



Reassessed Street Works

Qualification Specification

Version 2

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Registered Office:

Lantra, Lantra House, Stoneleigh Park, Coventry, Warwickshire CV8 2LG

Registered no: 2823181 • Charity no: 1022991 • Scottish charity no: SC039039

Web: www.lantra.co.uk

Tel: 02476 69 69 96

Fax: 02476 69 67 32

Email: sales@lantra.co.uk

Qualification Specification

Reassessed Street Works

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1 Why has this Qualification been Developed?

Requirements for Operatives and Supervisors

The New Roads and Street Works Act 1991 (NRSWA) requires work involving the installation, renewal, maintenance and inspection of underground apparatus in the highway to be under the control of competent persons. The Act requires that there is a qualified operative on-site at all times while street works are in progress. The qualifications held must be appropriate for the work being carried out. The Act does not require all the relevant qualifications to be held by a single operative – the main requirement is that there is always at least one operative on-site whose qualifications match the activities being undertaken.

The Act also requires that the execution of street works is monitored by a person having a prescribed qualification that covers the work being undertaken as a supervisor. The supervisor is not required to be on-site at all times. A qualified supervisor might therefore supervise a number of street works sites.

To become a qualified operative or supervisor, a learner must gain one or more of the available certificates within the appropriate qualification to suit the work that they do. The certificates (referred to as units within this document) are issued by one of the four street works awarding organisations, including Lantra. The certificates must be registered with the Street Works Qualifications Register (SWQR), which is administered by SQA in Scotland. For a person to continue acting as a qualified operative or supervisor, this registration must remain current.

New entrants need to attend an approved provider to undertake initial theoretical knowledge and practical skills assessments in their chosen subjects. Training can be provided before assessment, but this is not compulsory. Once the learner passes the relevant initial assessment(s), the provider will notify Lantra and SWQR. Lantra will also contact SWQR and confirm that they have awarded the certificate and the date it was issued to the learner. SWQR will then record the certificate on the street works register and issue the learner with a street works card. Each certificate on the card will last for five years from the certification date, i.e. the date Lantra issued the certificate.

When the certificate approaches expiry or expires, operatives and supervisors are required to renew their qualification by undergoing reassessment or undertaking the initial assessment again. The difference is as follows: initial assessment involves a practical and theoretical assessment of the learner's skills; reassessment, which is intentionally less burdensome for certificate renewal purposes, involves only a theoretical assessment.

The learner will be able to renew any certificate at any point in its lifetime. Training is not compulsory when renewing but assessment centres can provide it if required.

A certificate is not valid once it has expired but it can be renewed any time up to five years after the expiry date. This may be useful if the learner stops doing street works for a while then decides to return to the industry later.

2 Who is the Qualification For?

This qualification is for those employed in carrying out and monitoring work involving the installation, renewal, maintenance and inspection of underground apparatus in the highway. It covers a range of skills for operators and supervisors who need to safeguard their work by signing, lighting and guarding as well as carrying out excavation and reinstatement work.

This qualification provides routes to re-registration on the SWQR required under the New Roads and Street Works Act 1991. Re-registration is required every five years.

This qualification is recognised by industry and regularly reviewed by the Highways Authorities and Utilities Committee (HAUC UK).

This qualification is not reviewed, recognised and monitored by any UK regulatory body (Ofqual, SQA Accreditation, Qualifications Wales etc).

The qualification and associated units are available for learners aged 16+.

Prerequisites

The reassessed street works units are available to existing operatives and supervisors who work in England and Scotland, who are already registered on the Street Works Qualifications Register and need to renew their registration. Provider staff should ensure that learners hold the appropriate initial street works unit(s) (including key units) and only undertake the corresponding reassessment unit(s).

These qualifications and units have been developed to promote equal opportunities by eliminating any avoidable barriers that have the potential to restrict access or progression.

3 What does this Qualification Cover?

Learners undertaking this qualification will be able to demonstrate their knowledge in carrying out and/or monitoring safe excavation and reinstatement work in the highway.

The qualification aims to reassess the learner's knowledge and understanding of:

- Location and avoidance of underground apparatus
- Signing, lighting and guarding
- Excavation in the highway
- Reinstatement and compaction of backfill materials
- Reinstatement of sub-base and base in non-bituminous materials
- Reinstatement in cold lay bituminous materials
- Reinstatement in hot lay bituminous materials
- Reinstatement of concrete slabs
- Reinstatement of modular surfaces, concrete footways.

Learners must hold the appropriate initial street works unit(s) (including key units) and can only undertake the corresponding reassessment unit(s).

Learners must present a valid street works card (as issued by the SWQR) and an independent photo identification before any reassessment.

4 Qualification Overview

For the purpose of this document, the Street Works Certificates within this qualification will be referred to as units.

Qualification title	Reassessed Street Works
Qualification number	Not applicable
Qualification aim	Learners undertaking this qualification will be able to demonstrate their knowledge in carrying out and monitoring safe excavation and reinstatement work in the highway.
Qualification purpose	This qualification is for those employed in carrying out and monitoring works on the highway who require re-registration on the Street Works Qualifications Register (SWQR).
Qualification start date	8 June 2018
Quartz ID numbers	Reassessed Street Works – 5890
Unit numbers and titles	<p>101 – Reassessed location and avoidance of underground apparatus</p> <p>102 – Reassessed signing, lighting and guarding</p> <p>103 – Reassessed excavation in the highway</p> <p>104 – Reassessed reinstatement and compaction of backfill materials</p> <p>105 – Reassessed reinstatement of sub-base and base in non-bituminous materials</p> <p>106 – Reassessed reinstatement in cold lay bituminous materials</p> <p>107 – Reassessed reinstatement in hot lay bituminous materials</p> <p>108 – Reassessed reinstatement of concrete slabs</p> <p>109 – Reassessed reinstatement of modular surfaces, concrete footways</p> <p>110 – Reassessed monitoring signing, lighting and guarding</p> <p>111 – Reassessed monitoring excavation in the highway</p> <p>112 – Reassessed monitoring reinstatement and compaction of backfill materials</p> <p>113 – Reassessed monitoring reinstatement of sub-base and base in non-bituminous materials</p> <p>114 – Reassessed monitoring reinstatement in bituminous materials</p> <p>115 – Reassessed monitoring reinstatement of concrete slabs</p> <p>116 – Reassessed monitoring reinstatement of modular surfaces, concrete footways</p>

Qualification structure	<p>This qualification comprises 16 reassessed units of competence for operatives and supervisors. Nine units are applicable to operatives and eight to supervisors. One of these units (101) applies to both groups.</p> <p>There are three key units (101, 102 and 110) which must be undertaken for operatives and supervisors wishing to carry out and/or monitor excavation and reinstatement activities.</p> <p>Depending on the learner's role and work-based requirements, they are required to combine the appropriate key units with the relevant excavation and reinstatement units to meet their needs.</p>			
Age group	Pre-16	16-18	18+	19+
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Entry requirements	Learners must be able to read and interpret information provided in English.			
Prerequisites	Learners must hold the corresponding initial street works unit(s) (including key units) for the reassessment units being taken.			
Assessment methods	Multiple-choice questioning			
Assessment model	This qualification is internally assessed with external verification. This means that providers will appoint assessors and that an internal quality assurer (IQA) is required to provide internal quality assurance prior to external quality assurer (EQA) sign-off.			
Grading	Pass/Fail			
Is there a skills card available?	No			
Fees	Registration and certification fees can be found in the Product Directory. Prices are subject to review on an annual basis so please contact the sales team if you do not have an up-to-date copy (sales@lantra.co.uk).			
How do I register learners?	Via QuartzWeb ordering.lantra.co.uk/Login.aspx			

5 Content of Qualification

There are 16 reassessed units of competence for operatives and supervisors. Nine units are applicable to operatives and eight to supervisors. One of these units (101) applies to both groups. The units are listed below, with units for operatives marked 'O' and supervisors' units marked 'S'.

Unit	Unit title	O/S	SWQR Ref
101	Reassessed location and avoidance of underground apparatus.	O S	LAR
102	Reassessed signing, lighting and guarding.	O	O1R
103	Reassessed excavation in the highway.	O	O2R
104	Reassessed reinstatement and compaction of backfill materials.	O	O3R
105	Reassessed reinstatement of sub-base and base in non-bituminous materials.	O	O4R
106	Reassessed reinstatement in cold lay bituminous materials.	O	O5R
107	Reassessed reinstatement in hot lay bituminous materials.	O	O6R
108	Reassessed reinstatement of concrete slabs.	O	O7R
109	Reassessed reinstatement of modular surfaces, concrete footways.	O	O8R
110	Reassessed monitoring signing, lighting and guarding.	S	S1R
111	Reassessed monitoring excavation in the highway.	S	S2R
112	Reassessed monitoring reinstatement and compaction of backfill materials.	S	S3R
113	Reassessed monitoring reinstatement of sub-base and base in non-bituminous materials.	S	S4R
114	Reassessed monitoring reinstatement in bituminous materials.	S	S5R
115	Reassessed monitoring reinstatement of concrete slabs.	S	S6R
116	Reassessed monitoring reinstatement of modular surfaces, concrete footways.	S	S7R

There are three key units (101, 102 and 110) which must be undertaken for operatives and supervisors wishing to carry out and/or monitor excavation and reinstatement activities. Depending on the learner's role and work-based requirements, they are required to combine the appropriate key units with the relevant excavation and reinstatement units to meet their needs.

Learners wishing to undertake additional units must complete the appropriate initial assessment to meet their requirements. Reassessment is only suitable for learners who currently hold the corresponding initial assessment unit.

Operatives need the following units to be qualified to excavate or reinstate:

- 101 – Reassessed location and avoidance of underground apparatus
- 102 – Reassessed signing, lighting and guarding
- The relevant unit(s), from 103 to 109.

Supervisors need these units to be qualified to monitor excavation or reinstatement:

- 101 – Reassessed location and avoidance of underground apparatus
- 110 – Reassessed monitoring signing, lighting and guarding
- The relevant unit(s), from 111 to 116.

Unit title	Reassessed location and avoidance of underground apparatus
Unit reference number	101
Unit aim	
This unit is only suitable for those who hold a current 001 – Location and avoidance of underground apparatus unit and are able to requalify and re-register their qualification within the permitted timescales set out in the Street Works (Qualifications of Supervisors and Operatives) (England) Regulations 2009. This unit covers the knowledge required to undertake reassessment. This unit will also apply in Wales, Scotland and Northern Ireland.	

Learning outcomes The learner will:	Assessment criteria The learner can:
1. Interpret plans showing the location of underground apparatus.	1.1 Carry out checks to ensure the plans correspond to the site location: (a) Identify the key for symbols marked on utility plans of underground apparatus (b) Know how to relate service drawings of underground apparatus to a site (c) Know how to identify where service plans do not give the location of underground apparatus (d) Know what action to take where service plans do not relate to the site.
	1.2 Know the types of services marked on utility plans that are likely to be encountered and how to apply the information to the site: (a) Know the types of services that can be found using conventional pipe and cable location equipment (b) Know the type of underground services that cannot be found using conventional pipe and cable location equipment (c) Know the types of materials that underground services are made from (d) Know how to apply the information given on utility plans to the site location.
	1.3 Know why the site must be clearly marked and how to mark the location: (a) Know how to clearly mark located services (b) Understand the risks of not clearly marking the location of underground services (c) Know the safe working practices when marking the location of services.

