

NOCN_Cskills Awards Level 3 NVQ Diploma in Wall & Floor Tiling (Construction)

Reference : 600/3517/1

Total Qualification Time (TQT) : 690

Credits : 69

Award Code : QUA851

Minimum Age : 16

Level : Level 3

Registration Start Date : 1/12/2011

Registration End Date : 31/7/2020

Certification End Date : 31/7/2023

Qualification Overview

The Level 3 NVQ Diploma in Wall & Floor Tiling (Construction) qualification has been developed for achievement in a real workplace environment which means you need to be employed to undertake this qualification.

This qualification enables you, the learner, to demonstrate and recognise your skills, knowledge and understanding and to demonstrate your competence in a real workplace environment so you can work as a specialist in wall and floor tiling within the construction industry.

You will be assessed against a set of performance and knowledge statements which have been derived from National Occupational Standards for your occupational area. You will be assessed by an occupationally competent and qualified assessor whose job is to work with you and help you complete your qualification.

This qualification supports the learner to attain enabling, fundamental and transferable practical skills with associated underpinning knowledge.

The learner will learn key practical skills and knowledge in these mandatory units:

- Conforming to General Health, Safety and Welfare in the Workplace
- Confirming Work Activities and Resources for an Occupational Work Area in the Workplace
- Preparing Backgrounds to Receive Wall and/or Floor Tiling in the Workplace
- Tiling Wall and Floor Structures in the Workplace
- Developing and Maintaining Good Occupational Working Relationships in the Workplace
- Confirming the Occupational Method of Work in the Workplace
- Producing Tiled, Mosaic and Stone Surface Finishes in the Workplace

Topics Covered In This Qualification

Refer to the Product Overview

Entry Requirements

There are no formal entry requirements to take this qualification. This qualification can be undertaken without any previous training or qualifications in this subject area.

Progression

On completion of this qualification you will have obtained the skills, knowledge and understanding and demonstrated competence to progress on to a higher level qualification in the same or similar occupational area or enable entry into supervisory and management positions within the workplace.

Industry will accept the qualification on its own as entry to a job role.

For further details on other qualifications available in this occupational area, see our Qualification Search.

Qualification Structure

The Qualification structure below specifies the combination of units that need to be achieved for the individual to be awarded the qualification.

Qualification Title: L3 NVQ Diploma in Wall & Floor Tiling (Construction)

Minimum Credit Value: 69

Total Qualification Time (TQT) for this qualification: 690

An estimate of the total time it could reasonably be expected for a learner to achieve a qualification. TQT includes guided learning hours (GLH) plus an estimate of the time a learner is likely to spend in preparation, study or other learning activities as directed by but not under the immediate guidance of a lecturer, supervisor, or tutor.

Minimum Guided Learning Hours (GLH) for this qualification: 231

The time a learner spends in activities under the immediate guidance or supervision of a lecturer, supervisor, or tutor. This includes assessment if under supervision.

To achieve this qualification a minimum of 69 credits need to be attained. This comprises the 7 mandatory units.

There are also additional units that can be taken as part of this qualification. Credit from these units will be included on the certificate but will not count towards this qualification.

Units

Qualification Structure : To achieve this qualification a minimum of 69 credits need to be attained. This comprises of 69 credits from the Mandatory Group. Additional units can be taken as part of this qualification; however they will not count towards this qualification. (Min Credits : 69)

Mandatory Group : The learner must achieve 69 credits from the units in this group (Min Credits : 69)

Title	Reference	Credit Value	Level
Tiling Wall and Floor Structures in the Workplace	L/503/2548	13	Level 2
Producing Tiled, Mosaic and Stone Surface Finishes in the Workplace	L/503/4218	17	Level 3
Preparing Backgrounds to Receive Wall and/or Floor Tiling in the Workplace	J/503/2547	8	Level 2
Developing and Maintaining Good Occupational Working Relationships in the Workplace	M/503/2915	8	Level 5
Conforming to General Health, Safety and Welfare in the Workplace	A/503/1170	2	Level 1
Confirming Work Activities and Resources for an Occupational Work Area in the Workplace	A/503/2772	10	Level 3
Confirming the Occupational Method of Work in the Workplace	R/503/2924	11	Level 3

Additional Group : Units from this group may be taken as part of this qualification; however, they will not count towards this qualification. (Min Credits : 10)

Title	Reference	Credit Value	Level
Providing Drainage for Tiled Surfaces in the Workplace	H/503/2555	10	Level 3
Producing Internal and External Sand and Cement Backgrounds in the Workplace	A/503/2562	14	Level 3

Qualification Assessment & Grading

You will be assessed against a set of performance and knowledge statements which have been derived from National Occupational Standards for your occupational area. You will be assessed by an occupationally competent and qualified assessor whose job is to work with you and help you complete your qualification. You will be required to produce a Portfolio of Evidence showing how you have met the performance and knowledge criteria for each unit required within the qualification, as directed by your assessor. This qualification is not graded.

Fair & Equitable Assessment

Assessments designed by centres must be accessible and inclusive and the assessment methodology must be appropriate for individual assessment, giving due consideration to any assessment requirements attached to individual components.

Learners with Particular Requirements

If you are a NOCN Recognised Centre and have learners with particular requirements, please see the NOCN Reasonable Adjustments Policy and Procedure found on the NOCN website at www.nocn.org.uk.

This policy gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the assessment criteria.

The NOCN Centre Recognition process requires the centre to hold policy statements on Equal Opportunities, Diversity and Disability Discrimination which will be reviewed by NOCN. Please contact assurance@nocn.org.uk for further details.

Recognition of Prior Learning

Recognising Prior Learning is an assessment process that recognises learning that has its origins in a learner's experience and/or previous formal and informal learning contexts. This includes knowledge and skills gained within school, college, university and outside formal learning situations such as through life, employment, apprenticeships and other work experiences.

NOCN is committed to the Recognition of Prior Learning (RPL) and has developed a policy and procedures to inform and support Centres, which is available on the NOCN website.

Centre Requirements

In order to gain and retain NOCN qualification approval status, centres must continue to meet the required standards of NOCN regarding internal management and systems, delivery staff, resources and equipment, assessment and training, internal quality assurance and external assessment arrangements. Each requirement is detailed as one of NOCN's Approval Criteria.

