation to: |

- Types of progress charts, timetables and estimated times.
- Organisational procedures for reporting circumstances which will affect the work programme.

| 7 | Comply with the given contract information to install complex suspended ceiling systems to the required specification. | 7.1 | Demonstrate the following work skills when installing complex suspended ceiling systems: |

- Measuring.
- Marking out.
- Fitting.
- Finishing.
- Positioning.
- Securing.

| | | 7.2 | Use and maintain hand tools, portable power tools and ancillary equipment. |
| | | 7.3 | Install four of the following given working instructions and carry out repairs to all: |

- Curved ceilings.
- Sloping ceilings.
- Floating ceilings/canopies.
- Complex ceiling voids.
- Plasterboard margin interfaces.
- Rafts and/or baffles acoustic sections.

| 7 | *Cont.* | 7.4 | Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: |

- Identify and follow the installation quality requirements.
- Establish the suitability of the existing substrate.
- Ensure the use of an appropriate fixing regime.
- Check vertical and horizontal datum.
- identify the location of, and work around, electrical and mechanical services.
- Install and repair curved ceilings, sloping ceilings, floating ceilings/canopies, complex ceiling voids, plasterboard margin interfaces, structural fire protective ceilings and rafts and/or baffles acoustic sections.
- Install fire, smoke, sound and thermal cavity barriers.
- Recognise and determine when specialist skills and knowledge are required and report accordingly.
- Work with, around and in close proximity to plant and machinery.
- Use hand tools, portable power tools and equipment.
- Work at height
- Use access equipment.

| | | 7.5 | Describe how fire spreads through a building and how to impede it and protect the structure. |

| | | 7.6 | Describe the needs of other occupations and how to communicate effectively within a team when installing complex suspended ceiling systems. |

| | | 7.7 | Describe how to maintain the tools and equipment used when installing complex suspended ceiling systems. |

## Endorsements

This unit has the following endorsement requirements:
Install **four** of the following:
- Curved Ceilings
- Sloping Ceilings
- Floating Ceilings / Canopies
- Complex Ceiling Voids
- Plasterboard Margin Interfaces
- Rafts and/or Baffles Acoustic Sections

| **Title:** | Installing Complex Suspended Ceiling Systems in the Workplace |
| --- | --- |
| **Additional information about this unit** | |

| | |
| --- | --- |
| Assessment Guidance | This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. |
| | Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. |
| | Workplace evidence of skills cannot be simulated. |
| Subject Sector Area | 05.2 Building and Construction |
| Availability for Use | Shared Unit |
| Unit Guided Learning Hours | 230 |
| Assessment Hours | 10 |

| Title: | Installing Stretched Ceilings in the Workplace |
|---|---|
| Unit Number: | A/651/1338 |

| Learning Outcomes<br>*The learner will be able to:* | | Assessment Criteria<br>*The learner can:* | |
|---|---|---|---|
| 1 | Interpret the given information relating to the work and resources when installing stretched ceilings. | 1.1 | Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information. |
| | | 1.2 | Comply with information and/or instructions derived from risk assessments and method statements. |
| | | 1.3 | Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented. |
| | | 1.4 | Describe different types of information, their source and how they are interpreted in relation to:<br><br>• Surveys.<br>• Drawings.<br>• Specifications.<br>• Schedules.<br>• Method statements.<br>• Risk assessments.<br>• Manufacturers' information.<br>• Current guidance/regulations associated with the installation and repairing of stretched ceilings. |
| 2 | Know how to comply with relevant legislation and official guidance when installing stretched ceilings. | 2.1 | Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working:<br><br>• In the workplace.<br>• Below ground level.<br>• In confined spaces.<br>• In high temperature environments.<br>• At height.<br>• With tools and equipment.<br>• With materials and substances.<br>• With movement/storage of materials.<br>• By manual handling and mechanical lifting. |
| | | 2.2 | Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative. |

