

WAMITAB Level 2 NVQ Certificate in Removing Non-Hazardous Wastes (Construction)

Maximum Guided Learning Hours: 100

Total Qualification time: TBC

Total Credits: 30

Qualification Code: 600/5794/4

WAMITAB Code: CNHREM2



Version 4, January 2017

About WAMITAB and this Qualification Handbook

About WAMITAB

WAMITAB is an awarding organisation and charity that develops qualifications for those working in resource management and recycling; cleaning; street cleansing; facilities management; and parking from operative through to management level.

Since it was formed in 1989, WAMITAB has evolved in line with the convergence between the sectors with a clear focus on promoting and supporting environmental sustainability. With over 120 qualification pathways and 70 quality assured centres, WAMITAB offers an unrivalled specialist network to support staff development.

Equal Opportunities

WAMITAB supports the principles of equal opportunities and we are committed to meeting these principles in the provision of all our qualifications and assessments. We firmly believe that all learners and stakeholders are therefore entitled to receive equal treatment irrespective of age, sex, race, marital status, religion, disability or sexual orientation.

The Purpose of this Qualification Handbook

Welcome to your WAMITAB Qualification Handbook. This will help you to complete your Level 2 NVQ Certificate in Removing Non-Hazardous Wastes (Construction).

- The units you need to achieve to complete your qualification.
- Information about your responsibilities as a candidate.
- Reference information covering each learning outcome and assessment criteria.
- Activities you can use to test your understanding.
- Forms you can use to record and organise your evidence.

Candidate Information

Name

WAMITAB Candidate Number

Registration Date

Enrolment Date

Centre Name

Centre Address

Centre Contact

Assessor Name

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Frequently Asked Questions

What is a qualification?

A qualification is nationally recognised, based on National Occupational Standards and gained in the workplace. Achieving your qualification demonstrates that you can work to the standards expected by employers in your industry.

What is the objective of this qualification?

This qualification is designed for those working in waste removal and construction roles. It will be particularly beneficial for those who need to gain the skills, knowledge and competence to undertake non-hazardous waste removal safely and in accordance with employer requirements.

Who is it for?

- New entrants to the industry
- Waste removal professionals
- Construction workers
- Experienced workers seeking a formal qualification

What are the entry requirements of this qualification?

This qualification is open entry. This means that learners interested in undertaking the WAMITAB Level 2 NVQ Certificate in Removing Non-Hazardous Wastes do not require any other qualifications or levels of attainment. However, learners will need to be employed in a suitable position, or have access to the working environment, as the qualification is assessed 'on the job'.

What job role could this qualification lead to or support?

This qualification is ideal for people seeking entry to the waste and resource management sector, or those who are already working and require evidence of their competence dealing with non-hazardous waste. People already working in relevant roles could be employed by local authorities, waste management companies or third sector (not-for-profit) organisations. This qualification will support the sector to overcome significant skills gaps as nearly one in five members of the workforce (18%) has no qualifications (UKCES, 2012).

What do I need to achieve?

To achieve this qualification you must complete all the mandatory units. You may complete any number of the additional units but must be aware that credit achieved through these units will not count toward the achievement of the qualification.

Mandatory Units

- Establishing Work Area Protection and Safety in the Workplace - CS3602
- Sorting and Storing Non-hazardous Waste in the Workplace - CS466
- Conforming to General Health, Safety and Welfare in the Workplace – CS641
- Conforming to Productive Working Practices in the Workplace – CS642
- Moving, Handling and Storing Resources in the Workplace – CS643

Additional Units

- Erecting and Dismantling Access/Working Platforms in the Workplace – CS250
- Preparing and Operating Scissor-type Mobile Elevating Work Platforms – MEWP – in the Workplace – CS392a
- Preparing and Operating Boom-type Mobile Elevating Work Platforms – MEWP – in the Workplace – CS392b
- Preparing and Operating Mast Climber-type Mobile Elevating Work Platforms – MEWP – in the Workplace – CS392c
- Preparing and Operating Specialised Powered Tools and Equipment in the Workplace – CS400

What is a unit?

The units of a qualification describe what you must be able to do and understand to perform work activities competently in your job role.

- Learning outcomes: describe what tasks you will be able to do as a result of learning
- Assessment criteria: describe what activities you will need to do and what you must know to complete each task.
- Evidence requirements: provide a summary of the evidence you will need to prove you are competent.

What is an approved WAMITAB Centre?