For a full list of NOCN Approval Criteria, as well as further guidance and support in meeting that criteria, please refer to the NOCN Quality Assurance Manual, available on the NOCN website under the 'Help & Support' section.

Centre Staff Requirements

As part of the requirement to deliver this qualification, the Centre staff involved with the delivery, assessment and quality assurance of the qualification must have a demonstrable level of expertise. NOCN expects that all Tutors/Trainers, Assessors and Internal Quality Assurers are able to demonstrate that they have the relevant occupational knowledge and experience to perform their role.

Tutor/Trainer and Assessor Requirements

A Tutor/Trainer includes anyone within your Centre who is facilitating the training to learners in any environment e.g. tutor, trainer, teacher, coach, facilitator.

A Tutor is not required for NOCN_Cskills Awards NVQ qualifications, but is required for construction training diplomas. All construction qualifications require an Assessor. For training diplomas, an individual can perform both roles of Tutor/Trainer and Assessor, where they meet the individual requirements for both. Tutors/Trainers and Assessors are not able to perform the role of the Internal Quality Assurer for cohorts where they have delivered training or assessment.

All Tutors/Trainers and Assessors must:

- Hold verifiable knowledge of the occupational standards at or above the level being taught.
- Hold a recognised teaching/training or assessor qualification (dependent on their role), examples of what NOCN will accept are detailed within the Quality Assurance Manual.
- Keep up to date with industry best practice for the duration of their role.
- Maintain a record of Continuous Personal Development (CPD).
- Hold an up to date CV.

Any specific assessment/training requirements are detailed under the Assessment guidance and/or in the requirements section of each unit.

Internal Quality Assurer Requirements

All construction qualifications must be internally quality assured by an appropriately qualified and experienced IQA. Each Centre must have a quality system which ensures that decisions made by assessors are appropriate, consistent, fair and transparent, and that they do not discriminate any learner. The quality system must ensure the quality of the award, ensuring validity, reliability and consistency.

Further guidance regarding the requirements of a Centre's quality system is detailed within the Quality Assurance Manual.

All Internal Quality Assurers must:

- Hold verifiable knowledge of the occupational standards at or above the level they are quality assuring.
- Hold a recognised internal quality assurance qualification (for NVQs only), examples of what NOCN will accept are detailed within the Quality Assurance Manual.
- Understand the content, structure, assessments and training/testing requirements of the units they are quality assuring.
- Keep up to date with industry best practice for the duration of their role.
- Maintain a record of Continuous Personal Development (CPD).
- Hold an up to date CV.

Resources and Equipment

For training diplomas, centres must have the resource available for the assessment and training requirements as set out by the relevant health and safety acts. There should be adequate provision of physical resources to support the learning and meet the requirements of the qualification/training.

Please refer to the specific resources and equipment specification for each individual training diploma.

External Quality Assurance

Once recognised as a Centre, NOCN will allocate an External Quality Assurer. The External Quality Assurer will have ongoing responsibility for monitoring the Centre's compliance with the requirements of centre recognised status.

The External Quality Assurer will make regular visits to all Centres. During these visits he/she will:

Monitor the Centre's compliance with the Centre Recognition agreement by reviewing course documentation, meeting managers, tutors, internal quality assurers, learners and administrative staff. Verify recommendations for achievement submitted by the Centre via Quartzweb if the Centre does not hold DCS.

Refer to the NOCN Quality Assurance Manual for further information on the External Quality Assurance process.

Offering This Qualification

Existing Centres

If your centre is already recognised to offer NOCN qualifications and would like more information about this qualification, please contact: business-enquiries@nocn.org.uk.

Use Horizon to add this qualification to your centre.



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New Centres

If you are interested in offering this qualification, but are not yet a NOCN Approved Centre please see Become a Registered Centre on our website www.nocn.org.uk and complete the New Business Enquiry Form.

Confirming the Occupational Method of Work in the Workplace

Reference : R/503/2924

Level : Level 3

Credit Value : 11

Guided Learning Hours : 37

Grading Type : Pass/Fail

Aim : The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in confirming the occupational method of work in the workplace within the relevant sector of industry.

Learning Outcomes		Assessment Criteria
The Learner Will		The Learner Can
1	Assess available project data accurately to determine the occupational method of work.	<ul style="list-style-type: none"> • 1.1 <ul style="list-style-type: none"> · Interpret and extract information from drawings, specifications, schedules, manufacturer's information, methods of work, risk assessments and programmes of work. • 1.2 <ul style="list-style-type: none"> · Explain how to summarise the following project data: <ul style="list-style-type: none"> · required quantities · specifications · detailed drawings · health and safety requirements · timescales · scope of works. • 1.3 <ul style="list-style-type: none"> · Explain the different methods of assessing available project data. • 1.4 <ul style="list-style-type: none"> · Explain how to use project data to interpret the work method, In relation to: <ul style="list-style-type: none"> · standard work procedures · sequence of work · organisation of resources (people, equipment, materials) · work techniques · working conditions (health, safety and welfare) · risk assessment.
2	Obtain additional information from alternative sources in cases where the available project data is insufficient.	<ul style="list-style-type: none"> • 2.1 <ul style="list-style-type: none"> · Collect and collate additional information from alternative sources to clarify the work to be carried out. • 2.2 <ul style="list-style-type: none"> · Explain different methods and techniques of obtaining additional information from the following alternative sources when available project data is insufficient: <ul style="list-style-type: none"> · customers or representatives · suppliers · regulatory authorities · manufacturer's literature.
3	Identify work methods that will make best use of resources and	<ul style="list-style-type: none"> • 3.1