| 2 | *Cont.* | 2.3 | Explain what the accident reporting procedures are and who is responsible for making reports. |
|---|---------|-----|----------------------------------------------------------------------------------------------|
| 3 | Maintain safe and healthy working practices when installing stretched ceilings. | 3.1 | Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing stretched ceilings. |
| | | 3.2 | Demonstrate compliance with given information and relevant legislation when installing stretched ceilings in relation to the following:<br><br>• Safe use of access equipment/working platforms.<br>• Safe use, storage and handling of materials, tools and equipment.<br>• Specific risks to health. |
| | | 3.3 | Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to installing stretched ceilings, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:<br><br>• Collective protective measures<br>• Personal protective equipment (PPE)<br>• Respiratory protective equipment (RPE)<br>• Local exhaust ventilation (LEV)<br>• Fire prevention measures associated with gas heaters. |
| | | 3.4 | Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions. |
| | | 3.5 | Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities. |
| 4 | Select the required quantity and quality of resources for the methods of work to install stretched ceilings. | 4.1 | Select resources associated with own work in relation to materials, components, fixings, gas heaters, tools and equipment. |

| 4 | *Cont.* | 4.2 | Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: |
| | | | • Peripheral rails. |
| | | | • Stretched ceiling material, proprietary fittings, insulation, panels, sealants, fixings. |
| | | | • Gas heaters and bottles. |
| | | | • Hand tools, portable power tools and equipment. |
| | | 4.3 | Describe how to confirm that the resources and materials conform to the specification. |
| | | 4.4 | Describe how the resources should be used correctly and how problems associated with the resources are reported. |
| | | 4.5 | Explain why the organisational procedures have been developed and how they are used for the selection of required resources. |
| | | 4.6 | Describe any potential hazards associated with the resources and methods of work. |
| | | 4.7 | Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install stretched ceilings. |
| 5 | Minimise the risk of damage to the work and surrounding area when installing stretched ceilings. | 5.1 | Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures. |
| | | 5.2 | Maintain a clean work space. |
| | | 5.3 | Dispose of waste in accordance with current legislation. |
| | | 5.4 | Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions. |
| | | 5.5 | Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance. |
| 6 | Complete the work within the allocated time when installing stretched ceilings. | 6.1 | Demonstrate completion of the work within the allocated time. |

| 6 | *Cont.* | 6.2 | Describe the purpose of the work programme and explain why deadlines should be kept in relation to: |

- Types of progress charts, timetables and estimated times.
- Organisational procedures for reporting circumstances which will affect the work programme.

| 7 | Comply with the given contract information to install stretched ceilings to the required specification. | 7.1 | Demonstrate the following work skills when installing stretched ceilings: |

- Measuring.
- Marking out.
- Fixing.
- Fitting.
- Positioning.
- Securing.

7.2 Use and maintain hand tools, portable power tools and ancillary equipment.

7.3 Carry out a measurement survey prior to installation.

7.4 Install proprietary stretched ceilings to given working instructions, including:

- Fix peripheral rails.
- Heat the work area to 100° Fahrenheit using gas heaters.
- Install proprietary stretched ceilings.
- Reduce the heat to normal room temperature.
- Carry out any repairs.

| 7 | *Cont.* | 7.5 | Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: |

- Identify and follow the installation quality requirements.
- Establish the suitability of the existing substrate.
- Carry out a measurement survey prior to installation.
- Check vertical and horizontal datum.
- Ensure the use of an appropriate fixing regime.
- Identify the location of, and work around, mechanical and electrical services.
- Provide independent support for mechanical and electrical fittings.
- Fix peripheral rails.
- Heat the work area to 100° Fahrenheit using gas heaters.
- Install proprietary stretched ceilings.
- Install light fittings, grilles and other ceiling mounted services.
- Reduce the heat to normal room temperature.
- Check seals and joints.
- Carry out any repairs.
- Recognise and determine when specialist skills and knowledge are required and report accordingly.
- Work with, around and in close proximity to plant and machinery.
- Use hand tools, portable power tools and equipment.
- Use access equipment/working platforms.

7.6 Describe how fire spreads through a building and how to impede it and protect the structure

7.7 Describe the needs of other occupations and how to effectively communicate within a team when installing stretched ceilings.