You will gain your qualification through an approved WAMITAB Centre. It may be your place of work, a local college or training provider. Assessment of your qualification will be carried out at your place of work and the centre is responsible for the administration. Centre staff will therefore:

- Register you with WAMITAB
- Provide a candidate registration number
- Apply for your certificate when you have completed your qualification or units

How long will it take?

There is no time limit set by WAMITAB for you to complete your qualification, but your centre may have some requirements that they will explain to you.

Who will help me achieve my qualification?

The following people at the approved WAMITAB centre will help you to achieve your qualification:

Your Assessor

The assessor is the person you will have the most contact with as you work towards your qualification. They will:

- Help you identify any training you need
- Help you plan your workload and organise your evidence
- Observe you carrying out your job in the workplace over a period of time
- Ask questions about the work you do
- Make decisions about your evidence
- Judge when you are competent
- Provide feedback

Internal Quality Assurer

The internal quality assurer maintains the quality of assessment within the centre.

External Quality Assurer

An external quality assurer is employed by WAMITAB to ensure that your centre meets the required national standards for quality and assessment.

What are my responsibilities as a candidate?

As a candidate you will need to:

- Provide your centre with your personal details so they can register you with WAMITAB
- Collect and organise evidence agreed with your assessor
- Attend regular meetings with your assessor to discuss your progress
- Comply with health and safety law and regulations

What steps will I need to take to complete my qualification?

1. **Planning:** your assessor will tell you about the mandatory units of the qualification and will help you to select relevant optional units.
2. **Evidence:** you will gather evidence for your portfolio (see next question for types of evidence).
3. **Feedback:** your assessor will provide regular feedback on your progress and will arrange for additional training if needed. When your assessor tells you are competent after an assessment, it will be recorded in your handbook.
4. **Achievement:** once you have completed all the units and gathered all the evidence you need, your centre will apply for your WAMITAB certificate.

What are the evidence requirements for this qualification?

The primary sources of evidence for this qualification are:

- **Observation (O):** direct observation or witness testimony where direct observation is not possible. Where this evidence type has been suggested against Assessment Criteria which require the candidate to explain or describe, the assessor must hear or observe the explanation/description (directly or being delivered to others) or see it in writing. The assessor must not infer that the candidate can explain/describe based purely on observation.
- **Question and Answer (Q/A):** candidate statements, verbal questioning, professional discussion, written questions, product evidence supported by questioning
- **Simulation / Realistic working environment (S/R):** should be used as a last resort where allowed. Please see the Energy and Utility Skills Assessment Strategy for further information.

Where do I go if I need more information about my qualification and assessments?

- Your tutor/assessor
 - Your qualification handbook
 - WAMITAB (01604 231950/ www.wamitab.org.uk)
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Useful Words

Approved Centre

WAMITAB Centres are training organisations that have met our strict quality standards and have been approved to deliver our qualifications to learners. They include private providers, colleges of further education, employers and prisons.

Assessment Criteria

These specify the standard that you are expected to meet to demonstrate that you have achieved the Learning Outcome. Assessment criteria are detailed enough to allow judgments to be made about your competence.

Assessor

A person who works with the Approved Centre to assess your competence against the standards set within the qualification. Assessors are qualified and experienced in the subject of the qualification you are registered for, and have the skills to plan and carry out your assessments. They will make judgments of your competence, based on the evidence you provide, and give feedback.

Competence

Competence, in relation to the qualification, describes your ability to consistently be able to undertake work activities, know and understand work-related tasks as per the requirements set out in the standards.

Evidence

You need to collect evidence to prove that you are competent as required by the standards set in the units of the qualification. There are different types of evidence, ranging from an assessor observing your work, question and answers, assignments and tests. Evidence can also be presented using photographs, audio and video files. Each unit gives guidance as to what is expected and acceptable evidence. Evidence must be authentic and your own work.

External Quality Assurer

This is an expert employed by WAMITAB to monitor, review and advise Approved Centres. The External Quality Assurer regularly visits the Approved Centre to check that all assessments are carried out correctly, to the same standard, and that all paperwork is maintained accurately and consistently. External Quality Assurers are qualified and experienced in the subject of the qualification that you are registered for. They therefore have the skills to check that the Approved Centre is operating properly and has all of the systems in place to deliver the qualification.