<p>2. Know the types of services that are likely to be encountered during excavation and how to apply the information to the site.</p>	<p>2.1 Know the different types of services likely to be encountered during excavation:</p> <ul style="list-style-type: none"> (a) Know how to identify the main utility services, i.e. telecommunications, sewerage, gas, water and electricity (b) Understand the types of petrochemical services (c) Identify the types of highway services, e.g. drainage, culverts and street lighting (d) Know the safe working practices when carrying out planned excavations.
	<p>2.2 Know how to apply given information to the site location:</p> <ul style="list-style-type: none"> (a) Know how to confirm that the plan of underground services is up to date (b) Know how to confirm that the plan is appropriate for the site location (c) Know what action to take when service plans are not up to date or accurate.
<p>3. Identify risks and implications of damage to underground services and safe working practices.</p>	<p>3.1 Know how to identify the risks of damage to underground services:</p> <ul style="list-style-type: none"> (a) Know the most common causes of damage to underground services (b) Identify the safe working procedures to follow that are aimed at minimising the risks of damage to underground services (c) Identify the action to take where damage has been caused to underground services.
	<p>3.2 Know the implication of damage to underground services:</p> <ul style="list-style-type: none"> (a) Know the types of problems caused by damage to underground services (b) Know the environmental issues where damage has been caused to underground services (c) Understand the procedures to follow where damage has been caused to: <ul style="list-style-type: none"> i. Gas ii. Water iii. Electricity iv. Sewers and drains v. Telecommunications.

<p>3. Identify risks and implications of damage to underground services and safe working practices (continued).</p>	<p>3.3 Understand the safe working practices to be considered when carrying out a site survey to identify the location of underground services:</p> <ul style="list-style-type: none"> (a) Understand the requirement for adequate signing and guarding of the worksite (b) Know the requirement of the site location to protect the public and workers (c) Know the safe working practices when working on the highway.
<p>4. Understand use of pipe and cable location equipment.</p>	<p>4.1 Know capabilities and limitations of pipe and cable location equipment:</p> <ul style="list-style-type: none"> (a) Know the modes of operation commonly used with conventional pipe and cable locating equipment (b) Understand the limitations of conventional pipe and cable locating equipment (c) Know the types of signal conventional pipe and cable location equipment is designed to locate (d) Know the purpose of using signal generators in performing search procedures (e) Know how to confirm that pipe and cable location equipment is operating effectively.
	<p>4.2 Know how to carry out search procedures when using conventional pipe and cable location equipment:</p> <ul style="list-style-type: none"> (a) Know how to apply given information to a site location (b) Know how to locate and identify underground services (c) Know the purpose of using signal generators to locate and trace underground services (d) Know how to identify signs of buried services from a visual survey of the area.

Unit title	Reassessed signing, lighting and guarding
Unit reference number	102
Unit aim	
This unit is only suitable for those who hold a current 002 – Signing, lighting and guarding unit and are able to requalify and re-register their qualification within the permitted timescales set out in the Street Works (Qualifications of Supervisors and Operatives) (England) Regulations 2009. This unit covers the knowledge required to undertake reassessment. This unit will also apply in Wales, Scotland and Northern Ireland.	

Learning outcomes The learner will:	Assessment criteria The learner can:
1. Survey the worksite.	<p>1.1 Know the purpose of carrying out a worksite survey/risk assessment and the potential requirements of the site location to identify:</p> <ul style="list-style-type: none"> (a) Proximity to schools, hospitals, junctions, roundabouts and railway level crossings (b) Types of pedestrians and road users (c) Special needs (d) Volume, speed and types of traffic (e) Lighting on the highway (f) The location of footways, cycle lanes, traffic lanes and road layouts (g) Mobile and minor works (h) Siting distances, sizes of signs and road traffic cones appropriate to site locations and conditions (i) The safe working practices when carrying out a worksite survey.

<p>1. Survey the worksite (continued).</p>	<p>1.2 Know the factors to consider when making provisions for the minimal disruption and safe passage of pedestrians and vehicular traffic:</p> <ul style="list-style-type: none"> (a) Identify the safe provision for types of pedestrian and special needs (b) Know the provision of temporary pedestrian walkways (c) Know the provision of pedestrian signing and lighting (d) Identify the provisions to be made for the types of traffic (e) Identify suitable traffic control for the site location: <ul style="list-style-type: none"> i. Priority signing ii. Stop/Go iii. Temporary traffic lights iv. Stop works v. Give and take (f) Know the signing, lighting and guarding requirement for site locations (g) Identify the requirement of traffic lanes to accommodate the type of traffic.
	<p>1.3 Know the factors to consider when making provisions for site personnel, vehicles and equipment within the confines of the working space:</p> <ul style="list-style-type: none"> (a) Identify the requirement for safety zones, works area and working space (b) Identify the provisions to be made for site vehicles, plant and equipment (c) Identify the safety clearances appropriate to the site location.

2. Protect pedestrians, vehicular traffic and site personnel.	<p>2.1 Know the appropriate PPE to use for signing, lighting and guarding activities:</p> <ul style="list-style-type: none"> (a) Identify the PPE and its suitability for use (b) Identify the suitability of high-visibility clothing.
	<p>2.2 Know how to control the movement of pedestrians, traffic, plant and vehicles within the confines of the works area and site location:</p> <ul style="list-style-type: none"> (a) Know site requirements for ensuring the safe passage of pedestrians (b) Know the correct types of temporary traffic control for the site location (c) Know the practices for safe storage of plant and materials within the confines of the site (d) Identify the site requirements for works areas and working space.
	<p>2.3 Know the checks to ensure equipment is suitable for use:</p> <ul style="list-style-type: none"> (a) Identify the signing requirements for the site (b) Identify the size of temporary road works signs for the site location (c) Identify the height of road traffic cones for the site location.
	<p>2.4 Know the specified sequence for the positioning and removal of signing, lighting and guarding equipment:</p> <ul style="list-style-type: none"> (a) Identify the signing requirement for using temporary traffic signals (b) Identify the signing requirement for Stop/Go traffic control (c) Identify the signing requirement for priority traffic control (d) Know the sequence for setting up and removal of temporary traffic management (e) Know the requirement for site maintenance for installed temporary traffic management.

3. Provide temporary traffic control.	<p>3.1 Know how to ensure that temporary traffic signals are positioned and operating correctly:</p> <ul style="list-style-type: none"> (a) Know the safety checks on cables, lamps, detectors, generators, batteries and timings (b) Know how to identify the suitable positioning of temporary traffic signals (c) Know fault-finding and remedial action (d) Identify the action to take where temporary traffic signals fail (e) Know the safe working practices to follow when positioning, operating and removing temporary traffic signals.
	<p>3.2 Know the correct procedure for the positioning and removal of temporary traffic signals in relation to the requirement of the site location:</p> <ul style="list-style-type: none"> (a) Know notification requirements for the use of temporary traffic signals on the highway (b) Know the sequence for positioning of temporary traffic lights (c) Identify appropriate signs used within temporary traffic lights (d) Know the sequence for commissioning and decommissioning of temporary traffic lights (e) Know the safe working practices to follow when positioning, maintaining or removing temporary traffic management systems.
	<p>3.3 Know how to adjust the temporary traffic signals to suit the site location and traffic flows:</p> <ul style="list-style-type: none"> (a) Know how to adjust timings to suit the site length (b) Identify the alternations of timings to suit traffic flows and site location (c) Know the modes of operation: Vehicle Actuation, Fixed Time, Manual and All Red.

Unit title	Reassessed excavation in the highway
Unit reference number	103
Unit aim	
This unit is only suitable for those who hold a current 003 – Excavation in the highway unit and are able to requalify and re-register their qualification within the permitted timescales set out in the Street Works (Qualifications of Supervisors and Operatives) (England) Regulations 2009. This unit covers the knowledge required to undertake reassessment. This unit will also apply in Wales, Scotland and Northern Ireland.	

Learning outcomes The learner will:	Assessment criteria The learner can:
1. Identify different types of footways and carriageways.	<p>1.1 Know how to identify highway pavement structures:</p> <p>(a) Identify the layers within highway pavement structures:</p> <ul style="list-style-type: none"> i. Sub-base ii. Base iii. Binder iv. Surface course. <p>(b) Identify features that would require street authority intervention.</p> <p>(c) Know how to identify high duty and high amenity areas of the highway.</p> <p>(d) Understand the action to take where the pavement structure is not readily identified.</p>
	<p>1.2 Know the different footway and carriageway pavement structures:</p> <p>(a) Know how to identify the names of highway pavement structures:</p> <ul style="list-style-type: none"> i. Flexible footways and carriageways ii. Composite carriageways iii. Modular footways and carriageways iv. Rigid footways and carriageways.
	<p>1.3 Know the materials used in highway pavement structures:</p> <p>(a) Know the materials commonly used in the make-up of footways and carriageways:</p> <ul style="list-style-type: none"> i. Asphalt concrete ii. Hot rolled asphalt iii. Stone mastic asphalt iv. Cold lay surfacing materials v. Granular sub-bases in types 1 and 2 vi. Cement bound materials vii. Concrete types C30 and C40 viii. Backfill materials classes A, B, C, D and E.

<p>2. Carry out excavation in the highway.</p>	<p>2.1 Know how to carry out excavation in the highway and identify the methods and equipment required to minimise risk of remedial work or damage to the environment:</p> <p>(a) Identify risks from carrying out highway excavations:</p> <ul style="list-style-type: none"> i. Substructures ii. Highway and utility fixed ironwork and surface features iii. Bad ground conditions iv. Proximity to trees v. Location of buried services vi. Control of ground and surface water. <p>(b) Know how to select appropriate tools and equipment for excavation.</p> <p>(c) Know how to confirm the suitability of plant and equipment for use.</p> <p>(d) Know how to determine trench dimensions to facilitate work and subsequent reinstatement.</p> <p>(e) Know how to minimise remedial work from highway excavations.</p> <p>(f) Understand reasons for separating excavated materials for reuse or disposal.</p> <p>(g) Know how to protect materials for reuse or disposal.</p> <p>(h) Understand the consequences of using unsuitable materials for reinstatement.</p> <p>(i) Know how to apply safe working practices for carrying out highway excavations.</p>
<p>3. Support and protect underground services exposed during excavation of the highway.</p>	<p>3.1 Know how to identify underground services:</p> <p>(a) Identify types of underground services likely to be encountered during excavation in the highway:</p> <ul style="list-style-type: none"> i. Gas ii. Water iii. Electric iv. Telecommunications v. Highway drainage <p>(b) Know how to minimise damage to buried services</p> <p>(c) Know how to report damage to underground services</p> <p>(d) Understand the action required to report unmarked services to the appropriate highway authority or utility company</p> <p>(e) Understand the requirement for trench support.</p> <p>3.2 Know how to protect and support underground services:</p> <p>(a) Know how to protect:</p> <ul style="list-style-type: none"> i. Gas ii. Water iii. Electric iv. Telecommunications v. Highway drainage

	<ul style="list-style-type: none"> (b) Know how to protect water and drainage services from frost damage or freezing (c) Know how to support services from undue movement and positioning (d) Understand how to reposition underground services (e) Know safe working practices for protecting and supporting underground services.
<p>4. Identify the suitability of excavated materials for reuse or disposal as backfill.</p>	<p>4.1 Know how to carry out field testing of excavated materials to determine their suitability for reuse or disposal:</p> <ul style="list-style-type: none"> (a) Know the distinctions between: <ul style="list-style-type: none"> i. Granular grading ii. Silt content iii. Clay condition iv. Fine and coarse aggregates v. Particle size vi. Moisture content vii. Contamination (b) Know the characteristics of chalk materials (c) Know how to determine chalk materials' suitability and requirements for reuse (d) Know how to identify the following material types: <ul style="list-style-type: none"> i. Class A Graded granular ii. Class B Granular iii. Class C Cohesive granular iv. Class D Cohesive v. Class E Unacceptable materials. <p>4.2 Know how to protect or dispose of excavated materials for reuse or disposal:</p> <ul style="list-style-type: none"> (a) Know how to store materials on-site safely (b) Understand the reasons for separating materials for reuse or disposal (c) Know how to protect reusable materials from: <ul style="list-style-type: none"> i. Contamination ii. Moisture loss or gain iii. Loss of fines iv. Weather conditions (d) Know the consequences of using unsuitable materials for reinstatement (e) Know how to dispose of unsuitable materials safely and in accordance with legislation (f) Understand the safe working practices to follow in protecting or disposing of materials.

