



**ProQual Level 2 NVQ Diploma in Floorcovering
Occupations (Construction)**

Qualification Specification

Contents

	Page
Introduction	2
Qualification profile	2
Centre requirements	5
Support for candidates	5
Links to National Standards / NOS mapping	5
Assessment	6
Internal quality assurance	6
Adjustments to assessment	6
Results enquiries and appeals	7
Certification	7
Unit learning outcomes and assessment criteria	8

Introduction

The ProQual Level 2 NVQ Diploma in Floorcovering Occupations (Construction) qualification provides a nationally recognised qualification for individuals working in this sector; the aim of the qualification is to recognise the knowledge, skills and competence demonstrated by an individual in the workplace.

The awarding body for this qualification is ProQual Awarding Body and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual).

Qualification Profile

Level 2 NVQ Diploma in Floorcovering Occupations (Construction)

Qualification title	ProQual Level 2 NVQ Diploma in Floorcovering Occupations (Construction)
Ofqual qualification number	603/6623/0
Level	2
Total Qualification Time	1270 (443 Guided Learning Hours)
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	16/9/2020
Qualification end date	

Entry Requirements

There are no formal entry requirements for this qualification.

Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

Qualification Structure

Candidates must complete all of the Mandatory units, plus ONE Optional unit.

Mandatory Units – candidates must complete all units in this group			
Unit Reference Number	Unit Title	Unit Level	CITB Ref. for information only
M/508/6537	Conforming to general health, safety and welfare in the Workplace	1	641
T/508/6538	Conforming to productive working practices in the workplace	2	642
Y/508/6533	Moving, handling and storing resources in the workplace	2	643
R/618/4664	Assessing and preparing background surfaces for floorcoverings in the workplace	2	300v2
Y/618/4665	Preparing and fitting underlays for floorcoverings in the workplace	2	301v2
D/618/4666	Setting out for laying floorcoverings in the workplace	2	302v2
H/618/4667	Surface preparation to receive floorcoverings	2	303v2
K/618/4668	Assessing and evaluating conditions for floorcoverings in the workplace	3	307v2
M/618/4669	Develop customer relationships	2	ICS B2 2010-14
Optional Units – candidates must complete ONE unit in this group			
Unit Reference Number	Unit Title	Unit Level	CITB Ref. for information only
H/618/4670	Installing textile floorcoverings in the workplace <i>Unit Endorsements:</i> <i>Domestic work and/or</i> <i>Contract work</i>	2	304v2
K/618/4671	Installing resilient floorcoverings in the workplace <i>Unit Endorsements:</i> <i>Domestic work and/or</i> <i>Contract work</i>	2	305v2
M/618/4672	Installing timber-based floorcoverings in the workplace <i>Unit Endorsements:</i> <i>Domestic work and/or</i> <i>Contract work</i> <i>Plus at least two of the following:</i> <i>Wood block</i> <i>Timber-based</i> <i>Engineered wood</i> <i>Laminate</i>	2	306v2

Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

Staff

Staff delivering this qualification must be appropriately qualified and/or occupationally competent.

Assessors/Internal Quality Assurance

For each competence-based unit centres must be able to provide at least one assessor and one internal quality assurance verifier who are suitably qualified for the specific occupational area. Assessors and internal quality assurance verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or verifier qualifications, such as:

- Award in Assessing Competence in the Work Environment
- Award in Assessing Vocationally Related Achievement
- Certificate in Assessing Vocational Achievement
- Award in the Internal Quality Assurance of Assessment Processes and Practices
- Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

Links to National Standards / NOS mapping

National Occupational Standards (NOS) are owned by a Sector Skills Council or Standard Setting Body and they describe the skills, knowledge and understanding needed to undertake a particular task or job at different levels of competence.

The structure and units of this qualification are based on NOS developed for the construction industry.

Assessment

This qualification is competence-based, candidates must demonstrate the level of competence described in the units. Assessment is the process of measuring a candidate's skill, knowledge and understanding against the standards set in the qualification.

The qualifications must be assessed in line with the Construction Sector Qualifications Strategy and must be internally assessed by an appropriately experienced and qualified assessor.

Each candidate is required to produce a portfolio of evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

- Evidence can include:
- observation report by assessor
 - assignments/projects/reports
 - professional discussion
 - witness testimony
 - candidate product
 - worksheets
 - record of oral and written questioning
 - Recognition of Prior Learning

Learning outcomes set out what a candidate is expected to know, understand or be able to do. **Assessment criteria** specify the standard a candidate must meet to show the learning outcome has been achieved.