Internal Quality Assurer

A person who works with the Approved Centre to make sure that the assessment is carried out correctly, and that all administration of the assessment is properly managed. Internal Quality Assurers are qualified and experienced in the subject of the qualification that you are registered for, and have the skills to verify the work of the assessor for accuracy, quality and consistency.

Learner

A person who is registered to work towards achievement of a qualification – i.e. you!

Learning Outcome

These set out what you will be expected to know, understand or be able to do. Each learning outcome relates to one or more assessment criteria, and together they set a clear assessment standard for each unit.

Portfolio

This is a place where you will collect evidence to demonstrate your competence. A portfolio could be either hard-copy or electronic, but this will need to be agreed with the Approved Centre in advance. The evidence held in your portfolio must be your own work, and be clearly referenced to the units of the qualification.

Unit – Mandatory and Optional

Units form the building blocks of all qualifications that are nationally regulated. Units are small chunks of learning that focus on specific aspects of knowledge, skills and understanding. Mandatory units are those that you must achieve, and Optional units offer a range of subjects that you may choose between.

Vocational

A qualification is vocational when it relates directly to the skills, knowledge and understanding required to undertake a specific or broad job role.

WAMITAB

An Awarding Organisation for a wide range of qualifications in waste management and recycling, cleaning and street cleansing, facilities management and parking. WAMITAB is responsible for ensuring the on going quality of the delivery and assessment of qualifications, and issues certificates to learners upon completion. We have over 25 years of experience developing and quality assuring qualifications, training and course materials

Unit Terms

Analyse

Look at something (for example a process) and use given classifications or principles to gain a further understanding.

Apply

Put something into action – a “doing” task which requires “real” evidence from a workplace scenario.

Compare

Look at the characteristics of an item or activity and note the similarities and differences. This is more often used at level 1 and 2.

Critically Compare

Look at the characteristics of an item or situation, note the similarities and differences and their respective positive and negative aspects. In some cases, this can include the use of the comparison in context as the basis for decision making. This is generally used at level 3 and above.

Demonstrate

A doing verb which requires you to actually do what the assessment criteria requires. You will have to provide evidence of which clearly shows you applying your knowledge and skills to meet the requirements of the assessment criteria. The evidence for this can involve getting someone to take a picture of you completing the task or discussing the task with an assessor and recording the discussion using documentation, video, etc. Remember that it is not enough to just write about it unless the task requires this type of written evidence.

Describe

Provide a vivid picture of what it is by using imagery, adjectives and adverbs to make the subject easy to understand. It may also convey an idea or fact.

Determine

To find out or decide. This may involve research, following a set of procedures or carrying out a series of calculations to find a solution.

Develop

Build a process or activity or understanding either from scratch or using an existing product to create something workable.

Differentiate/ Distinguish

Look at the characteristics of an item or situation/ activity and explain the differences.

Evaluate/Justify

You must look at whatever the required content/process is and suggest other relevant, significant or possible outcomes. It is the process of exploring, checking and suggesting a likely outcome with reasons.

Explain

Provide a comprehensible answer that shows an understanding of the content/process mentioned. Your answer should include: what it is, how it works, what it looks like, what it does, how it happens, why it happens and any relevant reasons.

Identify

For most assessment criteria this requires the learner to list and describe what is required or relevant to produce an outcome, or requires the learner to make choices to achieve a particular aspect of their job. At levels 4, 5 and 6 this would require the learner to say what is available, make the choice and then to explain or justify why the choice was made.

Implement

Putting something into practice after the development process has taken place. This ensures that the product/process is actually employed and/or used by self and others during work activities.

List

Produce a number of relevant items which apply to the question. Further description is not required.

Manage

After a development process ensure that the product/process works using relevant management techniques.

Recognise

Be aware of, familiar with and able to identify an activity or product.

Mandatory Units

CS3602: Establishing Work Area Protection and Safety in the Workplace

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Credit Value: 10				
Learning Outcome	Assessment Criteria			
1. Interpret the given information relating to the work and resources when establishing work area protection and safety.	1.1 Interpret and extract relevant information from drawings, plans, risk assessments, method statements, specifications, schedules, site inspections and manufacturers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> – drawings, plans, risk assessments, method statements, specifications, schedules, site inspection reports, manufacturers' information, regulations and official guidance associated with protecting work areas. 			
2. Know how to comply with relevant legislation and official guidance when establishing work area protection and safety.	2.1 Describe their responsibilities regarding potential accidents and health hazards, whilst working: <ul style="list-style-type: none"> – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting. 			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
3. Maintain safe and healthy working practices when establishing work area protection and safety.	3.1 Use health and safety control equipment and access equipment safely to carry out the activity in accordance with current legislation and organisational requirements when establishing work area protection and safety.			
	3.2 Comply with information relating to specific risks to health when establishing work area protection and safety.			

