



Level 2 NVQ Certificate in

Insulation and Building Treatments (Draught-Proofing)

Qualification Specification

Qualification Recognition Number: 600/6018/9

ABBE Qualification Code: CertIBT(DP)L217

December 2017

Why this document is being revised

This document has been revised by ABBE in December 2017. A summary of the changes made to this document is, as follows:

- Total Qualification Time has been added: TQT 260
- Guided Learning (GL) for this qualification has been amended to: GLH 26
- Credit has been reduced to: Credit 26

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1. ABBE - The Awarding Body for the Built Environment

1.1 Introduction

ABBE, the Awarding Body for the Built Environment is a forward thinking organisation that offers a range of apprenticeships, qualifications, benefits and support.

ABBE is regulated by Ofqual for the delivery of a range of qualifications. Our qualifications are nationally recognised helping learners to achieve their full potential and ambitions.

The full range of qualifications can be found on our website <http://www.abbeqa.co.uk>

1.2 Mission Statement

Our Values - Quality through Standards: Our aim is to provide a high quality experience by building a strong community of mutual support and trust. We can use our collective talents to build meaningful partnerships to help us all to achieve our goals. ABBE is a recognised Awarding Organisation with strong professional integrity.

Our Vision: Is that every learner is confident, successful and has the opportunity to achieve their full potential.

Our Mission: ABBE Educates, inspires and empowers learners

1.3 Qualification Specification

The aim of this specification is to provide learners and centres with information about the content of this qualification.

This specification is a live document and, as such, will be updated when required.

1.4 Enquiries

Any enquiries relating to this qualification should be addressed to:

Awarding Body for the Built Environment (ABBE)
Birmingham City University
iCentrum, 6 Holt Street
Birmingham
B7 4BP

Tel: 0121 331 5174

Email: abbeenquiries@bcu.ac.uk

Website: www.abbeqa.co.uk



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2. Qualification Information

2.1 Qualification Purpose

This qualification is intended for individuals who are employed in the construction industry in jobs involving installing insulation to buildings or carrying out remedial building maintenance work.

The qualification is relevant for those employed in either the public or private sectors and they could form the basis of further development towards higher qualification levels. This qualification has three mandatory units involving conforming to general safety in the workplace, efficient working practices in the workplace and moving and handling resources.

The qualification can help support applications for the Construction Skills Certification Scheme (CSCS) card.

2.2 Who could take this Qualification?

This qualification is intended to be suitable both for new learners and also experienced workers who are required to become qualified in a specific construction discipline through on-site assessment and training.

It is relevant for those employed in either the public or private sectors and it could form the basis of further development towards higher qualification levels.

2.3 Qualification Number

ABBE Level 2 NVQ Certificate in Insulation & Building Treatments (Draught Proofing): 600/6018/9

2.4 Qualification Level

This qualification has been listed on the Regulated Qualifications Framework (RQF) at: Level 2

2.5 Total Qualification Time

This qualification is allocated Total Qualification Time (TQT) this includes Guided Learning (GL) expressed in hours, which indicates the number of hours of supervised or directed study time and assessment. Credit has also be allocated to this qualification.

- The Total Qualification Time (TQT) for this qualification is: 260
- Guided Learning (GL) for this qualification is: 26
- Credit Value: 26 credits

2.6 Progression

This qualification has been designed to encourage participation in education and training in other related areas by:

- Encouraging individuals with trades backgrounds to develop skills to enhance development and promotion prospects
- Enabling existing individuals who work in the field of insulation and building treatments to gain a recognised qualification and enhance their depth and breadth of knowledge



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- Providing a route for new entrants into the industry to develop a discipline-focused qualification which can provide the foundation for enhanced learning and development
- Attracting learners from outside the industry to qualify as an insulation installer
- Allowing individuals with qualifications in other fields to retrain in the disciplines of insulation installation and wall treatments

2.7 Age ranges

Pre 16	No
16-18	Yes
18+	Yes
19+	Yes

2.8 Structure of the Qualification

To complete this qualification, learners must achieve the four mandatory units. Learners have the option to achieve the additional unit.

Mandatory Units			
URN	Unit Name	Credit Value	Level
A/503/1170	Conforming to general health, safety and welfare in the workplace	2	1
J/503/1169	Conforming to productive working practices in the workplace	3	2
F/503/1171	Moving, handling and storing resources in the workplace	5	2
F/503/3117	Installing draught-proofing to openings in the workplace	12	2
Additional Unit			
D/600/8281	Erecting and dismantling access/working platforms in the workplace	8	2

2.9 Barred Units

Units with the same title at different levels or units with the same content cannot be combined in the same qualification.

