
RSPH LEVEL 3 NVQ DIPLOMA IN SUPERVISING LICENSED ASBESTOS REMOVAL (Construction)

January 2020

This qualification has a Total Qualification time (TQT) of 1110 Hours

Guided Learning: 525 hours

Ofqual Qualification Number: 603/4949/9

Description

The *Level 3 NVQ Diploma in Supervising Licensed Asbestos Removal* is a qualification that covers the practical skills and underpinning knowledge required by a supervisor in order to oversee the safe removal of licensed asbestos from a workplace.

The objective of this qualification is to provide learners with the knowledge and skills to ensure that the plan of work for removal of licensed asbestos is followed safely with the resources provided and completed to the work schedule and budget. Learners will be able to supervise the setting up and removal of enclosures, removal and safe disposal of licensed asbestos and co-ordinate and organise all of the activities on site required for licensed asbestos removal.

The qualification consists of seven mandatory units and three option units. Learners are required to take two of the option units together with all of the mandatory units in order to achieve the qualification.

The units are:

Installing and Removing Licensed Asbestos Enclosure or Containment Areas in the Workplace (Mandatory)

Removing Licensed Asbestos in the Workplace (Mandatory)

Repairing or Encapsulating Asbestos-Containing Materials in the Workplace (Optional)

Confirming the Occupational Method of Work in the Workplace (Mandatory)

Confirming work activities and resources for an occupational work area in the workplace (Mandatory)

Confirming Work Meets Contractual, Industry and Manufacturer's Standards in the Workplace (Optional)

Co-ordinating and Organising Work Operations in the Workplace (Mandatory)
Developing and maintaining professional working relationships in the workplace
(Mandatory)
Implementing and Maintaining Health, Safety, Environmental and Welfare Practices in
the Workplace (Mandatory)
Monitoring Progress of Work Against Schedules in the Workplace (Optional)

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Installing and Removing Licensed Asbestos Enclosure or Containment Areas in the Workplace

Total Unit Time: 150 hours

Guided Learning: 65 hours

Unit Level: 2

Unit reference number: F/616/9657 (This is equivalent to CITB unit 462v2)

This is a mandatory unit

Summary of Learning Outcomes:

To achieve this unit a candidate must:

- 1. Interpret the given information relating to the work and resources when installing and removing licensed asbestos enclosure or containment areas: *by being able to meet the following assessment criteria:***
 - 1.1 Interpret and extract relevant information from the plan of work, risk assessments, drawings, specifications, schedules and manufacturers' information.
 - 1.2 Comply with information and/or instructions derived from risk assessments and method statement.
 - 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:
 1. drawings,
 2. specifications,
 3. schedules,
 4. plan of work,
 5. risk assessments,
 6. manufacturer's information,
 7. current official guidance,
 8. approved Codes of Practice, and
 9. current regulationsassociated with installing and removing licensed asbestos enclosure or containment areas.

2. Know how to comply with relevant legislation and official guidance when installing and removing licensed asbestos enclosure or containment areas: *by being able to meet the following assessment criteria:*

- 2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:
 - 1. in the workplace,
 - 2. below ground level,
 - 3. at height,
 - 4. in confined spaces,
 - 5. with tools and equipment,
 - 6. with materials and substances,
 - 7. with movement and storage of materials by manual handling and mechanical lifting.
- 2.2 Describe the organisational security procedures for
 - 1. tools,
 - 2. equipment and personal belongings in relation to site,
 - 3. workplace,
 - 4. company,
 - 5. operative,
 - 6. skips,
 - 7. decontamination units and
 - 8. vehicles.
- 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 and removing licensed asbestos enclosure or containment areas: *by being able to meet the following assessment criteria:*

- 3.1 Use health and safety control equipment safely, including collective protective measures, personal protective equipment (PPE), respiratory protective equipment (RPE) and local exhaust ventilations (LEV), and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing and removing licensed asbestos enclosure or containment areas.
- 3.2 Demonstrate compliance with the given information and relevant legislation when installing and removing licensed asbestos enclosure or containment areas in relation to the following:
 - 1. safe use, storage and handling of materials, tools and equipment
 - 2. safe use of access equipment
 - 3. specific risks to health and the environment.

- 3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to installing and removing licensed asbestos enclosure or containment areas, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:
 1. collective protective measures
 2. personal protective equipment (PPE)
 3. respiratory protective equipment (RPE)
 4. local exhaust ventilation (LEV)
 - 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, site specific hazards and other task-related activities.
- 4. Select the required quantity and quality of resources for the methods of work to install and remove licensed asbestos enclosure or containment areas: *by being able to meet the following assessment criteria:***
- 4.1 Select the provided resources associated with own work in relation to materials, components, fixings, tools and equipment.
 - 4.2 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:
 1. decontamination units
 2. controlled wet stripping materials and equipment and other removal materials and equipment
 3. sheet materials, tapes, fixings or adhesives
 4. protective clothing and equipment
 5. specified hand tools, portable power tools, plant and equipment
 6. test 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 assess quantity, length, weight and area associated with the procedure to install and remove licensed asbestos enclosure or containment areas.

5. Minimise the risk of damage to the work and surrounding area when installing and removing licensed asbestos enclosure or containment areas: *by being able to meet the following assessment criteria:*

- 5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
- 5.2 Maintain a safe, clear and clean work space.
- 5.3 Segregate and dispose of asbestos and non-asbestos 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, members of the public 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 and removing licensed asbestos enclosure or containment areas: *by being able to meet the following assessment criteria:*

- 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:
 - 1. types of timetables and estimated times
 - 2. organisational procedures for reporting circumstances which will affect the work programme.

7. Comply with the given contract information to install and remove licensed asbestos enclosure or containment areas to the required specification: *by being able to meet the following assessment criteria:*

- 7.1 Demonstrate the following work skills when installing and removing licensed asbestos enclosure or containment areas:
 - 1. measuring,
 - 2. marking out,
 - 3. fitting,
 - 4. setting up,
 - 5. positioning,
 - 6. erecting,
 - 7. securing,
 - 8. inspecting and
 - 9. dismantling.
- 7.2 Use and maintain specified hand tools, portable power tools and ancillary equipment.
- 7.3 Prepare, install, maintain, dismantle and remove at least one of the following to given working instructions:
 - 1. enclosure area for the removal of licensed asbestos
 - 2. containment areas for the removal of licensed asbestos.

- 7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
1. follow the organisational quality requirements
 2. prepare, install, maintain, dismantle and remove enclosure areas for the removal of licensed asbestos
 3. install, maintain, dismantle and remove work areas
 4. prepare and maintain all areas affected by the work activity
 5. install, use, maintain and remove hygiene facilities which may include modular units
 6. install, maintain, use and remove airlocks, bag locks, negative pressure units, vacuum cleaners and ancillary equipment
 7. read pressure gauges and other monitoring devices
 8. correctly position clear viewing panels and CCTV cameras
 9. damp down, clean, clear, seal and remove deposits or dust containing asbestos
 10. use inspection and testing equipment
 11. conduct enclosure integrity and smoke tests
 12. understand the implications of working with and around services including electrical, gas and water
 13. recognise and determine when specialist skills and knowledge are required and then report accordingly
 14. determine specific requirements for structures and areas of special interest, traditional build (pre 1919) and historical significance
 15. work with, around and in close proximity to plant and machinery
 16. comply with asbestos control measures
 17. use specified hand tools, portable power tools and equipment
 18. work at height
 19. work in confined spaces
 20. use access equipment.
- 7.5 Describe the needs of other occupations and how to communicate effectively within a team when installing and removing licensed asbestos enclosure or containment areas and members of the public who may be affected.
- 7.6 Describe how to maintain the specified hand tools, portable power tools and ancillary equipment used when installing and removing licensed asbestos enclosure or containment areas.
- 7.7 Describe how to maintain the tools and equipment used when installing and removing licensed asbestos enclosure or containment areas.

Unit Assessment Guidance:

1 Interpret the given information relating to the work and resources when installing and removing licensed asbestos enclosure or containment areas.

1.1 *Interpret and extract relevant information from the plan of work, risk assessments, drawings, specifications, schedules and manufacturers' information.*

The learner can construct the enclosure in accordance with the site drawing in the plan of work (POW) and remove it according to the work schedule.

1.2 *Comply with information and/or instructions derived from risk assessments and method statements.*

The enclosure is fitted with viewing panels, NPUs and appropriate warning signs in accordance with the method statement and risk assessments.

1.3 *Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.*

The learner reports any inappropriate information or unsuitable resources to the supervisor and follows any resulting instructions.

1.4 *Describe different types of information, their source and how they are interpreted.*

The learner is able to describe

1. drawings as being within the POW and tell you how to set the site up.
2. method statements as being within the POW and tell you how to do the job.
3. specifications as being within the POW and directs operatives to the standard operating procedures (SOPs)
4. schedules, ASB5 (start and finish time of works.)
5. manufacturers' information, relating to the use of RPE and the NPU
6. regulations and approved Codes of Practice relating to the removal of asbestos, such as, CAR 2012 and accompanying ACoP

2 Know how to comply with relevant legislation and official guidance when installing and removing licensed asbestos enclosure or containment areas.

2.1 *Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:*

1. *in the workplace,*
2. *below ground level,*
3. *at height,*
4. *in confined spaces,*
5. *with tools and equipment,*
6. *with materials and substances,*
7. *with movement/storage of materials and*
8. *by manual handling and mechanical lifting.*

The learner is aware that special conditions apply to the working practices and places listed. The learner complies with organisational procedures to ensure the safety of themselves and others.

2.2 *Describe the organisational security procedures for*

1. *tools,*
2. *equipment and personal belongings in relation to site,*
3. *workplace,*
4. *company,*
5. *operative*
6. *skips,*
7. *decontamination units and*
8. *vehicles.*

The learner can state organisation procedures for keeping the following secure:

1. tools,
2. equipment and personal belongings in relation to site,
3. workplace,
4. company,
5. operative
6. skips,
7. decontamination units and
8. vehicles

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

The learner can state organisation procedures

3 Maintain safe and healthy working practices when installing and removing licensed asbestos enclosure or containment areas.

- 3.1 *Use health and safety control equipment safely, including collective protective measures, personal protective equipment (PPE), respiratory protective equipment (RPE) and local exhaust ventilations (LEV), and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing and removing licensed asbestos enclosure or containment areas.*

The learner uses the correct PPE when installing and removing asbestos enclosures. For example, coveralls, RPE, safety footwear working at height.

- 3.2 *Demonstrate compliance with the given information and relevant legislation when installing and removing licensed asbestos enclosure or containment areas in relation to the following:*

1. *safe use, storage and handling of materials, tools and equipment*
2. *safe use of access equipment*
3. *specific risks to health and the environment.*

Learner follows plan of work and operational procedures when installing and removing licensed asbestos enclosures.

- 3.3 *Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to installing and removing licensed asbestos enclosure or containment areas, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:*

1. *collective protective measures*
2. *personal protective equipment (PPE)*
3. *respiratory protective equipment (RPE)*
4. *local exhaust ventilation (LEV)*

The learner can use RPE (orinasal or full face powered respirator, both with P3 filters). The type of respirator used depends on anticipated exposure, which is related to the nature of the work.

- 3.4 *Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.*

The learner can use RPE (orinasal or full face powered respirator, both with P3 filters). The type of respirator used depends on anticipated exposure, which is related to the nature of the work.

The plan of work will dictate what health and safety control equipment is used.

- 3.5 *Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, site specific hazards and other task-related activities.*

The learner can state organisation procedures.

4 Select the required quantity and quality of resources for the methods of work to install and remove licensed asbestos enclosure or containment areas.

- 4.1 *Select the provided resources associated with own work in relation to materials, components, fixings, tools and equipment.*

The learner can select resources in accordance with the plan of work.

- 4.2 *Describe the characteristics, quality, uses, limitations and defects associated with the resources*

The learner can describe the following:

1. decontamination units – Characteristics and quality described as in licenced contractors guide. Used for full decontamination. Limitations, number of showerheads per operatives (1:4), defects, such as, doors not self-closing, incorrect signage, not level, gas/electric/air clearance from last use either missing or out of date etc.

2. controlled wet stripping materials and equipment – Characteristics and quality enables multi point needle injection and flow rate to be controlled on each needle. Uses, to wet sprayed coating or thermal insulation. Limitations, may not give consistent wetting throughout the material. Takes time to soak material.

3. sheet materials, Characteristics and quality – Polythene 1000-gauge (250 micron) thickness. Uses, creating an enclosure or wrapping materials. Defects – rips, tears etc., thin, creased.

4. tapes – Characteristics, poly cloth tape, tears easily to apply, strong adhesive quality. Uses – normally used in constructing enclosures and sealing packages wrapped in polythene. Limitations – adherence can be lessened when used on hot, cold or dusty surfaces. Defects – none that effect the general usage.

5. spray tack. Characteristics – aerosol contact adhesive. Uses – normally used in constructing enclosures and sealing packages wrapped in polythene. Limitations – toxic, needs to be used in a well ventilated area. Defects – none that effect general usage.

6. removal materials and equipment - Characteristics – need to be disposable or reused following decontamination or if not decontaminated, securely packaged and transported to next site in readiness to use. Uses – removal of asbestos. Limitations – none that effect the general usage. Defects – electrical items may need PAT testing and regular inspection.

7. hygiene facilities – See 1.

8. hand and powered tools and equipment. Characteristics – need to be disposable or reused following decontamination or if not decontaminated, securely packaged and transported to next site in readiness to use. Uses – removal of asbestos. Limitations – none that effect the general usage. Defects – electrical items may need PAT testing and regular inspection.