	<p>3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to establishing work area protection and safety, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:</p> <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV). 			
	<p>3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.</p>			
	<p>3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.</p>			
<p>4. Select the required quantity and quality of resources for the methods of work to establish work area protection and safety.</p>	<p>4.1 Select resources associated with own work in relation to materials, components and fixings, and tools and equipment.</p>			
	<p>4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> – safety and security barriers – protection and safety notices – temporary structures – signs and lighting – hand and/or powered tools and equipment. 			
	<p>4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.</p>			
	<p>4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.</p>			
	<p>4.5 Describe any potential hazards associated with the resources and methods of work.</p>			
	<p>4.6 Describe how to calculate quantity, length and area associated with the method/procedure to establish work area protection and safety.</p>			
<p>5. Minimise the risk of damage to the work and</p>	<p>5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.</p>			

surrounding area when establishing work area protection and safety.	5.2 Minimise damage and maintain a clean work space.			
	5.3 Dispose of waste in accordance with current legislation.			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6. Complete the work within the allocated time when establishing work area protection and safety.	6.1 Demonstrate completion of the work within the allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: <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 establish work area protection and safety to the required specification.	7.1 Demonstrate the following work skills when establishing work area protection and safety: <ul style="list-style-type: none"> – measuring, setting out, positioning, assembling, constructing, securing and dismantling. 			
	7.2 Install, maintain and remove temporary protection and safety arrangements for the work area, to given working instructions, relating to barriers/temporary structures and one of the following: <ul style="list-style-type: none"> – protection and safety notices – safety lighting. 			
	7.3 Safely use materials, hand tools, portable power tools and ancillary equipment.			
	7.4 Safely store the materials, tools and equipment used when establishing work area protection and safety.			

	<p>7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</p> <ul style="list-style-type: none"> – plan for the protection and the safety of the work and surrounding environment – install, check and maintain the protection and safety equipment – dismantle and remove protection and safety equipment – install safety notices – install lighting systems – use hand tools, power tools and equipment – work at height – use access equipment. 			
	<p>7.6 Describe the needs of other occupations and how to effectively communicate within a team when establishing work area protection and safety.</p>			
	<p>7.7 Describe how to maintain the tools and equipment used when establishing work area protection and safety.</p>			

CS466: Sorting and Storing Non-hazardous Waste in the Workplace

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Credit Value: 10				
Learning Outcome	Assessment Criteria			
1. Interpret the given information relating to the work and resources when sorting and storing non-hazardous waste.	1.1 Interpret and extract information from method statements, drawings, specifications, schedules 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: – drawings, method statements, specifications, schedules, manufacturers' information and approved Codes of Practise.			
2. Know how to comply with relevant legislation and official guidance when sorting and storing non-hazardous waste.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, 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.			
	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 sorting and storing non-hazardous waste.	3.1 Use personal protective equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when sorting and storing non-hazardous waste.			
	3.2 Explain why and when personal protective equipment (PPE) should be used, relating to sorting and storing non-hazardous waste, and the types, purpose and limitations of each type.			

	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 sort and store non-hazardous waste.	4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: – containers – storage areas and equipment – hand and powered tools and equipment.			
	4.2 Select resources associated with own work in relation to materials, components, fixings, 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, length, area and wastage associated with the method/procedure to remove non-hazardous waste.			
5. Minimise the risk of damage to the work and surrounding area when sorting and storing non-hazardous waste.	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, members of the public 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 sorting and storing non-hazardous waste.	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: – 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 sort and store non-hazardous waste to the required specification.	7.1 Demonstrate the following work skills when sorting and storing non-hazardous waste: – quantifying, segregating, positioning, collecting, containing and storing.			
	7.2 Identify, collect, sort and segregate at least three of the following types of non-hazardous waste to given working instructions: – rubble – timber – metal – cardboard or paper – plastics – fabrics – one other material defined as waste by current legislation.			
	7.3 Contain and store non-hazardous waste in preparation for removal from site to given working instructions.			
	7.4 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – ensure sustainability in the built environment, including opportunities for reuse – restrict environmental effects of waste – identify non-hazardous waste – sort non-hazardous waste – contain non-hazardous waste – identify suitable storage areas – store non-hazardous waste – use hand tools, power tools and equipment – work at height – use access equipment.			
	7.5 Safely use and store hand tools, portable power tools and ancillary equipment.			
	7.6 State the needs of other occupations and how to communicate within a team when sorting and storing non-hazardous waste.			
	7.7 Describe how to maintain the tools and equipment used when sorting and storing non-hazardous waste.			