Learning outcomes and assessment criteria can be found from page 8.

Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

Certification

Candidates who achieve the required credits for qualifications will be awarded:

- A certificate listing all units achieved with their related credit value, and
- A certificate giving the full qualification title -

ProQual Level 2 NVQ Diploma in Floorcovering Occupations (Construction)

Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the required number of credits for a qualification. All certificates will be issued to the centre for successful candidates.

Unit certificates

If a candidate does not achieve all of the units/credits required for a qualification, the centre may claim a unit certificate for the candidate which will list all of the units/credits achieved.

Replacement certificates

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

Title:	Conforming to general health, safety and welfare in the workplace.	
Unit Number:	M/508/6537	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
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 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.

Title:	Conforming to general health, safety and welfare in the workplace.	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
2 continued	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.

Title:	Conforming to general health, safety and welfare in the workplace.	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
4 Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area.	4.1	Demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare.
	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.

Title:	Conforming to general health, safety and welfare in the workplace.
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	7

Title:	Conforming to productive working practices in the workplace	
Unit Number:	T/508/6538	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
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.

Title:	Conforming to productive working practices in the workplace
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
	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.

Title:	Conforming to Productive Working Practices in the Workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Areas	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	10

Title:	Moving, handling and storing resources in the workplace
Unit Number	Y/508/6533
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
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.

Title:		Moving, handling and storing resources in the workplace	
Learning outcomes <i>The learner will be able to:</i>		Assessment criteria <i>The learner can:</i>	
3	continued	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 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.

Title:		Moving, handling and storing resources in the workplace	
Learning outcomes <i>The learner will be able to:</i>		Assessment criteria <i>The learner can:</i>	
5	continued	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 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.

Title:	Moving, handling and storing resources in the workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Areas	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	17

Title:	Assessing and preparing background surfaces for floorcovering in the workplace
Unit Number:	R/618/4664
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
1 Interpret the given information relating to the work and resources when assessing and preparing background surfaces for floorcovering.	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 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, specifications, schedules, method statements, risk assessments, electronic data, manufacturers' information and current regulations governing buildings.
2 Know how to comply with relevant legislation and official guidance when assessing and preparing background surfaces for floorcovering.	2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> – in the workplace, below ground level, 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 Explain what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe and healthy working practices when assessing and preparing background surfaces for floorcovering.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when assessing and preparing background surfaces for floorcovering.
	3.2 Demonstrate compliance with given information and relevant legislation when assessing and preparing background surfaces for floorcovering in relation to: <ul style="list-style-type: none"> – safe handling of materials – safe use and storage of materials, tools and equipment – specific risks to health

Title:	Assessing and preparing background surfaces for floorcovering in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
3 Continued	3.3	Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to assessing and preparing background surfaces for floorcovering, 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)
	3.4	Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.
	3.5	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.
4 Select the required quantity and quality of resources for the methods of work to assess and prepare background surfaces for floorcovering.	4.1	Select resources associated with own work in relation to materials, components, 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"> – repair compounds, smoothing underlayments, moisture measuring equipment, moisture control systems, contaminant removers – hand tools, portable power tools and ancillary equipment.
	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 methods of work.
	4.6	Describe how to calculate quantity, length, area and waste materials associated with the method/procedure to assess and prepare background surfaces for floorcovering.

Title:	Assessing and preparing background surfaces for floorcovering in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
5 Minimise the risk of damage to the work and surrounding area when assessing and preparing background surfaces for floorcovering.	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 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 assessing and preparing background surfaces for floorcovering.	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.

