



PART OF **nocn** GROUP

## **QUALIFICATION SPECIFICATION**

### **NOCN\_Cskills Awards Level 2 NVQ Certificate in Insulation and Building Treatments (Construction) - Cold Roof Insulation**

Qualification No: **603/2379/6**

To know more about NOCN:

- Visit the NOCN website: [www.nocn.org.uk](http://www.nocn.org.uk)
- Call the Customer Service Team: 0300 999 1177

# **NOCN\_Cskills Awards Level 2 NVQ Certificate in Insulation and Building Treatments (Construction) - Cold Roof Insulation**

**Reference** : 603/2379/6

**Total Qualification Time (TQT)** : 280

**Credits** : 28

**Award Code** : QUC896

**Minimum Age** : 16

**Level** : Level 2

**Registration Start Date** : 1/12/2017

**Registration End Date** : 31/5/2021

**Certification End Date** : 31/5/2024

## **Qualification Overview**

The Level 2 NVQ Certificate in Insulation and Building Treatments-Cold Roof Insulation qualification has been developed for achievement in a real workplace environment which means you need to be employed to undertake this qualification.

This qualification enables you, the learner, to demonstrate and recognise your skills, knowledge and understanding and to demonstrate your competence in a real workplace environment so you can work as a Cold Roof Insulation Installer within the construction industry.

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

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

This qualification is supported by federation Insulated Render and Cladding Association (INCA).

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

- Conforming to General Health, Safety and Welfare in the Workplace
- Conforming to Productive Working Practices in the Workplace
- Moving, Handling and Storing Resources in the Workplace
- Installing Insulation to Cold Roofs in the Workplace.

## **Topics Covered In This Qualification**

See Product Overview for details.

## **Entry Requirements**

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

## Progression

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

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

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

## Qualification Structure

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

**Qualification Title: L2 NVQ Certificate in Insulation and Building Treatments (Construction) -Cold Roof Insulation**

**Minimum Credit Value: 28**

**Total Qualification Time (TQT) for this qualification: 280**

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

**Minimum Guided Learning Hours (GLH) for this qualification: 94**

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

**To achieve this qualification a minimum of 28 credits need to be attained. This comprises the 4 mandatory units.**

The additional unit can be taken as part of this qualification. Credit from this unit will be included on the certificate but will not count towards this qualification.

## Units

**Qualification Structure :** To achieve this qualification a 28 credits need to be attained from the Mandatory Group. The additional unit may be taken but will not count toward the achievement of the qualification. (Min Credits : 28)

**Mandatory Group :** The learner must achieve 28 credits from the units in this group. (Min Credits : 28)

Title	Reference	Credit Value	Level
Moving, Handling and Storing Resources in the Workplace	F/503/1171	5	Level 2
Installing Insulation to Cold Roofs in the Workplace	F/616/3938	18	Level 2
Conforming to Productive Working Practices in the Workplace	J/503/1169	3	Level 2
Conforming to General Health, Safety and Welfare in the Workplace	A/503/1170	2	Level 1

**Additional Group :** The learner may achieve the unit in this group but it will not count towards the achievement of the qualification. (Min Credits : 8)

Title	Reference	Credit Value	Level
Erecting and Dismantling Access/Working Platforms in the Workplace	D/600/8281	8	Level 2

## Qualification Assessment & Grading

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

## Fair & Equitable Assessment

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

## Learners with Particular Requirements

If you are a NOCN Recognised Centre and have learners with particular requirements, please see the **NOCN Reasonable Adjustment and Special Considerations Policy and Procedure** found on the NOCN website at [www.nocn.org.uk](http://www.nocn.org.uk)

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

The NOCN Centre approval process requires the centre to hold policy statements on Equal Opportunities, Diversity and Disability Discrimination which will be reviewed by NOCN. Please refer to the [NOCN Quality Assurance Manual](#) for further details.

## Recognition of Prior Learning

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

NOCN is committed to the Recognition of Prior Learning (RPL) and has developed a policy and procedures to inform and support Centres. This is available on the NOCN website at [www.nocn.org.uk](http://www.nocn.org.uk).