	<p>meet project, statutory and contractual requirements.</p>	<ul style="list-style-type: none"> · Examine potential work methods to carry out the occupational work activity. • 3.2 <ul style="list-style-type: none"> · 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 <ul style="list-style-type: none"> · 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: <ul style="list-style-type: none"> · health and safety welfare (principles of protection) · fire protection · access and egress · equipment availability · availability of competent workforce · pollution risk · waste and disposal · zero and low carbon outcomes · weather conditions. • 3.4 <ul style="list-style-type: none"> · 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: <ul style="list-style-type: none"> · conforming to statutory requirements · customer and user needs · contract requirements in terms of time, quantity and quality · environmental considerations. • 3.5 <ul style="list-style-type: none"> · Explain how different methods of work can achieve zero/low carbon outcomes.
<p>4</p>	<p>Confirm and communicate the selected work method to relevant personnel.</p>	<ul style="list-style-type: none"> • 4.1 <ul style="list-style-type: none"> · Confirm the selected occupational work method that meets project, statutory and contractual requirements. • 4.2 <ul style="list-style-type: none"> · Communicate appropriately to relevant people on the selected occupational work method. • 4.3 <ul style="list-style-type: none"> · Describe the different techniques and methods of confirming and communicating work methods to relevant people. • 4.4 <ul style="list-style-type: none"> · Explain the principles of equality and diversity and how to apply them when working and communicating with others.

Assessment guidance and/or requirements : This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. Please refer to the hyperlink for clarity - <https://www.citb.co.uk/qualifications-standards/qualification-framework/>
 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.

Confirming Work Activities and Resources for an Occupational Work Area in the Workplace

Reference : A/503/2772

Level : Level 3

Credit Value : 10

Guided Learning Hours : 33

Grading Type : Pass/Fail

Aim : The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in confirming work activities and resources for the work in the workplace within the relevant sector of industry.

Learning Outcomes		Assessment Criteria
The Learner Will		The Learner Can
1	Identify work activities, assess required resources and plan the sequence of work.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 3.1 · Assess progress of work against project requirements, taking into account external factors relating to: <ul style="list-style-type: none"> · other occupations and /or customers · resources · weather conditions · health and safety requirements. • 3.2 · Explain different methods of evaluating work activities against the following project requirements: <ul style="list-style-type: none"> · contract conditions · contract programme · health and safety requirements of operatives. • 3.3 · Evaluate the requirements of significant external factors that could affect the progress of work, in relation to:

		<ul style="list-style-type: none"> · other related programmes · special working conditions · weather conditions · other occupations/people · resources · health and safety requirements.
4	<p>Identify work activities which influence each other and make the best use of the resources available</p>	<ul style="list-style-type: none"> • 4.1 <ul style="list-style-type: none"> · Determine work activities that have an influence on each other. • 4.2 <ul style="list-style-type: none"> · Evaluate which work activities make the best use of available resources in relation to: <ul style="list-style-type: none"> · occupations and/or customers associated with the work · tools, plant and/or ancillary equipment · materials and components. • 4.3 <ul style="list-style-type: none"> · Explain different methods and sources that can identify which work activities influence each other. • 4.4 <ul style="list-style-type: none"> · Describe how to determine the sequence of work activities and how long each work activity will take. • 4.5 <ul style="list-style-type: none"> · Describe what zero and low carbon requirements are. • 4.6 <ul style="list-style-type: none"> · 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	<p>Identify changed circumstances that require alterations to the work programme and justify them to decision makers.</p>	<ul style="list-style-type: none"> • 5.1 <ul style="list-style-type: none"> · Evaluate project progress against the work programme to identify any changed circumstances. • 5.2 <ul style="list-style-type: none"> · Inform line management and/or customers on the type and extent of any required changes to the work programme. • 5.3 <ul style="list-style-type: none"> · 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 <ul style="list-style-type: none"> · Explain how to assess contractual/work effects resulting from alterations to the work programme. • 5.5 <ul style="list-style-type: none"> · Explain the methods used to justify to decision makers on the effects resulting from alterations to the work programme.

Assessment guidance and/or requirements : This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. Please refer to the hyperlink for clarity - <https://www.citb.co.uk/qualifications-standards/qualification-framework/>
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.

Conforming to General Health, Safety and Welfare in the Workplace

Reference : A/503/1170

Level : Level 1

Credit Value : 2

Guided Learning Hours : 7

Grading Type : Pass/Fail

Aim : The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in conforming to general health, safety and welfare in the workplace within the relevant sector of industry.

Learning Outcomes		Assessment Criteria
The Learner Will		The Learner Can
1	Comply with all workplace health, safety and welfare legislation requirements.	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> · 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.	<ul style="list-style-type: none"> • 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

		<ul style="list-style-type: none"> • cause hazards. • 2.6. <ul style="list-style-type: none"> · State the methods used for reporting changed circumstances, hazards and incidents in the workplace.
3	<p>Comply with organisational policies and procedures to contribute to health, safety and welfare.</p>	<ul style="list-style-type: none"> • 3.1. <ul style="list-style-type: none"> · Interpret and comply with given instructions to maintain safe systems of work and quality working practices. • 3.2. <ul style="list-style-type: none"> · Contribute to discussions by offering/providing feedback relating to health, safety and welfare. • 3.3. <ul style="list-style-type: none"> · Contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures. • 3.4. <ul style="list-style-type: none"> · Safely store health and safety control equipment in accordance with given instructions. • 3.5. <ul style="list-style-type: none"> · Dispose of waste and/or consumable items in accordance with legislation. • 3.6. <ul style="list-style-type: none"> · State the organisational policies and procedures for health, safety and welfare, in relation to: <ul style="list-style-type: none"> · dealing with accidents and emergencies associated with the work and environment · methods of receiving or sourcing information · reporting · stopping work · evacuation · fire risks and safe exit procedures · consultation and feedback. • 3.7. <ul style="list-style-type: none"> · State the appropriate types of fire extinguishers relevant to the work. • 3.8. <ul style="list-style-type: none"> · State how and when the different types of fire extinguishers are used in accordance with legislation and official guidance.
4	<p>Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area.</p>	<ul style="list-style-type: none"> • 4.1. <ul style="list-style-type: none"> · Demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare. • 4.2. <ul style="list-style-type: none"> · State how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to: <ul style="list-style-type: none"> · recognising when to stop work in the face of serious and imminent danger to self and/or others · contributing to discussions and providing feedback · reporting changed circumstances and incidents in the workplace · complying with the environmental requirements of the workplace. • 4.3. <ul style="list-style-type: none"> · Give examples of how the behaviour and actions of individuals could affect others within the workplace.
5	<p>Comply with and support all organisational security arrangements and approved procedures.</p>	<ul style="list-style-type: none"> • 5.1. <ul style="list-style-type: none"> · Provide appropriate support for security arrangements in accordance with approved procedures: <ul style="list-style-type: none"> · during the working day · on completion of the day's work · for unauthorised personnel (other operatives and the general public) · for theft. • 5.2.