Title:	Assessing and preparing background surfaces for floorcovering in the workplace
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
7 Comply with the given contract information to assess and prepare background surfaces for floorcovering.	7.1 Demonstrate the following work skills when assessing and preparing background surfaces for floorcovering: <ul style="list-style-type: none"> – assessing, scraping, cleaning, stripping, measuring, marking out
	7.2 Use and maintain hand tools, portable power tools moisture measuring equipment and ancillary equipment`
	7.3 Assess and prepare background surfaces to given working instructions, relating to the following: <ul style="list-style-type: none"> – removal of existing floorcoverings – removal of surface contaminants – application of-repair compounds – application of smoothing underlays
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> – determine the state and composition of background surfaces – remove existing floorcoverings – make good surfaces – use moisture measuring equipment – recognise and determine requirements for various floorcoverings (moisture content of subfloor, application of moisture control systems, acclimatisation of materials prior to installation) – recognise types of contaminants and carry out methods of removal
	7.5 - recognise and determine if underfloor heating is in-situ and respond accordingly <ul style="list-style-type: none"> – recognise and determine when specialist skills and knowledge are required and report accordingly – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance - use hand tools, portable power tools and equipment.
	7.6 Describe the needs of other occupations and how to effectively communicate within a team when assessing and preparing background surfaces for floorcovering.
	7.7 Describe how to maintain the tools and equipment used when assessing and preparing background surfaces for floorcovering.

Title:	Assessing and preparing background surfaces for floorcovering in the workplace
Additional information about this unit	
Assessment Guidance	Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. Workplace evidence of skills cannot be simulated.
Subject Sector areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	53

Title:	Preparing and fitting underlays for floorcoverings in the workplace	
Unit Number:	Y/618/4665	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when preparing and fitting underlays for floorcoverings.	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	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, specifications, schedules, method statements, risk assessments, electronic data, manufacturers' information and current regulations governing buildings.
2 Know how to comply with relevant legislation and official guidance when preparing and fitting underlays for floorcoverings.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> – in the workplace, below ground level, 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	Explain what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe and healthy working practices when preparing and fitting underlays for floorcoverings.	3.1	Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when preparing and fitting underlays for floorcoverings.
	3.2	Demonstrate compliance with given information and relevant legislation when preparing and fitting underlays for floorcoverings in relation to: <ul style="list-style-type: none"> – safe handling of materials – safe use and storage of materials, tools and equipment – specific risks to health

Title:	Preparing and fitting underlays for floorcoverings in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
3 Continued	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to preparing and fitting underlays for floorcoverings, 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). 	
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.	
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.	
4 Select the required quantity and quality of resources for the methods of work to prepare and fit underlays for floorcoverings.	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"> – adhesives, tapes – interlayments, underlays – associated fixings, fittings and components – hand tools, portable power tools and equipment. 	
	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 methods of work.	
	4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to prepare and fit underlays for floorcoverings.	

Title:	Preparing and fitting underlays for floorcoverings in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
5 Minimise the risk of damage to the work and surrounding area when preparing and fitting underlays for floorcoverings.	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 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 preparing and fitting underlays for floorcoverings.	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.

Title:	Preparing and fitting underlays for floorcoverings in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
7 Comply with the given contract information to prepare and fit underlays for floorcoverings to the required specification.	7.1	Demonstrate the following work skills when preparing and fitting underlays for floorcoverings: <ul style="list-style-type: none"> – measuring, marking out, cutting, fitting, positioning and securing.
	7.2	Use and maintain hand tools, portable power tools and ancillary equipment
	7.3	Prepare and fit underlays and associated fittings on solid and/or timber-based floors to given working instructions
	7.4	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> – check and ensure that background surfaces are suitable to receive underlays – acclimatise materials – position, fit and secure interlayment and underlay materials and fittings to given setting out points/lines – recognise and determine if underfloor heating is in-situ and respond accordingly – recognise and determine when specialist skills and knowledge are required and report accordingly – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance – use hand tools, portable power tools and equipment.
	7.5	Describe the needs of other occupations and how to effectively communicate within a team when preparing and fitting underlays for floorcoverings.
	7.6	Describe how to maintain the tools and equipment used when preparing and fitting underlays for floorcoverings.

Title:	Preparing and fitting underlays for floorcoverings in the workplace
Additional information about this unit	
Assessment Guidance	Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. Workplace evidence of skills cannot be simulated.
Subject Sector areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	47

Title:	Setting out for laying floorcoverings in the workplace
Unit Number:	D/618/4666
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
1 Interpret the given information relating to the work and resources when setting out for laying floorcoverings.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments, schedules 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, specifications, schedules, method statements, risk assessments, electronic data, manufacturers' information and current regulations governing buildings.
2 Know how to comply with relevant legislation and official guidance when setting out for laying floorcoverings.	2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> – in the workplace, below ground level, in confined spaces, with tools and equipment, with materials and substances, 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 Explain what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe and healthy working practices when setting out for laying floorcoverings.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when setting out for laying floorcoverings.
	3.2 Demonstrate compliance with given information and relevant legislation when setting out for laying floorcoverings in relation to: <ul style="list-style-type: none"> – safe use and storage of tools and equipment – specific risks to health