9. test equipment - Characteristics – produces non-toxic smoke. Uses – to check enclosure integrity. Limitations – can take a short period of time to heat up prior to use. Defects – electrical items may need PAT testing and regular inspection.

- 4.3 *Describe how to confirm that the resources and materials conform to the specification.*

The learner can select resources to complete the works in accordance with the plan of work.

- 4.4 *Describe how the resources should be used correctly and how problems associated with the resources are reported.*

The learner can use resources in accordance with information, instruction and training provided as well as the directions from the plans of work. The learner notifies any problems associated with the resources to the supervisor in accordance with organisational procedures.

- 4.5 *Explain why the organisational procedures have been developed and how they are used for the selection of required resources.*

The learner can explain that organisational procedures are developed to ensure that all work is carried out safely and effectively, and include what resources should be used to enable this.

- 4.6 *Describe any potential hazards associated with the resources and method of work.*

The learner can outline potential hazards associated with the resources, which can include;

1. Electrical
2. Chemical
3. Manual handling

and hazards associated with the method of work such as

1. Inappropriate use of tools and equipment
2. Slips and trips
3. Working at height
4. Confined spaces

- 4.7 *Describe how to assess quantity, length, weight, area and wastage associated with the method/procedure to remove licensed asbestos.*

By following the site diagram and incorporating site conditions, the candidate can estimate the length, width and height of any materials required and install and remove licensed asbestos enclosures.

5 Minimise the risk of damage to the work and surrounding area when installing and removing licensed asbestos enclosure or containment areas

- 5.1 *Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.*

The learner can use Corex, flame retardant polythene as alternatives to regular materials to protect the surrounding areas.

Learner follows organisational procedures / plan of work.

- 5.2 *Maintain a safe, clear and clean work space.*

The learner can maintain a clean work space when moving, handling or storing resources.

- 5.3 *Segregate and dispose of asbestos and non-asbestos waste in accordance with current legislation.*

The learner can package asbestos and non-asbestos waste, keeping these separate, and transport it from enclosure to waste receptacle, in accordance with organisational procedures.

- 5.4 *Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations, members of the public and adverse weather conditions.*

The learner can describe the use of Corex, flame retardant polythene, Heras fencing and security measures as alternatives to regular materials to protect the general workplace activities, other occupations, members of the public 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 and industry guidance.*

The learner can explain that the disposal of waste should be carried out in relation to the work in order to prevent the spread of asbestos.

6 Complete the work within the allocated time when installing and removing licensed asbestos enclosure or containment areas

6.1 *Demonstrate completion of the work within the allocated time.*

The learner can carry out the construction and dismantling of a licensed asbestos enclosure according to the plan of work and within the timescale detailed on the ASB5.

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

- 1. types of timetables and estimated times*
- 2. organisational procedures for reporting circumstances which will affect the work programme.*

The learner can state that the construction and dismantling of a licensed asbestos enclosure should be carried out according to the plan of work in order to ensure that the process is properly co-ordinated and efficient, and to ensure that other works planned around the asbestos removal by other trades can progress without delay.

The learner can describe the organisation's reporting arrangements to the supervisor.

7 Comply with the given contract information to install and remove licensed asbestos enclosure or containment areas to the required specification.

7.1 *Demonstrate the following work skills when installing and removing licensed asbestos enclosure or containment areas:*

- 1. measuring,*
- 2. marking out,*
- 3. fitting,*
- 4. setting up,*
- 5. positioning,*
- 6. erecting,*
- 7. securing,*
- 8. inspecting and*
- 9. dismantling.*

The learner follows the site diagram in the POW and is observed (or evidence gathered) carrying out the tasks below when installing and removing a licensed asbestos enclosure.

1. measuring,
2. marking out,
3. fitting,
4. setting up,
5. positioning,
6. erecting,
7. securing,
8. inspecting,
9. dismantling.

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

The learner can safely and in accordance with organisational procedures use and maintain, the items listed below, or package them for storage when transporting between sites:

Hand tools, portable power tools, ancillary equipment.

7.3 *Prepare, install, maintain, dismantle and remove at least one of the following to given working instructions:*

1. enclosure area for the removal of licensed asbestos
2. containment areas for the removal of licensed asbestos.

The learner is able to prepare to install a licensed asbestos enclosure by ensuring that all equipment and materials required to construct the licensed asbestos enclosure, in accordance with the POW, are available and ensure that the licensed asbestos enclosure is maintained by carrying out daily checks.

The learner can dismantle a licensed asbestos enclosure by removing all enclosure materials, bagging the materials as asbestos waste as necessary and removing all plant and equipment. The work area is left clean and tidy.

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

1. follow the organisational quality requirements
2. prepare, install, maintain, dismantle and remove enclosure areas for the removal of licensed asbestos
3. install, maintain, dismantle and remove work areas
4. prepare and maintain all areas affected by the work activity
5. install, use, maintain and remove hygiene facilities which may include modular units
6. install, maintain, use and remove airlocks, bag locks, negative pressure units, vacuum cleaners and ancillary equipment
7. read pressure gauges and other monitoring devices
8. correctly position clear viewing panels and CCTV cameras
9. damp down, clean, clear, seal and remove deposits or dust containing asbestos

10. *use inspection and testing equipment*
11. *conduct enclosure integrity and smoke tests*
12. *understand the implications of working with and around services including electrical, gas and water*
13. *recognise and determine when specialist skills and knowledge are required and then report accordingly*
14. *determine specific requirements for structures and areas of special interest, traditional build (pre 1919) and historical significance*
15. *work with, around and in close proximity to plant and machinery*
16. *comply with asbestos control measures*
17. *use specified hand tools, portable power tools and equipment*
18. *work at height*
19. *work in confined spaces*
20. *use access equipment.*

The learner describes how to apply safe work practices and follow organisational procedures in relation to the listed activities.

The learner can report problems and establish the authority needed to rectify them. Depending on the problem encountered, the learner will state that he/she will stop work, notify colleagues of issues where necessary and report to the supervisor.

- 7.5 *Describe the needs of other occupations and how to communicate within a team when installing and removing licensed asbestos enclosure or containment areas.*

The needs of other occupations will have been identified during the planning stage for the job and incorporated into the POW. The candidate will be able to identify these needs from the POW and will be able to make other occupations aware that the asbestos works are being undertaken and access to certain areas will be restricted.

This will be communicated to other trades and teams by one or more of the following communication methods

1. Site induction;
2. Tool box talks;
3. Plans of work;
4. Prior notification.

- 7.6 *Describe how to maintain the specified hand tools, portable power tools and ancillary equipment used when installing and removing licensed asbestos enclosure or containment areas.*

The candidate is able to describe how to maintain the following:

1. 'H' Type vacuums,
2. Negative Pressure Units,
3. DCUs,
4. RPE

Removing Licensed Asbestos in the Workplace

Total Unit Time: 180 hours

Guided Learning: 70 hours

Unit Level: 2

Unit reference number: J/616/9658 (This is equivalent to CITB unit 463v2)

This is a mandatory unit

Summary of Learning Outcomes:

To achieve this unit a candidate must:

1. Interpret the given information relating to the work and resources when removing licensed asbestos: *by being able to meet the following assessment criteria:*

- 1.1 Interpret and extract relevant information from the plan of work, risk assessments, drawings, specifications, schedules and manufacturers' information.
- 1.2 Comply with information and/or instructions derived from risk assessments and method statement.
- 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:
 - 1. drawings,
 - 2. specifications,
 - 3. schedules,
 - 4. plans of work,
 - 5. risk assessments,
 - 6. manufacturers' information,
 - 7. current regulations and
 - 8. approved Codes of Practice

associated with licensed asbestos removal

2. Know how to comply with relevant legislation and official guidance when removing licensed asbestos: *by being able to meet the following assessment criteria:*

- 2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:
 - 1. in the workplace,
 - 2. below ground level,
 - 3. in confined spaces,
 - 4. at height
 - 5. with tools and equipment,

6. with materials and substances,
 7. with movement and storage of materials
 8. 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, operative, skips, decontamination units, hygiene facilities and vehicles.
- 2.3 Explain what the accident reporting procedures are and who is responsible for making reports.

3. Maintain safe and healthy working practices when removing licensed asbestos: *by being able to meet the following assessment criteria:*

- 3.1 Use health and safety control equipment safely, including collective protective measures, personal protective equipment (PPE), respiratory protective equipment (RPE) and local exhaust ventilations (LEV), and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when removing licensed asbestos.
- 3.2 Demonstrate compliance with the given information and relevant legislation when removing licensed asbestos in relation to the following:
1. safe use, storage and handling of materials, tools and equipment
 2. safe use of access equipment
 3. specific risks to health and the environment.
- 3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to removing licensed asbestos, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:
1. collective protective measures
 2. personal protective equipment (PPE)
 3. respiratory protective equipment (RPE)
 4. local exhaust ventilation (LEV)
- 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, site specific hazards and other task-related activities.

4. Select the required quantity and quality of resources for the methods of work to remove licensed asbestos: *by being able to meet the following assessment criteria:*

- 4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.
- 4.2 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:
 - 1. materials, components and equipment relating to hand tools, equipment and given control measures
 - 2. protective clothes and equipment
 - 3. decontamination units, hygiene facilities.
- 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 assess quantity, length, weight, area and wastage associated with the method/procedure to remove licensed asbestos.

5. Minimise the risk of damage to the work and surrounding area when removing licensed asbestos: *by being able to meet the following assessment criteria:*

- 5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
- 5.2 Maintain a safe, clear and clean work space.
- 5.3 Segregate and dispose of asbestos and non-asbestos 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, members of the public 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 and industry guidance.

- 6. Complete the work within the allocated time when removing licensed asbestos:** *by being able to meet the following assessment criteria:*
- 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:
 - 1. types of timetables and estimated times
 - 2. organisational procedures for reporting circumstances which will affect the work programme.
- 7. Comply with the given contract information to remove licensed asbestos materials to the required specification:** *by being able to meet the following assessment criteria:*
- 7.1 Demonstrate the following work skills when removing licensed asbestos: quantifying, identifying, stripping, handling, dismantling, cleaning, sealing and removing.
 - 7.2 Demonstrate how to follow direct connection and transit procedures.
 - 7.3 Use and maintain specified hand tools and ancillary equipment.
 - 7.4 Apply fibre suppression techniques.
 - 7.5 Strip, handle and remove licensed asbestos materials to given working instructions.
 - 7.6 Demonstrate how to follow transit and decontamination procedures.
 - 7.7 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
 - 1. undertake the removal in accordance with the plan of work and quality requirements
 - 2. follow direct connection and transit procedures
 - 3. suppress fibres and control exposure
 - 4. maintain standards of cleanliness
 - 5. assess and monitor personal exposure levels and interpret the results
 - 6. follow transit and decontamination procedures
 - 7. apply controlled wetting including injection and spraying techniques
 - 8. remove asbestos by approved abrasive blasting techniques
 - 9. shadow vacuum
 - 10. handle and dispose of asbestos
 - 11. understand the implications of working with and around services including electrical, gas and water
 - 12. remove licensed asbestos by the approved glove and bag method
 - 13. recognise and determine when specialist skills and knowledge are required and report accordingly
 - 14. determine specific requirements for structures and areas of special interest, traditional build (pre 1919) and historical significance
 - 15. work with, around and in close proximity to plant and machinery
 - 16. use specified hand tools, portable power tools and equipment
 - 17. work at height
 - 18. work in confined spaces
 - 19. use access equipment.

- 7.8 Describe the needs of other occupations and how to communicate effectively within a team when removing licensed asbestos.
- 7.9 Describe how to maintain the specified hand tools, portable power tools, ancillary equipment and control measures used to remove licensed asbestos.

Unit Assessment Guidance:

1 Interpret the given information relating to the work and resources when removing licensed asbestos.

1.1 *Interpret and extract relevant information from the plan of work, risk assessments, drawings, specifications, schedules and manufacturers' information.*

The learner is able to remove the asbestos using the sequence, methods and equipment detailed in the plan of work (POW).

1.2 *Comply with information and/or instructions derived from risk assessments and method statement.*

The learner is able to remove the asbestos using controlled stripping methods as detailed in the POW. The work methods are derived from the risk assessments.

1.3 *Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.*

The learner is able to describe the organisational procedures and reports any inappropriate information or unsuitable resources to the supervisor and follows any resulting instructions.

1.4 *Describe different types of information, their source and how they are interpreted in relation to:*

1. *drawings,*
2. *specifications,*
3. *schedules,*
4. *plans of work,*
5. *risk assessments,*
6. *manufacturers' information*
7. *current information and*
8. *approved Codes of Practice*

associated with licensed asbestos removal.