## Centre Requirements

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

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

### Centre Staff Requirements

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

### Tutor/Trainer and Assessor Requirements

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

A Tutor is not required for NOCN NVQ qualifications, but is required for construction training diplomas. All construction qualifications require an Assessor. For training diplomas, an individual can perform both roles of Tutor/Trainer and

Assessor, where they meet the individual requirements for both. Tutors/Trainers and Assessors are not able to perform the role of the Internal Quality Assurer for cohorts where they have delivered training or assessment.

All Tutors/Trainers and Assessors must:

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

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

### Internal Quality Assurer Requirements

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

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

All Internal Quality Assurers must:

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

### Resources and Equipment

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

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

## External Quality Assurance

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

The External Quality Assurer will make regular visits to all centres. During these visits they will:

- Monitor the Centre's compliance with the Centre approval criteria by reviewing course documentation, meeting managers, tutors, internal quality assurers, learners, and administrative staff.
- Review the standard of the Centre's assessment and internal quality assurance practices and decisions to determine whether all assessment requirements are met to support safe and valid claims for certification.

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

## Offering This Qualification

### Existing Centres

If you are already recognised to offer NOCN qualifications and would like more information about offering these qualifications, please contact: [business-enquiries@nocn.org.uk](mailto:business-enquiries@nocn.org.uk), alternatively use Horizon to add the qualification to your Centre.

### **New Centres**

If you are interested in offering these qualifications, but are not yet a NOCN Approved Centre and would like more information about becoming a NOCN centre and offering these qualifications please see **Become a Registered Centre** on our website <https://www.nocn.org.uk/customers/nocn-centres/> and click Become a Centre.

# Conforming to General Health, Safety and Welfare in the Workplace

Reference : A/503/1170

Level : Level 1

Credit Value : 2

Guided Learning Hours : 7

Grading Type : Pass/Fail

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

Learning Outcomes		Assessment Criteria
The Learner Will		The Learner Can
1	Comply with all workplace health, safety and welfare legislation requirements.	<ul style="list-style-type: none"> <li>• 1.1. · Comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area.</li> <li>• 1.2. · Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements.</li> <li>• 1.3. · Comply with statutory requirements, safety notices and warning notices displayed within the workplace and/or on equipment.</li> <li>• 1.4. · State why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: <ul style="list-style-type: none"> <li>· collective protective measures</li> <li>· personal protective equipment (PPE)</li> <li>· respiratory protective equipment (RPE)</li> <li>· local exhaust ventilation (LEV).</li> </ul> </li> <li>• 1.5. · State how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.</li> <li>• 1.6. · State which types of health, safety and welfare legislation, notices and warning signs are relevant to the occupational area and associated equipment.</li> <li>• 1.7. · State why health, safety and welfare legislation, notices and warning signs are relevant to the occupational area.</li> <li>• 1.8. · State how to comply with control measures that have been identified by risk assessments and safe systems of work.</li> </ul>
2	Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures.	<ul style="list-style-type: none"> <li>• 2.1. · Report any hazards created by changing circumstances within the workplace in accordance with organisational procedures.</li> <li>• 2.2. · List typical hazards associated with the work environment and occupational area in relation to resources, substances, asbestos, equipment, obstructions, storage, services and work activities.</li> <li>• 2.3. · List the current Health and Safety Executive top ten safety risks.</li> <li>• 2.4. · List the current Health and Safety Executive top five health risks.</li> <li>• 2.5. · State how changing circumstances within the workplace could</li> </ul>



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

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

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

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

Workplace evidence of skills cannot be simulated.

Additional Information on the Assessment of CITB NVQ Unit 641

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

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

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

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

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

All CITB NVQ units – Assessment Criteria 1.4

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

# Conforming to Productive Working Practices in the Workplace

**Reference** : J/503/1169

**Level** : Level 2

**Credit Value** : 3

**Guided Learning Hours** : 10

**Grading Type** : Pass/Fail

**Aim** : The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in conforming to productive work practices in the workplace within the relevant sector of industry.