Title:	Setting out for laying floorcoverings in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
3 Continued	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to setting out for laying floorcoverings, 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). 	
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.	
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.	
4 Select the required quantity and quality of resources for the methods of work to set out for laying floorcoverings.	4.1 Select resources associated with own work in relation to 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"> – hand tools (levels, lines, fixings, profiles, tape measures, lasers) – setting out equipment. 	
	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 methods of work.	
	4.6 Describe how to calculate quantity, length and area associated with the method/procedure to set out floor areas for laying floorcoverings.	

Title:		Setting out for laying floorcoverings in the workplace	
Learning outcomes <i>The learner will be able to:</i>		Assessment criteria <i>The learner can:</i>	
5	Minimise the risk of damage to the work and surrounding area when setting out for laying floorcoverings.	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 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 setting out for laying floorcoverings.	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.

Title:	Setting out for laying floorcoverings in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
7 Comply with the given contract information to set out for laying floorcoverings to the required specification.	7.1	Demonstrate the following work skills when setting out for laying floorcoverings: – measuring and marking out.
	7.2	Use and maintain hand tools and setting out equipment
	7.3	Set out the following floor areas to given working instructions for laying floorcoverings: – horizontal surfaces – inclined surfaces – stepped surfaces – shaped/coved areas.
	7.4	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – maximise material efficiency within client guidelines – transfer lines and datums – set out starting points, lines and grid systems to horizontal, inclined, stepped, shaped and coved areas – recognise and determine when specialist skills and knowledge are required and report accordingly – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance – use hand tools and setting out equipment.
	7.5	Describe the needs of other occupations and how to effectively communicate within a team when setting out for laying floorcoverings.
	7.6	Describe how to maintain the tools and equipment used when setting out for laying floorcoverings.

Title:	Setting out for laying floorcoverings in the workplace
Additional information about this unit	
Assessment Guidance	Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. Workplace evidence of skills cannot be simulated.
Subject Sector areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	63

Title:	Surface preparation to receive floorcoverings in the workplace
Unit Number:	H/618/4667
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
1 Interpret the given information relating to the work and resources when preparing surfaces to receive floorcoverings.	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 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, specifications, schedules, method statements, risk assessments, electronic data, manufacturers' information and current regulations governing buildings.
2 Know how to comply with relevant legislation and official guidance when preparing surfaces to receive floorcoverings.	2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> – in the workplace, below ground level, 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 Explain what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe and healthy working practices when preparing surfaces to receive floorcoverings.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when preparing surfaces to receive floorcoverings.
	3.2 Demonstrate compliance with given information and relevant legislation when preparing surfaces to receive floorcoverings in relation to: <ul style="list-style-type: none"> – safe handling of materials – safe use and storage of materials, tools and equipment – specific risks to health

Title:	Preparing surfaces to receive floorcoverings in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
3 Continued	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to preparing surfaces to receive floorcoverings, 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). 	
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.	
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.	
4 Select the required quantity and quality of resources for the methods of work to prepare surfaces to receive floorcoverings.	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"> – timber-based sheets, smoothing underlays, sheet membranes – bonding agents, adhesives, primers, levelling compounds, cleansing agents, repair materials – moisture control systems – mechanical fixings – hand tools, portable power tools and equipment. 	
	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 methods of work.	
	4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to prepare surfaces to receive floorcoverings.	

Title:	Preparing surfaces to receive floorcoverings in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
5 Minimise the risk of damage to the work and surrounding area when preparing surfaces to receive floorcoverings.	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 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 preparing surfaces to receive floorcoverings.	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 prepare surfaces to receive floorcoverings to the required specification.	7.1	Demonstrate the following work skills when preparing surfaces to receive floorcoverings: <ul style="list-style-type: none"> – measuring, marking out, scraping, abrading, smoothing, conditioning, applying, finishing, positioning and securing.
	7.2	Use and maintain hand tools, portable power tools and ancillary equipment
	7.3	Prepare the following surfaces to given working instructions to receive floorcoverings: <ul style="list-style-type: none"> – cementitious surfaces – proprietary screeds – timber-based surfaces – uneven floor areas – suspended flooring – staircases.