CS641: Conforming to General Health, Safety and Welfare in the Workplace

Level: 1		Evidence Type	Portfolio Ref Number	Comments
Credit Value: 2				
Learning Outcome	Assessment Criteria			
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.			
	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	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.			

organisational procedures. <i>(Refer to additional guidance for the assessment of 2.3 and 2.4)</i>	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.			

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.			

Additional Guidance:

Re IC 07/13 Not amended as it affects too many RoC	Unit 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 <u>common</u> safety risks’. 2.4 ‘List the current Health and Safety Executive top five health risks’ should be assessed as ‘List the current <u>common</u> health risks	The majority of qualifications.
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CS642: Conforming to Productive Working Practices in the Workplace

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Credit Value: 3				
Learning Outcome	Assessment Criteria			
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 – 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.			

CS643: Moving, Handling and Storing Resources in the Workplace

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Credit Value: 5				
Learning Outcome	Assessment Criteria			
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.			
	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.			
5. Prevent the risk of damage to occupational resources and	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.			

surrounding environment when moving, handling and/or storing resources.	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 and 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.			

Additional Units

CS250: Erecting and Dismantling Access/Working Platforms in the Workplace

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Credit Value: 8				
Learning Outcome	Assessment Criteria			
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.			
	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: – 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	6.1 Demonstrate completion of the work within the allocated time.			

within the allocated time when erecting and dismantling access/working platforms.	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: – ladders/crawler boards – stepladders/platform steps – proprietary towers – trestle platforms – mobile scaffold towers – 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.			

CS392A: Preparing and Operating Scissor-type Mobile Elevating Work Platforms – MEWP – in the Workplace

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Credit Value: 12				
Learning Outcome	Assessment Criteria			
1. Interpret the given information relating to the use of scissor-type MEWPs to access areas to carry out the work.	1.1 Interpret and extract information from drawings, specifications, schedules 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: – drawings, specifications, schedules, manufacturers' information, method statements and regulations and guidance applicable to accessing operations.			
2. Organise with others the sequence and operation in which accessing operations using scissor-type MEWPs are to be carried out.	2.1 Organise the work according to given information or instructions.			
	2.2 Describe how to communicate ideas between team members.			
	2.3 Organise and communicate with team members and other associated occupations.			
	2.4 State how to organise resources prior to and during accessing operations.			
3. Know how to comply with relevant legislation and official guidance to carry out accessing operations with scissor-type MEWPs.	3.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, 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.			
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	3.3 State what the accident reporting procedures are and who is responsible for making reports.			

4. Maintain safe working practices when preparing for and carrying out accessing operations using scissor-type MEWPs.	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during accessing operations.			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to accessing operations, and the types, purpose and limitations of each type.			
	4.3 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.			
5. Request and select the required quantity and quality of resources to prepare for and carry out accessing operations using scissor-type MEWPs.	5.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources, and how they should be used correctly, relating to: – consumables, lubricants and fuels – attachments and accessing discharging aids – hand tools, ancillary equipment and/or accessories.			
	5.2 Request and select resources associated with scissor-type MEWPs in relation to consumables, materials, attachments, tools, accessories and/or ancillary equipment.			
	5.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.			
	5.4 Outline potential hazards associated with the resources and method of work.			
	5.5 Describe how to calculate quantity, weight, length and area associated with the method/procedures to carry out accessing operations.			
6. Minimise the risk of damage to the work and surrounding area when accessing work areas using scissor-type MEWPs.	6.1 Protect the work and its surrounding area from damage.			
	6.2 Minimise damage and maintain a clean work space.			
	6.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	6.4 Dispose of waste in accordance with legislation.			
	6.5 State why the disposal of waste should be carried out safely in relation to the work.			