2.10 Language

ABBE qualifications and assessment materials will be provided through the medium of English.

2.11 Grading

This qualification is: Pass/Fail



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2.12 Pre-course Procedures

This qualification is available to anyone who is capable of reaching the required standards. They have been developed free from any barriers that unfairly restrict access or progression thereby promoting equal opportunities.

There are no pre-entry requirements for this qualification.

2.13 Qualification Review Boards

Qualification Review Boards (QRBs) are set up for each qualification. The Boards are drawn from employers, centres, Higher Educational Institutes (HEIs) and others with a vested interest in the sector in which the qualification is used. The purpose of the QRB is to ensure that the content of the qualification and the proposed assessment methodology are fit for purpose and are appropriate to meet the requirements of the sector.

QRBs are ongoing and will be scheduled for specific points within the qualification lifetime; at the notional mid-point and again towards the review date of the qualification. During this process, the QRB will consider any feedback received on the performance of the qualification and will consider if the content, structure, purpose and assessment methodology remain appropriate to the needs of the sector. This will help to improve both our qualification and the specification.



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3. Qualification Unit(s)

Unit 1: Conforming to general health, safety and welfare in the workplace

Unit Reference Number: A/503/1170

Level: 1

Credit: 2

Unit Summary

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

Assessment Guidance

This unit can be assessed using the following method(s):

- Portfolio of evidence

Learning Outcome The learner will:	Assessment Criterion The learner can:
1. Comply with all workplace health, safety and welfare legislation requirements	1.1 Comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area
	1.2 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements
	1.3 Comply with statutory requirements, safety notices and warning notices displayed within the workplace and/or on equipment
	1.4 State why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: <ul style="list-style-type: none"> • collective protective measures • personal protective equipment (PPE) • respiratory protective equipment (RPE) • local exhaust ventilation (LEV)
	1.5 State how the health and safety control equipment relevant to the work should be used in accordance with the given instructions
	1.6 State which types of health, safety and welfare legislation, notices and warning signs are relevant to the occupational area and associated equipment
	1.7 State why health, safety and welfare legislation, notices and warning signs are relevant to the occupational area



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	1.8 State how to comply with control measures that have been identified by risk assessments and safe systems of work
2. Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures	2.1 Report any hazards created by changing circumstances within the workplace in accordance with organisational procedures
	2.2 List typical hazards associated with the work environment and occupational area in relation to resources, substances, asbestos, equipment, obstructions, storage, services and work activities
	2.3 List the current Health and Safety Executive top ten safety risks.
	2.4 List the current Health and Safety Executive top five health risks.
	2.5 State how changing circumstances within the workplace could cause hazards.
	2.6 State the methods used for reporting changed circumstances, hazards and incidents in the workplace
3. Comply with organisational policies and procedures to contribute to health, safety and welfare	3.1 Interpret and comply with given instructions to maintain safe systems of work and quality working practices
	3.2 Contribute to discussions by offering/providing feedback relating to health, safety and welfare
	3.3 Contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures
	3.4 Safely store health and safety control equipment in accordance with given instructions.
	3.5 Dispose of waste and/or consumable items in accordance with legislation
	3.6 State the organisational policies and procedures for health, safety and welfare, in relation to: <ul style="list-style-type: none"> • dealing with accidents and emergencies associated with the work and environment • methods of receiving or sourcing information • reporting • stopping work • evacuation • fire risks and safe exit procedures • consultation and feedback
	3.7 State the appropriate types of fire extinguishers relevant to the work
	3.8 State how and when the different types of fire extinguishers are used in accordance with legislation and official guidance
4. Work responsibly to contribute to workplace	4.1 Demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare



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health, safety and welfare whilst carrying out work in the relevant occupational area	4.2 State how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to: <ul style="list-style-type: none"> • recognising when to stop work in the face of serious and imminent danger to self and/or others • contributing to discussions and providing feedback • reporting changed circumstances and incidents in the workplace • complying with the environmental requirements of the workplace
	4.3 Give examples of how the behaviour and actions of individuals could affect others within the workplace
5. Comply with and support all organisational security arrangements and approved procedures.	5.1 Provide appropriate support for security arrangements in accordance with approved procedures: <ul style="list-style-type: none"> • during the working day • on completion of the day's work • for unauthorised personnel (other operatives and the general public) • for theft
	5.2 State how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources



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Unit 2: Conforming to productive working practices in the workplace

Unit Reference Number: J/503/1169

Level: 2

Credit: 3

Unit Summary

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in conforming to efficient working practices in the workplace within the relevant sector of industry.