Title:	Preparing surfaces to receive floorcoverings in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
7 Continued	7.4	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> – prepare surfaces, (cementitious surfaces, proprietary screeds, timber-based floors, uneven floor areas, suspended flooring and staircases) to receive floorcoverings – repair and secure boards – cut, fit and install plywood or hardboard – apply smoothing underlays – apply moisture control systems – apply bonding agents and primers – apply surface levellers – apply sheet membranes – scrape, abrade, clean and smooth floor surfaces – repair minor surface faults – recognise and determine if underfloor heating is in-situ and respond accordingly – recognise and determine when specialist skills and knowledge are required and report accordingly – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance – use hand tools, portable power tools and equipment.
	7.5	- recognise and determine if underfloor heating is in-situ and respond accordingly <ul style="list-style-type: none"> – recognise and determine when specialist skills and knowledge are required and report accordingly – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance – use hand tools, portable power tools and equipment
	7.6	Describe the needs of other occupations and how to effectively communicate within a team when preparing surfaces to receive floorcoverings.
	7.7	Describe how to maintain the tools and equipment used when preparing surfaces to receive floorcoverings.

Title:	Preparing surfaces to receive floorcoverings in the workplace
Additional information about this unit	
Assessment Guidance	Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. Workplace evidence of skills cannot be simulated.
Subject Sector areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	73

Title:	Assessing and evaluating conditions for floorcoverings in the workplace	
Unit Number:	K/618/4668	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when assessing and evaluating conditions for floorcoverings.	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	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, specifications, schedules, method statements, risk assessments, electronic data, manufacturers' information and current regulations governing buildings.
2 Know how to comply with relevant legislation and official guidance when assessing and evaluating conditions for floorcoverings.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> – in the workplace, below ground level, in confined spaces, with tools and equipment, with materials and substances, 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	Explain what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe and healthy working practices when assessing and evaluating conditions for floorcoverings.	3.1	Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when assessing and evaluating conditions for floorcoverings.
	3.2	Demonstrate compliance with given information and relevant legislation when assessing and evaluating conditions for floorcoverings in relation to: <ul style="list-style-type: none"> – safe use and storage of tools and equipment – specific risks to health

Title:	Assessing and evaluating conditions for floorcoverings in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
3 Continued	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to assessing and evaluating conditions for floorcoverings, 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). 	
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.	
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.	
4 Select the required quantity and quality of resources for the methods of work to assess and evaluate conditions for floorcoverings.	4.1 Select resources associated with own work in relation to components 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"> – testing and recording equipment/instruments 	
	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 methods of work.	
	4.6 Describe how to calculate quantity, length and area associated with the method/procedure to assess and evaluate conditions for floorcoverings.	

Title:	Assessing and evaluating conditions for floorcoverings in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
5 Minimise the risk of damage to the work and surrounding area when assessing and evaluating conditions for floorcoverings.	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 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 assessing and evaluating conditions for floorcoverings.	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 assess and evaluate conditions for floorcoverings to the required specification.	7.1	Demonstrate the following work skills when assessing and evaluating conditions for floorcoverings: <ul style="list-style-type: none"> – calibrating, testing, recording, measuring and reading.
	7.2	Use and maintain testing and recording equipment, and ancillary equipment
	7.3	Carry out tests on the following floor surfaces, to given working instructions <ul style="list-style-type: none"> – cementitious surfaces – proprietary screeds – timber-based surfaces – existing floorcoverings.

Title:	Assessing and evaluating conditions for floorcoverings in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
7 Continued	7.4 Assess and evaluate test results for suitability to receive floorcoverings and record and report findings, to given working instructions.	
	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> – calibrate equipment – use testing and recording equipment to assess floor suitability – test air conditions (temperature, humidity) – test floor conditions (dampness) – survey site conditions – record and evaluate test results – determine treatment methods – assess findings and produce a report – determine treatment methods – recognise and determine if underfloor heating is in-situ and report accordingly – recognise and determine when specialist skills and knowledge are required and report accordingly – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance- 	
	7.6 Describe the needs of other occupations and how to effectively communicate within a team when assessing and evaluating conditions for floorcoverings.	
	7.7 Describe how to maintain the tools and equipment used when assessing and evaluating conditions for floorcoverings.	