7. Complete the work within the allocated time when preparing to and accessing work areas using scissor-type MEWPs.	7.1 Demonstrate completion of the work within the allocated time.			
	7.2 Shut down and secure scissor-type MEWPs.			
	7.3 State the purpose of the work programme and describe 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. 			
8. Comply with the given contract information to accessing areas to carry out work using scissor-type MEWPs to the required specification.	8.1 Demonstrate the following work skills when preparing for and accessing work areas using scissor-type MEWPs: <ul style="list-style-type: none"> – fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, maneuvering, positioning, accessing and setting down. 			
	8.2 Prepare, position, set up and operate scissor-type MEWPs to access working areas, at various locations, to given working instructions.			
	8.3 Describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to: <ul style="list-style-type: none"> – identify the characteristics of the scissor-type MEWP used for accessing work – carry out performance checks – prepare, set up and adjust for operational requirements – complete functional checks – carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area – identify the area for accessing – check to avoid damage to structures and utilities service apparatus – access working areas safely and securely – shut down and secure the scissor-type MEWP – use hand tools, ancillary equipment and accessories. 			
	8.4 Safely use and store hand tools and ancillary equipment.			
	8.5 State the needs of other occupations and how to communicate within a team when preparing to and carrying out accessing operations.			
	8.6 Describe how to maintain the plant, tools and equipment used to access working areas.			

CS392B: Preparing and Operating Boom-type Mobile Elevating Work Platforms – MEWP – in the Workplace

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Credit Value: 14				
Learning Outcome	Assessment Criteria			
1. Interpret the given information relating to the use of boom-type MEWPs to access areas to carry out the work.	1.1 Interpret and extract information from drawings, specifications, schedules 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: – drawings, specifications, schedules, manufacturers' information, method statements and regulations and guidance applicable to accessing operations.			
2. Organise with others the sequence and operation in which accessing operations using boom-type MEWPs are to be carried out.	2.1 Organise the work according to given information or instructions.			
	2.2 Describe how to communicate ideas between team members.			
	2.3 Organise and communicate with team members and other associated occupations.			
	2.4 State how to organise resources prior to and during accessing operations.			
3. Know how to comply with relevant legislation and official guidance to carry out accessing operations with boom-type MEWPs.	3.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, 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.			
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	3.3 State what the accident reporting procedures are and who is responsible for making reports.			

4. Maintain safe working practices when preparing for and carrying out accessing operations using boom-type MEWPs.	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during accessing operations.			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to accessing operations, and the types, purpose and limitations of each type.			
	4.3 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.			
5. Request and select the required quantity and quality of resources to prepare for and carry out accessing operations using boom-type MEWPs.	5.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources, and how they should be used correctly, relating to: – consumables, lubricants and fuels – attachments and accessing discharging aids – hand tools, ancillary equipment and/or accessories.			
	5.2 Request and select resources associated with boom-type MEWPs in relation to consumables, materials, attachments, tools, accessories and/or ancillary equipment.			
	5.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.			
	5.4 Outline potential hazards associated with the resources and method of work.			
	5.5 Describe how to calculate quantity, weight, length and area associated with the method/procedures to carry out accessing operations.			
6. Minimise the risk of damage to the work and surrounding area when accessing work areas using boom-type MEWPs.	6.1 Protect the work and its surrounding area from damage.			
	6.2 Minimise damage and maintain a clean work space.			
	6.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	6.4 Dispose of waste in accordance with legislation.			
	6.5 State why the disposal of waste should be carried out safely in relation to the work.			
7. Complete the work	7.1 Demonstrate completion of the work within the allocated time.			

within the allocated time when preparing to and accessing work areas using boom-type MEWPs.	7.2 Shut down and secure boom-type MEWPs.			
	7.3 State the purpose of the work programme and describe why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.			
8. Comply with the given contract information to accessing areas to carry out work using boom-type MEWPs to the required specification.	8.1 Demonstrate the following work skills when preparing for and accessing work areas using boom-type MEWPs: – fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, manoeuvring, positioning, accessing and setting down.			
	8.2 Prepare, position, set up and operate boom-type MEWPs to access working areas, at various locations, to given working instructions.			
	8.3 Describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to: – identify the characteristics of the boom-type MEWP used for accessing work – carry out performance checks – prepare, set up and adjust for operational requirements – complete functional checks – carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area – identify the area for accessing – check to avoid damage to structures and utilities service apparatus – access working areas safely and securely – shut down and secure the boom-type MEWP – use hand tools, ancillary equipment and accessories.			
	8.4 Safely use and store hand tools and ancillary equipment.			
	8.5 State the needs of other occupations and how to communicate within a team when preparing to and carrying out accessing operations.			
	8.6 Describe how to maintain the plant, tools and equipment used to access working areas.			