· State how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources.

Assessment guidance and/or requirements : This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. Please refer to the hyperlink for clarity - <https://www.citb.co.uk/qualifications-standards/qualification-framework/>

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.

Additional Information on the Assessment of CITB NVQ Unit 641

The information below should help awarding organisations incorporate relevant parts of the assessment strategy principles' requirements in their documentation for construction and built environment NVQs. The following guidance is strongly recommended for adoption by awarding organisations in their assessment methodology.

As stated in the guidance as set in Appendix B of the 'ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment'

CITB NVQ Unit Ref: 641 – Assessment Criteria 2.3 and 2.4

2.3 – 'List the current Health and Safety Executive top ten safety risks' should be assessed as 'List the current common safety risks'.

2.4 - 'List the current Health and Safety Executive top five health risks' should be assessed as 'List the current common health risks'

All CITB NVQ units – Assessment Criteria 1.4

1.4 – 'State why and when health and safety control equipment, identified by the principles of protection' should be assessed as 'State why and when health and safety control equipment, identified by the principles of prevention'.

Developing and Maintaining Good Occupational Working Relationships in the Workplace

Reference : M/503/2915

Level : Level 5

Credit Value : 8

Guided Learning Hours : 27

Grading Type : Pass/Fail

Aim : The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence developing and maintaining good working relationships in the workplace within the relevant sector of industry.

Learning Outcomes		Assessment Criteria
The Learner Will		The Learner Can
1	Develop, maintain and encourage working relationships to promote good will and trust.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 2.1 · Communicate on the following work activity information to relevant people following organisational procedures: <ul style="list-style-type: none"> · appropriate timescales · health and safety requirements · 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: <ul style="list-style-type: none"> · colleagues · employers · customers · contractors · suppliers of products and services · 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.	<ul style="list-style-type: none"> • 3.1 · Give appropriate advice and information to relevant people about

		<p>the different methods of carrying out occupational work activities to achieve the required outcome.</p> <ul style="list-style-type: none"> • 3.2 <ul style="list-style-type: none"> · Explain the techniques of encouraging questions and/or requests for clarification and comments. • 3.3 <ul style="list-style-type: none"> · Explain the different ways of offering advice and help to different people about work activities, in relation to: <ul style="list-style-type: none"> · progress · results · achievements · occupational problems · occupational opportunities · health and safety requirements · co-ordinated work.
4	Clarify proposals with relevant people and discuss alternative suggestions.	<ul style="list-style-type: none"> • 4.1 <ul style="list-style-type: none"> · Engage regular discussions with relevant people about the occupational work activity and/or other occupations involved. • 4.2 <ul style="list-style-type: none"> · Explain the methods of clarifying alternative proposals with relevant people. • 4.3 <ul style="list-style-type: none"> · Explain the methods of suggesting alternative proposals.
5	Resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect.	<ul style="list-style-type: none"> • 5.1 <ul style="list-style-type: none"> · 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 <ul style="list-style-type: none"> · Explain the methods and techniques used to resolve differences of opinion in ways which minimise offence and maintain goodwill, trust and respect.

Assessment guidance and/or requirements : This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. Please refer to the hyperlink for clarity - <https://www.citb.co.uk/qualifications-standards/qualification-framework/>

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.

Preparing Backgrounds to Receive Wall and/or Floor Tiling in the Workplace

Reference : J/503/2547

Level : Level 2

Credit Value : 8

Guided Learning Hours : 27

Grading Type : Pass/Fail

Aim : The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in preparing backgrounds for wall and/or floor tiling in the workplace within the relevant sector of industry.

Learning Outcomes		Assessment Criteria
The Learner Will		The Learner Can
1	Interpret the given information relating to the work and resources when preparing backgrounds for wall and/or floor tiling.	<ul style="list-style-type: none"> • 1.1 <ul style="list-style-type: none"> · Interpret and extract relevant information from drawings, specifications, job details, method statements, risk assessments, control of substances hazardous to health (COSHH) assessments and manufacturers' information. • 1.2 <ul style="list-style-type: none"> · Comply with information and/or instructions derived from risk assessments and method statements. • 1.3 <ul style="list-style-type: none"> · State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented. • 1.4 <ul style="list-style-type: none"> · Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> · drawings, specifications, job details, method statements, risk assessments, COSHH assessments, manufacturers' information and wall and floor tiling recommendations.
2	Know how to comply with relevant legislation and official guidance when preparing backgrounds for wall and/or floor tiling.	<ul style="list-style-type: none"> • 2.1 <ul style="list-style-type: none"> · Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> · in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting. • 2.2 <ul style="list-style-type: none"> · Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative. • 2.3 <ul style="list-style-type: none"> · Explain what the accident reporting procedures are and who is responsible for making reports.
3	Maintain safe working practices when preparing backgrounds for wall and/or floor tiling.	<ul style="list-style-type: none"> • 3.1 <ul style="list-style-type: none"> · Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when preparing backgrounds for wall and/or floor tiling. • 3.2 <ul style="list-style-type: none"> · Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to preparing backgrounds for wall and/or floor tiling, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: <ul style="list-style-type: none"> · collective protective measures · personal protective equipment (PPE) · respiratory protective equipment (RPE)