7.8 Describe how to maintain the tools and equipment used when installing stretched ceilings.

| **Title:** | Installing Stretched Ceilings in the Workplace |
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| **Additional information about this unit** | |

| Assessment Guidance | This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated. |
| --- | --- |
| Subject Sector Area | 05.2 Building and Construction |
| Availability for Use | Shared Unit |
| Unit Guided Learning Hours | 230 |
| Assessment Hours | 10 |

| Title: | Servicing, Maintaining and Repairing Operable Partition Wall Systems in the Workplace |
|---|---|
| Unit Number: | D/651/1339 |

| Learning Outcomes *The learner will be able to:* | | Assessment Criteria *The learner can:* | |
|---|---|---|---|
| 1 | Interpret the given information relating to the work and resources when servicing, maintaining, and repairing operable partition wall systems. | 1.1 | Interpret and extract relevant information from:<br><br>• Drawings.<br>• Specifications.<br>• Schedules.<br>• Method statements.<br>• Risk assessments.<br>• Manufacturers' information. |
| | | 1.2 | Comply with information and/or instructions derived from risk assessments and method statements. |
| | | 1.3 | Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented. |
| | | 1.4 | Describe different types of information, their source and how they are interpreted in relation to:<br><br>• Drawings.<br>• Specifications.<br>• Schedules.<br>• Method statement.<br>• Risk assessments.<br>• Manufacturers' information.<br>• Current regulations governing buildings. |
| 2 | Know how to comply with relevant legislation and official guidance when servicing, maintaining, and repairing operable partition wall systems. | 2.1 | Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working:<br><br>• In the workplace.<br>• Below ground level.<br>• In confined spaces.<br>• In high temperature environments.<br>• At height.<br>• With tools and equipment.<br>• With materials and substances.<br>• With movement/storage of materials.<br>• By manual handling and mechanical lifting. |

| 2 | *Cont.* | 2.2 | Describe the organisational security procedures for tools, equipment, and personal belongings in relation to: |

- Site.
- Workplace.
- Company.
- Operative.
- Vehicles.

2.3 Explain what the accident reporting procedures are and who is responsible for making reports.

2.4 Describe the types of fire extinguishers available and describe how and when they are used for:

- Water.
- CO2.
- Foam.
- Powder.

| 3 | Know how to comply with relevant legislation and official guidance when servicing, maintaining, and repairing operable partition wall systems. | 3.1 | Use health and safety control equipment safely and comply with the methods of work in accordance with current legislation and organisational requirements. |

3.2 Demonstrate compliance with given information and relevant legislation in relation to at least four of the following:

- Methods of work.
- Safe use of health and safety control equipment.
- Safe use of access equipment.
- Safe use, storage and handling of materials, tools and equipment.
- Safe use of lifting equipment, accessories, and props.
- Specific risks to health.

3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:

- Collective protective measures.
- Local exhaust ventilation (LEV) .
- Personal protective equipment (PPE).
- Respiratory protective equipment (RPE).

| 3 | *Cont.* | 3.4 | Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions. |
| | | 3.5 | Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with: |

- Fires, spillages, injuries.
- Emergencies relating to occupational activities.
- Other task related activities.