CS392C: Preparing and Operating Mast Climber-type Mobile Elevating Work Platforms – MEWP – in the Workplace

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Credit Value: 12				
Learning Outcome	Assessment Criteria			
1. Interpret the given information relating to the use of mast climber-type MEWPs to access areas to carry out the work.	1.1 Interpret and extract information from drawings, specifications, schedules 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: – drawings, specifications, schedules, manufacturers' information, method statements and regulations and guidance applicable to accessing operations.			
2. Organise with others the sequence and operation in which accessing operations using mast climber-type MEWPs are to be carried out.	2.1 Organise the work according to given information or instructions.			
	2.2 Describe how to communicate ideas between team members.			
	2.3 Organise and communicate with team members and other associated occupations.			
	2.4 State how to organise resources prior to and during accessing operations.			
3. Know how to comply with relevant legislation and official guidance to carry out accessing operations with mast climber-type MEWPs.	3.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, below ground level, 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.			
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
	3.3 State what the accident reporting procedures are and who is responsible for making reports.			

4. Maintain safe working practices when preparing for and carrying out accessing operations using mast climber-type MEWPs.	4.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements during accessing operations.			
	4.2 Explain why and when personal protective equipment (PPE) should be used, relating to accessing operations, and the types, purpose and limitations of each type.			
	4.3 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.			
5. Request and select the required quantity and quality of resources to prepare for and carry out accessing operations using mast climber-type MEWPs.	5.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources, and how they should be used correctly, relating to: – consumables, lubricants and fuels – attachments and accessing discharging aids – hand tools, ancillary equipment and/or accessories.			
	5.2 Request and select resources associated with mast climber-type MEWPs in relation to consumables, materials, attachments, tools, accessories and/or ancillary equipment.			
	5.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.			
	5.4 Outline potential hazards associated with the resources and method of work.			
	5.5 Describe how to calculate quantity, weight, length and area associated with the method/procedures to carry out accessing operations.			
6. Minimise the risk of damage to the work and surrounding area when accessing work areas using mast climber-type MEWPs.	6.1 Protect the work and its surrounding area from damage.			
	6.2 Minimise damage and maintain a clean work space.			
	6.3 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	6.4 Dispose of waste in accordance with legislation.			
	6.5 State why the disposal of waste should be carried out safely in relation to the work.			
7. Complete the work	7.1 Demonstrate completion of the work within the allocated time.			

within the allocated time when preparing to and accessing work areas using mast climber-type MEWPs.	7.2 Shut down and secure mast climber-type MEWPs.			
	7.3 State the purpose of the work programme and describe why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.			
8. Comply with the given contract information to accessing areas to carry out work using mast climber-type MEWPs to the required specification.	8.1 Demonstrate the following work skills when preparing for and accessing work areas using mast climber-type MEWPs: – fitting, attaching, setting up, securing, adjusting, checking, removing, communicating, operating, maneuvering, positioning, accessing and setting down.			
	8.2 Prepare, position, set up and operate mast climber-type MEWPs to access working areas, at various locations, to given working instructions.			
	8.3 Describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to: – identify the characteristics of the mast climber-type MEWP used for accessing work – carry out performance checks – prepare, set up and adjust for operational requirements – complete functional checks – carry out pre-operational checks for obstructions, stability, safety and security of the work and surrounding area – identify the area for accessing – check to avoid damage to structures and utilities service apparatus – access working areas safely and securely – shut down and secure the mast climber-type MEWP – use hand tools, ancillary equipment and accessories.			
	8.4 Safely use and store hand tools and ancillary equipment.			
	8.5 State the needs of other occupations and how to communicate within a team when preparing to and carrying out accessing operations.			
	8.6 Describe how to maintain the plant, tools and equipment used to access working areas.			