Learning Outcomes		Assessment Criteria
The Learner Will		The Learner Can
1	Communicate with others to establish productive work practices.	<ul style="list-style-type: none"> <li>• 1.1.               <ul style="list-style-type: none"> <li>· Communicate in an appropriate manner with line management, colleagues and/or customers to ensure that work is carried out productively.</li> </ul> </li> <li>• 1.2.               <ul style="list-style-type: none"> <li>· Describe the different methods of communicating with line management, colleagues and customers.</li> </ul> </li> <li>• 1.3.               <ul style="list-style-type: none"> <li>· Describe how to use different methods of communication to ensure that the work carried out is productive.</li> </ul> </li> </ul>
2	Follow organisational procedures to plan the sequence of work.	<ul style="list-style-type: none"> <li>• 2.1.               <ul style="list-style-type: none"> <li>· Interpret relevant information from organisational procedures in order to plan the sequence of work.</li> </ul> </li> <li>• 2.2.               <ul style="list-style-type: none"> <li>· Plan the sequence of work, using appropriate resources, in accordance with organisational procedures to ensure work is completed productively.</li> </ul> </li> <li>• 2.3.               <ul style="list-style-type: none"> <li>· Describe how organisational procedures are applied to ensure work is planned and carried out productively, in relation to:                   <ul style="list-style-type: none"> <li>· using resources for own and other's work requirements</li> <li>· allocating appropriate work to employees</li> <li>· organising the work sequence</li> <li>· reducing carbon emissions.</li> </ul> </li> </ul> </li> <li>• 2.4.               <ul style="list-style-type: none"> <li>· Describe how to contribute to zero/low carbon work outcomes within the built environment.</li> </ul> </li> </ul>
3	Maintain relevant records in accordance with the organisational procedures.	<ul style="list-style-type: none"> <li>• 3.1.               <ul style="list-style-type: none"> <li>· Complete relevant documentation according to the occupation as required by the organisation.</li> </ul> </li> <li>• 3.2.               <ul style="list-style-type: none"> <li>· Describe how to complete and maintain documentation in accordance with organisational procedures, in relation to:                   <ul style="list-style-type: none"> <li>· job cards</li> <li>· worksheets</li> <li>· material/resource lists</li> <li>· time sheets.</li> </ul> </li> </ul> </li> <li>• 3.3.               <ul style="list-style-type: none"> <li>· Explain the reasons for ensuring documentation is completed clearly and within given timescales.</li> </ul> </li> </ul>
4	Maintain good working relationships when conforming to	<ul style="list-style-type: none"> <li>• 4.1.</li> </ul>

productive working practices.

- Carry out work productively, to the agreed specification, in conjunction with line management, colleagues, customers and/or other relevant people involved in the work to maintain good working relationships.
- 4.2.
  - Apply the principles of equality and diversity and respect the needs of individuals when communicating and working with others.
- 4.3.
  - Describe how to maintain good working relationships, in relation to:
    - individuals
    - customer and operative
    - operative and line management
    - own and other occupations.
- 4.4.
  - Describe why it is important to work effectively with line management, colleagues and customers.
- 4.5.
  - Describe how working relationships could have an effect on productive working.
- 4.6.
  - Describe how to apply principles of equality and diversity when communicating and working with others.

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

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. Workplace evidence of skills cannot be simulated.

# Installing Insulation to Cold Roofs in the Workplace

**Reference :** F/616/3938

**Level :** Level 2

**Credit Value :** 18

**Guided Learning Hours :** 60

**Grading Type :** Pass/Fail

**Aim :** The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in installing insulation to cold roofs in the workplace within the relevant sector of industry.

