

Title:	Producing and applying complex stencils in the workplace	
Level:	3	
Value for TQT:	210	
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 producing and applying complex stencils.	1.1	Interpret and extract relevant information from drawings, specifications, current regulations, schedules, risk assessments method statements 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: drawings, specifications, current regulations, schedules, risk assessments, method statements, manufacturers' information, official guidance and current regulations governing buildings associated with occupational requirements.
2 Know how to comply with relevant legislation and official guidance when producing and applying complex stencils.	2.1	Describe their responsibilities regarding, potential accidents, health hazards, people and the environment, whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.
	2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
	2.4	Describe the types of fire extinguishers available when producing and applying complex stencils and describe how and when they are used.

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<p>3 Maintain safe and healthy working practices when producing and applying complex stencils.</p>	<p>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 producing and applying complex stencils.</p>	
	<p>3.2 Demonstrate compliance with given information and relevant legislation when applying coatings by the air spray method in relation to all of the following:</p> <ul style="list-style-type: none"> – safe use of access equipment – safe use, storage and handling of materials, tools and equipment – specific risks to health 	
	<p>3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to producing and applying complex stencils, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:</p> <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV) 	
	<p>3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.</p>	
	<p>3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.</p>	
<p>4 Select the required quantity and quality of resources for the methods of work to produce and apply complex stencils.</p>	<p>4.1 Select resources associated with own work in relation to materials, tools and equipment.</p>	
	<p>4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> – water-borne and solvent-borne coatings – stencil plate materials – protective sheeting and masking materials – waste containers and/or bags – access equipment – hand tool, power tools and associated equipment. 	

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4 Cont...		4.3	Describe how to confirm that the resources and materials conform to the specification.
		4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
		4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
		4.6	Describe any potential hazards associated with the resources and methods of work.
		4.7	Describe how to calculate quantity of materials required associated with the method and procedure to produce and apply complex stencils.
5 Minimise the risk of damage to the work and surrounding area when producing and applying complex stencils.		5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
		5.2	Maintain a clear and tidy 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, members of the public 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 producing and applying complex stencils.		6.1	Demonstrate completion of the work within the estimated, 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.

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7	Comply with the given contract information to produce and apply complex stencils to the required specification.	7.1	Demonstrate the following work skills when producing and applying complex stencils: <ul style="list-style-type: none"> – protecting, matching, scaling, drawing, cutting out, setting out, mixing, pouring, diluting, positioning, securing, applying, maintaining and transferring.
		7.2	Use and maintain hand tools and associated equipment.
		7.3	Form, manufacture and set out complex single-plate and multi-plate stencils to given working instructions.
		7.4	Position, register and produce stencils on surfaces of linear runs and/or broad areas using water-borne and/or solvent-borne paints 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"> – establish access requirements – check suitability of previously decorated or prepared surface and bring up to suitable finish/ground – form, manufacture and set out single plate and multi-plate stencils including ties – adjust dilution of coating to appropriate viscosity – register and produce stencil designs using water-borne and solvent-borne paints for linear runs and broad area applications – produce graduated effects by brush, sponge and spray – maintain the integrity of the stencil plate (cleanliness and structure) – apply protective coating as required – provide information for Building Information Modelling (BIM) – recognise and determine when specialist skills and knowledge are required and report accordingly – identify and follow manufacturers' instructions – work around and in close proximity to plant and machinery – direct and guide the operations and movement of plant and machinery – inspect and use access equipment – work at height – use hand tools, power tools and associated equipment.
		7.6	Describe the needs of other occupations and how to effectively communicate within a team when producing and applying complex stencils.

	7.7 Describe how to maintain the tools and equipment used when producing and applying complex stencils.
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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> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ Structure. Please refer to the NVQ Structure applicable to the qualification/occupational area in which the candidate is being assessed.</p>
Sector Subject Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	90
Assessment hours	20