CS400: Preparing and Operating Specialised Powered Tools and Equipment in the Workplace

Level: 2		Evidence Type	Portfolio Ref Number	Comments
Credit Value: 4				
Learning Outcome	Assessment Criteria			
1. Interpret the given information relating to the preparation and use of powered tools and/or equipment.	1.1 Interpret and extract information from drawings, specifications, risk assessments, method statements, legislation, codes of practice, operating instructions 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: – drawings, specifications, risk assessments, method statements, legislation, codes of practice, manufacturers' information and instructions applicable to powered tool operations.			
2. Know how to comply with relevant legislation and official guidance to prepare and use powered tools and/or equipment.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, 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 State what the accident reporting procedures are and who is responsible for making reports.			
3. Maintain safe working practices when preparing for and using powered tools and/or equipment.	3.1 Use personal protective equipment (PPE) to safely carry out the activity in accordance with legislation and organisational requirements when using powered tools and/or equipment.			
	3.2 Explain why and when personal protective equipment (PPE) should be used, when using powered tools and/or equipment, and the types, purpose and limitations of each type.			

	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. Request and select the required quantity and quality of resources to prepare for sustain powered tools and/or equipment.	4.1 Request and select resources associated with the type of work in relation to fuel, power source, lubricants and consumables.			
	4.2 Outline the organisational procedures for requisitioning consumables and other resources and why they have been developed and how they are used.			
	4.3 Outline potential hazards associated with the resources and method of work and how they are overcome.			
5. Minimise the risk of damage to the work and surrounding area when using powered tools and/or equipment.	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.			
6. Carry out-pre-use preparation inspections on powered tools and/or equipment in accordance with given procedures.	5.5 State why the disposal of waste should be carried out safely in relation to the work.			
	6.1 Demonstrate the following work skills when preparing for and using powered tools and/or equipment for the work: – measuring, aligning, assembling, fitting, levelling, positioning, checking, securing, connecting and adjusting.			
	6.2 Prepare power unit tool(s) and/or ancillary equipment in the workplace to given working instructions.			
	6.3 Use and maintain power units, tools and ancillary equipment applicable to the work.			
7. Operate powered tools and/or equipment in accordance with safe working practices to	6.4 Describe the method of work for pre-use checks needed and the preparation required before using and operating powered tools and/or equipment.			
	7.1 Demonstrate the following work skills when using powered tools and/or equipment: – measuring, aligning, assembling, fitting, levelling, positioning, checking, securing, connecting and adjusting.			

achieve the working outcome.	7.2 Operate and monitor power unit tool(s) and associated equipment in the workplace to given working instructions relating to continual running, closing down and cleaning.			
	7.3 Return powered tools and/or equipment to a safe operational condition on completion of work.			
	7.4 Describe how to apply safe work practices, follow procedures, report problems and establish authority needed to rectify, to: <ul style="list-style-type: none"> – prepare, position and set up for work – secure accessories and tool attachments – carry out pre-use checks to manufacturer’s and suppliers information/procedures – operate, use and control – monitor and maintain – close down and secure – disassemble – transport and/or secure. 			
	7.5 State the needs of other occupations and how to communicate within a team when preparing for and using powered tools and/or equipment.			
	7.6 Disassemble power units, tools and ancillary equipment following completion of work.			

Appendix 1: Qualification Structure

Candidates must complete all mandatory units in order to achieve the qualification. Candidates may complete any number of the additional units but must be aware that credit achieved through these units will not count toward the achievement of the qualification.

Mandatory Group

Learners must complete all units within this group to achieve a total of 30 credits.

Ofqual Code	Unit Title	Credit Value	Credit Level	WAMITAB Code
T/503/9560	Establishing work area protection and safety in the workplace	10	2	CS3602
L/600/8423	Sorting and storing non hazardous waste in the workplace	10	2	CS466
A/503/1170	Conforming to general health, safety and welfare in the workplace	2	1	CS641
J/503/1169	Conforming to productive working practices in the workplace	3	2	CS642
F/503/1171	Moving, handling and storing resources in the workplace	5	2	CS643

Additional Units

Learners may take any number of these units, but they are not compulsory and completion of these units does not count towards achievement of the qualification.

Ofqual Code	Unit Title	Credit Value	Credit Level	WAMITAB Code
D/600/8281	Erecting and dismantling access/working platforms in the workplace	8	2	CS250
T/600/8013	Preparing and operating scissor-type mobile elevating work platforms (MEWP) in the workplace	12	2	CS392A
Y/600/8019	Preparing and operating boom-type mobile elevating work platforms (MEWP) in the workplace	14	2	CS392B
H/600/8024	Preparing and operating mast climber-type mobile elevating work platforms (MEWP) in the workplace	12	2	CS392C
D/600/8099	Preparing and operating specialised powered tools and equipment in the workplace	4	2	CS400



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Qualification Code: 600/5794/4

WAMITAB Code: CNHREM2

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