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| <b>Title:</b>  | <b>Handle, Move and Store Resources</b>   |
| <b>Level:</b>  | 1   |
| <b>Credit Value:</b>   | 2   |
| <b>GLH</b>   | 18  |
| <b>Unique Reference Number:</b>  | F/618/0755  |
| <b>Aim:</b>  | The aim of this unit is to provide learners with the skills and knowledge to be able to interpret information required and move, handle or store resources in accordance with instructions.   |
| <b>Assessment</b>  | This unit is internally assessed through the completion of the NOCN practical assessment booklet and internally and externally quality assured. The NOCN assessment booklet has been produced and should be used to evidence all learning outcomes. |
| <b>Learning outcomes</b>   |   |
| <i>The learner will:</i>   |   |
| 1. Be able to interpret the information required in order to move, handle or store resources.  |   |
| <b>Delivery Content:</b>   |   |
| The aim of this learning outcome is to provide learners with the skills and knowledge to interpret the information required to move, handle or store resources.  |   |
| The learner must:  |   |
| <ul style="list-style-type: none"> <li>• identify the <b>documentation</b> and the details contained within to be able to complete given tasks.</li> <li>• identify and report any inaccuracies with supplied information in accordance with organisational procedures.</li> <li>• use manufacturer's information to safely move, handle or store resources.</li> </ul>  |   |
| 2. Be able to identify equipment required for moving, handling or storing resources.   |   |
| <b>Delivery Content:</b>   |   |
| The aim of this learning outcome is to provide learners with the skills and knowledge to identify and select equipment required for moving, handling and storing resources.  |   |
| The learner must:  |   |
| <ul style="list-style-type: none"> <li>• identify the requirements from the provided information and confirm that it is correct for the given tasks.</li> <li>• report any discrepancies in accordance with organisational procedures.</li> <li>• carry out checks on all resources to ensure they are fit for purpose and free from defects.</li> <li>• report and replace any that do not meet requirements in accordance with organisational procedures.</li> </ul> |   |
| 3. Be able to prepare work areas and equipment in order to move, handle or store resources.  |   |
| <b>Delivery Content:</b>   |   |
| The aim of this learning outcome is to provide learners with the skills and knowledge to prepare the work area prior to moving and handling resources.   |   |
| The learner must:  |   |
| <ul style="list-style-type: none"> <li>• interpret risk assessments to identify <b>hazards</b> and ensure relevant <b>protective equipment</b> is installed correctly.</li> </ul>  |   |

- inspect the work area and identify any **hazards** that are present and ensure they are mitigated.
- report any issues and the mitigating work carried out in accordance with organisational procedures.
- ensure that the work area is cleared and ready for the movement, handling or storage of resources with surrounding areas protected.
- ensure all **tools** and **equipment** are in place and set out, safely and logically in order to support effective completion of the tasks.

4. Be able to move and handle resources.

**Delivery Content:**

The aim of this learning outcome is to provide learners with the skills and knowledge to move and handle resources.

The learner must:

- follow procedures for using lifting aids and equipment.
- use lifting aids in accordance with instructions and given information.
- use appropriate manual handling techniques to lift and move resources, when appropriate.

5. Be able to store resources.

**Delivery Content:**

The aim of this learning outcome is to provide learners with the skills and knowledge to store resources.

The learner must follow:

- manufacturers' guidance
- legislation
- appropriate security procedures

to store tools, materials and equipment relevant to their trade.

6. Be able to complete works following the moving, handling or storage of resources.

**Delivery Content:**

The aim of this learning outcome is to provide the learners with the skills and knowledge to complete work.

The learner must:

- clean, inspect and store all **equipment** and **materials** in accordance with manufacturers' guidance.
- report any issues in accordance with organisational procedures
- clean the work area and dispose of all waste in accordance with legislative requirements, manufacturers' guidance and organisational procedures.
- leave the work area in a safe condition, using collective protective measures as appropriate.
- complete all final paperwork as required and file correctly.

**Scope of Training**

The Scope of Training identifies areas that must be covered during the delivery of this unit. This is the minimum that is expected but tutors are expected to include other areas, knowledge of which will benefit their learners, based on location, types of work available and from the tutors own professional experience.

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| <b>Assessment:</b>                              |  |  |   |
| The Assessment Workbook is available from NOCN. |  |  |   |
|   | <b>Requirements</b>  |  |   |
| <b>Documentation and sources of information</b> | Current legislation relating to health and safety<br>Job specification<br>Company policies | Risk assessments<br>Manufacturer's guidance<br>Method statements |   |
| <b>Equipment</b>                                | Lifting aids and equipment   |  |   |
| <b>Tools and materials</b>                      | Items relevant to the learner's trade area   |  |   |
| <b>Personal protective equipment</b>            | Steel toe-capped boots<br>Gloves<br>Goggles  | Hard hat<br>High-visibility clothing                             | Respiratory protection<br>Hearing protection          |
| <b>Collective protective equipment</b>          | Signage<br>Barriers<br>Sheeting  |  |   |
| <b>Hazards</b>                                  | Slips, trips and falls<br>Working at height<br>Confined spaces                             | Manual handling<br>Hazardous substances<br>Fire                  | Electrical equipment and leads<br>Plant and equipment |
| <b>Protection</b>                               | Signage<br>Barriers  | Plastic / hessian sheeting<br>Waste disposal / recycling         |   |

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