		<ul style="list-style-type: none"> · local exhaust ventilation (LEV). • 3.3 <ul style="list-style-type: none"> · Describe how the relevant health and safety control equipment should be used in accordance with the given instructions. • 3.4 <ul style="list-style-type: none"> · State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task related hazards.
4	Select the required quantity and quality of resources for the methods of work to prepare backgrounds for wall and/or floor tiling.	<ul style="list-style-type: none"> • 4.1 <ul style="list-style-type: none"> · Select resources associated with own work in relation to materials, components, accessories, tools and equipment. • 4.2 <ul style="list-style-type: none"> · Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> · sand, cement, plaster renders, screeds, trim, bonding/priming agents, waterproofing agents, accessories · hand and/or powered tools and associated equipment. • 4.3 <ul style="list-style-type: none"> · Describe how the resources should be used correctly and how problems associated with the resources are reported. • 4.4 <ul style="list-style-type: none"> · Explain why the organisational procedures have been developed and how they are used for the selection of required resources. • 4.5 <ul style="list-style-type: none"> · Describe any potential hazards associated with the resources and method of work. • 4.6 <ul style="list-style-type: none"> · Describe how to calculate quantity, length, area and wastage associated with the method/procedure to prepare backgrounds for wall and/or floor tiling.
5	Minimise the risk of damage to the work and surrounding area when preparing backgrounds for wall and/or floor tiling.	<ul style="list-style-type: none"> • 5.1 <ul style="list-style-type: none"> · Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures. • 5.2 <ul style="list-style-type: none"> · Minimise damage and maintain a clean work space. • 5.3 <ul style="list-style-type: none"> · Dispose of waste in accordance with legislation. • 5.4 <ul style="list-style-type: none"> · 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 <ul style="list-style-type: none"> · 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 preparing backgrounds for wall and/or floor tiling.	<ul style="list-style-type: none"> • 6.1 <ul style="list-style-type: none"> · Demonstrate completion of the work within the allocated time. • 6.2 <ul style="list-style-type: none"> · State the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> · 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 prepare backgrounds for wall and/or floor tiling to the required specification.	<ul style="list-style-type: none"> • 7.1 <ul style="list-style-type: none"> · Demonstrate the following work skills when preparing backgrounds for wall and/or floor tiling: <ul style="list-style-type: none"> · measuring, setting out, stripping, cutting out, removing, making good, applying, finishing, positioning, securing and finishing. • 7.2 <ul style="list-style-type: none"> · Prepare and apply new and/or existing surfaces (to receive ceramic and natural stone wall and floor tiling) to given working instructions for:

- brick, block, tiles, concrete and manufactured board surfaces, cement and sand surfaces
- application of appropriate accessories.
- 7.3
 - Safely use materials, hand tools, portable power tools and associated equipment.
- 7.4
 - Safely store the materials, tools and equipment used when preparing backgrounds for wall and/or floor tiling.
- 7.5
 - Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
 - prepare brick, block, tiles, concrete, manufactured board surfaces, membranes and gypsum based surfaces
 - mix and apply cement and sand renders/screed and plaster renders
 - mix and apply proprietary material to make good the surfaces
 - install appropriate accessories
 - use waterproof decoupling and acoustic membranes
 - install movement joints
 - use hand tools, power tools and associated equipment
 - work at height
 - use access equipment.
- 7.6
 - Describe the needs of other occupations and how to effectively communicate within a team when preparing backgrounds for tiling.
- 7.7
 - Describe how to maintain the tools and equipment used when preparing backgrounds for tiling.

Assessment guidance and/or requirements : This unit must be assessed in a work environment and 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.

This unit must be assessed against the following endorsement groups:

Group A (1 required)

- Wall tiling
- Floor tiling

AND one from:

Group B (1 required)

- New surface
- Existing surfaces.

Producing Tiled, Mosaic and Stone Surface Finishes in the Workplace

Reference : L/503/4218

Level : Level 3

Credit Value : 17

Guided Learning Hours : 57

Grading Type : Pass/Fail

Aim : The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in producing tiled, mosaic and stone surface finishes in the workplace within the relevant sector of industry.

Learning Outcomes		Assessment Criteria
The Learner Will		The Learner Can
1	Interpret the given information relating to the work and resources when producing tiled, mosaic and stone surface finishes.	<ul style="list-style-type: none"> • 1.1 <ul style="list-style-type: none"> · Interpret and extract relevant information from drawings, specifications, job details, method statements, risk assessments, control of substances hazardous to health (COSHH) assessments and manufacturers' information. • 1.2 <ul style="list-style-type: none"> · Comply with information and/or instructions derived from risk assessments and method statements. • 1.3 <ul style="list-style-type: none"> · State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented. • 1.4 <ul style="list-style-type: none"> · Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> · drawings, specifications, job details, method statements, risk assessments, COSHH assessments, manufacturers' information and wall and floor tiling recommendations.
2	Know how to comply with relevant legislation and official guidance when producing tiled, mosaic and stone surface finishes.	<ul style="list-style-type: none"> • 2.1 <ul style="list-style-type: none"> · Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> · in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting. • 2.2 <ul style="list-style-type: none"> · Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative. • 2.3 <ul style="list-style-type: none"> · Explain what the accident reporting procedures are and who is responsible for making reports.
3	Maintain safe working practices when producing tiled, mosaic and stone surface finishes.	<ul style="list-style-type: none"> • 3.1 <ul style="list-style-type: none"> · Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when producing tiled, mosaic and stone surface finishes. • 3.2 <ul style="list-style-type: none"> · Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to producing tiled, mosaic and stone surface finishes, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: <ul style="list-style-type: none"> · collective protective measures · personal protective equipment (PPE)