Title:	Assessing and evaluating conditions for floorcoverings in the workplace
Additional information about this unit	
Assessment Guidance	<p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Subject Sector areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	73

Title:	Develop customer relationships
Unit Number:	M/618/4669
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
1 Build their customer's confidence that the service they give will be excellent	1.1 show that they behave assertively and professionally with customers
	1.2 allocate the time they take to deal with their customer following organisational guidelines
	1.3 reassure their customer that they are doing everything possible to keep the service promises made by the organisation
2 Meet the expectations of their customers	2.1 recognise when there may be a conflict between their customer's expectations and your organisation's service offer
	2.2 balance their customer's expectations with their organisation's service offer by offering an alternative or explaining the limits of the service offer
	2.3 work effectively with others to resolve any difficulties in meeting their customer's expectations
3 Develop the long-term relationship between their customer and their organisation	3.1 give additional help and information to their customer in response to customer questions and comments about their organisation's services or products
	3.2 discuss expectations with their customer and explain how these compare with their organisation's services or products
	3.3 advise others of feedback received from their customer
	3.4 identify new ways of helping customers based on the feedback customers have given them
	3.5 identify added value that their organisation could offer to long-term customers
4 Know how to develop customer relationships	4.1 describe their organisation's services or products
	4.2 explain the importance of customer retention
	4.3 explain how their own behaviour affects the behaviour of the customer

	4.4	describe how to behave assertively and professionally with customers
	4.5	describe how to defuse potentially stressful situations
	4.6	identify the limitations of their organisation's service offer
	4.7	compare how customer expectations may change as the customer deals with their organisation
	4.8	identify the cost and resource implications of an extension of the service offer to meet or exceed customer expectations
	4.9	explain the cost implications of bringing in new customers as opposed to retaining existing customers
	4.10	identify who to refer to when considering any variation to their organisation's service offer

Title:	Develop customer relationships
Additional information about this unit	
Assessment Guidance	The assessment and quality assurance requirement for this unit provides evidence towards A and V units.
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit review date	31.01.17
Unit credit value	6
Unit guided learning hours	40

Title:	Installing textile floorcoverings in the workplace	
Unit Number:	H/618/4670	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when installing textile floorcoverings.	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	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, specifications, schedules, method statements, risk assessments, electronic data, manufacturers' information and current regulations governing buildings.
2 Know how to comply with relevant legislation and official guidance when installing textile floorcoverings.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> – in the workplace, below ground level, 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	Explain what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe and healthy working practices when installing textile floorcoverings.	3.1	Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing textile floorcoverings.
	3.2	Demonstrate compliance with given information and relevant legislation when installing textile floorcoverings in relation to: <ul style="list-style-type: none"> – safe handling of materials – safe use and storage of materials, tools and equipment – specific risks to health

Title:	Installing textile floorcoverings in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
3 Continued	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing textile floorcoverings, 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). 	
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.	
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.	
4 Select the required quantity and quality of resources for the methods of work to install textile floorcoverings.	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"> – textile sheet and tile floorcoverings – adhesives: tape, liquid – interlayments (domestic work), textile underlays; finishing trims; nosings (contract work), protection materials – associated fixings, fittings and components – hand tools, portable power tools and equipment. 	
	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 methods of work.	
	4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install textile floorcoverings.	

Title:		Installing textile floorcoverings in the workplace	
Learning outcomes <i>The learner will be able to:</i>		Assessment criteria <i>The learner can:</i>	
5	Minimise the risk of damage to the work and surrounding area when installing textile floorcoverings.	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 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 installing textile floorcoverings.	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 install textile floorcoverings to the required specification.	7.1	Demonstrate the following work skills when installing textile floorcoverings: <ul style="list-style-type: none"> – measuring, marking out, cutting, joining, stretching, matching and securing.
		7.2	Use and maintain hand tools, portable power tools and ancillary equipment
		7.3	Install textile sheet and tile floorcoverings in domestic and/or contract situations to the following to given working instructions <ul style="list-style-type: none"> – horizontal – inclined – stepped – shaped – upstands