The learner is able to describe

1. drawings as being within the POW and tell you how to set the site up.
2. specifications as being within the POW and directs operatives to the standard operating procedures (SOPs)
3. schedules, - ASB5 (start and finish time of works.)
4. risk assessments inform the plan of work and standard operating procedures
5. plan of work as being the sequence of work activities to follow and how to carry out these activities

6. Current official guidance will inform the plan of work
7. manufacturers' information, relating to the use of RPE and the NPU regulations
8. Current regulations and approved Codes of Practice relating to the removal of asbestos, such as. – CAR 2012 and accompanying ACoP

2 Know how to comply with relevant legislation and official guidance when removing licensed asbestos.

2.1 *Describe their responsibilities* regarding potential accidents, health hazards and the environment whilst working:

1. *in the workplace,*
2. *below ground level,*
3. *at height,*
4. *in confined spaces,*
5. *with tools and equipment,*
6. *with materials and substances,*
7. *with movement and storage of materials,*
8. *by manual handling and mechanical lifting.*

The learner is aware that special conditions apply to the working practices and places listed. The learner complies with organisational procedures to ensure the safety of themselves and others

2.2 *Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative, skips, decontamination units, hygiene facilities and vehicles.*

The learner can describe organisation procedures for keeping the following secure:

1. tools,
2. equipment and personal belongings in relation to site,
3. workplace,
4. company,
5. operative,
6. skips,
7. decontamination units,
8. hygiene facilities and
9. vehicles

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

The learner can state organisation procedures

3 Maintain safe and healthy working practices when removing licensed asbestos.

- 3.1 *Use health and safety control equipment safely, including collective protective measures, personal protective equipment (PPE), respiratory protective equipment (RPE) and local exhaust ventilations (LEV), and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when removing licensed asbestos.*

The learner uses the correct PPE when removing asbestos. For example, coveralls, RPE and safety footwear, and complies with organisational procedures when carrying out the work.

- 3.2 *Demonstrate compliance with the given information and relevant legislation when removing licensed asbestos in relation to the following:*
1. *safe use, storage and handling of materials, tools and equipment*
 2. *safe use of access equipment*
 3. *specific risks to health and the environment.*

The learner is able to follow organisational procedures.

- 3.3 *Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to removing licensed asbestos, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:*
1. *collective protective measures*
 2. *personal protective equipment (PPE)*
 3. *respiratory protective equipment (RPE)*
 4. *local exhaust ventilation (LEV)*

The learner can explain why and when to use PPE and RPE (orinasal or full face powered respirator, both with P3 filters or breathing apparatus). Type of respirator used depends on anticipated exposure, which is related to the nature of the work.

- 3.4 *Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.*

The learner can explain why and when to use PPE and RPE (orinasal or full face powered respirator, both with P3 filters or breathing apparatus). Type of respirator used depends on anticipated exposure, which is related to the nature of the work.

- 3.5 *Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, site specific hazards and other task-related activities.*

The learner can state organisation procedures.

4 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.

4.1 *Select resources associated with own work in relation to materials, components, fixings, tools and equipment.*

The learner can select resources to complete the works in accordance with the plan of work.

4.2 *Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:*

- 1. materials, components and equipment relating to hand tools, equipment and given control measures*
- 2. protective clothes and equipment*
- 3. decontamination units, hygiene facilities.*

The learner can describe the following:

- 1. Hand tools** – Characteristics and quality appropriate for the work undertaken. Used in preference to powered tools. Limitations, none that effect usage. Defects, general wear and tear.
- 2. 'H' Type Vacuum Equipment** – Characteristics and quality, as specified in the POW, Uses, removing asbestos. Limitations, 'H' Type vacuum can't be used for wet cleaning. Defects, damage to casing, cable and plug.
- 3. Given control measures:** such as RPE and decontamination units

4.3 *Describe how to confirm that the resources and materials conform to the specification.*

The learner can check the resources and materials supplied against the plan of work and organisational procedures.

4.4 *Describe how the resources should be used correctly and how problems associated with the resources are reported.*

The learner can use resources in accordance with information, instruction and training provided as well as the directions from the plans of work. The learner notifies any problems associated with the resources to the supervisor in accordance with organisational procedures.

4.5 *Explain why the organisational procedures have been developed and how they are used for the selection of required resources.*

The learner can explain that organisational procedures are developed to ensure that all work is carried out safely and effectively, and include what resources should be used to enable this.

4.6 *Describe any potential hazards associated with the resources and methods of work.*

The learner is able to outline potential hazards associated with the resources and methods of work.

Hazards associated with the resources can include;

1. Electrical.
2. Manual handling.

Hazards associated with the method of work can include

1. Inappropriate use of tools and equipment
2. Slips and trips
3. Working at height
4. Confined spaces

4.7 *Describe how to assess quantity, length, weight, area and wastage associated with the method/procedure to remove licensed asbestos.*

The learner is able to follow organisational procedures in relation to this.

5 Minimise the risk of damage to the work and surrounding area when removing licensed asbestos.

5.1 *Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.*

The learner is able to protect the enclosure using on or more of the following

1. Daily checks,
2. barrier tape,
3. Heras fencing,
4. boarding and
5. warning signage.

5.2 *Maintain a safe, clear and clean work space.*

The learner is able to carry out daily checks on enclosure integrity and maintain a clean work space by not allowing waste to accumulate in the enclosure and bagging waste as it is removed.

5.3 *Segregate and dispose of asbestos and non-asbestos waste in accordance with current legislation.*

The learner can package asbestos and non-asbestos waste, keeping these separate, and transport it from enclosure to waste receptacle, in accordance with organisational procedures.

- 5.4 *Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations, members of the public and adverse weather conditions.*

The learner can describe the use of the following protection methods in relation to general workplace activities, other occupations, members of the public and adverse weather conditions.

1. Daily checks,
2. barrier tape,
3. Heras fencing,
4. Boarding,
5. warning signage and
6. reinforcing materials such as Corex.

- 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 and industry guidance.*

The learner can state that the disposal of waste should be carried out in relation to the work in order to prevent the spread of asbestos.

6 Complete the work within the allocated time when removing licensed asbestos.

- 6.1 *Demonstrate completion of the work within the allocated time.*

The learner is able to remove licensed asbestos according to the plan of work and within the timescale detailed on the ASB5.

- 6.2 *Describe the purpose of the work programme and explain why deadlines should be kept in relation to:*
1. *types of timetables and estimated times*
 2. *organisational procedures for reporting circumstances which will affect the work programme.*

The learner can explain that the purpose of the work programme is to ensure that removal of licensed asbestos is carried out according to the plan of work and that the process is properly co-ordinated and efficient. This will ensure that other works planned around the asbestos removal by other trades can progress without delay.

The learner can explain the reporting arrangements to the supervisor in the event that circumstances occur which affect the work programme.

7 Comply with the given contract information to remove licensed asbestos materials to the required specification.

- 7.1 *Demonstrate the following work skills when removing licensed asbestos:*
1. *quantifying, identifying, stripping, handling, dismantling, cleaning, sealing and removing*

When removing asbestos, the candidate can identify the asbestos to be removed and the quantity to be removed. Ceilings or similar structures are dismantled appropriately, items that need to be put aside for reuse are separated from those that can be disposed, asbestos waste bags are sealed correctly.

- 7.2 *Demonstrate how to follow direct connection and transit procedures.*

The learner can follow operational procedures relating to direct connection and transit.

- 7.3 *Use and maintain specified hand tools and ancillary equipment.*

The learner can safely and in accordance with organisational procedures use and maintain, the items listed below, or package them for storage when transporting between sites:

1. hand tools,
2. portable power tools,
3. ancillary equipment,
4. test equipment
5. electrical isolators.

- 7.4 *Apply fibre suppression techniques.*

The learner can describe how to apply safe work practices and follow organisational procedures in relation to fibre suppression.

- 7.5 *Strip, handle and remove licensed asbestos materials to given working instructions.*

The learner is able to follow the POW when stripping, handling and removing licensed asbestos materials.

- 7.6 *Demonstrate how to follow transit and decontamination procedures.*

The learner can follow operational procedures relating to direct connection and transit.

- 7.7 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
1. undertake the removal in accordance with the plan of work and quality requirements
 2. follow direct connection and transit procedures
 3. suppress fibres and control exposure

4. maintain standards of cleanliness
5. assess and monitor personal exposure levels and interpret the results
6. follow transit and decontamination procedures
7. apply controlled wetting including injection and spraying techniques
8. remove asbestos by approved abrasive blasting techniques
9. shadow vacuum
10. handle and dispose of asbestos
11. understand the implications of working with and around services including electrical, gas and water
12. remove licensed asbestos by the approved glove and bag method
13. recognise and determine when specialist skills and knowledge are required and report accordingly
14. determine specific requirements for structures and areas of special interest, traditional build (pre-1919) and historical significance
15. work with, around and in close proximity to plant and machinery
16. use specified hand tools, portable power tools and equipment
17. work at height
18. work in confined spaces
19. use access equipment.

The learner can describe how to apply safe work practices and follow organisational procedures in relation to these procedures.

The learner can describe the operational procedures for reporting problems, know when work should be stopped due to problems being identified and what the reporting arrangements are for reporting such problems.

7.8 *Describe the needs of other occupations and how to communicate effectively within a team when removing licensed asbestos.*

The needs of other occupations will have been identified during the planning stage for the job and incorporated into the POW. The candidate will be able to identify these needs from the POW and will be able to make other occupations aware that the asbestos works are being undertaken and access to certain areas will be restricted. This will be communicated to other trades and teams by one or more of the following communication methods

1. Site induction,
2. Tool box talks,
3. Plans of work,
4. Prior notification.

7.9 *Describe how to maintain the specified hand tools, portable power tools, ancillary equipment and control measures used to remove licensed asbestos.*

The learner is able to describe how to maintain the following:

1. 'H' Type vacuums,
2. Negative Pressure Units,
3. DCUs,
4. RPE

Repairing or Encapsulating Asbestos-Containing Materials in the Workplace

Total Unit Time: 115 hours

Guided Learning: 85 hours

Unit Level: 2

Unit reference number: L/616/9659 (This is equivalent to CITB unit 467v2)

This is an optional unit

Summary of Learning Outcomes:

To achieve this unit a candidate must:

1. **Interpret the given information relating to the work and resources when repairing or encapsulating asbestos-containing materials:** *by being able to meet the following assessment criteria.*
 - 1.1 Interpret and extract relevant information from drawings, specifications, schedules, plan of work, 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:
 1. drawings,
 2. specifications,
 3. schedules,
 4. plan of work,
 5. risk assessments,
 6. manufacturers' information,
 7. current official guidance,
 8. approved Codes of Practice and
 9. current regulations associated with repairing or encapsulating asbestos containing materials.

2. Know how to comply with relevant legislation and official guidance when repairing or encapsulating asbestos-containing materials: *by being able to meet the following assessment criteria:*

- 2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working:
 - 1. in the workplace,
 - 2. below ground level,
 - 3. in confined spaces,
 - 4. at height,
 - 5. with tools and equipment,
 - 6. with materials and substances,
 - 7. with movement and 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, operative, skips, decontamination units, hygiene facilities and vehicles.
- 2.3 Explain what the accident reporting procedures are and who is responsible for making reports.

3. Maintain safe working practices when repairing or encapsulating asbestos-containing materials: *by being able to meet the following assessment criteria:*

- 3.1 Use health and safety control equipment, including collective protective measures, personal protective equipment (PPE), respiratory protective equipment (RPE) and local exhaust ventilation (LEV), and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when repairing or encapsulating asbestos containing materials.
- 3.2 Demonstrate compliance with given information and relevant legislation when repairing or encapsulating asbestos containing materials in relation to the following:
 - 1. safe use, storage and handling of materials, tools and equipment
 - 2. safe use of access equipment
 - 3. specific risks to health and the environment.
- 3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to repairing or encapsulating asbestos containing materials, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:
 - 1. collective protective measures
 - 2. local exhaust ventilation (LEV)
 - 3. personal protective equipment (PPE)
 - 4. 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, site specific hazards and other task-related activities.
- 4. Select the required quantity and quality of resources for the methods of work to repair or encapsulate asbestos-containing materials: *by being able to meet the following assessment criteria:***
- 4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.
- 4.2 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:
1. repair materials
 2. adhesives and tapes
 3. fittings and fixings
 4. decontamination units, hygiene facilities
 5. protective clothing and equipment
 6. encapsulating materials
 7. specified 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 assess quantity, length, weight, area and wastage associated with the method and procedure to repair asbestos containing materials.
- 5. Minimise the risk of damage to the work and surrounding area when repairing or encapsulating asbestos-containing materials: *by being able to meet the following assessment criteria:***
- 5.1 Protect the work and its surrounding area from damage and contamination in accordance with safe working practices and organisational procedures.
- 5.2 Maintain a safe, clear and clean work space.
- 5.3 Segregate and dispose of asbestos and non-asbestos 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, members of the public 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 repairing or encapsulating asbestos-containing materials:** *by being able to meet the following assessment criteria:*
- 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:
 - 1. types of timetables and estimated times
 - 2. organisational procedures for reporting circumstances which will affect the work programme.
- 7. Comply with the given contract information to repair or encapsulate asbestos-containing materials to the required specification:** *by being able to meet the following assessment criteria:*
- 7.1 Demonstrate the following work skills when repairing or encapsulating asbestos containing materials:
 - 1. measuring,
 - 2. marking out,
 - 3. fitting,
 - 4. mixing,
 - 5. finishing,
 - 6. positioning,
 - 7. securing and sealing.
 - 7.2 Use and maintain specified hand tools, portable power tools and ancillary equipment.
 - 7.3 Repair or encapsulate products which contain asbestos materials by the following methods to given working instructions:
 - 1. coatings with or without a reinforced matrix
 - 2. sealed cladding.
 - 7.4 Prepare and maintain area affected by the work activity.
 - 7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
 - 1. follow the organisational quality requirements
 - 2. set up enclosure and containment areas
 - 3. encapsulate and repair asbestos-containing materials by applying coatings with or without a reinforced matrix and by installing sealed cladding
 - 4. protect existing asbestos-containing materials from incidental damage
 - 5. understand the implications of working with and around services including electrical, gas and water
 - 6. recognise and determine when specialist skills and knowledge are required and report accordingly
 - 7. determine specific requirements for structures and areas of special interest, traditional build (pre-1919) and historical significance
 - 8. work with, around and in close proximity to plant and machinery
 - 9. use specified hand tools, portable power tools and equipment
 - 10. work at height

- 11. work in confined spaces
- 12. use access equipment.
- 7.6 Describe the needs of other occupations and how to communicate effectively within a team when repairing or encapsulating asbestos containing materials and members of the public who may be affected.
- 7.7 Describe how to maintain the specified hand tools, portable power tools and ancillary equipment used when repairing or encapsulating asbestos-containing materials.