		<ul style="list-style-type: none"> · respiratory protective equipment (RPE) · local exhaust ventilation (LEV). • 3.3 <ul style="list-style-type: none"> · Describe how the relevant health and safety control equipment should be used in accordance with the given instructions. • 3.4 <ul style="list-style-type: none"> · State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task related hazards.
4	Select the required quantity and quality of resources for the methods of work to produce tiled, mosaic and stone surface finishes.	<ul style="list-style-type: none"> • 4.1 <ul style="list-style-type: none"> · Select resources associated with own work in relation to materials, components, accessories, tools and equipment. • 4.2 <ul style="list-style-type: none"> · Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> · wall and floor tiles, mosaics, natural stone slabs, grout, adhesives, surface treatments, trims, movement joints, accessories · hand and/or powered tools and associated equipment. • 4.3 <ul style="list-style-type: none"> · Describe how the resources should be used correctly and how problems associated with the resources are reported. • 4.4 <ul style="list-style-type: none"> · Explain why the organisational procedures have been developed and how they are used for the selection of required resources. • 4.5 <ul style="list-style-type: none"> · Describe any potential hazards associated with the resources and method of work. • 4.6 <ul style="list-style-type: none"> · Describe how to calculate quantity, length, area and wastage associated with the method/procedure to producing tiled, mosaic and stone surface finishes.
5	Minimise the risk of damage to the work and surrounding area when producing tiled, mosaic and stone surface finishes.	<ul style="list-style-type: none"> • 5.1 <ul style="list-style-type: none"> · Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures. • 5.2 <ul style="list-style-type: none"> · Minimise damage and maintain a clean work space. • 5.3 <ul style="list-style-type: none"> · Dispose of waste in accordance with legislation. • 5.4 <ul style="list-style-type: none"> · 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 <ul style="list-style-type: none"> · 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 producing tiled, mosaic and stone surface finishes.	<ul style="list-style-type: none"> • 6.1 <ul style="list-style-type: none"> · Demonstrate completion of the work within the allocated time. • 6.2 <ul style="list-style-type: none"> · State the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> · 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 produce tiled, mosaic and stone surface finishes to the required specification.	<ul style="list-style-type: none"> • 7.1 <ul style="list-style-type: none"> · Demonstrate the following work skills when producing tiled, mosaic and stone surface finishes: <ul style="list-style-type: none"> · measuring, setting out, cutting, applying, positioning, securing and finishing. • 7.2 <ul style="list-style-type: none"> · Fix to vertical, horizontal, inclined and curved surfaces to given

working instructions for:

- wall and floor tiles, mosaics and natural stone slabs
- reveals, cills and soffits (door and/or windows)
- staircase and landing.
- 7.3
 - Fix tiles to two of the following:
 - patterns, motifs, arches, curves, circles.
- 7.4
 - Safely use materials, hand tools, portable power tools and associated equipment.
- 7.5
 - Safely store the materials, tools and equipment used when producing tiled, mosaic and stone surface finishes.
- 7.6
 - Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
 - fix and finish wall and floor tiles, mosaics and natural stone slabs to various surfaces, including staircase and landing (new and repair work)
 - set designs with curves, circles, ellipses, obtuse and acute angles
 - form reveals, cills and soffits (door and window openings)
 - fix tiles using cement and sand beds
 - fix angle trims and movement joints
 - use hand tools, power tools and associated equipment
 - work at height
 - use access equipment.
- 7.7
 - Describe the needs of other occupations and how to effectively communicate within a team when producing tiled, mosaic and stone surface finishes.
- 7.8
 - Describe how to maintain the tools and equipment used producing tiled, mosaic and stone surface finishes.

Assessment guidance and/or requirements : This unit must be assessed in a work environment and 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.

Tiling Wall and Floor Structures in the Workplace

Reference : L/503/2548

Level : Level 2

Credit Value : 13

Guided Learning Hours : 43

Grading Type : Pass/Fail

Aim : The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in tiling wall and floor surfaces in the workplace within the relevant sector of industry.

Learning Outcomes		Assessment Criteria
The Learner Will		The Learner Can
1	Interpret the given information relating to the work and resources when tiling wall and floor surfaces.	<ul style="list-style-type: none"> • 1.1 <ul style="list-style-type: none"> · Interpret and extract relevant information from drawings specifications, job details, method statements, risk assessments, control of substances hazardous to health (COSHH) assessments and manufacturers' information related to the work to be carried out. • 1.2 <ul style="list-style-type: none"> · Comply with information and/or instructions derived from risk assessments and method statements. • 1.3 <ul style="list-style-type: none"> · State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented. • 1.4 <ul style="list-style-type: none"> · Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> · drawings, specifications, job details, method statements, risk assessments, COSHH assessments, manufacturers' information and wall and floor tiling recommendations.
2	Know how to comply with relevant legislation and official guidance when tiling wall and floor surfaces.	<ul style="list-style-type: none"> • 2.1 <ul style="list-style-type: none"> · Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> · in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting. • 2.2 <ul style="list-style-type: none"> · Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative. • 2.3 <ul style="list-style-type: none"> · Explain what the accident reporting procedures are and who is responsible for making reports.
3	Maintain safe working practices when tiling wall and floor surfaces.	<ul style="list-style-type: none"> • 3.1 <ul style="list-style-type: none"> · Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when tiling wall and floor surfaces. • 3.2 <ul style="list-style-type: none"> · Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to tiling wall and floor surfaces, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: <ul style="list-style-type: none"> · collective protective measures · personal protective equipment (PPE) · respiratory protective equipment (RPE)

		<ul style="list-style-type: none"> · local exhaust ventilation (LEV). • 3.3 <ul style="list-style-type: none"> · Describe how the relevant health and safety control equipment should be used in accordance with the given instructions. • 3.4 <ul style="list-style-type: none"> · State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task related hazards.
4	Select the required quantity and quality of resources for the methods of work to tile wall and floor surfaces.	<ul style="list-style-type: none"> • 4.1 <ul style="list-style-type: none"> · Select resources associated with own work in relation to materials, components, accessories, tools and equipment. • 4.2 <ul style="list-style-type: none"> · Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> · wall and floor tiles, grout, adhesives, accessories · hand and/or powered tools and associated equipment. • 4.3 <ul style="list-style-type: none"> · Describe how the resources should be used correctly and how problems associated with the resources are reported. • 4.4 <ul style="list-style-type: none"> · Explain why the organisational procedures have been developed and how they are used for the selection of required resources. • 4.5 <ul style="list-style-type: none"> · Describe any potential hazards associated with the resources and method of work. • 4.6 <ul style="list-style-type: none"> · Describe how to calculate quantity, length, area and wastage associated with the method/procedure to tile wall and floor surfaces.
5	Minimise the risk of damage to the work and surrounding area when tiling wall and floor surfaces.	<ul style="list-style-type: none"> • 5.1 <ul style="list-style-type: none"> · Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures. • 5.2 <ul style="list-style-type: none"> · Minimise damage and maintain a clean work space. • 5.3 <ul style="list-style-type: none"> · Dispose of waste in accordance with legislation. • 5.4 <ul style="list-style-type: none"> · 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 <ul style="list-style-type: none"> · 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 tiling wall and floor surfaces.	<ul style="list-style-type: none"> • 6.1 <ul style="list-style-type: none"> · Demonstrate completion of the work within the allocated time. • 6.2 <ul style="list-style-type: none"> · State the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> · 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 tile wall and floor surfaces to the required specification.	<ul style="list-style-type: none"> • 7.1 <ul style="list-style-type: none"> · Demonstrate the following work skills when tiling wall and floor surfaces: <ul style="list-style-type: none"> · measuring, setting out, cutting, removing, applying, positioning, securing and finishing. • 7.2 <ul style="list-style-type: none"> · Fix tiles to vertical, horizontal and inclined surfaces to given working instructions for: <ul style="list-style-type: none"> · wall and floor surfaces · reveals, cills and soffits (door and/or windows)