Title:	Installing textile floorcoverings in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
7 Continued	7.4	Install textile sheet and tile floorcoverings in domestic and/or contract situations on the following surfaces/areas to given working instructions: <ul style="list-style-type: none"> - solid floors - timber-based floors - suspended floors - steps.
	7.5	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> - check and ensure that background surfaces are suitable for installing textile floorcoverings - evaluate floor moisture content - acclimatise materials and products - ensure that the correct interlays (domestic work) have been installed - ensure that the correct underlays have been installed - install textile sheet and tile floorcoverings, in domestic and/or contract situations, to horizontal, inclined and stepped surfaces, to setting out points, lines and with the correct pile direction - install textile sheet and tile floorcoverings, in domestic and/or contract situations, onto solid, timber-based, suspended floors and steps - install trims - install nosings (contract work) - form shapes and upstands - form straight and winding staircases - protect finished floorcoverings
	7.6	<ul style="list-style-type: none"> - install trims - install nosings (contract work) - form shapes and upstands - form straight and winding staircases - protect finished floorcoverings - recognise and determine if underfloor heating is in-situ and respond accordingly - recognise and determine when specialist skills and knowledge are required and report accordingly - determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance - use hand tools, power tools and equipment.
	7.7	Describe the needs of other occupations and how to effectively communicate within a team when installing textile floorcoverings.
	7.8	Describe how to maintain the tools and equipment used when installing textile floorcoverings.

Title:	Installing textile floorcoverings in the workplace
Additional information about this unit	
Assessment Guidance	<p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ structure.</p> <p><u>ProQual Level 2 NVQ Diploma in Floorcovering Occupations (Construction):</u></p> <p>The following endorsement required :</p> <p><i>Domestic work and/or Contract work</i></p>
Subject Sector areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	60

Title:	Installing resilient floorcoverings in the workplace	
Unit Number:	K/618/4671	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when installing resilient floorcoverings.	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	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, specifications, schedules, method statements, risk assessments, electronic data, manufacturers' information and current regulations governing buildings.
2 Know how to comply with relevant legislation and official guidance when installing resilient floorcoverings.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> – in the workplace, below ground level, 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	Explain what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe and healthy working practices when installing resilient floorcoverings.	3.1	Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing resilient floorcoverings.
	3.2	Demonstrate compliance with given information and relevant legislation when installing resilient floorcoverings in relation to: <ul style="list-style-type: none"> – safe handling of materials – safe use and storage of materials, tools and equipment – specific risks to health

Title:	Installing resilient floorcoverings in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
3 Continued	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing resilient floorcoverings, 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). 	
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.	
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.	
4 Select the required quantity and quality of resources for the methods of work to install resilient floorcoverings.	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"> – resilient sheet and tile floorcoverings – adhesives, welding materials – finishing trims, stair nosings, pre-formed coves, cover former, skirtings, cappings, protection materials – associated fixings, fittings and components – hand tools, portable power tools and equipment. 	
	4.3 Describe how the resources should be used correctly, 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 methods of work.	
	4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install resilient floorcoverings.	

Title:	Installing resilient floorcoverings in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
5 Minimise the risk of damage to the work and surrounding area when installing resilient floorcoverings.	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 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 installing resilient floorcoverings.	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 install resilient floorcoverings to the required specification.	7.1	Demonstrate the following work skills when installing resilient floorcoverings: <ul style="list-style-type: none"> – measuring, marking out, positioning, fitting, joining, rolling, levelling and welding.
	7.2	Use and maintain hand tools, portable power tools and ancillary equipment
	7.3	Install resilient sheet and tile floorcoverings, in domestic and/or contract situations, to the following surfaces/areas to given working instructions: <ul style="list-style-type: none"> – horizontal – inclined – stepped – skirtings – wet areas, including dressing into drains and gulleys
	7.4	Install resilient sheet and tile floorcoverings, in domestic and/or contract situations, on the following floors to given working instructions: <ul style="list-style-type: none"> – solid (concrete, screed) – timber-based.

Title:	Installing resilient floorcoverings in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
7 Continued	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> – check and ensure that backgrounds surfaces are suitable for installing resilient floorcoverings – acclimatise materials and products – position, fit and secure resilient sheet and tile floorcovering, in domestic and/or contract situations, with appropriate components, to horizontal, inclined and stepped surfaces and to setting out points/lines and predetermined shapes – install resilient sheet and tile floorcoverings, in domestic and/or contract situations, to solid and timber-based floors – identify levels, falls and gradient to dress resilient floorcoverings, in domestic and/or contract situations, into drains and gulleys in wet areas 	
	7.6 <ul style="list-style-type: none"> – form upstands and skirtings – weld seams – secure nosings – form straight and winding staircases – protect finished floor surfaces – recognise and determine if underfloor heating is in-situ and respond accordingly – recognise and determine when specialist skills and knowledge are required and report accordingly – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance – use hand tools, portable power tools and equipment. 	
	7.7 Describe the needs of other occupations and how to communicate within a team when installing resilient floorcoverings.	
	7.8 Describe how to maintain the tools and equipment used when installing resilient floorcoverings.	