Unit Assessment Guidance:

1 Interpret the given information relating to the work and resources when repairing or encapsulating asbestos-containing materials.

1.1 *Interpret and extract relevant information from drawings, specifications, schedules, plan of work, risk assessments and manufacturers' information.*

The learner is able to repair or encapsulate asbestos containing materials using the sequence, methods and equipment detailed in the plan of work (POW).

1.2 *Comply with information and/or instructions derived from risk assessments and method statements.*

The learner is able to carry out the work as detailed in the POW. The work methods are derived from the risk assessments.

1.3 *Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.*

The learner reports any inappropriate information or unsuitable resources to the supervisor and follows any resulting instructions

1.4 *Describe different types of information, their source and how they are interpreted in relation to:*

- 1. drawings,*
- 2. specifications,*
- 3. schedules,*
- 4. plan of work,*
- 5. risk assessments,*
- 6. manufacturers' information,*
- 7. current official guidance,*
- 8. approved codes of practice and*
- 9. current regulations associated with repairing or encapsulating asbestos containing materials.*

The learner is able to describe;

- 1. drawings as being within the POW and tell you how to carry out the work,*
- 2. specifications as being within the POW and directs operatives to the standard operating procedures (SOPs),*
- 3. schedules, - ASB5 (start and finish time of works),*
- 4. plan of work describes the sequence of work and how the work should be carried out,*
- 5. risk assessments inform the plan of work and standard operating procedures,*

6. manufacturers' information, relating to the use of RPE and the NPU regulations,
7. Current official guidance will inform the plan of work, Current regulations and approved Codes of Practice relating to the work, such as, CAR 2012 and accompanying ACoP.

2 Know how to comply with relevant legislation and official guidance when repairing or encapsulating asbestos-containing materials.

2.1 *Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working:*

1. *in the workplace,*
2. *below ground level,*
3. *in confined spaces,*
4. *at height,*
5. *with tools and equipment,*
6. *with materials and substances,*
7. *with movement and storage of materials by manual handling and mechanical lifting.*

The learner is aware that special conditions apply to the working practices and places listed. The learner complies with organisational procedures to ensure the safety of themselves and others.

2.2 *Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative, skips, decontamination units, hygiene facilities and vehicles.*

The learner can describe organisational procedures for keeping the following secure;

1. tools,
2. equipment and personal belongings

in relation to site, workplace, company, operative, skips, decontamination units, hygiene facilities and vehicles.

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

The learner can state organisation procedures

3 Maintain safe working practices when repairing or encapsulating asbestos-containing materials.

- 3.1 *Use health and safety control equipment, including collective protective measures, personal protective equipment (PPE), respiratory protective equipment (RPE) and local exhaust ventilation (LEV), and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when repairing or encapsulating asbestos containing materials.*

The learner uses appropriate health and safety control equipment and follows organisational procedures when repairing or encapsulating asbestos containing materials.

- 3.2 *Demonstrate compliance with given information and relevant legislation when repairing or encapsulating asbestos containing materials in relation to the following:*
1. *safe use, storage and handling of materials, tools and equipment,*
 2. *safe use of access equipment,*
 3. *specific risks to health and the environment.*

The learner is able to follow organisational procedures.

- 3.3 *Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to repairing or encapsulating asbestos containing materials, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:*
1. *collective protective measures,*
 2. *local exhaust ventilation (LEV),*
 3. *personal protective equipment (PPE),*
 4. *respiratory protective equipment (RPE).*

The learner can explain why and when to use PPE and RPE (orinasal or full face powered respirator, both with P3 filters or breathing apparatus). Type of respirator used depends on anticipated exposure, which is related to the nature of the work.

- 3.4 *Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.*

The learner can explain why and when to use PPE and RPE (orinasal or full face powered respirator, both with P3 filters or breathing apparatus). Type of respirator used depends on anticipated exposure, which is related to the nature of the work.

- 3.5 *Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, site specific hazards and other task-related activities.*

The learner can state organisation procedures.

4 Select the required quantity and quality of resources for the methods of work to repair or encapsulate asbestos-containing materials.

4.1 *Select resources associated with own work in relation to materials, components, fixings, tools and equipment.*

The learner can select resources to complete the works in accordance with the plan of work.

4.2 *Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:*

1. *repair materials,*
2. *adhesives and tapes,*
3. *fittings and fixings,*
4. *decontamination units, hygiene facilities,*
5. *protective clothing and equipment,*
6. *encapsulating materials,*
7. *specified hand tools, portable power tools and equipment.*

The learner can describe the characteristics, quality, uses, limitations and defects associated with the resources used to repair or encapsulate asbestos containing materials.

4.3 *Describe how to confirm that the resources and materials conform to the specification.*

The learner can check the resources and materials supplied against the plan of work and organisational procedures.

4.4 *Describe how the resources should be used correctly and how problems associated with the resources are reported.*

The learner can use resources in accordance with information, instruction and training provided as well as the directions from the plans of work. The learner notifies any problems associated with the resources to the supervisor in accordance with organisational procedures.

4.5 *Explain why the organisational procedures have been developed and how they are used for the selection of required resources.*

The learner can explain that organisational procedures are developed to ensure that all work is carried out safely and effectively, and include what resources should be used to enable this.

4.6 *Describe any potential hazards associated with the resources and methods of work.*

The learner is able to outline potential hazards associated with the resources and methods of work:

1. Hazards associated with the resources can include,
2. electrical and
3. manual handling.

Hazards associated with the method of work can include;

1. inappropriate use of tools and equipment,
2. slips and trips,
3. working at height,
4. confined spaces.

- 4.7 *Describe how to assess quantity, length, weight, area and wastage associated with the method and procedure to repair asbestos containing materials.*

The learner is able to follow organisational procedures in relation to this.

5 Minimise the risk of damage to the work and surrounding area when repairing or encapsulating asbestos-containing materials.

- 5.1 *Protect the work and its surrounding area from damage and contamination in accordance with safe working practices and organisational procedures.*

The learner is able to protect the work and surrounding area using one or more of the following;

1. daily checks,
2. barrier tape,
3. Heras fencing,
4. boarding and
5. warning signage

- 5.2 *Maintain a safe, clear and clean work space.*

The learner is able to carry out daily checks on the work space and maintain a clean work space by not allowing waste to accumulate in the enclosure and bagging waste as it is removed.

- 5.3 *Segregate and dispose of asbestos and non-asbestos waste in accordance with current legislation.*

The learner can package asbestos and non-asbestos waste, keeping these separate, and transport it from enclosure to waste receptacle, in accordance with organisational procedures.

- 5.4 *Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations, members of the public and adverse weather conditions.*

The learner can describe the use of the following protection methods in relation to general workplace activities, other occupations, members of the public and adverse weather conditions.

1. Daily checks,
2. barrier tape,
3. Heras fencing,
4. boarding and
5. warning signage,
6. using reinforcing materials such as Corex.

- 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.*

The learner can state that the disposal of waste should be carried out in relation to the work in order to prevent the spread of asbestos.

6 Complete the work within the allocated time when repairing or encapsulating asbestos-containing materials.

- 6.1 *Demonstrate completion of the work within the allocated time.*

The learner is able to complete the work according to the plan of work and within the timescale detailed.

- 6.2 *Describe the purpose of the work programme and explain why deadlines should be kept in relation to;*
1. *types of timetables and estimated times,*
 2. *organisational procedures for reporting circumstances which will affect the work programme.*

The learner can explain that the purpose of the work programme is to ensure that the work is carried out according to the plan of work and that the process is properly co-ordinated and efficient. The learner can explain the reporting arrangements to the supervisor in the event that circumstances occur which affect the work programme.

7 Comply with the given contract information to repair or encapsulate asbestos-containing materials to the required specification.

- 7.1 *Demonstrate the following work skills when repairing or encapsulating asbestos containing materials;*
3. *measuring,*
 4. *marking out,*
 5. *fitting,*
 6. *mixing,*
 7. *finishing,*

8. *positioning,*
9. *securing and sealing.*

The learner follows the POW and operational procedures and is observed (or evidence gathered) carrying out the required work activities when repairing or encapsulating asbestos containing materials.

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

The learner can safely and in accordance with organisational procedures use and maintain, the items listed below, or package them for storage when transporting between sites;

1. hand tools,
2. portable power tools,
3. ancillary equipment,
4. test equipment
5. electrical isolators.

7.3 *Repair or encapsulate products which contain asbestos materials by the following methods to given working instructions;*

1. *coatings with or without a reinforced matrix,*
2. *sealed cladding.*

The learner can follow the plan of work and operational procedures when carrying out these work activities.

7.4 *Prepare and maintain area affected by the work activity.*

The learner follows the plan of work and organisational procedures when preparing the site and maintains the work area in a safe and secure condition to prevent the release and spread of asbestos fibres.

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

1. *follow the organisational quality requirements,*
2. *set up enclosure and containment areas,*
3. *encapsulate and repair asbestos-containing materials by applying coatings with or without a reinforced matrix and by installing sealed cladding,*
4. *protect existing asbestos-containing materials from incidental damage,*
5. *understand the implications of working with and around services including electrical, gas and water,*
6. *recognise and determine when specialist skills and knowledge are required and report accordingly,*
7. *determine specific requirements for structures and areas of special interest, traditional build (pre-1919) and historical significance,*
8. *work with, around and in close proximity to plant and machinery,*
9. *use specified hand tools, portable power tools and equipment,*

- 10. work at height,
- 11. work in confined spaces,
- 12. use access equipment.

The learner can describe how to apply safe work practices and follow organisational procedures in relation to these procedures.

The learner can describe the operational procedures for reporting problems, know when work should be stopped due to problems being identified and what the reporting arrangements are for reporting such problems.

- 7.6 *Describe the needs of other occupations and how to communicate effectively within a team when repairing or encapsulating asbestos containing materials and members of the public who may be affected.*

The needs of other occupations will have been identified during the planning stage for the job and incorporated into the POW. The learner will be able to describe these needs from the POW and will be able to make other occupations aware that the asbestos works are being undertaken and access to certain areas will be restricted.

This will be communicated to other trades and teams by one or more of the following communication methods;

- Site induction,
- Tool box talks,
- Plans of work,
- Prior notification.

- 7.7 *Describe how to maintain the specified hand tools, portable power tools and ancillary equipment used when repairing or encapsulating asbestos-containing materials.*

The learner can safely and in accordance with organisational procedures maintain, the items listed below, or package them for storage when transporting between sites;

- hand tools,
- portable power tools,
- ancillary equipment,
- test equipment,
- electrical isolators.

Confirming the Occupational Method of Work in the Workplace

Total Unit Time: 110 hours

Guided Learning: 47 hours

Unit Level: 3

Unit reference number: F/616/9660 (This is equivalent to CITB unit 211v2)

This is a mandatory unit

Summary of Learning Outcomes:

To achieve this unit a candidate must:

1. **Assess available project data accurately to determine the occupational method of work:** *by being able to meet the following assessment criteria:*
 - 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:
 1. required quantities
 2. specifications
 3. detailed drawings
 4. health and safety requirements
 5. timescales
 6. scope of works.
 - 1.3 Explain the different methods of assessing available project data.
Explain how to use project data to interpret the work method, In relation to:
 1. standard work procedures
 2. sequence of work
 3. organisation of resources (people, equipment, materials)
 4. work techniques
 5. working conditions (health, safety and welfare)
 6. risk assessment
2. **Obtain additional information from alternative sources in cases where the available project data is insufficient:** *by being able to meet the following assessment criteria:*
 - 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:
 1. customers or representatives
 2. suppliers
 3. regulatory authorities
 4. manufacturer's literature.

- 3. Identify work methods that will make best use of resources and meet project, statutory and contractual requirements: *by being able to meet the following assessment criteria:***
- 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:
 - 1. health and safety welfare (principles of protection)
 - 2. fire protection
 - 3. access and egress
 - 4. equipment availability
 - 5. availability of competent workforce
 - 6. pollution risk
 - 7. waste and disposal
 - 8. zero and low carbon outcomes
 - 9. 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:
 - 1. conforming to statutory requirements
 - 2. customer and user needs
 - 3. contract requirements in terms of time, quantity and quality
 - 4. 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: *by being able to meet the following assessment criteria:***
- 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.

Unit Assessment Guidance:

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.*

Correct site set up, enclosure construction, use of PPE and sequence of work evidence of interpretation and extraction of information.

1.2 *Explain how to summarise the following project data:*

1. *required quantities*
2. *specifications*
3. *detailed drawings*
4. *health and safety requirements*
5. *timescales*
6. *scope of works.*

Learner is able to provide operatives with a simple explanation of the following;

1. *required quantities,*
2. *specifications,*
3. *detailed drawings,*
4. *health and safety requirements,*
5. *timescales,*
6. *scope of works.*

1.3 *Explain the different methods of assessing available project data.*

Methods such as reviewing; discussing and attending planning sessions relating to Plan of work; risk assessments and resources.