Learning Outcomes		Assessment Criteria
The Learner Will		The Learner Can
1	Interpret the given information relating to the work and resources when installing insulation to cold roofs.	<ul style="list-style-type: none"> <li>• 1.1.               <ul style="list-style-type: none"> <li>· Interpret and extract relevant information drawings, specifications, schedules, method statements, risk assessments manufacturers' information and data sheets.</li> </ul> </li> <li>• 1.2.               <ul style="list-style-type: none"> <li>· Comply with information and/or instructions derived from risk assessments and method statements.</li> </ul> </li> <li>• 1.3.               <ul style="list-style-type: none"> <li>· Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.</li> </ul> </li> <li>• 1.4.               <ul style="list-style-type: none"> <li>· Describe different types of information, their source and how they are interpreted in relation to:                   <ul style="list-style-type: none"> <li>◦ drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and data sheets, and current regulations governing buildings.</li> </ul> </li> </ul> </li> </ul>
2	Know how to comply with relevant legislation and official guidance when installing insulation to cold roofs.	<ul style="list-style-type: none"> <li>• 2.1.               <ul style="list-style-type: none"> <li>· Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:                   <ul style="list-style-type: none"> <li>◦ in the workplace, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.</li> </ul> </li> </ul> </li> <li>• 2.2.               <ul style="list-style-type: none"> <li>· Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, vehicles, company and operative/technician.</li> </ul> </li> <li>• 2.3.               <ul style="list-style-type: none"> <li>· Explain what the accident reporting procedures are and who is responsible for making reports.</li> </ul> </li> </ul>
3	Maintain safe and healthy working practices when installing insulation to cold roofs.	<ul style="list-style-type: none"> <li>• 3.1.               <ul style="list-style-type: none"> <li>· Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing insulation to cold roofs.</li> </ul> </li> <li>• 3.2.               <ul style="list-style-type: none"> <li>· Demonstrate compliance with given information and relevant legislation when installing insulation to cold roofs in relation to the following:                   <ul style="list-style-type: none"> <li>◦ safe use of access equipment</li> <li>◦ safe use, storage and handling of materials, tools and equipment</li> <li>◦ specific risks to health</li> </ul> </li> </ul> </li> <li>• 3.3.               <ul style="list-style-type: none"> <li>· Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to installing insulation to cold roofs, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>◦ collective protective measures</li> <li>◦ personal protective equipment (PPE)</li> <li>◦ respiratory protective equipment (RPE)</li> <li>◦ local exhaust ventilation (LEV).</li> <li>• 3.4.           <ul style="list-style-type: none"> <li>· Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.</li> </ul> </li> <li>• 3.5.           <ul style="list-style-type: none"> <li>· Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.</li> </ul> </li> </ul>
4	Select the required quantity and quality of resources for the methods of work to install insulation to cold roofs.	<ul style="list-style-type: none"> <li>• 4.1.           <ul style="list-style-type: none"> <li>· Select resources associated with own work in relation to materials, components, fixings, tools and equipment</li> </ul> </li> <li>• 4.2.           <ul style="list-style-type: none"> <li>· Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:               <ul style="list-style-type: none"> <li>◦ insulation, pipe insulation, tank and cylinder jackets, fixings and ancillary items</li> <li>◦ hand tools and installation equipment, portable power tools and ancillary equipment.</li> </ul> </li> </ul> </li> <li>• 4.3.           <ul style="list-style-type: none"> <li>· Describe how the resources should be used correctly and how problems associated with the resources are reported.</li> </ul> </li> <li>• 4.4.           <ul style="list-style-type: none"> <li>· Explain why the organisational procedures have been developed and how they are used for the selection of required resources.</li> </ul> </li> <li>• 4.5.           <ul style="list-style-type: none"> <li>· Describe any potential hazards associated with the resources and methods of work.</li> </ul> </li> <li>• 4.6.           <ul style="list-style-type: none"> <li>· Describe how to calculate quantity, length, depth area and wastage associated with the method/procedure to install insulation to cold roofs.</li> </ul> </li> </ul>
5	Minimise the risk of damage to the work and surrounding area when installing insulation to cold roofs.	<ul style="list-style-type: none"> <li>• 5.1.           <ul style="list-style-type: none"> <li>· Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.</li> </ul> </li> <li>• 5.2.           <ul style="list-style-type: none"> <li>· Minimise damage and maintain a clean work space.</li> </ul> </li> <li>• 5.3.           <ul style="list-style-type: none"> <li>· Dispose of waste in accordance with current legislation.</li> </ul> </li> <li>• 5.4.           <ul style="list-style-type: none"> <li>·</li> </ul> </li> <li>Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.</li> <li>• 5.5.           <ul style="list-style-type: none"> <li>· 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.</li> </ul> </li> </ul>
6	Complete the work within the allocated time when installing insulation to cold roofs.	<ul style="list-style-type: none"> <li>• 6.1.           <ul style="list-style-type: none"> <li>· Demonstrate completion of the work within the allocated time.</li> </ul> </li> <li>• 6.2.           <ul style="list-style-type: none"> <li>· Describe the purpose of the work programme and explain why deadlines should be kept in relation to:               <ul style="list-style-type: none"> <li>◦ types of progress charts, timetables and estimated times</li> <li>◦ organisational procedures for reporting circumstances which will affect the work programme.</li> </ul> </li> </ul> </li> </ul>
7	Comply with the given contract information to install insulation to cold roofs to the required specification.	<ul style="list-style-type: none"> <li>• 7.1.           <ul style="list-style-type: none"> <li>· Demonstrate the following work skills when installing insulation to cold roofs               <ul style="list-style-type: none"> <li>◦ measuring, marking out, calculating, cutting, fitting, positioning and securing.</li> </ul> </li> </ul> </li> <li>• 7.2.           <ul style="list-style-type: none"> <li>· Use and maintain hand tools, installation equipment, portable power tools and ancillary equipment.</li> </ul> </li> </ul>