Assessment Guidance

This unit can be assessed using the following method(s):

- Portfolio of evidence

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



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	<ul style="list-style-type: none"> • time sheets
	3.3 Explain the reasons for ensuring documentation is completed clearly and within given timescales
4. Maintain good working relationships when conforming to productive working practices	4.1 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: <ul style="list-style-type: none"> • 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



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Unit 3: Moving, handling and storing resources in the workplace

Unit Reference Number: F/503/1171

Level: 2

Credit: 5

Unit Summary

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

Assessment Guidance

This unit can be assessed using the following method(s):

- Portfolio of evidence

Learning Outcome The learner will:	Assessment Criterion The learner can:
1. Comply with given information when moving, handling and/or storing resources	1.1 Interpret the given information relating to moving, handling and/or storing resources, relevant to the given occupation
	1.2 Interpret the given information relating to the use and storage of lifting aids and equipment.
	1.3 Describe the different types of technical, product and regulatory information, their source and how they are interpreted
	1.4 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented
	1.5 Describe how to obtain information relating to using and storing lifting aids and equipment
2. Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources	2.1 Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none">• 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
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative
	2.3 Explain what the accident reporting procedures are and who is responsible for making the reports



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	2.4 State the appropriate types of fire extinguishers relevant to the work
	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
3. Maintain safe working practices when moving, handling and/or storing resources	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
	3.2 Use lifting aids safely as appropriate to the work
	3.3 Protect the environment in accordance with safe working practices as appropriate to the work
	3.4 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"> • collective protective measures • personal protective equipment (PPE) • respiratory protective equipment (RPE) • local exhaust ventilation (LEV)
	3.5 Describe how the health and safety control equipment relevant to the work should be used in accordance with the given instructions
	3.6 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards
4. Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources	4.1 Select the relevant resources to be moved, handled and/or stored, associated with own work
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the occupational resources in relation to: <ul style="list-style-type: none"> • lifting and handling aids • container(s) • fixing, holding and securing systems
	4.3 Describe how the resources should be handled and how any problems associated with the resources are reported
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources
	4.5 Describe any potential hazards associated with the resources and methods of work



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5. Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources	5.1 Protect occupational resources and their surrounding area from damage in accordance with safe working practices and organisational procedures
	5.2 Dispose of waste and packaging in accordance with legislation
	5.3 Maintain a clean work space when moving, handling or storing resources
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance
6. Complete the work within the allocated time when moving, handling and/or storing resources	6.1 Demonstrate completion of the work within the allocated time
	6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> • progress charts • timetables and estimated times • organisational procedures for reporting circumstances which will affect the work programme
7. Comply with the given occupational resource information to move, handle and/or store resources to the required guidance	7.1 Demonstrate the following work skills when moving, handling and/or storing occupational resources: <ul style="list-style-type: none"> • moving • Positioning • Storing • securing and/or using lifting aids • kinetic lifting techniques
	7.2 Move, handle and/or store occupational resources to meet product information and organisational requirements relating to three of the following: <ul style="list-style-type: none"> • sheet material • loose material • bagged or wrapped material • fragile material • tools and equipment • components • liquids
	7.3 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
	7.4 Describe the needs of other occupations when moving, handling and/or storing resources



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Unit 4: Installing draught-proofing to openings in the workplace

Unit Reference Number: L/503/3117

Level: 2

Credit: 12

Unit Summary

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

Assessment Guidance

This unit can be assessed using the following method(s):

- Portfolio of evidence

Learning Outcome The learner will:	Assessment Criterion The learner can:
1. Interpret the given information relating to the work and resources when installing draught-proofing to openings	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information
	1.2 Comply with information and/or instructions derived from risk assessments and method statements
	1.3 State 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: <ul style="list-style-type: none">• drawings, specifications• schedules• method statements• risk assessments• manufacturers' information• regulations governing buildings
2. Know how to comply with relevant legislation and official guidance when installing draught-proofing to openings	2.1 Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none">• in the workplace• below ground level• at height• with tools and equipment• with materials and substances• with movement/storage of materials• by manual handling and mechanical lifting
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative/technician