1.4 *Explain how to use project data to interpret the work method, In relation to:*

1. *standard work procedures*
2. *sequence of work*
3. *organisation of resources (people, equipment, materials)*
4. *work techniques*
5. *working conditions (health, safety and welfare)*
6. *risk assessment*

Project data is mapped against:

1. *standard work procedures,*
2. *sequence of work,*
3. *organisation of resources (people, equipment, materials),*
4. *work techniques,*
5. *working conditions (health, safety and welfare),*
6. *risk assessment.*

to confirm the validity of the work method.

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.*

Learner can provide records of communications with line management; clients and or suppliers regarding additional information required to clarify the work to be carried out, where appropriate.

2.2 *Explain different methods and techniques of obtaining additional information from the following alternative sources when available project data is insufficient:*

- 1. customers or representatives,*
- 2. suppliers,*
- 3. regulatory authorities,*
- 4. manufacturer's literature.*

Learner can explain methods of reviewing; discussing, questioning techniques and attending planning sessions relating to plan of work; risk assessments and resources.

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.*

Learner can review the plan of work and risk assessment against the site conditions and confirm the work method is still appropriate. Learner able to discuss amendments to plan of work with line management if work method not considered appropriate.

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.*

Learner is able to explain how the work activities detailed in the plan of work make the best use of available resources.

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:*

- 1. health and safety welfare (principles of protection),*
- 2. fire protection,*
- 3. access and egress,*
- 4. equipment availability,*
- 5. availability of competent workforce,*
- 6. pollution risk,*
- 7. waste and disposal,*

8. *zero and low carbon outcomes,*
9. *weather conditions.*

Learner can discuss work methods with line management / clients. Able to review plan of work and risk assessments.

- 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:*
1. *conforming to statutory requirements,*
 2. *customer and user needs,*
 3. *contract requirements in terms of time, quantity and quality,*
 4. *environmental considerations.*

Learner can discuss work methods with line management / clients. Able to review plan of work and risk assessments.

- 3.5 *Explain how different methods of work can achieve zero/low carbon outcomes.*

Learner can explain different methods of reducing carbon emissions.

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.*

Learner can review the plan of work and risk assessment against the site conditions and confirm the work method is still appropriate. Learner able to discuss amendments to plan of work with line management if work method not considered appropriate.

- 4.2 *Communicate appropriately to relevant people on the selected occupational work method.*

Communication methods such as site briefings and tool-box talks, formal communications with line management and clients.

- 4.3 *Describe the different techniques and methods of confirming and communicating work methods to relevant people.*

Learner is able to provide details of Tool-box Talks and site briefings.

- 4.4 *Explain the principles of equality and diversity and how to apply them when working and communicating with others.*

Learner is able to explain the requirements of the organisation's equality and diversity policy.

Confirming work activities and resources for an occupational work area in the workplace

Total Unit Time: 100 hours

Guided Learning: 43 hours

Unit Level: 3

Unit reference number: J/616/9661 (This is equivalent to CITB unit 209v2)

This is a mandatory unit

Summary of Learning Outcomes:

To achieve this unit a candidate must:

- 1. Identify work activities, assess required resources and plan the sequence of work:** *by being able to meet the following assessment criteria:*
 - 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:** *by being able to meet the following assessment criteria:*
 - 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:** *by being able to meet the following assessment criteria:*
 - 3.1 Assess progress of work against project requirements, taking into account external factors relating to:
 1. other occupations and /or customers
 2. resources
 3. weather conditions
 4. health and safety requirements.

- 3.2 Explain different methods of evaluating work activities against the following project requirements:
 1. contract conditions
 2. contract programme
 3. 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:
 1. other related programmes
 2. special working conditions
 3. weather conditions
 4. other occupations/people
 5. resources
 6. health and safety requirements.
- 4. Identify work activities which influence each other and make the best use of the resources available: *by being able to meet the following assessment criteria:***
 - 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:
 1. occupations and/or customers associated with the work
 2. tools, plant and/or ancillary equipment
 3. 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: *by being able to meet the following assessment criteria.***
 - 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.
 - 5.5 Explain the methods used to justify to decision makers on the effects resulting from alterations to the work programme.

Unit Assessment Guidance:

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.*

For a specific contract or job, the learner can list what tasks need to be done, what is required to complete the tasks and the order in which the tasks will be actioned.

1.2 *Identify work activities and formulate a plan for their own sequence of work.*

The learner can list what tasks they themselves need to do and the order in which the tasks will be actioned.

1.3 *Explain the types of work relative to the occupational area and how to identify different work activities.*

The learner is able to give an account of the different work activities carried out in their occupational area and explain how they decide which work activities are required to complete the specific contract or job.

1.4 *Explain methods of assessing the resources needed from a range of available information.*

The learner is able to review available resources in relation to those stated in the plan of work for a specific contract or job.

1.5 *Explain the required information and the different methods used to prepare a work programme relative to the occupational area.*

The required information is the plan of work. The learner is able to explain how a supervisor allocates tasks to operatives in relation to the work programme stated in the plan of work.

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.*

The learner is able to check the resources available against the requirements of the plan of work and explain what he / she will do if resources are not available or not to the required specification.

- 2.2 *Explain the different sources and methods that can be used to obtain clarification and advice when the required resources are not available with regards to the site, workplace, company and operative.*

The learner can explain what he/she will do if resources are not available or not to the required specification.

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:*
1. *other occupations and /or customers*
 2. *resources*
 3. *weather conditions*
 4. *health and safety requirements.*

The learner is able to monitor the progress of the work with regards to the plan of work, and explain the effect of factors such as;

1. *other occupations and /or customers,*
2. *resources,*
3. *weather conditions,*
4. *health and safety requirements.*

on the relative progress of the work.

Evidence for this may come from site diaries and daily checks.

- 3.2 *Explain different methods of evaluating work activities against the following project requirements:*
1. *contract conditions*
 2. *contract programme*
 3. *health and safety requirements of operatives.*

The learner is able to explain different methods of evaluating work activities against project requirements and relate these to the plan of work.

- 3.3 *Evaluate the requirements of significant external factors that could affect the progress of work, in relation to:*
1. *other related programmes*
 2. *special working conditions*
 3. *weather conditions*
 4. *other occupations/people*
 5. *resources*
 6. *health and safety requirements.*

The learner can identify where the plan of work takes account of significant external factors and explain the organisation's procedure for amending the plan of work if these factors change.

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.*

The learner can explain the reasons for the sequence of work activities set out in the plan of work.

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

- 1. occupations and/or customers associated with the work*
- 2. tools, plant and/or ancillary equipment*
- 3. materials and components.*

Learner is able to explain how the work activities detailed in the plan of work make the best use of available resources.

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

Learner is able to explain how the plan of work identifies 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.*

The learner can explain the reasons for the sequence of work activities set out in the plan of work.

4.5 *Describe what zero and low carbon requirements are.*

Appropriate description of zero and low carbon requirements given.

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.*

Learner is able to describe how to reduce waste on site from use of resources and how the selection of low carbon sources can contribute to zero/low carbon outcomes.

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.*

The learner is able to monitor the progress of the work with regards to the plan of work, and account for any deviations on the relative progress of the work. Evidence for this may come from site diaries and daily checks.

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

Inform line management and or customers of any deviations from the work programme where appropriate.

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.*

Learner can explain the organisation's procedure for amending the plan of work.

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

Learner can assess contractual/work effects of any additional time and / or costs to complete work activity.

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

Learner can explain the organisation's procedure for amending the plan of work in relation to minor and major alterations to the plan of work.

Confirming Work Meets Contractual, Industry and Manufacturers' Standards in the Workplace

Total Unit Time: 160 hours

Guided Learning: 70 hours

Unit Level: 3

Unit reference number: J/617/7288 (This is equivalent to CITB unit 216v3)

This is an optional unit

Summary of Learning Outcomes:

To achieve this unit a candidate must:

- 1. Source information, implement contractual, industry and manufacturers' standards and allocate responsibilities:** *by being able to meet the following assessment criteria.*
 - 1.1 Source information applicable to the occupational work environment and implement contractual, industry and manufacturers' standards relevant to project requirements.
 - 1.2 Allocate specific responsibilities to ensure the work is carried out to the specified standards.
 - 1.3 Explain how to source the contractual, industry and manufacturers' standards applicable to the occupational work environment from current statutory requirements, project specifications, British Standards, Codes of Practices, current organisational standards, good working practices, manufacturers' information, operator's instructions, environmental information and warranties.
 - 1.4 Describe the various methods for allocating responsibilities for the contractual, industry and manufacturers' standards to the workforce, suppliers and project team during the programme.

- 2. Regularly check that work conforms to the design requirements and the specified contractual, industry and manufacturers' standards:** *by being able to meet the following assessment criteria:*
 - 2.1 Carry out regular inspections and implement control procedures within the occupational work environment
 - 2.2 Compare inspection results to establish conformity with the design requirements and the specified contractual, industry and manufacturers' standards.
 - 2.3 Record comparisons and provide regular reports to confirm conformity/non-conformity to the contractual, industry and manufacturers' standards.
 - 2.4 Explain the methods used to check that the work, methods of work, materials and their uses, conform to the design requirements and specified contractual, industry and manufacturers' standards.

3. **Identify work that fails to meet the required contractual, industry and manufacturers' standards and implement corrective action:** *by being able to meet the following assessment criteria:*
 - 3.1 Identify and report work which fails to meet required contractual, industry and manufacturers' standards.
 - 3.2 Plan, record and implement the required action needed to correct work which does not meet the specified contractual, industry and manufacturers' standards.
 - 3.3 Explain the techniques and methods used to identify work that has failed to meet contractual, industry and manufacturers' standards.
 - 3.4 Describe the various methods for implementing corrective actions to work which does not meet contractual, industry and manufacturers' standards.

4. **Identify and inform managers about variations between contractual, industry and manufacturers' standards:** *by being able to meet the following assessment criteria:*
 - 4.1 Record and report any identified variations between the contractual, industry and manufacturers' standards.
 - 4.2 Record and notify managers, using suitable formats that comply with organisational procedures, on the agreed corrections undertaken.
 - 4.3 Describe the methods used to inform managers about variations between the contractual, industry and manufacturers' standards.
 - 4.4 Explain when action should be taken on variations between contractual, industry and manufacturers' standards relative to the occupational work environment.

Unit Assessment Guidance:

1 Source information, implement contractual, industry and manufacturers' standards and allocate responsibilities.

- 1.1 *Source information applicable to the occupational work environment and implement contractual, industry and manufacturers' standards relevant to project requirements.*

Work should be in accordance with plan of work and standard operating procedures.

- 1.2 *Allocate specific responsibilities to ensure the work is carried out to the specified standards.*

Learner is able to provide details of Tool-box Talks, site briefings and written instructions for the allocation of responsibilities.

- 1.3 *Explain how to source the contractual, industry and manufacturers' standards applicable to the occupational work environment from current statutory requirements etc.*

Information sourced from organisational standards, Health and Safety legislation, contracts and industry bodies.

- 1.4 *Describe the various methods for allocating responsibilities for the contractual, industry and manufacturers' standards to the workforce, suppliers and project team during the programme.*

Learner is able to provide details of Tool-box Talks, site briefings and written instructions for the allocation of responsibilities.

2 Regularly check that work conforms to the design requirements and the specified contractual, industry and manufacturers' standards.

- 2.1 *Carry out regular inspections and implement control procedures within the occupational work environment.*

Evidence of supervisor's daily checks having been carried out and controls implemented where work does not conform to the required standards.

- 2.2 *Compare inspection results to establish conformity with the design requirements and the specified contractual, industry and manufacturers' standards.*

Supervisor's daily checks and records

- 2.3 *Record comparisons and provide regular reports to confirm conformity/non-conformity to the contractual, industry and manufacturers' standards.*

Supervisor's records and reports.

- 2.4 *Explain the methods used to check that the work, methods of work, materials and their uses, conform to the design requirements and specified contractual, industry and manufacturers' standards.*

Learners can explain how the daily checks assess conformance with plan of work and standard operating procedures.

3 Identify work that fails to meet the requirements and quality standards, and implement corrective action.

- 3.1 *Identify and report work which fails to meet required contractual, industry and manufacturers' standards.*

Evidence from daily checks, where appropriate and reports.

- 3.2 *Plan, record and implement the required action needed to correct work which does not meet the specified contractual, industry and manufacturers' standards.*

Evidence from daily checks, where appropriate, records and reports.

- 3.3 *Explain the techniques and methods used to identify work that has failed to meet contractual, industry and manufacturers' standards.*

Learners can explain how the daily checks identify work that has failed to meet quality standards.

- 3.4 *Describe the various methods for implementing corrective actions to work which does not meet contractual, industry and manufacturers' standards.*

Methods such as;

1. Repeat the work,
2. Delegate the task to someone.

4 Identify and inform managers about variations between contractual, industry and manufacturers' standards.

- 4.1 *Record and report any identified variations between the contractual, industry and manufacturers' standards.*

Evidence from daily checks, where appropriate, records and reports.

- 4.2 *Record and notify managers, using suitable formats that comply with organisational procedures, on the agreed corrections undertaken.*

Notifications to managers made according to company procedures.

- 4.3 *Explain when action should be taken on variations between contractual, industry and manufacturers' standards relative to the occupational work environment.*

Follow organisational procedures including the emergency procedures.