- 7.3.
  - Prepare and install insulation to cold roofs using two of the following methods in compliance with current regulations and to given working instructions:
    - injected/blown
    - placed
    - mechanically or adhesively fixed
    - sprayed.
- 7.4.
  - Prepare and install insulation to the following in compliance with current regulations and to given working instructions
    - pipes
    - tanks and/or cylinders
    - access hatches.
- 7.5.
  - Carry out pre and post installation checks.
- 7.6.
  - Describe how to apply safe, healthy and environmental work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
    - understand the implications of existing guarantees and warranties
    - recognise the procedures to check flues and combustion air ventilation
    - protect access routes
    - remove obstructions and store
    - remove unwanted insulation from roof area
    - carry out pre
      - installation checks to include common infestations, protected species, structural integrity, dampness, vents, services (gas, electric, water, media cables)
    - check adequacy of ventilation and increase if required
    - recognise the potential risk of increased condensation following installation relating to roof coverings (pitched and flat) and roof structures (timber, metal, concrete)
    - ensure all work to services (gas, electric, water, media cables) is carried out by suitably qualified people
    - check for hidden utilities
    - identify insulation materials and their characteristics for cold roofs, pipes, storage tanks, cylinders and access hatches
    - prepare and install injected/blown, placed, mechanically or adhesively fixed and sprayed insulation to cold roofs
    - minimise the effects of thermal bridging
    - insulate up to and under existing walkway boards
    - check serviceability and provision of walkway boards
    - prepare and fix pipe, tank and cylinder insulation
    - ensure the insulation is contained within the prescribed areas
    - insulate downlighters to the required specification
    - ensure insulation around electrical apparatus will not create fire hazards (light fittings and cables)
    - restrict or reduce unwanted heat loss (down lights and other fittings)
    - maintain fire resistant barriers where appropriate
    - insulate access hatches
    - complete post installation checks
    - provide advice to preserve the integrity of the insulation (insulation data sheet and warning labels)
    - recognise when specialist skills and knowledge are required and report accordingly
    - recognise specific requirements for structures of special interest, traditional build (pre 1919) and historical significance
    - use hand tools, installation equipment, portable power tools and ancillary equipment
    - work at height
    - work in confined spaces
    - use access equipment and work platforms.
- 7.7.
  - Describe the needs of other occupations and how to effectively communicate within a team when installing insulation to cold roofs.
- 7.8.
  - Describe how to maintain the tools and equipment used when installing insulation to cold roofs.

**Assessment guidance and/or requirements** : This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. Please refer to the hyperlink for clarity -

<https://www.citb.co.uk/qualifications-standards/qualification-framework/>

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

Workplace evidence of skills cannot be simulated.

Two of the following endorsements required

- Injected/blown
- Placed
- Mechanically/adhesively fixed
- Sprayed.



# Moving, Handling and Storing Resources in the Workplace

**Reference** : F/503/1171

**Level** : Level 2

**Credit Value** : 5

**Guided Learning Hours** : 17

**Grading Type** : Pass/Fail

**Aim** : The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in moving, handling and storing resources in the workplace within the relevant sector of industry.