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	2.3 Explain what the accident reporting procedures are and who is responsible for making reports
3. Maintain safe working practices when installing draught-proofing to openings	3.1 Use health and safety control equipment and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing external wall insulation
	3.2 Explain why and when health and safety equipment, identified by the principles of protection, should be used, relating to installing draught-proofing to openings and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: <ul style="list-style-type: none"> • collective protective measures • personal protective equipment (PPE) • respiratory protective equipment (RPE) • local exhaust ventilation (LEV)
	3.3 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions
	3.4 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards
4. Select the required quantity and quality of resources for the methods of work to install draught-proofing to openings	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> • cleaning agents, draught-proofing, mastic sealants, fixings, fittings as appropriate to the method of draught-proofing • hand and/or powered tools
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources
	4.5 Describe any potential hazards associated with the resources and method of work
	4.6 Describe how to calculate quantity, area and wastage associated with the method/procedure to install draught-proofing to openings
5. Minimise the risk of damage to the work and surrounding area when	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures



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installing draught-proofing to openings	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures
	5.2 Minimise damage and maintain a clean work space
	5.3 Dispose of waste in accordance with legislation
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance
6. Complete the work within the allocated time when installing draught-proofing to openings	6.1 Demonstrate completion of the work within the allocated time
	6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> • types of progress charts, timetables and estimated times • organisational procedures for reporting circumstances which will affect the work programme
7. Comply with the given contract information to install draught-proofing to openings to the required specification	7.1 When installing draught-proofing to openings demonstrate the following work skills: <ul style="list-style-type: none"> • measure • mark out • fit, remove • position • secure
	7.2 Install draught-proofing to given working instructions to the following openings: <ul style="list-style-type: none"> • external and/or internal doors • windows • access hatches
	7.3 Safely use materials, hand tools and portable power tools
	7.4 Safely store the materials, tools and equipment used when installing draught-proofing to openings
	7.5 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> • carry out pre-installation checks • stop work at the point when conjecture begins and report findings • remove existing draught-proofing • degrease and clean surfaces • install draught-proofing to external and internal doors, windows, access hatches



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	<ul style="list-style-type: none"> • maintain specified ventilation before and after installation • apply mastic seals • report any repair requirements • use hand tools and power tools • use access equipment
	<p>7.6 Describe the needs of other occupations and how to effectively communicate within a team when installing draught-proofing to openings</p>
	<p>7.7 Describe how to maintain the tools and equipment used when installing draught-proofing to openings</p>



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Unit 5: Erecting and dismantling access/working platforms in the workplace

Unit Reference Number: D/600/8281

Level: 2

Credit: 8

Unit Summary

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

Assessment Guidance

This unit can be assessed using the following method(s):

- Portfolio of evidence

Learning Outcome The learner will:	Assessment Criterion The learner can:
1. Interpret the given information relating to the work and resources when erecting and dismantling access/working platforms	1.1 Interpret and extract information from specifications, method statements, risk assessments and manufacturers' information.
	1.2 Comply with information and/or instructions derived from risk assessments and method statement.
	1.3 State 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 – specifications, current legislation, method statements, risk assessments and manufacturers' information
2. Know how to comply with relevant legislation and official guidance when erecting and dismantling access/working platforms	2.1 Describe their responsibilities under current legislation and official guidance whilst working – in the workplace, at height, in confined areas, with tools and equipment, with movement/storage of materials and by manual handling
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative
	2.3 State what the accident reporting procedures are and who is responsible for making reports
3. Maintain safe working practices when erecting and dismantling access/working platforms	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
	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



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



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	<ul style="list-style-type: none"> ▪ stepladders/platform steps ▪ proprietary towers ▪ trestle platforms ▪ mobile scaffold towers ▪ proprietary staging/podiums
	<p>7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</p> <ul style="list-style-type: none"> ▪ 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
	<p>7.4 Safely use and store materials, hand tools and ancillary equipment</p>
	<p>7.5 State the needs of other occupations and how to communicate within a team when erecting and dismantling access/working platforms</p>
	<p>7.6 Describe how to maintain the tools and equipment used when erecting and dismantling access/working platforms</p>



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