Co-ordinating and Organising Work Operations in the Workplace

Total Unit Time: 140 hours

Guided Learning: 60 hours

Unit Level: 3

Unit reference number: L/617/7289 (This is equivalent to CITB unit 213v3)

This is a mandatory unit

Summary of Learning Outcomes:

To achieve this unit a candidate must:

- 1. Provide information as required, to all the people who will be affected by the work:** *by being able to meet the following assessment criteria.*
 - 1.1 Provide information, as authorised, relating to the work to be carried out in regard to:
 - scope of work
 - start date
 - how long it will take
 - expected completion date
 - 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:** *by being able to meet the following assessment criteria:*
 - 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:** *by being able to meet the following assessment criteria:*
 - 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: *by being able to meet the following assessment criteria:***
- 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: *by being able to meet the following assessment criteria.***
- 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: *by being able to meet the following assessment criteria:***
- 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:
- workforce
 - tools
 - plant and ancillary equipment
 - materials
 - information.

7. Organise and control the work and resources so that conditions are safe and the workplace is tidy: *by being able to meet the following assessment criteria:*

- 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: *by being able to meet the following assessment criteria:*

- 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: *by being able to meet the following assessment criteria:*

- 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.

Unit Assessment Guidance:

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:*

1. *scope of work*
2. *start date*
3. *how long it will take*
4. *expected completion date*
5. *any associated hazards.*

Learner is able to provide details of Tool-box Talks and site briefings.

1.2 *Define own levels of authorisation when providing information regarding the scope and timescales of the project.*

Instructions from line managers and organisational procedures.

1.3 *Explain the different methods of informing the people affected by the work arrangements including all third parties and stakeholders.*

Verbal, letters, emails, SMS, tool-box talks and site briefings.

1.4 *List the types of people, internal and external to the project, who could be affected by the work.*

Client, operatives, other contractors on site.

1.5 *Describe the consequences of providing inadequate information to those affected by the work.*

Consequences such as:

1. Site not being ready for work to start
2. Other contractors wanting to enter site before work finished
3. Operatives not being available when work supposed to start
4. Essential equipment and services not being available at start of 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.*

Learner is able to provide details of Tool-box Talks and site briefings.

- 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.*

Verbal, letters, emails, SMS, tool-box talks and site briefings.

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.*

Evidence of site records and reports made using company procedures.

- 3.2 *Retrieve project information following organisational procedures.*

Examples of how information retrieved using organisational procedures.

- 3.3 *Describe the different ways of reporting, recording and retrieving information.*

Verbal, emails, site briefings, plans of work and company IT systems.

- 3.4 *Explain how to monitor the systems used for communication, reporting, recording and retrieving project information to ensure they remain effective.*

Timeliness and accuracy of information received, currency and effectiveness of project information retrieved.

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.*

Records and reports.

- 4.2 *Apply methods that restore communication and which follow the approved organisational procedures.*

Notifications to workforce and line managers as appropriate, understanding of company procedures.

- 4.3 *Describe different ways of identifying, recording and reporting breakdowns in communication.*

Identification of work outside of the required plan of work, corrective actions not applied appropriately; recording and reporting via letters, emails, SMS, tool-box talks and site briefings.

- 4.4 *Describe the organisational procedures that can be implemented to restore effective communications for a range of breakdown causes.*

Training / refresher training, tool-box talks, written instructions.

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.*

Records of site meetings, plan of work and communications with representatives of other occupations.

- 5.2 *Define their predetermined levels of authorisations and explain the methods of communicating, organising and co-ordinating work with other work activities/operations.*

Definition provided and company procedures for communicating, organizing and coordinating work with other activities / operations explained.

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.*

Check against plan of work and inventory lists provided by organisation or suppliers.

- 6.2 *Allocate resources in accordance with the methods of work and project requirements.*

Check against plan of work, operational requirements and inventory lists provided by organisation or suppliers.

- 6.3 *Describe ways of identifying, obtaining, organising and allocating the required resources for the project.*

Check against plan of work, operational requirements and inventory lists provided by organisation or suppliers.

- 6.4 *Explain methods of planning for resources, in relation to:*

1. *workforce*
2. *tools*
3. *plant and ancillary equipment*
4. *materials*

5. *information.*

Discussions with line management, clients and operatives. Review of plan of work and risk assessments.

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.*

Organisation's policies on housekeeping and waste arrangements.

- 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.*

Following organisation's work policies; signage; briefings; tool-box talks.

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*

1. *occupiers*
2. *environment*
3. *vehicular access*
4. *hazards*
5. *trespass*
6. *near neighbours*
7. *public access*
8. *workplace conditions*
9. *health, safety and welfare*
10. *statutory regulations and limitations*
11. *Codes of Practice.*

Unplanned circumstances have been identified and recorded in the plan of work or site diaries.

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

Unplanned circumstances have been identified and recorded in the plan of work or site diaries.

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

Learner can provide evidence of appropriate communications to those affected by unplanned circumstances, where appropriate

- 8.4 *Explain different ways of identifying what are unplanned circumstances.*

Risk assessments, site surveys, discussions with client and people on site.

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

Plan of work / site diary, communications with line manager.

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

Verbal, letters, emails, SMS and site briefings, tool-box talks, signage.

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:*

1. *safe storage*
2. *temporary works*
3. *environmental considerations*
4. *plant and/or equipment*
5. *temporary services*
6. *access and egress*
7. *security*
8. *continued use by occupiers*
9. *welfare facilities.*

Site work area matches site plan in plan of work.

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

Site briefings, tool box talks, notice boards, signage.

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

Site briefings, tool box talks, notice boards.

- 9.4 *Explain different ways of organising/arranging the designated work area for operational purposes.*

Learner can explain what changes he / she can make to the work area layout and which changes need to be sanctioned by the line manager. This could include:

Siting of DCU, NPU, viewing panels, CCTV, airlocks, bag locks, signage, transit and waste routes, skip.

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.*

Learner can provide evidence that materials and equipment are stored in accordance with statutory and organisational requirements and used efficiently.

- 10.2 *Plan and arrange material handling and movement to enable minimum handling, movement and waste.*

Observed evidence of site management.

- 10.3 *Explain the factors, methods and considerations needed to organise the efficient storage and use of materials and equipment.*

Factors such as Health and Safety, security, accessibility, manual handling issues, efficiency and specific storage requirements.

Developing and maintaining professional working relationships in the workplace

Total Unit Time: 70 hours

Guided Learning: 37 hours

Unit Level: 3

Unit reference number: Y/616/9664 (This is equivalent to CITB unit VX010)

This is a mandatory unit

Summary of Learning Outcomes:

To achieve this unit a candidate must:

1. Develop and maintain professional working relationships with people: *by being able to meet the following assessment criteria.*

- 1.1 Develop, maintain and encourage professional relationships
- 1.2 Inform people about work activities and priorities.
- 1.3 Offer advice and help to stakeholders about work activities and priorities.
- 1.4 Inform stakeholders of the proposals for actions.
- 1.5 Clarify with stakeholders objections to proposals and suggest alternatives.
- 1.6 Resolve conflicts and differences of opinion in ways which minimise offence and which maintain goodwill, trust and respect
- 1.7 Present relevant information at meetings clearly and concisely.
- 1.8 Present your opinions and the interests of those you are representing in a convincing way, providing evidence to support your case, if required.
- 1.9 Articulate any issues and problems emerging from discussions and propose and evaluate possible solutions

2. Understand how to develop and maintain professional working relationships with people: *by being able to meet the following assessment criteria:*

- 2.1 Explain how to maintain and encourage professional relationships.
- 2.2 Describe how and why to develop professional relationships.
- 2.3 Describe how and why to resolve conflicts and differences of opinion in ways which minimise offence, and maintain goodwill, trust and respect.
- 2.4 Describe how and when to present proposals for action to stakeholders.
- 2.5 Explain how to clarify with stakeholders objections to any proposals.
- 2.6 Describe how and why to suggest alternative proposals.
- 2.7 Explain how to inform people about work activities and priorities.
- 2.8 Describe how and why to offer advice and help to stakeholders about work activities.
- 2.9 Explain the importance of presenting relevant information and opinions at the meeting clearly and concisely, and how to do so.
- 2.10 Describe the types and sources of information relevant for the meeting.
- 2.11 Explain how to present your opinions and the interests of those you are representing in a convincing way.

- 2.12 Explain the industry/sector requirements for participating in meetings
- 2.13 Explain the importance of identifying and articulating any issues and problems emerging from discussions, and how to contribute to resolving them

Unit Assessment Guidance:

1 Develop, maintain and encourage working relationships to promote good will and trust.

1.1 *Develop and maintain professional working relationships with people.*

Learner is able to describe a variety of relationships he / she has with other professionals which help to ensure the smooth progress of the work. Relationships could include those with asbestos analysts and operatives, contract managers, site manager and client.

1.2 *Inform people about work activities and priorities.*

Appropriate methods of keeping others informed are utilised depending on who is to be informed. Different methods are described. Work activities include progress with job, results and achievements, emerging threats to schedules, risks and opportunities.

1.3 *Offer advice and help to stakeholders about work activities and priorities.*

Examples provided of when advice has been given to other professionals during the course of work activities and how this advice has been offered.

1.4 *Inform stakeholders of the proposals for actions.*

Appropriate methods used to inform stakeholders of proposals for actions.

1.5 *Clarify with stakeholders objections to proposals and suggest alternatives.*

Learner is able to provide examples of instances where the learner had to object to proposals, state why objections were raised and how alternative actions were proposed.

1.6 *Resolve conflicts and differences of opinion in ways which minimise offence and which maintain goodwill, trust and respect.*

Learner provides examples of resolving conflicts, clearly explaining the manner in which this was done in order to minimise offence and maintain goodwill, trust and respect.

1.7 *Present relevant information at meetings clearly and concisely.*

Information presented by a variety of methods, such as use of plans and spreadsheets, tool-box talks and site meetings.

1.8 *Present your opinions and the interests of those you are representing in a convincing way, providing evidence to support your case, if required.*

Learner is able to provide examples of discussions with other professionals in which the interests of those represented by the learner were counter to those of other professionals.

- 1.9 *Articulate any issues and problems emerging from discussions and propose and evaluate possible solutions.*

Learner is able to summarise the details of a discussion and offer a number of solutions with the benefits and drawbacks of each.

2 Inform relevant people about work activities in an appropriate level of detail with the appropriate level of urgency.

- 2.1 *Explain how to maintain and encourage professional relationships.*

Learner is able to explain how the relationships are maintained, such as having a professional approach to relationships and keeping others informed of required activities and actions.

- 2.2 *Describe how and why to develop professional relationships.*

Learner is able to explain how the relationships are developed, such as introducing him/herself to other professionals at start of job. Importance of professional relationships described.

- 2.3 *Describe how and why to resolve conflicts and differences of opinion in ways which minimise offence, and maintain goodwill, trust and respect.*

Learner provides examples of resolving conflicts, clearly explaining the manner in which this was done in order to minimise offence and maintain goodwill, trust and respect.

- 2.4 *Describe how and when to present proposals for action to stakeholders.*

Appropriate methods used to inform stakeholders of proposals for actions. Examples of when to present proposals are provided.

- 2.5 *Explain how to clarify with stakeholders objections to any proposals.*

Methods used to object to proposals and provide clear reasons for the objections are explained.

- 2.6 *Describe how and why to suggest alternative proposals.*

Methods for suggesting alternative proposals are described, reasons provided regarding why alternative proposals might be required, such as staff and resource requirements and practicalities of initial proposals.

2.7 *Explain how to inform people about work activities and priorities.*

Different methods of informing people about work activities and priorities are explained. Work activities include progress with job, results and achievements, emerging threats to schedules, risks and opportunities.

2.8 *Describe how and why to offer advice and help to stakeholders about work activities.*

Different methods of offering advice to stakeholders about work activities are described, with reasons for why advice might be required. Work activities include progress with job, results and achievements, emerging threats to schedules, risks and opportunities.

2.9 *Explain the importance of presenting relevant information and opinions at the meeting clearly and concisely, and how to do so.*

Importance explained, such as need to adhere to schedule and / or budget, safety of site workers, maintaining good working relationships. Methods for presenting information and opinions explained

2.10 *Describe the types and sources of information relevant for the meeting.*

Information sources such as plan of work, notes from previous meetings, site plans and spreadsheets.

2.11 *Explain how to present your opinions and the interests of those you are representing in a convincing way.*

Explanation to include having relevant information / evidence to hand, being able to support opinions and interests with facts and other data. Presenting information in a calm, assured manner.

2.12 *Explain the industry/sector requirements for participating in meetings*

Industry / sector requirements explained.

2.13 *Explain the importance of identifying and articulating any issues and problems emerging from discussions, and how to contribute to resolving them.*

Learner can explain the importance of being able to identify potential issues and problems which might develop if a particular course of action is agreed or suggested during discussions. Importance of being able to provide alternative solutions to a problem such as a modification to the plan of work.

