

<b>Title:</b>	Preparing, mixing and distributing concrete and mortars in the workplace	
<b>Level:</b>	1	
<b>Value for TQT:</b>	90	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when preparing, mixing and distributing concrete and mortars.	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"> <li>– drawings, specifications, current legislation, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current regulations associated with preparing, mixing and distributing concrete and mortars.</li> </ul>
2 Know how to comply with relevant legislation and official guidance when preparing, mixing and distributing concrete and mortars.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> <li>– 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.</li> </ul>
	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.

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3 Maintain safe and healthy working practices when preparing, mixing and distributing concrete and mortars.	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, mixing and distributing concrete and mortars.
	3.2	Demonstrate compliance with given information and relevant legislation when preparing, mixing and distributing concrete and mortars in relation to the following: <ul style="list-style-type: none"> <li>– safe use of access equipment</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health.</li> </ul>
	3.3	Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to preparing, mixing and distributing concrete and mortars, 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"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>
	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.

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4 Select the required quantity and quality of resources for the methods of work to prepare, mix and distribute concrete and mortars.	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"> <li>– aggregate, sand, lime, cement, water, additives</li> <li>– hand and power tools, mixing plant, transportation and distribution equipment.</li> </ul>
	4.3 Describe how to confirm that the resources and materials conform with 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, volume, length, width, area and wastage of materials associated with the method and procedure to prepare, mix and distribute concrete and mortars.
5 Minimise the risk of damage to the work and surrounding area when preparing, mixing and distributing concrete and mortars.	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 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.

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6	Complete the work within the allocated time when preparing, mixing and distributing concrete and mortars.	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"> <li>– types of productivity targets and time scales</li> <li>– how times are estimated</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>
7	Comply with the given contract information to prepare, mix and distribute concrete and mortars to the required specification.	7.1	Demonstrate the following work skills when preparing, mixing and distributing concrete and mortars: <ul style="list-style-type: none"> <li>– gauging, mixing and distributing.</li> </ul>
		7.2	Use and maintain hand and power tools and mixing plant and equipment.
		7.3	Gauge and mix concrete and/or mortars and distribute 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"> <li>– gauge and mix concrete and mortars by hand</li> <li>– gauge and mix concrete and mortars mechanically</li> <li>– carry out pre-use checks on mechanical mixers</li> <li>– recognise types of concrete and mortar</li> <li>– maintain consistency of mixes for strength, colour and texture</li> <li>– recognise and determine when specialist skills and knowledge are required and report accordingly</li> <li>– work with, around and in close proximity to plant and machinery</li> <li>– transport and distribute concrete and mortars</li> <li>– use hand and power tools, mixing plant and equipment</li> <li>– work at height</li> <li>– use access equipment.</li> </ul>
		7.5	Describe the needs of other occupations and how to communicate effectively within a team when preparing, mixing and distributing concrete and mortars.
		7.6	Describe how to maintain the tools and equipment used when preparing, mixing and distributing concrete and mortars.

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<b>Additional information about this unit</b>	
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	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	33
Assessment hours	10