| 4 | Select the required quantity and quality of resources for the methods of work to servicing, maintaining, and repairing operable partition wall systems. | 4.1 | Select resources associated with own work in relation to:<br><br>• Materials, components, and fixings.<br>• Tools and equipment. |
|---|---|---|---|
| | | 4.2 | Describe the characteristics, quality, uses, sustainability, limitations, and defects associated with the resources in relation to:<br><br>• Measuring and levelling equipment.<br>• Materials.<br>• Adhesives and fillers.<br>• Fittings and fixings.<br>• Consumables.<br>• Tools, and/or portable powered tools and equipment. |
| | | 4.3 | Describe how to confirm that the resources and materials conform to the specification. |
| | | 4.4 | Describe how the resources should be used correctly and how problems associated with the resources are reported. |
| | | 4.5 | Explain why the organisational procedures have been developed and how they are used for the selection of required resources. |
| | | 4.6 | Describe any potential hazards associated with the resources and methods of work. |
| | | 4.7 | Describe how to calculate quantity, length, area, and wastage associated with the method and procedure to servicing, maintaining, and repairing operable partition wall systems. |
| 5 | Minimise the risk of damage to the work and surrounding area when servicing, maintaining, and repairing operable partition wall systems. | 5.1 | Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures. |
| | | 5.2 | Maintain a clear and tidy workspace. |
| | | 5.3 | Dispose of waste in accordance with current legislation. |
| | | 5.4 | Describe how to protect work from damage and the purpose of protection in relation to:<br><br>• General workplace activities.<br>• Other occupations.<br>• Adverse weather conditions. |

| 5 | *Cont.* | 5.5 | Explain why the disposal of waste should be carried out safely in accordance with: |

- Environmental responsibilities.
- Organisational procedures.
- Manufacturers' information.
- Statutory regulations.
- Official guidance.

| 6 | Complete the work within the allocated time when servicing, maintaining, and repairing operable partition wall systems. | 6.1 | Demonstrate completion of the work within the estimated, allocated time. |
| | | 6.2 | Describe the purpose of the work programme and explain why deadlines should be kept in relation to: |

- Types of productivity targets and time scales how times are estimated.
- Organisational procedures for reporting circumstances which will affect the work programme.

| 7 | Comply with the given contract information to service, maintain, and repair operable partition wall system to the required specification. | 7.1 | Demonstrate the following work skills: |

- Lubricate.
- Adjust.
- Level.
- Plumb.
- Align.
- Operate.
- Dismantle replace.
- Assemble.

7.2 Use and maintain tools and equipment.

7.3 Service, maintain and repair operable partition wall systems including manual and/or automatic and/or semi-automatic to given working instructions for at least two of the following:

- Sliding and/or folding wall.
- Operable wall.
- Non-acoustic glass wall.
- Vertically rising wall.
- Accordion wall.

7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems, and establish the authority needed to rectify them, to:

- Identify system and source service, maintenance information, parts manuals, guides, electronic data, and cross reference.
- Identify requirements of periodic, scheduled and event-based servicing methods for partition systems.
- Secure components and ensure systems are safe for ongoing service, maintenance, and repairs.
- Use lifting equipment and accessories.
- Control and guide lifting appliances.

- Dismantle partition systems, parts and components.
- Recognise parts and components of operable partition wall systems.
- Recognise and confirm manufacturer systems.
- Store, protect and secure removed materials, parts and components.
- Clean parts and components.
- Diagnose and identify faults.
- Repair and replace faulty, damaged, worn, and unserviceable parts and components in compliance with manufacturers specifications.
- Repair and/or replace damaged materials.
- Assemble operable wall systems.
- Check power sources and supplies, as applicable to the isolator.
- Complete running and safe operation checks
- Recognise and determine when specialist skills and knowledge are required and report accordingly .
- Complete reports and debrief client.
- Identify and follow the installation quality requirement.
- Work with, around and in close proximity to plant and machinery.
- use tools, and equipment.
- Work at height.
- Use access equipment.

7.5     Describe the needs of other occupations and how to communicate effectively within a team.

7.6     Describe how to maintain the tools and equipment used.

## Endorsements

This unit has the following endorsement requirements:

**Two** of the following:
- Sliding and/or Folding Wall
- Operable Wall
- Non-Acoustic Glass Wall
- Vertically Rising Wall
- Accordion Wall

| **Title:** | Servicing, Maintaining and Repairing Operable Partition Wall Systems in the Workplace |
|---|---|

| **Additional information about this unit** |
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|---|---|
| Assessment Guidance | This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. |
| | Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. |
| | Workplace evidence of skills cannot be simulated. |
| Subject Sector Area | 05.2 Building and Construction |
| Availability for Use | Shared Unit |
| Unit Guided Learning Hours | 210 |
| Assessment Hours | 10 |

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