Unit title	Reassessed reinstatement and compaction of backfill materials
Unit reference number	104
Unit aim	
<p>This unit is only suitable for those who hold a current 004 – Reinstatement and compaction of backfill materials unit and are able to requalify and re-register their qualification within the permitted timescales set out in the Street Works (Qualifications of Supervisors and Operatives) (England) Regulations 2009. This unit covers the knowledge required to undertake reassessment. This unit will also apply in Wales, Scotland and Northern Ireland.</p>	

Learning outcomes The learner will:	Assessment criteria The learner can:
1. Identify types of carriageways and footways.	<p>1.1 Know how to identify highway pavement structures:</p> <p>(a) Identify the layers within highway pavement structures:</p> <ol style="list-style-type: none"> i. Sub-base ii. Base iii. Binder iv. Surface course <p>(b) Identify features that would require street authority intervention</p> <p>(c) Know how to identify high duty and high amenity areas of the highway</p> <p>(d) Understand the action to take where the pavement structure is not readily identified.</p>
	<p>1.2 Know the different footway and carriageway pavement structures:</p> <p>(a) Know how to identify the names of the highway pavement structures:</p> <ol style="list-style-type: none"> i. Flexible footways and carriageways ii. Composite carriageways iii. Modular footways and carriageways iv. Rigid footways and carriageways.
	<p>1.3 Know the materials used in highway pavement structures:</p> <p>(a) Know the materials commonly used in the make-up of footways and carriageways:</p> <ol style="list-style-type: none"> i. Asphalt concrete ii. Hot rolled asphalt iii. Stone mastic asphalt iv. Cold lay surfacing materials v. Granular sub-bases types 1 and 2 vi. Cement bound materials vii. Concrete types C30 and C40 viii. Backfill materials classes A, B, C, D and E.

<p>2. Identify and protect backfill materials.</p>	<p>2.1 Know how to identify backfill materials for suitability:</p> <ul style="list-style-type: none"> (a) Know how to carry out field testing of backfill materials to determine their suitability for reuse or disposal: <ul style="list-style-type: none"> i. Granular grading ii. Silt content iii. Clay condition iv. Fine and coarse aggregates v. Particle size vi. Moisture content vii. Contamination (b) Know the characteristics of chalk materials (c) Know how to determine chalk materials' suitability and requirements for reuse (d) Know how to identify the following material types: <ul style="list-style-type: none"> i. Class A Graded granular ii. Class B Granular iii. Class C Cohesive granular iv. Class D Cohesive v. Class E Unacceptable materials (e) Know the consequences of using unsuitable materials for backfill.
	<p>2.2 Know how to backfill materials for reuse:</p> <ul style="list-style-type: none"> (a) Know how to calculate the amount of backfill material required (b) Know how to unload and protect backfill material for reuse (c) Know how to prevent backfill materials from degradation (d) Understand the requirement for surrounding the apparatus (e) Know how to select suitable materials for the apparatus surround (f) Know the safe working practices for storing and protecting backfill materials.

<p>3. Reinststate backfill.</p>	<p>3.1 Know how to select the appropriate tools and equipment to reinststate the backfill:</p> <ul style="list-style-type: none"> (a) Know the factors that will determine the tools and equipment: <ul style="list-style-type: none"> i. Trench dimensions ii. Trench depth iii. Materials to compact iv. Proximity to services (b) Understand how to check the suitability of tools and equipment against specifications (c) Know how to use tools and equipment to minimise damage to underground services (d) Know how to protect street furniture and highway ironwork (e) Know how to confirm plant equipment is operating efficiently (f) Know the safe working practices for using tools and equipment.
	<p>3.2 Know how to reinststate the backfill layers:</p> <ul style="list-style-type: none"> (a) Know how to apply the specifications to the type of carriageway or footway (b) Know how to minimise damage to substructures and underground services (c) Know the requirements for reinstatement around trees (d) Understand the requirements of adequate compaction for the type of materials and layer thickness (e) Know the depth of the backfill layer to meet specifications (f) Understand how to minimise the risk of subsequent remedial work (g) Know the safe working practices when carrying out reinstatement.
<p>4. Dispose of surplus materials.</p>	<p>4.1 Know how to dispose of surplus materials:</p> <ul style="list-style-type: none"> (a) Identify materials for disposal or reuse (b) Know how to store materials on-site safely for disposal (c) Understand the reason for separating materials for reuse or disposal (d) Know the consequences of using unsuitable materials for reinstatement (e) Know how to separate and dispose of unsuitable materials safely in accordance with legislation (f) Know how to leave the site in a clean and safe condition (g) Understand the safe working practices to follow in protecting or disposing of materials.

Unit title	Reassessed reinstatement of sub-base and base in non-bituminous materials
Unit reference number	105
Unit aim	
<p>This unit is only suitable for those who hold a current 005 – Reinstatement of sub-base and base in non-bituminous materials unit and are able to requalify and re-register their qualification within the permitted timescales set out in the Street Works (Qualifications of Supervisors and Operatives) (England) Regulations 2009. This unit covers the knowledge required to undertake reassessment. This unit will also apply in Wales, Scotland and Northern Ireland.</p>	

Learning outcomes The learner will:	Assessment criteria The learner can:
1. Prepare the sub-grade to receive subsequent layers.	<p>1.1 Know how to prepare the sub-grade to receive subsequent layers:</p> <ul style="list-style-type: none"> (a) Know how to remove contaminated, loose or unsuitable materials prior to reinstatement (b) Know the requirement for firm sub-grade to receive subsequent layers (c) Know the alternative methods to be used in replacing unsuitable sub-grade material (d) Know the consequences of failing to ensure a suitable and firm sub-grade (e) Know how to confirm the backfill layer meets specifications for materials type and layer thickness (f) Know the safe working practices to be used in preparing sub-grade.
2. Select and store materials for sub-base and base (road base).	<p>2.1 Know how to select materials for sub-base and base (road base):</p> <ul style="list-style-type: none"> (a) Know how to identify excavated and imported materials that are suitable for use as a sub-base and base (road base): <ul style="list-style-type: none"> i. Granular sub-base types 1 and 2 ii. Class A Graded granular materials iii. Alternative reinstatement materials (ARMS) (b) Know how to select materials for reinstatement around services.

	<p>2.2 Know how to store materials for sub-base and base (road base):</p> <ul style="list-style-type: none"> (a) Know how to store and protect excavated and imported materials (b) Know the procedures for unloading and locating imported materials (c) Know the precautions to apply with stored materials in preventing obstruction to facilities and street furniture (d) Know the safe working practices to be used for selecting and storing materials for reinstatement.
<p>3. Reinstatement the pavement layers.</p>	<p>3.1 Know how to select tools and equipment for reinstatement:</p> <ul style="list-style-type: none"> (a) Know how to select tools and equipment for: <ul style="list-style-type: none"> i. Material type ii. Location iii. Trench dimensions (b) Know how to confirm that compaction equipment meets specifications: <ul style="list-style-type: none"> i. Vibro tampers ii. Vibrating plate iii. Vibrating rollers (single, tandem and twin drum) iv. Lightweight percussive rammers v. Hand compacters.
	<p>3.2 Know how to reinstate the pavement layers:</p> <ul style="list-style-type: none"> (a) Know how to calculate the amount of material required to reinstate sub-base and base (road base) (b) Know how to lay and compact sub-base and base (road base) for: <ul style="list-style-type: none"> i. Material type ii. Layer thickness iii. Required number of passes iv. Methods to use in compacting materials (c) Know how to confirm the reinstated pavement layers meet specifications (d) Know how to carry out remedial action where specifications have not been met (e) Know the safe working practices to use when carrying out reinstatement of sub-base and base (road base).

<p>4. Dispose of surplus materials.</p>	<p>4.1 Know how to dispose of surplus materials:</p> <ul style="list-style-type: none">(a) Identify materials for disposal or reuse(b) Know how to store materials on-site safely for disposal(c) Understand the reasons for separating materials for reuse or disposal(d) Know the consequence of using unsuitable materials for reinstatement(e) Know how to separate and dispose of unsuitable materials safely in accordance with legislation(f) Know how to leave the site in a clean and safe condition(g) Understand the safe working practices to follow in protecting or disposing of materials.
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Unit title	Reassessed reinstatement in cold lay bituminous materials
Unit reference number	106
Unit aim	
This unit is only suitable for those who hold a current 006 – Reinstatement in cold lay bituminous materials unit and are able to requalify and re-register their qualification within the permitted timescales set out in the Street Works (Qualifications of Supervisors and Operatives) (England) Regulations 2009. This unit covers the knowledge required to undertake reassessment. This unit will also apply in Wales, Scotland and Northern Ireland.	

Learning outcomes The learner will:	Assessment criteria The learner can:
1. Prepare the pavement to receive cold lay surfacing materials.	<p>1.1 Know how to prepare the pavement to receive cold lay surfacing materials:</p> <ul style="list-style-type: none"> (a) Understand the reasons for removal of loose material prior to reinstatement (b) Know how to confirm that the cavity depth will allow for specified surfacing layers: <ul style="list-style-type: none"> i. Binder course ii. Surface course iii. Base (road base) (c) Know how to identify that cold lay materials are suitable for the pavement type (d) Know how to identify the requirement for edge preparation: <ul style="list-style-type: none"> i. Damaged edges ii. Trim back iii. Undercutting iv. Proximity to adjacent features (e) Know how to reposition displaced ironwork, pavement edge restraints and kerbs (f) Know the safe working practices to follow when preparing the pavement to receive the surfacing materials.

<p>2. Construct cold lay surfacing layers.</p>	<p>2.1 Know how to select suitable tools and equipment for carrying out the reinstatement:</p> <p>(a) Know how to confirm that compaction plant equipment meets specifications:</p> <ul style="list-style-type: none"> i. Single, twin and tandem drum rollers ii. Plate compactors iii. Vibro tamper iv. Lightweight percussive rammers v. Hand compaction equipment <p>(b) Know the requirements to be met in selecting alternative compaction equipment</p> <p>(c) Know how to reinstate ironwork and nearby features that are adjacent to a highway</p> <p>(d) Know the safe working practices to follow when constructing cold lay surfacing pavement layers.</p>
	<p>2.2 Know how to receive, lay and compact cold lay bituminous materials:</p> <p>(a) Know how to confirm that materials delivered to site comply with specifications:</p> <ul style="list-style-type: none"> i. Delivery note ii. Visual confirmation of material quality iii. Specifications <p>(b) Know how to handle and store cold lay bituminous materials</p> <p>(c) Know how to prepare the cavity to receive cold lay bituminous materials:</p> <ul style="list-style-type: none"> i. Base (road base) condition ii. Existing edge straight cut, clean with no acute angles iii. Application of edge sealant <p>(d) Know how to construct cold lay bituminous pavement layers:</p> <ul style="list-style-type: none"> i. Binder courses, surface courses ii. Lift thickness and required number of passes iii. Compaction methods.
	<p>2.3 Know how to ensure the reinstatement conforms to specifications:</p> <p>(a) Know how to confirm cold lay bituminous meet specification tolerances:</p> <ul style="list-style-type: none"> i. As-laid profile ii. Trench edge iii. Proximity to adjacent features <p>(b) Know the reasons for intervention where reinstatement does not meet specifications and guarantee periods.</p>

<p>3. Dispose of surplus materials.</p>	<p>3.1 Know how to dispose of surplus materials:</p> <ul style="list-style-type: none">(a) Identify materials for disposal(b) Know how to store materials on-site safely for disposal(c) Understand the reasons for separating materials for disposal(d) Know the consequences of using unsuitable materials for reinstatement(e) Know how to separate and dispose of unsuitable materials safely in accordance with legislation(f) Know how to leave the site in a clean and safe condition(g) Understand the safe working practices to follow in disposing of materials.
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Unit title	Reassessed reinstatement in hot lay bituminous materials
Unit reference number	107
Unit aim	
This unit is only suitable for those who hold a current 007 – Reinstatement in hot lay bituminous materials unit and are able to requalify and re-register their qualification within the permitted timescales set out in the Street Works (Qualifications of Supervisors and Operatives) (England) Regulations 2009. This unit covers the knowledge required to undertake reassessment. This unit will also apply in Wales, Scotland and Northern Ireland.	