Implementing and Maintaining Health, Safety, Environmental and Welfare Practices in the Workplace

Total Unit Time: 140 hours

Guided Learning: 60 hours

Unit Level: 3

Unit reference number: F/617/7290 (This is equivalent to CITB unit 212v3)

This is a mandatory unit

Summary of Learning Outcomes:

To achieve this unit a candidate must:

- 1. Allocate and maintain health, safety, environmental and welfare equipment and resources to meet project and statutory requirements: *by being able to meet the following assessment criteria.***
 - 1.1 Make arrangements for health, safety, environmental and welfare practices in the relevant operational work environment.
 - 1.2 Allocate responsibilities for maintaining health, safety, environmental and welfare equipment and resources to relevant people.
 - 1.3 Check and maintain statutory notices and hazard warnings.
 - 1.4 Allocate appropriate health, safety, environmental and welfare equipment and resources relative to the operational work environment.
 - 1.5 Explain the methods of identifying and allocating health, safety, environmental and welfare equipment and resources, relating to:
 - protective clothing
 - protective equipment
 - first-aid facilities and arrangements
 - welfare facilities
 - storage and security of materials and equipment
 - fire-fighting equipment
 - statutory notices
 - hazard warning signs
- 2. Encourage a positive culture of health, safety, environmental and welfare practices and identify opportunities for improving the health and safety of the work environment through engagement with the workforce: *by being able to meet the following assessment criteria:***
 - 2.1 Deliver work briefings to relevant people within the operational work environment to promote and encourage a positive health, safety, environmental and welfare culture.
 - 2.2 Encourage two-way dialogue with other people and seek feedback for opportunities to improve the health and safety of the work environment.
 - 2.3 Lead by example by demonstrating exemplar health, safety, environmental and welfare practices within the operational environment.

- 2.4 Implement the organisational requirements to monitor and maintain accident and incident reporting including near misses.
- 2.5 Seek competent advice before implementing improvements to health and safety work practices.
- 2.6 Explain how to identify different opportunities for improving workplace health, safety, environmental and welfare practices.
- 2.7 Explain how to recommend opportunities for improving workplace health, safety, environmental and welfare practices.
- 2.8 Explain methods and techniques of promoting and encouraging a positive culture of health, safety, environmental and welfare practices in the workplace.
- 2.9 Explain how to deliver work briefings in ways that seek and encourage feedback.
- 2.10 Explain how to identify any health, safety, environmental and welfare training requirements to improve the health and safety of the work environment.
- 2.11 Explain who and where to seek competent advice from before implementing improvements to health and safety work practices.
- 2.12 Explain how to monitor and maintain organisational requirements for recording and reporting accidents and incidents including near misses.
- 2.13 Explain the different ways of checking and monitoring correct authorisation of the following people whilst in the workplace:
 - workforce
 - suppliers
 - visitors
 - customers
 - members of the public.
- 2.14 Explain the current organisational procedures for dealing with unauthorised people and trespassers.

3. Ensure that their team is inducted and suitably competent and monitored whilst at the workplace: *by being able to meet the following assessment criteria:*

- 3.1 Use appropriate methods to confirm that the team are properly inducted and given regular health and safety updates.
- 3.2 Use appropriate methods and techniques to communicate and report any team performance issues.
- 3.3 Explain the organisational methods and procedures for carrying out inductions that confirm:
 - health and safety responsibilities
 - methods of work
 - workplace operations
 - health, safety and welfare equipment and resources
 - risk control procedures
 - first-aid arrangements.
- 3.4 Explain the different ways of checking and monitoring the workforce's competence specific to the work requirements.
- 3.5 Explain the different techniques and methods of communicating and reporting any team performance issues.

- 4. Monitor and review health, safety, environmental and welfare practices and safe systems of work in the relevant work environment in accordance with current organisational and statutory requirements: *by being able to meet the following assessment criteria:***
- 4.1 Monitor, observe and record the implementation and maintenance of health, safety, environmental and welfare practices within the operational work environment in accordance with current legislation, workplace regulations, Codes of Practice and official guidance.
 - 4.2 Review the safe systems of work to identify and eliminate hazards or mitigate risks in accordance with current organisational requirements and legislation, and feedback results.
 - 4.3 Ensure compliance with the safe systems of work in accordance with current organisational requirements and legislation.
 - 4.4 Instigate, record and report actions to deal with any changing circumstances within the operational work environment in order to maintain the required health, safety, environmental and welfare practices.
 - 4.5 Explain the methods and techniques used to regularly check health, safety, environmental and welfare practices in accordance with the following statutory requirements:
 - current organisational health, safety, environmental and welfare policies, procedures and regulations
 - current general health, safety, environmental and welfare legislation
 - approved Codes of Practice
 - statutory notices
 - hazard warnings
 - safety signs.
 - 4.6 Explain the reasons for regularly checking health safety and welfare relevant to the operational working environment.
 - 4.7 Explain the reasons for regularly checking the health safety, environmental and welfare practices relevant to the operational working environment.
 - 4.8 Explain the organisational requirements to ensure compliance with safe systems of work.
 - 4.9 Explain how to review the safe systems of work by carrying out systematic examinations of work processes to eliminate hazards or mitigate risks in accordance with current organisational policies, procedures and legislation and feedback results.
 - 4.10 Explain how to identify any special workplace conditions and examples which do not comply with regulations.

Unit Assessment Guidance:

1 Allocate and maintain health, safety, environmental and welfare equipment and resources to meet project and statutory requirements.

1.1 *Make arrangements for health, safety, environmental and welfare practices in the relevant operational work environment.*

Supervisors responsibilities are to ensure that the Health, Safety, environmental and Welfare arrangements are documented in the plan of work and are available and utilised on site.

1.2 *Allocate responsibilities for maintaining health, safety, environmental and welfare equipment and resources to relevant people.*

Learner provides evidence that he / she has allocated responsibilities for maintaining health, safety, environmental and welfare equipment and resources.

1.3 *Check and maintain statutory notices and hazard warnings.*

Statutory notices and hazard warnings have been posted appropriately and maintained on site

1.4 *Allocate appropriate health, safety, environmental and welfare equipment and resources relative to the operational work environment.*

Appropriate health, safety, environmental and welfare equipment and resources have been allocated in accordance with the plan of work.

1.5 *Explain the methods of identifying and allocating health, safety, environmental and welfare equipment and resources, relating to:*

1. *protective clothing*
2. *protective equipment*
3. *first-aid facilities and arrangements*
4. *welfare facilities*
5. *storage and security of materials and equipment*
6. *fire-fighting equipment*
7. *statutory notices*
8. *hazard warning signs*

The learner can extract from the plan of work the allocation of:

1. protective clothing
2. protective equipment
3. first-aid facilities and arrangements
4. welfare facilities
5. storage and security of materials and equipment
6. fire-fighting equipment
7. statutory notices

8. hazard warning signs

2 Encourage a positive culture of health, safety, environmental and welfare practices and identify opportunities for improving the health and safety of the work environment through engagement with the workforce.

2.1 *Deliver work briefings to relevant people within the operational work environment to promote and encourage a positive health, safety, environmental and welfare culture.*

Learner is able to provide details of Tool-box Talks and site briefings.

2.2 *Encourage two-way dialogue with other people and seek feedback for opportunities to improve the health and safety of the work environment.*

Two-way dialogue encouraged via tool-box talks, site briefings, questioning techniques. Examples provided of changes made to work activities or site layout to improve health and safety.

2.3 *Lead by example by demonstrating exemplar health, safety, environmental and welfare practices within the operational environment.*

Learner is able to provide evidence from line managers and work colleagues of exemplar health, safety, environmental and welfare practices.

2.4 *Implement the organisational requirements to monitor and maintain accident and incident reporting including near misses.*

Evidence from accident book as appropriate.

2.5 *Seek competent advice before implementing improvements to health and safety work practices.*

Records of communications with line managers, health and safety specialists and HSE as appropriate.

2.6 *Explain how to identify different opportunities for improving workplace health, safety, environmental and welfare practices.*

Opportunities such as communications with operatives, daily checks, risk assessments, observation of work being carried out, reference to published case-histories.

2.7 *Explain how to recommend opportunities for improving workplace health, safety, environmental and welfare practices.*

Discussions with line management and clients, accompanying line management and clients on tour of site, notifying line management and clients of published case histories.

- 2.8 *Explain methods and techniques of promoting and encouraging a positive culture of health, safety, environmental and welfare practices in the workplace.*

Methods such as site briefings and tool-box talks, regular H&S, environmental and welfare checks on equipment, operations and workforce.

- 2.9 *Explain how to deliver work briefings in ways that seek and encourage feedback.*

Methods such as tone of voice and language used, use of open and closed questions during briefings.

- 2.10 *Explain how to identify any health, safety, environmental and welfare training requirements to improve the health and safety of the work environment.*

Training needs analysis, observation of poor practices.

- 2.11 *Explain who and where to seek competent advice from before implementing improvements to health and safety work practices.*

Advice sought from line managers, health and safety specialists and HSE as appropriate.

- 2.12 *Explain how to monitor and maintain organisational requirements for recording and reporting accidents and incidents including near misses.*

Organisational procedures followed, evidence from entries in accident book as appropriate.

- 2.13 *Explain the different ways of checking and monitoring correct authorisation of the following people whilst in the workplace:*

1. *workforce*
2. *suppliers*
3. *visitors*
4. *customers*
5. *members of the public.*

Organisational procedures for site security and permitted authorisations.

- 2.14 *Explain the current organisational procedures for dealing with unauthorised people and trespassers.*

Current organisational procedures explained.

3 Ensure that their team is inducted and check that they are suitably competent and monitored whilst at the workplace.

- 3.1 *Use appropriate methods to confirm that the team are properly inducted and given regular health and safety updates.*

Organisational procedures followed.

- 3.2 *Use appropriate methods and techniques to communicate and report any team performance issues.*

Organisational procedures followed.

- 3.3 *Explain the organisational methods and procedures for carrying out inductions that confirm:*

1. *health and safety responsibilities*
2. *methods of work*
3. *workplace operations*
4. *health, safety and welfare equipment and resources*
5. *risk control procedures*
6. *first-aid arrangements.*

Organisational procedures followed.

- 3.4 *Explain the different ways of checking and monitoring the workforce's competence specific to the work requirements.*

Organisational procedures followed.

- 3.5 *Explain the different techniques and methods of communicating and reporting any team performance issues.*

Organisational procedures followed.

4 Monitor and review health, safety, environmental and welfare practices and safe systems of work in the relevant work environment in accordance with current organisational and statutory requirements:

- 4.1 *Monitor, observe and record the implementation and maintenance of health, safety, environmental and welfare practices within the operational work environment in accordance with current legislation, workplace regulations, Codes of Practice and official guidance.*

Learner can explain the organisation's policy on carrying out daily checks relating to health, safety, environmental and welfare practices.

- 4.2 *Review the safe systems of work to identify and eliminate hazards or mitigate risks in accordance with current organisational requirements and legislation, and feedback results.*

Learner has records of undertaking actions to maintain health, safety, the environment and welfare where hazards and risks are identified.

- 4.3 *Ensure compliance with the safe systems of work in accordance with current organisational requirements and legislation.*

Organisational procedures followed.

- 4.4 *Instigate, record and report actions to deal with any changing circumstances within the operational work environment in order to maintain the required health, safety, environmental and welfare practices.*

Learner has records of undertaking actions to maintain health, safety, environmental and welfare practices following changing circumstances, where appropriate.

- 4.5 *Explain the methods and techniques used to regularly check health, safety, environmental and welfare practices in accordance with the following statutory requirements:*

1. *current organisational health, safety, environmental and welfare policies, procedures and regulations*
2. *current general health, safety, environmental and welfare legislation*
3. *approved Codes of Practice*
4. *statutory notices*
5. *hazard warnings*
6. *safety signs.*

Learner can explain the organisation's policy on carrying out daily checks relating to health, safety, environmental and welfare practices.

- 4.6 *Explain the reasons for regularly checking the health safety, environmental and welfare practices relevant to the operational working environment.*

Learner can explain the benefits of maintaining a working environment that is safe for the workforce and environment.

- 4.7 *Explain the organisational requirements to ensure compliance with safe systems of work.*

Organisational requirements explained.

- 4.8 *Explain how to review the safe systems of work by carrying out systematic examinations of work processes to eliminate hazards or mitigate risks in accordance with current organisational policies, procedures and legislation and feedback results.*

Learner can explain the organisation's policy on carrying out daily checks relating to health, safety, environmental and welfare practices and reporting any actions taken if hazards or risks identified.

- 4.9 *Explain how to identify any special workplace conditions and examples which do not comply with regulations.*

Learner can provide evidence of health and safety audits and / or supervisor checks.

- 4.10 *Describe the different methods of recording special workplace conditions and examples which do not comply with regulations.*

Methods such as site diary; audit forms; accident book.

Monitoring Progress of Work Against Schedules in the Workplace

Total Unit Time: 100 hours

Guided Learning: 40 hours

Unit Level: 3

Unit reference number: J/617/7291 (This is equivalent to CITB unit 215v3)

This is an optional unit

Summary of Learning Outcomes:

To achieve this unit a candidate must:

- 1. Monitor progress of planned programmes against work schedules:** *by being able to meet the following assessment criteria.*
 - 1.1 Monitor progress against the work schedule using the following methodologies
 - discussion
 - observation
 - calculation
 - measuring
 - 1.2 Record and provide regular reports to the managers on the programmes progress.
 - 1.3 Describe how to source information from the work schedule.
 - 1.4 Explain how to monitor and report progress of the planned programme by observation, calculation and measuring.
 - 1.5 Describe how the methods used to monitor progress, informed the report provided to managers, customers and/or representative, contractors or suppliers.

- 2. Identify, record and report inappropriate specified resources and suggest suitable alternatives:** *by being able to meet the following assessment criteria:*
 - 2.1 Establish, record and report inappropriate and inadequate resources selected for the project.
 - 2.2 Advise managers of suitable alternative resources.
 - 2.3 Give examples of inadequate and inappropriate resources, relating to:
 - people
 - tools and ancillary equipment
 - materials
 - time
 - information.
 - 2.4 Describe how to identify and record inadequate or inappropriate resources relating to people, tools and ancillary equipment, materials, time and information.
 - 2.5 Explain the different methods and techniques used to inform managers about inadequate or inappropriate resources.
 - 2.6 Explain the organisational procedure for suggesting and specifying alternative resources.