Learning Outcomes		Assessment Criteria
The Learner Will		The Learner Can
1	Comply with given information when moving, handling and/or storing resources.	<ul style="list-style-type: none"> <li>• 1.1. · Interpret the given information relating to moving, handling and/or storing resources, relevant to the given occupation.</li> <li>• 1.2. · Interpret the given information relating to the use and storage of lifting aids and equipment.</li> <li>• 1.3. · Describe the different types of technical, product and regulatory information, their source and how they are interpreted.</li> <li>• 1.4. · State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.</li> <li>• 1.5. · Describe how to obtain information relating to using and storing lifting aids and equipment.</li> </ul>
2	Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources.	<ul style="list-style-type: none"> <li>• 2.1. · Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> <li>· in the workplace, in confined spaces, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.</li> </ul> </li> <li>• 2.2. · Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.</li> <li>• 2.3. · Explain what the accident reporting procedures are and who is responsible for making the reports.</li> <li>• 2.4. · State the appropriate types of fire extinguishers relevant to the work.</li> <li>• 2.5. · Describe how and when the different types of fire extinguishers, relevant to the given occupation, are used in accordance with legislation and official guidance.</li> </ul>
3	Maintain safe working practices when moving, handling and/or storing resources.	<ul style="list-style-type: none"> <li>• 3.1. · Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when moving, handling and/or storing resources.</li> <li>• 3.2. · Use lifting aids safely as appropriate to the work.</li> <li>• 3.3. · Protect the environment in accordance with safe working practices as appropriate to the work.</li> <li>• 3.4.</li> </ul>

		<ul style="list-style-type: none"> <li>· Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to moving, handling and/or storing resources, and the types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to:             <ul style="list-style-type: none"> <li>· collective protective measures</li> <li>· personal protective equipment (PPE)</li> <li>· respiratory protective equipment (RPE)</li> <li>· local exhaust ventilation (LEV).</li> </ul> </li> <li>• 3.5.             <ul style="list-style-type: none"> <li>· Describe how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.</li> </ul> </li> <li>• 3.6.             <ul style="list-style-type: none"> <li>· State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.</li> </ul> </li> </ul>
<p><b>4</b></p>	<p>Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources.</p>	<ul style="list-style-type: none"> <li>• 4.1.             <ul style="list-style-type: none"> <li>· Select the relevant resources to be moved, handled and/or stored, associated with own work.</li> </ul> </li> <li>• 4.2.             <ul style="list-style-type: none"> <li>· Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the occupational resources in relation to:                 <ul style="list-style-type: none"> <li>· lifting and handling aids</li> <li>· container(s)</li> <li>· fixing, holding and securing systems.</li> </ul> </li> </ul> </li> <li>• 4.3.             <ul style="list-style-type: none"> <li>· Describe how the resources should be handled and how any problems associated with the resources are reported.</li> </ul> </li> <li>• 4.4.             <ul style="list-style-type: none"> <li>· Explain why the organisational procedures have been developed and how they are used for the selection of required resources.</li> </ul> </li> <li>• 4.5.             <ul style="list-style-type: none"> <li>· Describe any potential hazards associated with the resources and methods of work.</li> </ul> </li> </ul>
<p><b>5</b></p>	<p>Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources.</p>	<ul style="list-style-type: none"> <li>• 5.1.             <ul style="list-style-type: none"> <li>· Protect occupational resources and their surrounding area from damage in accordance with safe working practices and organisational procedures.</li> </ul> </li> <li>• 5.2.             <ul style="list-style-type: none"> <li>· Dispose of waste and packaging in accordance with legislation.</li> </ul> </li> <li>• 5.3.             <ul style="list-style-type: none"> <li>· Maintain a clean work space when moving, handling or storing resources.</li> </ul> </li> <li>• 5.4.             <ul style="list-style-type: none"> <li>· Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.</li> </ul> </li> <li>• 5.5.             <ul style="list-style-type: none"> <li>· Explain why the disposal of waste should be carried safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.</li> </ul> </li> </ul>
<p><b>6</b></p>	<p>Complete the work within the allocated time when moving, handling and/or storing resources.</p>	<ul style="list-style-type: none"> <li>• 6.1.             <ul style="list-style-type: none"> <li>· Demonstrate completion of the work within the allocated time.</li> </ul> </li> <li>• 6.2.             <ul style="list-style-type: none"> <li>· State the purpose of the work programme and explain why deadlines should be kept in relation to:                 <ul style="list-style-type: none"> <li>· progress charts, timetables and estimated times</li> <li>· organisational procedures for reporting circumstances which will affect the work programme.</li> </ul> </li> </ul> </li> </ul>