Learning outcomes The learner will:	Assessment criteria The learner can:
1. Prepare the pavement to receive hot lay surfacing materials.	<p>1.1 Know how to prepare the pavement to receive hot lay surfacing materials:</p> <ul style="list-style-type: none"> (a) Understand the reasons for removal of loose material prior to reinstatement (b) Know how to confirm that the cavity depth will allow for specified surfacing layers: <ul style="list-style-type: none"> i. Binder course ii. Surface course iii. Base (road base) (c) Know how to identify that hot lay materials are suitable for the pavement type (d) Know how to identify the requirement for edge preparation: <ul style="list-style-type: none"> i. Damaged edges ii. Trim back iii. Undercutting iv. Proximity to adjacent features (e) Know how to reposition displaced ironwork, pavement edge restraints and kerbs (f) Know the safe working practices to follow when preparing the pavement to receive the surfacing materials.

<p>2. Construct hot lay surfacing layers.</p>	<p>2.1 Know how to select suitable tools and equipment for carrying out the reinstatement:</p> <p>(a) Know how to confirm that compaction plant equipment meets specifications:</p> <ul style="list-style-type: none"> i. Single, twin and tandem drum rollers ii. Plate compactors iii. Vibro tamper iv. Lightweight percussive rammers v. Hand compaction equipment. <p>(b) Know the requirements to be met in selecting alternative compaction equipment.</p> <p>(c) Know how to reinstate ironwork and nearby features that are adjacent to a highway.</p> <p>(d) Know the safe working practices to follow when constructing hot lay surfacing pavement layers.</p>
	<p>2.2 Know how to receive, lay and compact hot lay bituminous materials:</p> <p>(a) Know how to confirm that materials delivered to site comply with specifications:</p> <ul style="list-style-type: none"> i. Delivery note ii. Visual confirmation of materials quality iii. Specifications <p>(b) Know how to handle and store hot lay bituminous materials.</p> <p>(c) Know how to prepare the cavity to receive hot lay bituminous materials:</p> <ul style="list-style-type: none"> i. Base (road base) condition ii. Existing edge straight cut, clean with no acute angles iii. Application of edge sealant <p>(d) Know how to construct hot lay bituminous pavement layers:</p> <ul style="list-style-type: none"> i. Binder courses, surface courses ii. Lift thickness and required number of passes iii. Compaction methods.
	<p>2.3 Know how to ensure the reinstatement conforms to specifications:</p> <p>(a) Know how to confirm hot lay bituminous meets specification tolerances:</p> <ul style="list-style-type: none"> i. As-laid profile ii. Trench edge iii. Proximity to adjacent features <p>(b) Know the reasons for intervention where reinstatement does not meet specifications and guarantee periods.</p>

3. Dispose of surplus materials.	3.1 Know how to dispose of surplus materials: <ul style="list-style-type: none">(a) Identify materials for disposal(b) Know how to store materials on-site safely for disposal(c) Understand the reasons for separating materials for disposal(d) Know the consequences of using unsuitable materials for reinstatement(e) Know how to separate and dispose of unsuitable materials safely in accordance with legislation(f) Know how to leave the site in a clean and safe condition(g) Understand the safe working practices to follow in disposing of materials.
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Unit title	Reassessed reinstatement of concrete slabs
Unit reference number	108
Unit aim	
<p>This unit is only suitable for those who hold a current 008 – Reinstatement of concrete slabs unit and are able to requalify and re-register their qualification within the permitted timescales set out in the Street Works (Qualifications of Supervisors and Operatives) (England) Regulations 2009. This unit covers the knowledge required to undertake reassessment. This unit will also apply in Wales, Scotland and Northern Ireland.</p>	

Learning outcomes The learner will:	Assessment criteria The learner can:
<p>1. Prepare sub-base to receive concrete slab.</p>	<p>1.1 Know how to prepare sub-base to receive concrete slab:</p> <p>(a) Know the requirement to remove loose and deleterious material from the area to be reinstated.</p> <p>(b) Know how to identify sub-base defects:</p> <ul style="list-style-type: none"> i. Ingress of moisture ii. Excessive drying iii. Adequate compaction iv. Cavity depth to receive the concrete slab v. Contamination vi. Camber and trench shape. <p>(c) Know the range of suitable sub-base materials.</p> <p>(d) Know how to replace sub-base materials that do not conform to specifications.</p> <p>(e) Know how to select compaction equipment for the compaction of sub-base materials.</p> <p>(f) Know the safe working practices to follow when preparing the work area for reinstatement.</p>

<p>2. Prepare edges of an existing slab to receive concrete reinstatement, lay mesh reinforcement and place dowel bars.</p>	<p>2.1 Know how to prepare the cavity edges of an existing slab to receive reinstatement in accordance with specifications:</p> <ul style="list-style-type: none"> (a) Know the specified proximity to adjacent features. (b) Know how to saw cut edges. (c) Know how to form a taper edge support. (d) Know how to drill the exposed slab edge for the positioning of dowel bars. (e) Know the diameter for replacement dowel bars. (f) Know how to calculate the length of dowel bars. (g) Know how to identify and replace joints in rigid roads: <ul style="list-style-type: none"> i. Warping joint ii. Expansion/contraction joint iii. Transverse joint iv. Longitudinal joint. (h) Know the reasons for wetting the slab edge prior to the placement of concrete. (i) Know the safe working practices to follow in preparing an existing slab to receive reinstatement.
	<p>2.2 Know how to lay mesh reinforcement:</p> <ul style="list-style-type: none"> (a) Know the minimum amount of existing mesh to expose to allow for tying in of replacement reinforcing. (b) Know how to match the weight of replacement mesh reinforcement to match existing. (c) Know how to tie in replacement mesh reinforcing: <ul style="list-style-type: none"> i. Tie wire ii. Welding. (d) Know the safe working practices to follow when placing reinforcing mesh.

<p>3. Form concrete slab.</p>	<p>3.1 Know how to form a concrete slab reinstatement in accordance with specifications:</p> <p>(a) Know how to determine the suitability of concrete for use in the reinstatement:</p> <ul style="list-style-type: none"> i. Delivery note ii. Visual inspection iii. Contamination iv. Slump testing v. Cube testing. <p>(b) Know how to store materials for hand batching on-site.</p> <p>(c) Know how to separate unsuitable materials for disposal.</p> <p>(d) Know how to prepare the cavity edge to receive concrete adhesion.</p> <p>(e) Know how to handle, lay and compact concrete.</p> <p>(f) Know the tolerances for as-laid profiles and edges.</p> <p>(g) Know how to apply textured finish to achieve skid resistance and texture depth.</p> <p>(h) Know how to allow for the protection and curing of concrete appropriate to environmental conditions.</p> <p>(i) Know the reasons for leaving the site in a clean and safe condition.</p> <p>(j) Know the safe working practices to follow when reinstating a concrete slab.</p>
<p>4. Dispose of surplus materials.</p>	<p>4.1 Know how to dispose of surplus materials:</p> <p>(a) Identify materials for disposal.</p> <p>(b) Know how to store materials on-site safely for disposal.</p> <p>(c) Understand the reasons for separating materials for disposal.</p> <p>(d) Know the consequences of using unsuitable materials for reinstatement.</p> <p>(e) Know how to separate and dispose of unsuitable materials safely in accordance with legislation.</p> <p>(f) Know how to leave the site clean and in a safe condition.</p> <p>(g) Understand the safe working practices to follow in disposing of materials.</p>

Unit title	Reassessed reinstatement of modular surfaces, concrete footways
Unit reference number	109
Unit aim	
This unit is only suitable for those who hold a current 009 – Reinstatement of modular surfaces, concrete footways unit and are able to requalify and re-register their qualification within the permitted timescales set out in the Street Works (Qualifications of Supervisors and Operatives) (England) Regulations 2009. This unit covers the knowledge required to undertake reassessment. This unit will also apply in Wales, Scotland and Northern Ireland.	

Learning outcomes The learner will:	Assessment criteria The learner can:
1. Remove existing modular or concrete surfacing.	<p>1.1 Know how to remove existing modular or concrete surfacing:</p> <ul style="list-style-type: none"> (a) Identify the bond types commonly used within the confines of the highway. (b) Know how to select tools and equipment for the removal of modular paving and concrete surfaces. (c) Know how to take up or remove modular paving and concrete surfacing: <ul style="list-style-type: none"> i. Concrete blocks ii. Concrete paving slabs iii. Small element paving iv. Concrete surfacing. (d) Know how to clean modular paving for reuse. (e) Know how to identify and store suitable modular paving for reuse. (f) Know how to separate unsuitable modular paving for disposal. (g) Know the requirements for using temporary materials for interim reinstatement. (h) Know the safe working practices to follow when removing modular or concrete surfacing.

<p>2. Prepare sub-base.</p>	<p>2.1 Know how to prepare sub-base to receive modular or concrete surfacing:</p> <ul style="list-style-type: none"> (a) Know the requirement to remove loose and deleterious material from the area to be reinstated. (b) Know how to identify sub-base defects: <ul style="list-style-type: none"> i. Ingress of moisture ii. Excessive drying iii. Adequate compaction iv. Cavity depth to receive the concrete slab v. Contamination vi. Camber and trench shape. (c) Know the range of suitable sub-base materials. (d) Know how to replace sub-base materials that do not conform to specifications. (e) Know how to select compaction equipment for the compaction of sub-base materials. (f) Know the safe working practices to follow when preparing the work area for reinstatement.
<p>3. Lay bedding materials.</p>	<p>3.1 Know how to lay bedding materials for modular reinstatement:</p> <ul style="list-style-type: none"> (a) Know the type of bedding materials permitted by specifications. (b) Know how to confirm the suitability of bedding materials. (c) Know how to lay bedding materials uniformly. (d) Know how to allow for compaction and bedding in modular surfacing. (e) Know how to compact bedding materials prior to laying modular paving. (f) Know the safe working practices to follow when laying bedding materials.

<p>4. Lay modular and concrete surfacing.</p>	<p>4.1 Know how to lay modular surfacing:</p> <ul style="list-style-type: none"> (a) Know how to identify the bond type to match the existing surfacing. (b) Know how to lay modular and concrete paving slabs to match the existing bond or pattern. (c) Know how to handle and transport modular and concrete paving slabs safely. (d) Know how to select appropriate tools and equipment to lay modular block paving and concrete paving slabs. (e) Know the procedures to compact modular black paving. (f) Know the requirement for application of jointing materials. (g) Know the tolerances for as-laid profiles for modular surfacing. (h) Know the safe working practices to follow when reinstating modular block paving or concrete paving slabs.
	<p>4.2 Know how to lay concrete surfacing:</p> <ul style="list-style-type: none"> (a) Know how to confirm the cavity depth meets the specifications for footway reinstatement (b) Know how to confirm the suitability of concrete: <ul style="list-style-type: none"> i. Delivery note ii. Visual inspection iii. Slump test iv. Cube test (c) Know how to check proximity to adjacent features and the action required where it does not meet specifications (d) Know the requirement for the placement of plastic membrane prior to concreting (e) Know how concrete materials are placed and compacted (f) Know how to apply textured finish to match the existing area (g) Know the tolerances for as-laid profiles for concrete footways (h) Know the safe working practices to follow when reinstating concrete surfacing.