- floor drainage and outlets
- fixture of appropriate accessories.
- 7.3
 - Safely use materials, hand tools, portable power tools and associated equipment.
- 7.4
 - Safely store the materials, tools and equipment used when tiling wall and floor surfaces.
- 7.5
 - Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
 - fix and finish wall and floor tiles to regular and irregular vertical, horizontal and inclined surfaces, including staircase and landing (new and repair work)
 - remove existing tiles and prepare background
 - form reveals, cills and soffits (door and window openings)
 - form internal and external angles
 - fix channels/form drainage and outlets
 - use appropriate accessories
 - use hand tools, power tools and associated equipment
 - work at height
 - use access equipment.
- 7.6
 - Describe the needs of other occupations and how to effectively communicate within a team when tiling wall and floor surfaces.
- 7.7
 - Describe how to maintain the tools and equipment used when tiling wall and floor surfaces.

Assessment guidance and/or requirements : This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. Please refer to the hyperlink for clarity - <https://www.citb.co.uk/qualifications-standards/qualification-framework/>

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.

Producing Internal and External Sand and Cement Backgrounds in the Workplace

Reference : A/503/2562

Level : Level 3

Credit Value : 14

Guided Learning Hours : 47

Grading Type : Pass/Fail

Aim : The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in Producing Internal and External Sand and Cement Backgrounds in the Workplace within the relevant sector of industry.

Learning Outcomes		Assessment Criteria
The Learner Will		The Learner Can
1	Interpret the given information relating to the work and resources when producing internal and external sand and cement backgrounds.	<ul style="list-style-type: none"> 1.1 <ul style="list-style-type: none"> · Interpret and extract relevant information from drawings, specifications, job details, method statements, risk assessments, control of substances hazardous to health (COSHH) assessments and manufacturers' information. 1.2 <ul style="list-style-type: none"> · Comply with information and/or instructions derived from risk assessments and method statements. 1.3 <ul style="list-style-type: none"> · State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented. 1.4 <ul style="list-style-type: none"> · Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> · drawings, specifications, job details, method statements, risk assessments, COSHH assessments, manufacturers' information and wall and floor tiling recommendations.
2	Know how to comply with relevant legislation and official guidance when producing internal and external sand and cement backgrounds.	<ul style="list-style-type: none"> 2.1 <ul style="list-style-type: none"> · Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> · in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting. 2.2 <ul style="list-style-type: none"> · Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative. 2.3 <ul style="list-style-type: none"> · Explain what the accident reporting procedures are and who is responsible for making reports.
3	Maintain safe working practices when producing internal and external sand and cement backgrounds.	<ul style="list-style-type: none"> 3.1 <ul style="list-style-type: none"> · Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when producing internal and external sand and cement backgrounds. 3.2 <ul style="list-style-type: none"> · Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to producing internal and external sand and cement backgrounds, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: <ul style="list-style-type: none"> · collective protective measures

		<ul style="list-style-type: none"> · personal protective equipment (PPE) · respiratory protective equipment (RPE) · local exhaust ventilation (LEV). • 3.3 <ul style="list-style-type: none"> · Describe how the relevant health and safety control equipment should be used in accordance with the given instructions. • 3.4 <ul style="list-style-type: none"> · State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task related hazards.
4	Select the required quantity and quality of resources for the methods of work to produce internal and external sand and cement backgrounds.	<ul style="list-style-type: none"> • 4.1 <ul style="list-style-type: none"> · Select resources associated with own work in relation to materials, tools and equipment. • 4.2 <ul style="list-style-type: none"> · Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> · renders, sands, limes, cement and additives · beads and trims · expanded metal lath (EML) · stainless steel reinforced mesh and fixings · hand and/or powered tools and associated equipment. • 4.3 <ul style="list-style-type: none"> · Describe how the resources should be used correctly and how problems associated with the resources are reported. • 4.4 <ul style="list-style-type: none"> · Explain why the organisational procedures have been developed and how they are used for the selection of required resources. • 4.5 <ul style="list-style-type: none"> · Describe any potential hazards associated with the resources and method of work. • 4.6 <ul style="list-style-type: none"> · Describe how to calculate quantity, length, area and wastage associated with the method/procedure to produce internal and external sand and cement backgrounds.
5	Minimise the risk of damage to the work and surrounding area when producing internal and external sand and cement backgrounds.	<ul style="list-style-type: none"> • 5.1 <ul style="list-style-type: none"> · Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures. • 5.2 <ul style="list-style-type: none"> · Minimise damage and maintain a clean work space. • 5.3 <ul style="list-style-type: none"> · Dispose of waste in accordance with legislation. • 5.4 <ul style="list-style-type: none"> · 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 <ul style="list-style-type: none"> · 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 producing internal and external sand and cement backgrounds.	<ul style="list-style-type: none"> • 6.1 <ul style="list-style-type: none"> · Demonstrate completion of the work within the allocated time. • 6.2 <ul style="list-style-type: none"> · State the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> · 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 produce internal and external sand and cement backgrounds to the required	<ul style="list-style-type: none"> • 7.1 <ul style="list-style-type: none"> · Demonstrate the following work skills when producing internal and

specification.