7	<p>Comply with the given occupational resource information to move, handle and/or store resources to the required guidance.</p>	<ul style="list-style-type: none"> <li>• 7.1.             <ul style="list-style-type: none"> <li>· Demonstrate the following work skills when moving, handling and/or storing occupational resources:</li> <li>· moving, positioning, storing, securing and/or using lifting aids and kinetic lifting techniques.</li> </ul> </li> <li>• 7.2.             <ul style="list-style-type: none"> <li>· Move, handle and/or store occupational resources to meet product information and organisational requirements relating to three of the following:</li> <li>· sheet material</li> <li>· loose material</li> <li>· bagged or wrapped material</li> <li>· fragile material</li> <li>· tools and equipment</li> <li>· components</li> <li>· liquids.</li> </ul> </li> <li>• 7.3.             <ul style="list-style-type: none"> <li>· Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them when moving, handling and/or storing occupational resources.</li> </ul> </li> <li>• 7.4.             <ul style="list-style-type: none"> <li>· Describe the needs of other occupations when moving, handling and/or storing resources.</li> </ul> </li> </ul>
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**Assessment guidance and/or requirements** : This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment. Please refer to the hyperlink for clarity - <https://www.citb.co.uk/qualifications-standards/qualification-framework/>

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. Workplace evidence of skills cannot be simulated.

# Erecting and Dismantling Access/Working Platforms in the Workplace

**Reference** : D/600/8281

**Level** : Level 2

**Credit Value** : 8

**Guided Learning Hours** : 27

**Grading Type** : Pass/Fail

**Aim** : The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in erecting and dismantling access/working platforms in the workplace within the relevant sector of industry.

Learning Outcomes		Assessment Criteria
The Learner Will		The Learner Can
<b>1</b>	Interpret the given information relating to the work and resources when erecting and dismantling access/working platforms.	<ul style="list-style-type: none"> <li>• 1.1 · Interpret and extract information from specifications, method statements, risk assessments and manufacturers' information.</li> <li>• 1.2 · Comply with information and/or instructions derived from risk assessments and method statement.</li> <li>• 1.3 · State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.</li> <li>• 1.4 · Describe different types of information, their source and how they are interpreted in relation to:               <ul style="list-style-type: none"> <li>· specifications, current legislation, method statements, risk assessments and manufacturers' information.</li> </ul> </li> </ul>
<b>2</b>	Know how to comply with relevant legislation and official guidance when erecting and dismantling access/working platforms.	<ul style="list-style-type: none"> <li>• 2.1 · Describe their responsibilities under current legislation and official guidance whilst working:               <ul style="list-style-type: none"> <li>· in the workplace, at height, in confined areas, with tools and equipment, with movement/storage of materials and by manual handling.</li> </ul> </li> <li>• 2.2 · Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.</li> <li>• 2.3 · State what the accident reporting procedures are and who is responsible for making reports.</li> </ul>
<b>3</b>	Maintain safe working practices when erecting and dismantling access/working platforms.	<ul style="list-style-type: none"> <li>• 3.1 · Use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when erecting and dismantling access/working platforms.</li> <li>• 3.2 · Explain why, when and how personal protective equipment (PPE) should be used, relating to erecting and dismantling access/working platforms, and the types, purpose and limitations of each type.</li> <li>• 3.3 · State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task related hazards.</li> </ul>