<p>5. Dispose of surplus materials.</p>	<p>5.1 Know how to dispose of surplus materials:</p> <ul style="list-style-type: none">(a) Identify materials for disposal.(b) Know how to store materials for disposal on-site safely.(c) Understand the reasons for separating materials for disposal.(d) Know the consequences of using unsuitable materials for reinstatement.(e) Know how to separate and dispose of unsuitable materials safely in accordance with legislation.(f) Know how to leave the site clean and in a safe condition.(g) Understand the safe working practices to follow in disposing of materials.
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Unit title	Reassessed monitoring signing, lighting and guarding
Unit reference number	110
Unit aim	
This unit is only suitable for those who hold a current 010 – Monitoring signing, lighting and guarding unit and are able to requalify and re-register their qualification within the permitted timescales set out in the Street Works (Qualifications of Supervisors and Operatives) (England) Regulations 2009. This unit covers the knowledge required to undertake reassessment. This unit will also apply in Wales, Scotland and Northern Ireland.	

Learning outcomes The learner will:	Assessment criteria The learner can:
1. Conduct and monitor a survey of the worksite.	<p>1.1 Know the purpose of carrying out a worksite survey/risk assessment and the potential requirements of the site location to identify:</p> <ul style="list-style-type: none"> (a) Proximity to schools, hospitals, junctions, roundabouts and railway level crossings. (b) Types of pedestrians and road users. (c) Special needs. (d) Volume, speed and types of traffic. (e) Lighting on the highway. (f) The location of footways, cycle lanes, traffic lanes and road layouts. (g) Mobile and minor works. (h) Siting distances, sizes of signs and road traffic cones appropriate to site locations and conditions. (i) The safe working practices when carrying out a worksite survey. (j) Know the remedial action to take where a worksite survey fails to identify foreseeable risks.

	<p>1.2 Know the factors to consider when making provisions for the minimal disruption and safe passage of pedestrians and vehicular traffic:</p> <ul style="list-style-type: none"> (a) Identify the safe provision for types of pedestrians and special needs. (b) Know the provision of temporary pedestrian walkways. (c) Know the provision of signing and lighting for pedestrians. (d) Identify provisions for types of traffic. (e) Identify suitable traffic control for the site location: <ul style="list-style-type: none"> i. Priority signing ii. Stop/Go iii. Temporary traffic lights iv. Stop works v. Give and take. (f) Know the signing, lighting and guarding requirement for site locations. (g) Identify the requirement of traffic lanes to accommodate the types of traffic. (h) Know the remedial action to take where deficiencies in the planned provision have been identified. <p>1.3 Know the factors to consider when making provisions for site personnel, vehicles and equipment within the confines of the working space:</p> <ul style="list-style-type: none"> (a) Identify the requirement for safety zones, works area and working space. (b) Identify the provisions to be made for site vehicles, plant and equipment. (c) Identify the safety clearances appropriate to the site location. (d) Know the remedial action to take where deficiencies in the planned provision have been identified.
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2. Monitor the protection of pedestrians, vehicular traffic and site personnel.	<p>2.1 Know the appropriate PPE to use for signing, lighting and guarding activities:</p> <ul style="list-style-type: none"> (a) Identify the PPE and its suitability for use. (b) Identify the suitability of high-visibility clothing. (c) Know the appropriate remedial action to be taken where the provision for site personnel, pedestrians and vehicular traffic does not comply with health and safety or specifications.
	<p>2.2 Know how to control the movement of pedestrians, traffic, plant and vehicles within the confines of the work area and site location:</p> <ul style="list-style-type: none"> (a) Know site requirements for ensuring the safe passage of pedestrians. (b) Know the correct types of temporary traffic control for the site location. (c) Know the safe storage of plant and materials within the confines of the site. (d) Identify the site requirements for works areas and working space. (e) Know the remedial action required where the safe passage of pedestrians, traffic, plant and site vehicles does not meet health and safety or specifications.
	<p>2.3 Know the checks to ensure that equipment is suitable for use:</p> <ul style="list-style-type: none"> (a) Identify the signing requirements for the site. (b) Identify the size of temporary road works signs for the site location. (c) Identify the height of road traffic cones for the site location. (d) Know the remedial action to be taken where work equipment does not meet the required standards.
	<p>2.4 Know the specified sequence for the positioning and removal of signing, lighting and guarding equipment:</p> <ul style="list-style-type: none"> (a) Identify the signing requirement for using temporary traffic signals. (b) Identify the signing requirement for Stop/Go traffic control. (c) Identify the signing requirement for priority traffic control. (d) Know the sequence for setting up and removing temporary traffic management systems. (e) Know the requirement for site maintenance of installed temporary traffic management systems.

<p>3. Monitor the provision of temporary traffic control.</p>	<p>3.1 Know how to ensure that temporary traffic signals are operating correctly:</p> <ul style="list-style-type: none"> (a) Know the safety checks on cables, lamps, detectors, generators, batteries and timings. (b) Know fault-finding and remedial steps to take. (c) Identify the remedial action to take where temporary traffic signals fail or do not work in accordance with specifications.
	<p>3.2 Know the correct procedure for the positioning and removal of temporary traffic signals in relation to the requirements of the site location:</p> <ul style="list-style-type: none"> (a) Know notification requirements for the use of temporary traffic signals on the highway. (b) Know sequence for positioning temporary traffic lights. (c) Identify appropriate signs used within temporary traffic lights. (d) Know the sequence for commissioning and decommissioning temporary traffic lights. (e) Know the remedial action to be taken where the procedure for setting out, maintaining and removing temporary traffic management does not meet the appropriate standards.
	<p>3.3 Know how to adjust temporary traffic signals:</p> <ul style="list-style-type: none"> (a) Know how to adjust timings to suit the site length. (b) Identify the alternations of timings to suit traffic flows and site conditions. (c) Know the modes of operation: Vehicle Actuation, Fixed Time, Manual and All Red. (d) Know the remedial actions to consider where temporary traffic signals are not functioning according to specifications.

<p>4. Monitor site safety.</p>	<p>4.1 Know how to monitor site safety:</p> <ul style="list-style-type: none">(a) Understand the general health and safety requirements for safe working on the highway and safe operations.(b) Understand the health and safety requirements for site conditions.(c) Know the appropriate safety equipment to be used during site operations.(d) Know how to ensure safety equipment is fit for purpose.(e) Know the requirements for high-visibility clothing in accordance with specifications for working on the highway.(f) Know the risks associated with site operations and conditions.(g) Know the remedial action to be taken where site operations and conditions are not met.(h) Know the conditions where advice should be sought from the Road/Highway Authority.
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Unit title	Reassessed monitoring excavation in the highway
Unit reference number	111
Unit aim	
This unit is only suitable for those who hold a current 011 – Monitoring excavation in the highway unit and are able to requalify and re-register their qualification within the permitted timescales set out in the Street Works (Qualifications of Supervisors and Operatives) (England) Regulations 2009. This unit covers the knowledge required to undertake reassessment. This unit will also apply in Wales, Scotland and Northern Ireland.	

Learning outcomes The learner will:	Assessment criteria The learner can:
1. Monitor excavation in the highway.	<p>1.1 Know how to identify highway pavement structures:</p> <p>(a) Identify the layers within highway pavement structures:</p> <ul style="list-style-type: none"> i. Sub-base ii. Base iii. Binder iv. Surface course. <p>(b) Identify features that would require street authority intervention.</p> <p>(c) Know how to identify high duty and high amenity areas of the highway.</p> <p>(d) Understand the action to take where the pavement structure is not readily identified.</p>
	<p>1.2 Know the different footway and carriageway pavement structures:</p> <p>(a) Know how to identify the names of highway pavement structures:</p> <ul style="list-style-type: none"> i. Flexible footways and carriageways. ii. Composite carriageways. iii. Modular footways and carriageways. iv. Rigid footways and carriageways.
	<p>1.3 Know the materials used in highway pavement structures:</p> <p>(b) Know the materials commonly used in the make-up of footways and carriageways:</p> <ul style="list-style-type: none"> i. Asphalt concrete ii. Hot rolled asphalt iii. Stone mastic asphalt iv. Cold lay surfacing materials v. Granular sub-bases types 1 and 2 vi. Cement bound materials vii. Concrete types C30 and C40 viii. Backfill materials classes A, B, C, D and E.

<p>2. Monitor action to be taken to avoid damage to underground apparatus during excavation.</p>	<p>2.1 Know how to carry out excavation in the highway and identify the methods and equipment to minimise risk of remedial work or damage to the environment:</p> <p>(a) Identify risks arising from carrying out highway excavations:</p> <ul style="list-style-type: none"> i. Substructures ii. Highway and utility fixed ironwork and surface features iii. Bad ground conditions iv. Proximity to trees v. Location of buried services vi. Control of surface and groundwater. <p>(b) Know how to select appropriate tools and equipment for excavation.</p> <p>(c) Know how to confirm the suitability of plant and equipment for use.</p> <p>(d) Know how to determine the trench dimensions to facilitate work and subsequent reinstatement.</p> <p>(e) Know how to minimise remedial work from highway excavations.</p> <p>(f) Understand reasons for separating excavated materials for reuse or disposal.</p> <p>(g) Know how to protect materials for reuse or disposal.</p> <p>(h) Understand the consequences of using unsuitable materials for reinstatement.</p> <p>(i) Know how to apply safe working practices for carrying out highway excavations.</p> <p>(j) Know the remedial action to be taken where methods used fail to meet specifications.</p>
	<p>2.2 Know how to identify underground services:</p> <p>(a) Identify types of underground services likely to be encountered during excavation in the highway:</p> <ul style="list-style-type: none"> i. Gas ii. Water iii. Electric iv. Telecommunications v. Highway drainage. <p>(b) Know the actions to minimise damage to buried services.</p> <p>(c) Know how to report damage to underground services.</p> <p>(d) The action required to report unmarked services to the appropriate highway authority or utility company.</p> <p>(e) Understand the requirement for trench support.</p> <p>(f) Know how to monitor safe working practices for locating and avoiding damage to underground apparatus.</p>

<p>3. Monitor the selection, storage and disposal of excavated materials.</p>	<p>3.1 Know how to identify excavated materials for suitability:</p> <ul style="list-style-type: none"> (a) Know how to field test excavated materials to determine their suitability for reuse or disposal: <ul style="list-style-type: none"> i. Granular grading ii. Silt content iii. Clay condition iv. Fine and coarse aggregates v. Particle size vi. Moisture content vii. Contamination. (b) Know the characteristics of chalk materials. (c) Know how to determine chalk materials' suitability and requirements for reuse. (d) Know how to identify the following material types: <ul style="list-style-type: none"> i. Class A Graded granular ii. Class B Granular iii. Class C Cohesive granular iv. Class D Cohesive v. Class E Unacceptable materials. (e) Know the remedial action to be taken where materials selected do not meet specifications.
	<p>3.2 Know how to monitor protection or disposal of excavated materials for refuse or disposal:</p> <ul style="list-style-type: none"> (a) Know how materials are stored on-site safely (b) Understand the reasons for separating materials for reuse or disposal (c) Know how reusable materials are protected from: <ul style="list-style-type: none"> i. Contamination ii. Moisture loss or gain iii. Loss of fines iv. Weather conditions (d) Know the consequences of using unsuitable materials for reinstatement (e) Know how unsuitable materials are disposed of safely and in accordance with legislation (f) Understand the safe working practices to follow in protecting or disposing of materials (g) Know the remedial action to be taken where specifications are not met.