Title:	Installing resilient floorcoverings in the workplace
Additional information about this unit	
Assessment Guidance	<p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated</p> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ structure.</p> <p><u>ProQual Level 2 NVQ Diploma in Floorcovering Occupations (Construction):</u></p> <p>The following endorsement required :</p> <p><i>Domestic work and/or Contract work</i></p>
Subject Sector areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	117

Title:	Installing timber-based floorcoverings in the workplace	
Unit Number:	M/618/4672	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when installing timber-based floorcoverings.	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	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, specifications, schedules, method statements, risk assessments, electronic data, manufacturers' information and current regulations governing buildings.
2 Know how to comply with relevant legislation and official guidance when installing timber-based floorcoverings.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> – in the workplace, below ground level, 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	Explain what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe and healthy working practices when installing timber-based floorcoverings.	3.1	Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when installing timber-based floorcoverings.
	3.2	Demonstrate compliance with given information and relevant legislation when installing timber-based floorcoverings in relation to: <ul style="list-style-type: none"> – safe handling of materials – safe use and storage of materials, tools and equipment – specific risks to health

Title:	Installing timber-based floorcoverings in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
3 Continued	3.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing timber-based floorcoverings 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). 	
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.	
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.	
4 Select the required quantity and quality of resources for the methods of work to install timber-based floorcoverings.	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"> – wood block, timber-based, engineered wood and laminate floorcoverings – undercarriage systems, expansion joints – adhesives, surface treatments, finishes – thresholds, skirtings, cover strips, stair nosings, trims, protection materials – associated fixings, fittings and components – hand tools, portable power tools and equipment. 	
	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.	

Title:		Installing timber-based floorcoverings in the workplace	
Learning outcomes <i>The learner will be able to:</i>		Assessment criteria <i>The learner can:</i>	
4	Continued	4.5	Describe any potential hazards associated with the resources and methods of work.
		4.6	Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install timber-based floorcoverings.
5	Minimise the risk of damage to the work and surrounding area when installing timber-based floorcoverings.	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 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 installing timber-based floorcoverings.	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.

Title:	Installing timber-based floorcoverings in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
7 Comply with the given contract information to install timber-based floorcoverings to the required specification.	7.1	Demonstrate the following work skills when installing timber-based floorcoverings: – measuring, marking out, cutting, positioning, securing, and finishing.
	7.2	Use and maintain hand tools, portable power tools and ancillary equipment
	7.3	Install and finish two of the following floorcoverings, in domestic and/or contract situations, to given working instructions: – wood block – timber-based – engineered wood – laminate.
	7.4	Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – check and ensure that backgrounds are suitable for installing timber-based floorcoverings – install undercarriage systems – apply adhesives – position, fit, secure and finish wood block, and timber based, laminate and engineered wood floorcoverings, in domestic and/or contract situations, to setting out points and to predetermined patterns – form provision for expansion – finish the laid flooring – protect finished floor surfaces – recognise and determine if underfloor heating is in-situ and respond accordingly – recognise and determine when specialist skills and knowledge are required and report accordingly – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance – use hand tools, portable power tools and equipment.
	7.5	– protect finished floor surfaces – recognise and determine if underfloor heating is in-situ and respond accordingly – recognise and determine when specialist skills and knowledge are required and report accordingly – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance – use hand tools, portable power tools and equipment
	7.6	State the needs of other occupations and how to communicate within a team when installing timber-based floorcoverings.
	7.7	Describe how to maintain the tools and equipment used when installing timber-based floorcoverings.

Title:	Installing timber-based floorcoverings in the workplace
Additional information about this unit	
Assessment Guidance	<p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ structure.</p> <p><u>ProQual Level 2 NVQ Diploma in Floorcovering Occupations (Construction):</u></p> <p>The following endorsement required :</p> <p><i>Domestic work and/or Contract work</i></p> <p>Plus at least two of the following:</p> <p><i>Wood block Timber-based Engineered wood Laminate</i></p>
Subject Sector areas	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	73



enquiries@proqualab.com

Tel: +44 (0)1430 423822

ProQual AB Limited, ProQual House, Unit 1, Innovation Drive, Newport, HU15 2GX
Company Registration Number: 07464445