<p><b>4</b></p>	<p>Select the required quantity and quality of resources for the methods of work to erect and dismantle access/working platforms.</p>	<ul style="list-style-type: none"> <li>• 4.1 <ul style="list-style-type: none"> <li>· Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> <li>· ladders/crawler boards</li> <li>· stepladders/platform steps</li> <li>· trestles</li> <li>· proprietary staging/podiums</li> <li>· proprietary towers</li> <li>· mobile scaffold towers</li> <li>· protection equipment and notices</li> <li>· tools and ancillary equipment.</li> </ul> </li> </ul> </li> <li>• 4.2 <ul style="list-style-type: none"> <li>· Select resources associated with own work in relation to materials, components, tools and equipment.</li> </ul> </li> <li>• 4.3 <ul style="list-style-type: none"> <li>· State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.</li> </ul> </li> <li>• 4.4 <ul style="list-style-type: none"> <li>· Outline potential hazards associated with the resources and method of work.</li> </ul> </li> <li>• 4.5 <ul style="list-style-type: none"> <li>· Describe how to calculate quantity of equipment required associated with the method/procedure to erect and dismantle access equipment/working platforms.</li> </ul> </li> </ul>
<p><b>5</b></p>	<p>Minimise the risk of damage to the work and surrounding area when erecting and dismantling access/working platforms.</p>	<ul style="list-style-type: none"> <li>• 5.1 <ul style="list-style-type: none"> <li>· Protect the work and its surrounding area from damage.</li> </ul> </li> <li>• 5.2 <ul style="list-style-type: none"> <li>· Minimise damage and maintain a clean work space.</li> </ul> </li> <li>• 5.3 <ul style="list-style-type: none"> <li>· Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.</li> </ul> </li> <li>• 5.4 <ul style="list-style-type: none"> <li>· Dispose of waste in accordance with legislation.</li> </ul> </li> <li>• 5.5 <ul style="list-style-type: none"> <li>· State why the disposal of waste should be carried out in relation to the work.</li> </ul> </li> </ul>
<p><b>6</b></p>	<p>Complete the work within the allocated time when erecting and dismantling access/working platforms</p>	<ul style="list-style-type: none"> <li>• 6.1 <ul style="list-style-type: none"> <li>· Demonstrate completion of the work within the allocated time.</li> </ul> </li> <li>• 6.2 <ul style="list-style-type: none"> <li>· State the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> <li>· organisational procedures for reporting circumstances which will affect the work programme.</li> </ul> </li> </ul> </li> </ul>
<p><b>7</b></p>	<p>Comply with the given contract information to erect and dismantle access/ working platforms to the required specification.</p>	<ul style="list-style-type: none"> <li>• 7.1 <ul style="list-style-type: none"> <li>· Demonstrate the following work skills when erecting and dismantling access/working platforms: <ul style="list-style-type: none"> <li>· moving, positioning/erecting, securing, checking, dismantling and removing.</li> </ul> </li> </ul> </li> <li>• 7.2 <ul style="list-style-type: none"> <li>· Erect, dismantle and store two of the following access equipment to given access regulations: <ul style="list-style-type: none"> <li>· ladders/crawler boards</li> <li>· stepladders/platform steps</li> <li>· proprietary towers</li> <li>· trestle platforms</li> <li>· mobile scaffold towers</li> </ul> </li> </ul> </li> </ul>

- proprietary staging/podiums.
- 7.3
  - Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:
    - provide protection to the work area
    - establish a base for equipment
    - erect proprietary access equipment to manufacturer's instructions suitable for the work
    - erect non proprietary access equipment suitable for the work
    - place protective screens and notices
    - check/monitor equipment during the period of use
    - dismantle and store access equipment
    - use tools and equipment
    - work at height.
- 7.4
  - Safely use and store materials, hand tools and ancillary equipment.
- 7.5
  - State the needs of other occupations and how to communicate within a team when erecting and dismantling access/working platforms.
- 7.6
  - Describe how to maintain the tools and equipment used when erecting and dismantling access/working platforms.

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

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

Workplace evidence of skills cannot be simulated.

This unit must be assessed against own occupational area of work and two of the following endorsements:

- Ladders/crawler boards
- Step ladders/platform steps
- Proprietary towers
- Trestle platforms
- Mobile scaffold towers
- Proprietary staging/podiums.



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