<p>4. Monitor site safety.</p>	<p>4.1 Know how to monitor site safety:</p> <ul style="list-style-type: none">(a) Understand the general health and safety requirements for safe working on the highway and safe operations.(b) Understand the health and safety requirements for site conditions.(c) Know the appropriate safety equipment to be used during site operations.(d) Know how to ensure safety equipment is fit for purpose.(e) Know the requirements for high-visibility clothing in accordance with specifications for working on the highway.(f) Know the risks associated with site operations and conditions.(g) Know the remedial action to be taken where site operations and conditions do not meet health and safety standards.
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Unit title	Reassessed monitoring reinstatement and compaction of backfill materials
Unit reference number	112
Unit aim	
<p>This unit is only suitable for those who hold a current 012 – Monitoring reinstatement and compaction of backfill materials unit and are able to requalify and re-register their qualification within the permitted timescales set out in the Street Works (Qualifications of Supervisors and Operatives) (England) Regulations 2009. This unit covers the knowledge required to undertake reassessment. This unit will also apply in Wales, Scotland and Northern Ireland.</p>	

Learning outcomes The learner will:	Assessment criteria The learner can:
<p>1. Monitor the selection and storage of backfill materials.</p>	<p>1.1 Know how to monitor the selection of backfill materials for suitability:</p> <p>(a) Know that testing of backfill materials to determine their suitability for reuse or disposal covers:</p> <ol style="list-style-type: none"> i. Granular grading ii. Silt content iii. Clay condition iv. Chalk condition v. Fine and coarse aggregates vi. Particle size vii. Moisture content viii. Contamination. <p>(b) Know the characteristics of chalk materials.</p> <p>(c) Know how to determine chalk materials' suitability and requirements for reuse.</p> <p>(d) Know how to identify the following material types:</p> <ol style="list-style-type: none"> i. Class A Graded granular ii. Class B Granular iii. Class C Cohesive granular iv. Class D Cohesive v. Class E Unacceptable materials. <p>(e) Know the factors to consider when selecting backfill materials for use.</p> <p>(f) Know the consequences of using unsuitable materials for backfill.</p>

	<p>1.2 Know how to monitor the protection of backfill materials for use:</p> <ul style="list-style-type: none"> (a) Know how to calculate the amount of backfill material required. (b) Know how to unload and protect backfill materials for reuse. (c) Know how to prevent backfill materials from degradation. (d) Understand the requirements for surround to apparatus materials. (e) Know how to select suitable materials for surround to apparatus. (f) Know the remedial action required where backfill materials fail to meet specifications. (g) Know the safe working practices for storing and protecting backfill materials.
<p>2. Monitor the selection of plant and equipment for the placement and compaction of backfill materials.</p>	<p>2.1 Know how to monitor the selection of appropriate tools and equipment to reinstate the backfill:</p> <ul style="list-style-type: none"> (a) Know the factors that will determine the tools and equipment for use: <ul style="list-style-type: none"> i. Trench dimensions ii. Trench depth iii. Materials to compact iv. Proximity to services. (b) Understand how to check the suitability of tools and equipment against specifications. (c) Know how tools and equipment are used to minimise damage to underground services. (d) Know how to protect street furniture and highway ironwork. (e) Know how to confirm plant equipment is operating efficiently. (f) Know the remedial action to take where tools and equipment do not meet specifications. (g) Know the safe working practices for using tools and equipment.

<p>3. Monitor action taken to avoid damage to underground apparatus.</p>	<p>3.1 Know how to identify underground services:</p> <ul style="list-style-type: none"> (a) Identify types of underground services likely to be encountered during excavation in the highway: <ul style="list-style-type: none"> i. Gas ii. Water iii. Electric iv. Telecommunications v. Highway drainage. (b) Know the actions to minimise damage to buried services. (c) Know how to report damage to underground services. (d) Understand the action required to report unmarked services to the appropriate highway authority or utility company. (e) Understand the requirement for trench support. (f) Know how to monitor safe working practices for reinstating and avoiding damage to underground apparatus.
	<p>3.2 Know how to monitor the prevention of damage to underground apparatus during reinstatement:</p> <ul style="list-style-type: none"> (a) Know the methods to protect and support underground apparatus. (b) Know the risks and implications of damage to underground apparatus during reinstatements. (c) Know the requirement for fine fill around underground apparatus. (d) Know the remedial action to be taken where the reinstatement does not meet specifications. (e) Know the actions to take in the event of damage to underground apparatus. (f) Know how to apply safe working practices during the reinstatement of backfill.

<p>4. Monitor the reinstatement of the backfill materials.</p>	<p>4.1 Know how to reinstate the backfill layers:</p> <ul style="list-style-type: none"> (a) Know how to apply the specifications to the type of carriageway or footway. (b) Know how to minimise damage to substructures and underground services. (c) Know the requirements for reinstatement around trees. (d) Know how to select suitable compaction equipment for the trench size, access and materials to be compacted. (e) Understand the requirements of adequate compaction for the type of materials and layer thickness to meet specifications. (f) Know the depth of the backfill layer to meet specifications. (g) Understand how to minimise the risk of subsequent remedial work. (h) Know the remedial action to take where the reinstatement fails to meet specifications. (i) Know the safe working practices when carrying out reinstatement.
	<p>4.2 Know how to monitor the disposal of surplus materials:</p> <ul style="list-style-type: none"> (a) Identify materials for disposal or reuse. (b) Know how to store materials on-site safely for disposal. (c) Understand the reasons for separating materials for reuse or disposal. (d) Know the consequences of using unsuitable materials for reinstatement. (e) Know how to separate and dispose of unsuitable materials safely in accordance with legislation. (f) Know how to leave the site in a clean and safe condition. (g) Know the safe working practices to follow in protecting or disposing of materials.

<p>5. Monitor site safety.</p>	<p>5.1 Know how to monitor site safety:</p> <ul style="list-style-type: none">(a) Understand the general health and safety requirements for safe working on the highway and safe operations.(b) Understand the health and safety requirements for site conditions.(c) Know the appropriate safety equipment to be used during site operations.(d) Know how to ensure safety equipment is fit for purpose.(e) Know the requirements for high-visibility clothing in accordance with specifications for working on the highway.(f) Know the risks associated with site operations and conditions.(g) Know the remedial action to be taken where site operations and conditions do not meet health and safety standards.
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Unit title	Reassessed monitoring reinstatement of sub-base and base in non-bituminous materials
Unit reference number	113
Unit aim	
<p>This unit is only suitable for those who hold a current 013 – Monitoring reinstatement of sub-base and base in non-bituminous materials unit and are able to requalify and re-register their qualification within the permitted timescales set out in the Street Works (Qualifications of Supervisors and Operatives) (England) Regulations 2009. This unit covers the knowledge required to undertake reassessment. This unit will also apply in Wales, Scotland and Northern Ireland.</p>	

Learning outcomes The learner will:	Assessment criteria The learner can:
<p>1. Monitor the selection and storage of non-bituminous materials for use in carriageway and footway reinstatements.</p>	<p>1.1 Know how to monitor the selection of sub-base and base (road base) materials for suitability:</p> <ul style="list-style-type: none"> (a) Know the range of materials permitted by specifications for the reinstatement of sub-base and base (road base) (b) Know how to carry out field testing of materials to determine their suitability for sub-base and base (road base): <ul style="list-style-type: none"> i. Granular sub-base Type 1 ii. Granular sub-base Type 2 iii. Class A graded granular (c) Know the factors to consider when selecting sub-base and base (road base) materials for use: <ul style="list-style-type: none"> i. Specifications ii. Availability iii. Pavement type (d) Know how to calculate material quantities: <ul style="list-style-type: none"> i. Volume ii. Cubic metres (e) Know how alternative reinstatement materials are classified and their suitability for use as base (road base) and sub-bases (f) Know the consequences of using unsuitable materials for sub-base and base (road base) and remedial action.

	<p>1.2 Know how to monitor the protection of sub-base and base (road base) materials for use:</p> <ul style="list-style-type: none"> (a) Know how to unload and protect sub-base and base (road base) materials for reuse (b) Know how to prevent sub-base and base (road base) materials for degradation (c) Understand the requirement for surround to apparatus materials (d) Know how to select suitable materials for surround to apparatus (e) Know the remedial action required should sub-base and base (road base) materials fail to meet specifications (f) Know the safe working practices for storing and protecting sub-base and base (road base) materials.
<p>2. Monitor the selection of plant and equipment for the placement and compaction of sub-base and base (road base) material.</p>	<p>2.1 Know how to monitor the selection of appropriate tools and equipment to reinstate the sub-base and base (road base) material:</p> <ul style="list-style-type: none"> (a) Know the factors that will determine the tools and equipment for use: <ul style="list-style-type: none"> i. Trench dimensions ii. Trench depth iii. Materials to compact iv. Proximity to services (b) Understand how to check the suitability of tools and equipment against specifications (c) Know how tools and equipment are used to minimise damage to underground services (d) Know how to protect street furniture and highway ironwork (e) Know how to confirm that plant equipment is operating efficiently (f) Know the remedial action to take where tools and equipment do not meet specifications (g) Know the safe working practices for using tools and equipment.

<p>3. Monitor construction of sub-base and base (road base) pavement layers.</p>	<p>3.1 Know how to monitor the reinstatement of the sub-base and base (road base) pavement layers:</p> <ul style="list-style-type: none"> (a) Know how to apply the specifications to the type of carriageway or footway (b) Know how to minimise damage to substructures and underground services (c) Know the requirements for reinstatement around trees and sensitive areas (d) Know how to identify where the backfill layer does not meet specifications and the remedial action required (e) Know how to select suitable compaction equipment for the trench size, access and materials to be compacted (f) Understand the requirements of adequate compaction for the type of materials and layer thickness to meet specifications (g) Know the depth of the sub-base and base (road base) layers to meet specifications (h) Understand how to minimise the risk of subsequent remedial work (i) Know the remedial action to take where the reinstatement fails to meet specifications (j) Know the safe working practices when carrying out reinstatement.
	<p>3.2 Know how to monitor the disposal of surplus materials:</p> <ul style="list-style-type: none"> (a) Identify materials for disposal or reuse (b) Know how to store materials on-site safely for disposal (c) Understand the reasons for separating materials for reuse or disposal (d) Know the consequences of using unsuitable materials for reinstatement (e) Know how to separate and dispose of unsuitable materials safely in accordance with legislation (f) Know how to leave the site in a clean and safe condition (g) Know the safe working practices to follow in protecting or disposing of materials.

<p>4. Monitor site safety.</p>	<p>4.1 Know how to monitor site safety:</p> <ul style="list-style-type: none">(a) Understand the general health and safety requirements for safe working on the highway and safe operations(b) Understand the health and safety requirements for site conditions(c) Know the appropriate safety equipment to be used during site operations(d) Know how to ensure safety equipment is fit for purpose(e) Know the requirements for high-visibility clothing in accordance with specifications for working on the highway(f) Know the risks associated with site operations and conditions(g) Know the remedial action to be taken where site operations and conditions do not meet health and safety standards.
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Unit title	Reassessed monitoring reinstatement in bituminous materials
Unit reference number	114
Unit aim	
This unit is only suitable for those who hold a current 014 – Monitoring reinstatement in bituminous materials unit and are able to requalify and re-register their qualification within the permitted timescales set out in the Street Works (Qualifications of Supervisors and Operatives) (England) Regulations 2009. This unit covers the knowledge required to undertake reassessment. This unit will also apply in Wales, Scotland and Northern Ireland.	