- external sand and cement backgrounds:
 - measuring, setting out, applying and finishing.
- 7.2
 - Apply internal and external rendering to given working instructions:
 - one
 - coat work
 - two
 - coat work
 - internal and external angles
 - walls, reveals, cills and soffits.
- 7.3
 - Safely use materials, hand tools, portable power tools and associated equipment.
- 7.4
 - Safely store the materials, tools and equipment used when producing internal and external sand and cement backgrounds.
- 7.5
 - Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
 - apply and finish one
 - and two
 - coat rendering to internal and external solid backgrounds
 - fix expanded metal lath (EML) and stainless steel reinforced mesh and fixings
 - form internal and external angles, reveals, cills, soffits and expansion joints
 - mix render
 - prepare backgrounds
 - use hand tools, power tools and associated equipment.
 - work at height
 - use access equipment.
- 7.6
 - Describe the needs of other occupations and how to effectively communicate within a team when producing internal and external sand and cement backgrounds.
- 7.7
 - Describe how to maintain the tools and equipment used when producing internal and external sand and cement backgrounds.

Assessment guidance and/or requirements : This unit must be assessed in a work environment and 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.

Providing Drainage for Tiled Surfaces in the Workplace

Reference : H/503/2555

Level : Level 3

Credit Value : 10

Guided Learning Hours : 33

Grading Type : Pass/Fail

Aim : The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in providing drainage for tiled surfaces in the workplace within the relevant sector of industry.

Learning Outcomes		Assessment Criteria
The Learner Will		The Learner Can
1	Interpret the given information relating to the work and resources when providing drainage for tiled surfaces.	<ul style="list-style-type: none"> • 1.1 <ul style="list-style-type: none"> · Interpret and extract relevant information from drawings, specifications, job details, method statements, risk assessments, control of substances hazardous to health (COSHH) assessments and manufacturers' information. • 1.2 <ul style="list-style-type: none"> · Comply with information and/or instructions derived from risk assessments and method statements. • 1.3 <ul style="list-style-type: none"> · State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented. • 1.4 <ul style="list-style-type: none"> · Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> · drawings, specifications, job details, method statements, risk assessments, COSHH assessments, manufacturers' information and wall and floor tiling recommendations.
2	Know how to comply with relevant legislation and official guidance when providing drainage for tiled surfaces.	<ul style="list-style-type: none"> • 2.1 <ul style="list-style-type: none"> · Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> · in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting. • 2.2 <ul style="list-style-type: none"> · Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative. • 2.3 <ul style="list-style-type: none"> · Explain what the accident reporting procedures are and who is responsible for making reports.
3	Maintain safe working practices when providing drainage for tiled surfaces.	<ul style="list-style-type: none"> • 3.1 <ul style="list-style-type: none"> · Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when providing drainage for tiled surfaces. • 3.2 <ul style="list-style-type: none"> · Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to providing drainage for tiled surfaces, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: <ul style="list-style-type: none"> · collective protective measures · personal protective equipment (PPE)

		<ul style="list-style-type: none"> · respiratory protective equipment (RPE) · local exhaust ventilation (LEV). • 3.3 <ul style="list-style-type: none"> · Describe how the relevant health and safety control equipment should be used in accordance with the given instructions. • 3.4 <ul style="list-style-type: none"> · State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task related hazards.
4	Select the required quantity and quality of resources for the methods of work to provide drainage for tiled surfaces.	<ul style="list-style-type: none"> • 4.1 <ul style="list-style-type: none"> · Select resources associated with own work in relation to materials, components, fixings, tools and equipment. • 4.2 <ul style="list-style-type: none"> · Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> · channels, outlets, fixings, fittings · hand and/or powered tools and associated equipment. • 4.3 <ul style="list-style-type: none"> · Describe how the resources should be used correctly and how problems associated with the resources are reported. • 4.4 <ul style="list-style-type: none"> · Explain why the organisational procedures have been developed and how they are used for the selection of required resources. • 4.5 <ul style="list-style-type: none"> · Describe any potential hazards associated with the resources and method of work. • 4.6 <ul style="list-style-type: none"> · Describe how to calculate quantity, length, area and wastage associated with the method/procedure to provide drainage for tiled surfaces.
5	Minimise the risk of damage to the work and surrounding area when providing drainage for tiled surfaces.	<ul style="list-style-type: none"> • 5.1 <ul style="list-style-type: none"> · Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures. • 5.2 <ul style="list-style-type: none"> · Minimise damage and maintain a clean work space. • 5.3 <ul style="list-style-type: none"> · Dispose of waste in accordance with legislation. • 5.4 <ul style="list-style-type: none"> · 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 <ul style="list-style-type: none"> · 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 providing drainage for tiled surfaces.	<ul style="list-style-type: none"> • 6.1 <ul style="list-style-type: none"> · Demonstrate completion of the work within the allocated time. • 6.2 <ul style="list-style-type: none"> · State the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> · 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 provide drainage for tiled surfaces to the required specification.	<ul style="list-style-type: none"> • 7.1 <ul style="list-style-type: none"> · Demonstrate the following work skills when providing drainage for tiled surfaces: <ul style="list-style-type: none"> · measuring, setting out, cutting, fitting, finishing, positioning and securing. • 7.2 <ul style="list-style-type: none"> · Install to given working instructions: <ul style="list-style-type: none"> · tiled floor surface drainage channels

	<ul style="list-style-type: none"> · tiled floor surface drainage outlets · proprietary drainage system. • 7.3 <ul style="list-style-type: none"> · Safely use materials, hand tools, portable power tools and associated equipment. • 7.4 <ul style="list-style-type: none"> · Safely store the materials, tools and equipment used when providing drainage for tiled surfaces. • 7.5 <ul style="list-style-type: none"> · Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> · install tiled floor surface drainage channels and drainage outlets · insert and position proprietary drainage systems · use hand tools, power tools and associated equipment. • 7.6 <ul style="list-style-type: none"> · Describe the needs of other occupations and how to effectively communicate within a team when providing drainage for tiled surfaces. • 7.7 <ul style="list-style-type: none"> · Describe how to maintain the tools and equipment used when providing drainage for tiled surfaces.
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Assessment guidance and/or requirements : This unit must be assessed in a work environment and 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.