3. Identify and quantify deviations from planned progress which have or may occur, and which could alter the programme: *by being able to meet the following assessment criteria:*

- 3.1 Determine and analyse work completed or projected work to be done.
- 3.2 Compare work completed or projected work against given schedules to identify deviations relative to the project plan.
- 3.3 Record and report identified and quantified deviations or confirm programme is on schedule.
- 3.4 Explain the methods that can be used to identify, record and report deviations from planned progress, in relation to:
 - resource shortages
 - design problems and constraints
 - lack of essential construction information
 - construction errors
 - adverse weather
 - physical (workplace) constraints.
- 3.5 Describe how any deviations from the planned progress could alter the programme, in relation to:
 - action lists
 - method statements
 - work costs.

4. Confirm the circumstances of any deviations, seek advice and implement appropriate corrective actions: *by being able to meet the following assessment criteria:*

- 4.1 Analyse, record and report the corrective actions required to maintain the project schedule.
- 4.2 Seek advice, plan and implement agreed corrective actions.
- 4.3 Describe the methods used to confirm the circumstances of any deviations
- 4.4 Explain how to seek advice, plan and implement corrective actions in circumstances of any deviations, in relation to:
 - restoring progress in accordance with agreed programme
 - agreeing new completion dates
 - securing additional resources
 - altering planned work.

5. Identify and report options which may help the contract progress: *by being able to meet the following assessment criteria.*

- 5.1 Establish and record suitable options to the work schedule which are likely to help the contract's progress.
- 5.2 Report the identified options that can assist contractual progress.

- 5.3 Explain how to record and report the options which are most likely to help the contract progress including recommendations for changes and resource needs relating to people, tools and ancillary equipment, materials, time and information.
- 5.4 Describe the different methods and techniques used to communicate information about the projects progress to line management, customer and/or representative and suppliers.

6. Report progress, any changes to the operational programme and resource needs: *by being able to meet the following assessment criteria.*

Collect and confirm information on the project's progress against project specifications.

Report project progress and recommended options for changes and resource needs.

Describe how to inform line management, customer and/or representatives, contractors and suppliers on the actions needed to be taken to maintain or improve project progress.

Explain why and when line management, customer and/or representatives, contractors and suppliers should be informed about progress, any changes to the operational programme and resource needs, relating to people, tools and ancillary equipment, materials, time and information, which could help advance the contract's progress.

Unit Assessment Guidance:

1 Monitor progress of planned programmes against work schedules

- 1.1 *Monitor progress against the work schedule using the following methodologies*
 - 1. *discussion*
 - 2. *observation*
 - 3. *calculation*
 - 4. *measuring.*

Evidence of the progress of the work in comparison with the work schedule is obtained by discussions with operatives and line manager, observation, calculation of time taken / resources used and measurement of progress made.

- 1.2 *Record and provide regular reports to the managers on the programmes progress.*

Evidence of reports to line manager.

- 1.3 *Describe how to source information from the work schedule.*

Appropriate examples provided.

- 1.4 *Explain how to monitor and report progress of the planned programme by observation, calculation and measuring.*

Appropriate explanation of how schedule of work can be measured against progress achieved and reporting arrangements for this. Daily checks.

- 1.5 *Describe how the methods used to monitor progress, informed the report provided to managers, customers and/or representative, contractors or suppliers.*

Explanation of how information contained in report(s) was obtained.

2 Identify, record and report inappropriate specified resources and suggest suitable alternatives.

- 2.1 *Establish, record and report inappropriate and inadequate resources selected for the project.*

Resources are checked for appropriateness and adequacy against plan of work, and where found to be inappropriate or inadequate are recorded reported

- 2.2 *Advise managers of suitable alternative resources.*

Where resources are not appropriate suitable alternatives are sourced and advised to line manager.

- 2.3 *Give examples of inadequate and inappropriate resources, relating to:*

1. *people*
2. *tools and ancillary equipment*
3. *materials*
4. *time*
5. *information.*

Appropriate examples provided.

- 2.4 *Describe how to identify and record inadequate or inappropriate resources relating to people, tools and ancillary equipment, materials, time and information.*

Resources available compared with requirements of operational plan / plan of work

- 2.5 *Explain the different methods and techniques used to inform managers about inadequate or inappropriate resources.*

Verbal, letters, emails, SMS and site briefings

- 2.6 *Explain the organisational procedure for suggesting and specifying alternative resources.*

As per organisational procedures.

3 Identify and quantify deviations from planned progress which have or may occur, and which could alter the programme.

- 3.1 *Determine and analyse work completed or projected work to be done.*

Learner is able to identify stage of work reached in relation to plan of work and the work that remains to be done.

- 3.2 *Compare work completed or projected work against given schedules to identify deviations relative to the project plan.*

Ensure work is progressing in accordance with the plan of work and are addressed by the plan of work where appropriate.

- 3.3 *Record and report identified and quantified deviations or confirm programme is on schedule.*

Deviations from plan of work identified or confirmation of work on schedule reported as per organisational procedures.

- 3.4 *Explain the methods that can be used to identify, record and report deviations from planned progress, in relation to:*

1. *resource shortages*
2. *design problems and constraints*
3. *lack of essential construction information*
4. *construction errors*
5. *adverse weather*
6. *physical (workplace) constraints.*

Discussions and project briefings with line management, operatives

Daily checks on site

Reference to plan of work.

- 3.5 *Describe how any deviations from the planned progress could alter the programme, in relation to:*

1. *action lists*
2. *method statements*
3. *work costs.*

Learner can describe the impact of deviations from planned progress in relation to:

1. *action lists,*
2. *method statements,*

3. work costs.

- 3.6 *Explain how to quantify any deviations from planned progress in regards to the methods of work and any implication on resources.*

Where the planned progress has deviated from plan, learner is able to quantify the amount of deviation, in terms of additional resource requirement or amended work methods.

4 Confirm the circumstances of any deviations, seek advice and implement appropriate corrective actions.

- 4.1 *Analyse, record and report the corrective actions required to maintain the project schedule.*

Corrective actions identified, recorded and reported. Procedure for amending the plan of work followed and agreed with line management.

- 4.2 *Seek advice, plan and implement agreed corrective actions.*

Sources of advice identified. Procedure for amending the plan of work followed and agreed with line management.

- 4.3 *Describe the methods used to confirm the circumstances of any deviations.*

Discussions with operatives, line management, client, visual observations, site checks.

- 4.4 *Explain how to seek advice, plan and implement corrective actions in circumstances of any deviations, in relation to:*

1. *restoring progress in accordance with agreed programme*
2. *agreeing new completion dates*
3. *securing additional resources*
4. *altering planned work.*

Discussions with line management and / or sources of advice identified in 4.2 above.

Procedure for amending the plan of work followed and agreed with line management.

5 Identify and report options which may help the contract progress.

- 5.1 *Establish and record suitable options to the work schedule which are likely to help the contract's progress.*

Options such as (but not limited to);

1. Use alternative resources,

2. Source alternative suppliers,
3. Different techniques,
4. Amend project plan,
5. Increase team on-site.

5.2 *Report the identified options that can assist contractual progress.*

Reported by following methods: Verbal, letters, emails, SMS and site briefings.
As per organisation procedures.

5.3 *Explain how to record and report the options which are most likely to help the contract progress including recommendations for changes and resource needs relating to people, tools and ancillary equipment, materials, time and information.*

Verbal, letters, emails, SMS and site briefings based on organisational procedures.

5.4 *Describe the different methods and techniques used to communicate information about the projects progress to line management, customer and/or representative and suppliers.*

Verbal, letters, emails, SMS and site briefings based on organisational procedures.

6 Report progress, any changes to the operational programme and resource needs.

6.1 *Collect and confirm information on the project's progress against project specifications.*

Appropriate information collected; site diaries, organisational procedures.

6.2 *Report project progress and recommended options for changes and resource needs.*

Organisational procedures followed.

6.3 *Describe how to inform line management, customer and/or representatives, contractors and suppliers on the actions needed to be taken to maintain or improve project progress.*

Verbal, letters, emails, SMS and site briefings based on organisational procedures.

6.4 *Explain why and when line management, customer and/or representatives, contractors and suppliers should be informed about progress, any changes to the operational programme and resource needs, relating to people, tools and*

ancillary equipment, materials, time and information, which could help advance the contract's progress.

Possible effect of changes on completion of the work within the scheduled time and budget.

Regular progress updates.

Escalation of reporting and alerts if work in danger of not being completed on time and within budget.

Centre Guidance

Assessment:

Each of the units in this qualification must be assessed in a work environment and in accordance with the Additional Requirements for Qualifications using the title NVQ. Workplace evidence of skills cannot be simulated. Candidates will be required to present a portfolio of evidence which must provide evidence for attainment of all the learning outcomes for each of the units in this qualification.

Assessors for this qualification must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- other evidence of workplace competence and knowledge can be obtained via professional discussions with the candidate and verifiable witness statements from the candidate's line managers.

Additional guidance for assessment in the workplace can be obtained from *RSPH Guidance for Assessment in the Workplace*, available to download from the RSPH centre area.

Assessors for this qualification must have up to date experience of the asbestos removal industry which can be verified, together with relevant skills, knowledge and understanding of the areas covered by the units within the qualification.

Equivalent Units and Recognition of Prior Learning:

The following units in other RSPH qualifications are equivalent to those shown below. Holders of the equivalent units can claim recognition of prior learning when registered for this qualification.

Unit T/615/4332 Installing and Removing Enclosure or Containment Areas for the Removal of Licensed Asbestos Materials in the Workplace
is equivalent to:

Unit F/616/9657 Installing and Removing Licensed Asbestos Enclosure or Containment Areas in the Workplace

Unit R/615/4340 Stripping and Removing Licensed Asbestos Materials in the Workplace
is equivalent to:

Unit J/616/9658 Removing Licensed Asbestos in the Workplace

Unit Endorsements:

Unit F/616/9657 Installing and Removing
Licensed Asbestos Enclosure or
Containment Areas in the Workplace

One of the following endorsement required:
Enclosure area
Containment area

Unit L/616/9659 Repairing or encapsulating
asbestos-containing materials in the
workplace

One of the following endorsements required:
Coatings with or without a reinforced matrix
Sealed cladding
Insulation
Insulation boards
Ceiling tiles
Blankets/rope/woven cloth
Cement products
Sprayed coatings
Bitumen products

Progression

Learners who achieve this qualification can progress to:

RSPH Level 4 Diploma in licensed asbestos removal for contract managers.

Recommended Reading:

Asbestos: The Licensed Contractors' Guide – HSG 247	HSE 2006
Managing and working with asbestos - Control of Asbestos Regulations 2012 - L143	HSE 2006
Asbestos Essentials - Task Manual Task guidance sheets for the building, maintenance and allied trades.	HSE 2017

Recommended Additional Reading:

The following web-sites also have useful information:

Asbestos Removal Contractors Association www.arca.org.uk

Asbestos Testing and Consulting Association www.atac.org.uk

Health and Safety Executive www.hse.gov.uk

How to apply to offer this qualification:

To become a centre approved to offer this qualification, please complete the 'Centre Application Form' which can be found on our website in the Qualifications section. If

you are already an approved centre, please complete the 'Add an additional qualification form' which can be downloaded from the Centre area on the website www.rsph.org.uk. Please ensure that you include details of your quality assurance procedures. You will need to attach a CV to this application. Centres should ensure that paragraphs 4.5 and 4.6 of the application forms are completed as this qualification is assessed by the centre.

National Occupational Standards

The qualification has been mapped to the following National Occupational Standards of CITB:

COSVR209 Confirm work activities and resources for the work
COSVR210 Develop and maintain good working relationships
COSVR211 Confirm the occupational method of work
COSVR212 Implement and maintain health, safety and welfare
COSVR213 Co-ordinate and organise work operations
COSVR215 Monitor progress against work schedules
COSVR216 Confirm work meets quality standards
COSVR462 Install and remove licensed asbestos enclosure or containment areas
COSVR463 Licensed asbestos removal
COSVR467 Repair or encapsulate asbestos containing materials

Further details of these National Occupational Standards can be obtained from RSPH Qualifications.

Special Assessment Needs:

Centres that have candidates with special assessment needs should consult RSPH's *Reasonable Adjustments and Special Consideration* policy, this is available from RSPH and RSPH's web site (www.rsph.org.uk).

Recommended Qualifications and Experience of Tutors:

RSPH would expect that tutors have teaching experience and a qualification in a relevant subject area, but recognises that experienced teachers can often compensate for a lack of initial subject knowledge, or experienced practitioners for a lack of teaching experience.

RSPH recommends that centres utilise a team of tutors and assessors in the delivery of this qualification. Tutors and assessors must have suitable practical experience in the removal of asbestos, as outlined above.

Other Information:

All RSPH specifications are subject to review. Any changes to the assessment or learning outcomes will be notified to Centres in advance of their introduction. To check

the currency of this version of the specification, please contact the Qualifications Department or consult the RSPH website.

Centres must be registered with RSPH.

Any enquiries about this qualification should be made to:

The Qualifications Department,
Royal Society for Public Health,
John Snow House
59 Mansell Street,
London
E1 8AN
Tel. 0207 265 7300
www.rsph.org.uk
Email: info@rsph.org.uk