Learning outcomes The learner will:	Assessment criteria The learner can:
1. Monitor the selection of bituminous materials for use in flexible carriageway and footway reinstatements.	<p>1.1 Know how to monitor the selection of bituminous materials for suitability:</p> <p>(a) Know the range of materials permitted by specifications for the reinstatement of bituminous base (road base) and pavement surfacing.</p> <p>(b) Know the factors to consider when selecting bituminous materials for use in reinstatements to include:</p> <ul style="list-style-type: none"> i. Road type ii. Existing pavement surfacing materials iii. Hot and cold lay materials iv. Polished stone values v. Aggregate abrasion values vi. Penetration grades of bitumen vii. Highway authority intervention. <p>(c) Know how to calculate bituminous material quantities from given information:</p> <ul style="list-style-type: none"> i. Area ii. Rates of spread. <p>(d) Know the quality checks to be made for bituminous materials prior to use:</p> <ul style="list-style-type: none"> i. Delivery note ii. Visual iii. Temperatures. <p>(e) Know the consequences of using unsuitable bituminous materials.</p> <p>(f) Know the remedial action to be taken where material specification is not met.</p> <p>(g) Know the remedial action to be taken where material selection does not meet specifications.</p> <p>(h) Know the safe working practices to be followed in handling and storing hot and cold lay materials.</p>

<p>2. Monitor the selection of plant and equipment for the placement and compaction of bituminous material.</p>	<p>2.1 Know how to monitor the selection of appropriate tools and equipment to reinstate the base (road base) and pavement surfacing layers in bituminous materials:</p> <ul style="list-style-type: none"> (a) Know the factors that will determine the tools and equipment for use: <ul style="list-style-type: none"> i. Trench dimensions ii. Trench depth iii. Materials to compact. (b) Understand how to check the suitability of tools and equipment against specifications. (c) Know how to protect street furniture and highway ironwork. (d) Know how to confirm that plant equipment is operating efficiently. (e) Know the remedial action to take where tools and equipment do not meet specifications. (f) Know the safe working practices for using tools and equipment.
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<p>3. Monitor the construction of bituminous base (road base) and surfacing pavement layers.</p>	<p>3.1 Know how to monitor the reinstatement of base (road base) and pavement surfacing layers in bituminous materials:</p> <ul style="list-style-type: none"> (a) Know how to apply the specifications to the type of carriageway or footway. (b) Know how to identify where the base (road base) layer does not meet specifications and the remedial action required prior to the placement of surfacing materials. (c) Know how to select suitable compaction equipment for the trench size, access and materials to be compacted. (d) Know how to ensure cavity edges are prepared to receive surfacing materials. (e) Know the requirements for the application of edge sealant, tack coat and overbanding. (f) Understand the requirements of adequate compaction for the type of materials and layer thickness to meet specifications. (g) Know the depth of the base (road base) and pavement surfacing layers to meet specifications. (h) Know how to apply the proximity rule to surfacing reinstatements. (i) Know how to check texture depth and skid resistance of surfacing layers. (j) Understand how to minimise the risk of subsequent remedial work. (k) Know tolerance checks to be made on completed surfacing reinstatements: <ul style="list-style-type: none"> i. As-laid profile ii. Edge iii. Intervention limits. (l) Know the remedial action to take where the reinstatement fails to meet specifications. (m) Know the safe working practices when carrying out reinstatement.
	<p>3.2 Know how to monitor the disposal of surplus materials:</p> <ul style="list-style-type: none"> (a) Identify materials for disposal or reuse. (b) Know how to store materials on-site safely for disposal. (c) Understand the reasons for separating materials for reuse or disposal. (d) Know the consequences of using unsuitable materials for reinstatement. (e) Know how to separate and dispose of unsuitable materials safely in accordance with legislation. (f) Know how to leave the site in a clean and safe condition. (g) Know the safe working practices to follow in protecting or disposing of materials.

<p>4. Monitor site safety.</p>	<p>4.1 Know how to monitor site safety:</p> <ul style="list-style-type: none">(a) Understand the general health and safety requirements for safe working on the highway and safe operations.(b) Understand the health and safety requirements for site conditions.(c) Know the appropriate safety equipment to be used during site operations.(d) Know how to ensure safety equipment is fit for purpose.(e) Know the requirements for high-visibility clothing in accordance with specifications for working on the highway.(f) Know the risks associated with site operations and conditions.(g) Know the remedial action to be taken where site operations and conditions do not meet health and safety standards.
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Unit title	Reassessed monitoring reinstatement of concrete slabs
Unit reference number	115
Unit aim	
This unit is only suitable for those who hold a current 015 – Monitoring reinstatement of concrete slabs unit and are able to requalify and re-register their qualification within the permitted timescales set out in the Street Works (Qualifications of Supervisors and Operatives) (England) Regulations 2009. This unit covers the knowledge required to undertake reassessment. This unit will also apply in Wales, Scotland and Northern Ireland.	

Learning outcomes The learner will:	Assessment criteria The learner can:
1. Monitor the preparation of sub-base to receive the concrete slab reinstatement.	<p>1.1 Monitor the preparation of sub-base to receive concrete slab:</p> <p>(a) Know the requirement to remove loose and deleterious material from the area to be reinstated</p> <p>(b) Know how to identify sub-base defects:</p> <ul style="list-style-type: none"> i. Ingress of moisture ii. Excessive drying iii. Adequate compaction iv. Cavity depth to receive the concrete slab v. Contamination vi. Camber and trench shape <p>(c) Know the range of suitable sub-base materials</p> <p>(d) Know how to replace sub-base materials that do not conform to specifications</p> <p>(e) Know how to select compaction equipment for the compaction of sub-base materials</p> <p>(f) Know the remedial action to be taken where specifications are not met</p> <p>(g) Know the safe working practices to follow when preparing the work area for reinstatement.</p>

<p>2. Monitor the preparation of edges of an existing slab to receive concrete reinstatement, lay mesh reinforcement and place dowel bars.</p>	<p>2.1 Monitor the preparation of the cavity edge to receive concrete slab reinstatement:</p> <ul style="list-style-type: none"> (a) Know how to ensure the cavity edges meet specifications: <ul style="list-style-type: none"> i. Proximity to existing joints ii. Saw cutting taper edge support iii. Exposure of existing reinforcement (b) Know how to ensure joints are prepared to receive the concrete slab reinstatement: <ul style="list-style-type: none"> i. Transverse joints ii. Warping joints iii. Expansion and contraction joints iv. Longitudinal joints (c) Know the remedial action to be taken where specifications are not met (d) Know the safe working practices to be followed for edge protection.
	<p>2.2 Monitor the placement of mesh reinforcement:</p> <ul style="list-style-type: none"> (a) Know how existing mesh is exposed to allow for tying in or replacement mesh (b) Know how reinforcing mesh is cut to size to allow for overlap (c) Know how replacement reinforcement is tied or welded to the existing mesh (d) Know the tolerance to finished slab levels to be obtained for mesh reinforcement (e) Know the remedial action to be taken where specifications are not met (f) Know the safe working practices to be followed for the placement of reinforcement.
	<p>2.3 Monitor the placement of dowel bars:</p> <ul style="list-style-type: none"> (a) Know how to confirm the requirement of the placement of dowel bars (b) Know the minimum diameter for dowel bars (c) Know how to calculate the length of dowel bars (d) Know how to select appropriate tools and equipment to be used for the cutting and placement of dowel bars (e) Know how to ensure the positioning of dowel bars meets specifications (f) Know the remedial action required where the placement of dowel bars does not meet specifications (g) Know the safe working practices to be followed for the placement of dowel bars.

<p>3. Monitor the reinstatement and compaction of the concrete slab.</p>	<p>3.1 Monitor the reinstatement of concrete slab:</p> <ul style="list-style-type: none"> (a) Know how to confirm the cavity depth meets specifications for a rigid road reinstatement. (b) Know how to calculate material quantities. (c) Know how to confirm the suitability of concrete: <ul style="list-style-type: none"> i. Delivery note ii. Visual inspection iii. Ready mix and site-batched concrete iv. Slump test v. Cube test. (d) Know how to check proximity to adjacent features and action required where it does not meet specifications. (e) Know the requirement for the placement of the membrane prior to the reinstatement of the concrete surface. (f) Know how to select tools and equipment to place and compact concrete slab reinstatement. (g) Know how to prepare the cavity edges in preparation for placing concrete. (h) Know how concrete materials are placed and compacted. (i) Know how textured finishes are applied to match existing area. (j) Know the tolerances for as-laid profiles for rigid road reinstatements. (k) Know how to cure concrete in differing weather conditions. (l) Know when the reinstated concrete slab may be opened for trafficking. (m) Know the remedial action to be taken where specifications have not been met. (n) Know the safe working practices to be followed when reinstating concrete surfacing.
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<p>4. Monitor site safety.</p>	<p>4.1 Know how to monitor site safety:</p> <ul style="list-style-type: none">(a) Understand the general health and safety requirements for safe working on the highway and safe operations.(b) Understand the health and safety requirements for site conditions.(c) Know the appropriate safety equipment to be used during site operations.(d) Know how to ensure safety equipment is fit for purpose.(e) Know the requirements for high-visibility clothing in accordance with specifications for working on the highway.(f) Know the risks associated with site operations and conditions.(g) Know the remedial action to be taken where site operations and conditions do not meet health and safety standards.
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Unit title	Reassessed monitoring reinstatement of modular surfaces, concrete footways
Unit reference number	116
Unit aim	
<p>This unit is only suitable for those who hold a current 016 – Monitoring reinstatement of modular surfaces, concrete footways unit and are able to requalify and re-register their qualification within the permitted timescales set out in the Street Works (Qualifications of Supervisors and Operatives) (England) Regulations 2009. This unit covers the knowledge required to undertake reassessment. This unit will also apply in Wales, Scotland and Northern Ireland.</p>	

Learning outcomes The learner will:	Assessment criteria The learner can:
<p>1. Monitor the removal of existing modular or concrete surfacing.</p>	<p>1.1 Monitor the removal of existing modular or concrete surfacing:</p> <ul style="list-style-type: none"> (a) Identify the bond types commonly used within the confines of the highway. (b) Know the definition of high amenity and high duty areas. (c) Know how to select tools and equipment for the removal of modular paving and concrete surfaces. (d) Know how modular paving and concrete footway surfacing is removed: <ul style="list-style-type: none"> i. Concrete blocks ii. Concrete paving slabs iii. Small element paving iv. Concrete surfacing. (e) Know how modular paving is prepared for reuse. (f) Know how to monitor the storing of suitable modular paving for reuse or disposal. (g) Know the requirements for using temporary materials for interim reinstatement. (h) Know the remedial action to be taken where the removal of modular and concrete surfacing does not meet specifications. (i) Know the safe working practices to follow when removing modular or concrete surfacing.

<p>2. Monitor the preparation of sub-base.</p>	<p>2.1 Monitor the preparation of the sub-base to receive modular or concrete surfacing:</p> <ul style="list-style-type: none"> (a) Know the requirement to remove loose and deleterious material from the area to be reinstated. (b) Know how to identify sub-base defects: <ul style="list-style-type: none"> i. Ingress of moisture ii. Excessive drying iii. Adequate compaction iv. Cavity depth to receive the concrete slab v. Contamination vi. Camber and trench shape. (c) Know how to replace sub-base materials that do not conform to specifications. (d) Know how to select compaction equipment for the compaction of sub-base materials. (e) Know the remedial action to be taken where sub-base does not meet specifications. (f) Know the safe working practices to follow when preparing the work area for reinstatement.
<p>3. Monitor the laying of bedding materials.</p>	<p>3.1 Monitor the laying of bedding materials for modular reinstatement:</p> <ul style="list-style-type: none"> (a) Know the type of bedding materials permitted by specifications. (b) Know how to confirm the suitability of bedding materials. (c) Know how to select the appropriate tools and equipment for laying and compacting bedding materials (d) Know how bedding materials are laid uniformly (e) Know the allowances for compaction and bedding in of modular surfacing (f) Know how compaction of bedding materials prior to laying modular paving is carried out (g) Know the tolerances to achieve in laying bedding materials (h) Know the remedial action to be taken where specifications have not been met (i) Know the safe working practices to be followed when laying bedding materials.

<p>4. Monitor the reinstatement of modular surfaces, concrete paving and concrete footway surfacing.</p>	<p>4.1 Monitor the reinstatement of modular and concrete paving surfacing materials:</p> <ul style="list-style-type: none"> (a) Know how to identify the bond type to match the existing surfacing (b) Know how modular and concrete paving slabs are laid to match the existing bond or pattern (c) Know how handling and transportation of modular and concrete paving slabs is carried out safely (d) Know how to select appropriate tools and equipment to lay modular block paving and concrete paving slabs (e) Know the procedures to compact modular black paving (f) Know the procedures for bedding in concrete paving slabs (g) Know the requirement for application of jointing materials: <ul style="list-style-type: none"> i. Kiln dried sand ii. Mortar (h) Know the tolerances permitted in accordance with specifications: <ul style="list-style-type: none"> i. As-laid profile ii. Edge iii. Surface crowning and depression iv. Intervention limits (i) Know the remedial action to be taken where specifications have not been met (j) Know the safe working practices to be followed when reinstating modular block paving or concrete paving slabs.
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	<p>4.2 Monitor the reinstatement of concrete footway surfacing:</p> <ul style="list-style-type: none"> (a) Know how to confirm the cavity depth meets the specifications for footway reinstatement (b) Know how to calculate material quantities (c) Know how to confirm the suitability of concrete: <ul style="list-style-type: none"> i. Delivery note ii. Visual inspection iii. Slump test iv. Cube test (d) Know how to check proximity to adjacent features and action required where it does not meet specifications (e) Know the requirement for the placement of plastic membrane prior to the reinstatement of the concrete surface (f) Know how concrete materials are placed and compacted (g) Know how textured finishes are applied to match the existing area (h) Know the tolerances for as-laid profiles for concrete footways (i) Know the remedial action to be taken where the specifications have not been met (j) Know the safe working practices to follow when reinstating concrete surfacing.
<p>5. Monitor site safety.</p>	<p>5.1 Know how to monitor site safety:</p> <ul style="list-style-type: none"> (a) Understand the general health and safety requirements for safe working on the highway and safe operations (b) Understand the health and safety requirements for site conditions (c) Know the appropriate safety equipment to be used during site operations (d) Know how to ensure safety equipment is fit for purpose (e) Know the requirements for high-visibility clothing in accordance with specifications for working on the highway (f) Know the risks associated with site operations and conditions (g) Know the remedial action to be taken where site operations and conditions do not meet health and safety standards.

6 How is this Qualification Delivered?

In order to deliver this qualification, you will need to be a Lantra-approved provider. Details of how to become an approved provider are available by contacting our sales team via sales@lantra.co.uk.

Approved providers should contact our quality and standards team to register for delivery of the qualification. It is important that providers are approved on a per-qualification basis as we are required to ensure that we have a quality assurance strategy in place and because it ensures that providers receive the support they need. Upon scheme approval, you will receive the relevant documentation for delivery.

Learners must be registered via QuartzWeb. Details of this process are available in the QuartzWeb User Guide. Providers must submit the required information for learner registration. Learners should be registered for the qualification once they have been enrolled with the provider. Failure to register learners may prevent assessments from taking place. Sanctions may be imposed on providers if learners are not registered before the assessment takes place.

Learners will be required to undertake a multiple-choice assessment paper.

Where a provider is running a qualification well, Lantra may award Direct Claims Status (DCS), which enables certificates to be claimed in advance of external quality assurance taking place.

Delivery in the UK

The specification for this qualification is approved for delivery in England and Scotland. Operatives and supervisors working in Wales and Northern Ireland are not currently required to undertake reassessment prior to re-registration.

Qualifications under the old unit and certificate system are technically equivalent throughout the UK. For example, a certificate in *Excavation in the highway* in England is equivalent to the same certificate in Wales, and vice versa. As before, the only condition is that any non-English certificate more than five years old has to have been renewed by assessment or reassessment to be equivalent (certificates that have been renewed by re-registration have not been valid in England since the 2009 regulations introduced reassessment).

The new certificate system has been designed to be fully compatible with old-type certificates outside England. Non-English certificates are all recognised as equivalent to the new English certificates (with the above proviso on certificates more than five years old).

For this purpose, the Competent authority for the UK, SQA, has formally issued a *Table of Equivalence* on the registration body website. This table is reproduced below.

Operative Certificates of Competence- Old/New Equivalents

Certificates below in Wales and Northern Ireland are equivalent to the following English and Scottish certificates from April 2017.

Each certificate in the left column is equivalent to holding new certificates in:

- 001 Location and avoidance of underground apparatus
and
- 002 Signing, lighting and guarding
plus (in its corresponding row)
- The certificate/s below.

Certificates in Wales and Northern Ireland	Equivalent certificates in England and Scotland
Excavation in the highway.	003 Excavation in the highway/road.
Excavation, backfilling and reinstatement of construction layers with a cold lay bituminous surface.	003 Excavation in the highway/road. 004 Reinstatement and compaction of backfill materials. 005 Reinstatement of sub-base and base in non-bituminous materials. 006 Reinstatement in cold lay bituminous materials.
Reinstatement of construction layers in hot lay and cold lay bituminous materials.	006 Reinstatement in cold lay bituminous materials. 007 Reinstatement in hot lay bituminous materials.
Reinstatement of concrete slabs.	008 Reinstatement of concrete slabs.
Reinstatement of modular surfaces and concrete footways.	009 Reinstatement of modular surfaces and concrete footways.

Supervisor Certificates of Competence- Old/New Equivalents

Certificates below in Wales and Northern Ireland are equivalent to the following English and Scottish certificates from April 2017.

Each certificate in the left column is equivalent to holding new certificates in:

- 001 Location and avoidance of underground apparatus and
- 010 Monitoring, signing, lighting and guarding plus (in its corresponding row)
- The certificate/s below.

Certificates in Wales and Northern Ireland	Equivalent certificates in England and Scotland
Monitoring excavation in the highway.	011 Monitoring excavation in the highway/road.
Monitoring excavation, backfilling and reinstatement of construction layers with bituminous materials.	011 Monitoring excavation in the highway/road. 012 Monitoring reinstatement and compaction of backfill materials. 013 Monitoring reinstatement of sub-base and base in non-bituminous materials. 014 Monitoring reinstatement in bituminous materials.
Monitoring reinstatement of construction layers in bituminous materials.	014 Monitoring reinstatement in bituminous materials.
Monitoring reinstatement of concrete slabs.	015 Monitoring reinstatement of concrete slabs.
Monitoring reinstatement of modular surfaces and concrete footways.	016 Monitoring reinstatement of modular surfaces and concrete footways.

When the qualifications are deemed no longer suitable, for example if technology has moved on and working practices are no longer relevant, Lantra will advise providers of a qualification end date. The end date marks the end of registrations. Any learners registered before this date will be allowed time to complete the qualification. For this qualification, that period will be six months.

Who can Deliver this Qualification?

Only approved Lantra providers can deliver this qualification. For information on becoming approved, please contact Lantra via sales@lantra.co.uk or call on 02476 69 69 96.

Provider Resources

For the facilitation of short-answer question papers, providers must ensure the following:

- A suitable, quiet room must be provided for the assessment. This should include an ambient temperature and adequate lighting
- The test room should include a clock which can be seen clearly by all learners
- Desks/tables must be provided that allow learners to work comfortably
- Learners are provided with the permitted examination reference material as per the guidance below
- Learners are provided with calculators where appropriate
- Learners must be seated sufficiently far apart to ensure that they cannot see each other's work; Lantra recommends a distance of no less than one metre each side
- Providers may not display, prior to or during the test, any reference material that relates to the content of the assessment or that may assist the learner during the assessment
- Providers must validate the identity of the learner with photographic identification
- Providers must confirm that learners hold the certificate(s) for which they are being reassessed, via their SWQR card
- All learners must be seated at the examination start time
- The time allocated for each question paper is 30 minutes
- If a learner completes the question paper within the allotted 30 minutes, they must remain seated until the examination has finished and they have been instructed to leave
- The invigilator can be a member of centre staff who is familiar with the standards for the conduct of examinations.

It is the provider's responsibility to ensure that full, current and clean copies of the listed reference material are made available to each learner. Please refer to the table below for the specific reference material required for each unit. Providers must ensure they have copies of specifications and codes of practice currently in use in England, Wales, Northern Ireland or Scotland. This will largely depend on the location of the assessment provider.

1. Specification for the Reinstatement of Openings in Highways (SROH) or Specification for the Reinstatement of Openings in Roads (SROR), Approved Code of Practice(s)
2. Safety at Street Works and Road Works, Approved Code of Practice (Department for Transport)
3. An Introduction to the Use of Portable Vehicular Signals (Department for Transport)
4. Avoiding Danger from Underground Services HSG 47 (Health and Safety Executive)
5. Volume 1: NJUG Guidelines on The Positioning and Colour Coding of Underground Utilities' Apparatus (National Joint Utilities Group)
6. Roadwork's Theory and Practice
7. Specification for Highway Works, 'Series 1000'

Note: This document originates from the Department for Transport/Highways Agency, and may be accessed at the following website: www.dft.gov.uk/ha/standards/mchw/index.htm.

The following table gives details of which documents are required to support each unit.

Unit title	Reference documents required	Calculator required
101 – Reassessed location and avoidance of underground apparatus	2, 4, 5	No
102 – Reassessed signing, lighting and guarding	2, 3	No
103 – Reassessed excavation in the highway	1, 2, 4, 5	No
104 – Reassessed reinstatement and compaction of backfill materials	1, 2, 4, 5	Yes
105 – Reassessed reinstatement of sub-base and base in non-bituminous materials	1, 2, 4, 5	No
106 – Reassessed reinstatement in cold lay bituminous materials	1, 2	No
107 – Reassessed reinstatement in hot lay bituminous materials	1, 2	No
108 – Reassessed reinstatement of concrete slabs	1, 2, 6, 7	Yes
109 – Reassessed reinstatement of modular surfaces, concrete footways	1, 2	No
110 – Reassessed monitoring signing, lighting and guarding	2, 3	No
111 – Reassessed monitoring excavation in the highway	1, 2, 4, 5	No
112 – Reassessed monitoring reinstatement and compaction of backfill materials	1, 2, 4, 5	Yes
113 – Reassessed monitoring reinstatement of sub-base and base in non-bituminous materials	1, 2, 4, 5	Yes
114 – Reassessed monitoring reinstatement in bituminous materials	1, 2	Yes
115 – Reassessed monitoring reinstatement of concrete slabs	1, 2, 6, 7	Yes
116 – Reassessed monitoring reinstatement of modular surfaces, concrete footways	1, 2	No

Quality Assurance and Certification

Quality assurance of assessment decisions

This qualification is internally assessed and externally quality assured. This means that providers will need to appoint qualification assessors to evaluate learners and complete assessment paperwork. Where you have more than one assessor, you will need to carry out internal standardisation of each assessor to ensure that they can apply the assessment criteria consistently and accurately. An internal quality assurer (IQA) will need to be appointed, and they will need to sample assessment decisions across the assessors. It is also a requirement that regular standardisation activity is carried out with assessors. The IQA will be responsible for putting this programme in place.

An external quality assurer (EQA) will be appointed to the provider and this person will be responsible for sample-checking assessors' recommendations. This will be at a rate of 10% of the cohort. The EQA will produce a sampling record detailing which work they will want to see. It is important to note that although the EQA will view only a sample of work, they may wish to widen the sample. Therefore, all learner work should be available for inspection.

Lantra operates both on-site and postal external quality assurance for this qualification. You may not, therefore, always have a visit from an EQA, but a sample may be requested for despatch via post; the principle of quality assurance is the same either way. The EQA will review a sample of work and make a recommendation on the assessment decisions of the cohort as a whole.

Your EQA will contact you to make the necessary arrangements regarding the visit (date, venue, etc.) or request the despatch of a sample of work.

Where the EQA is in agreement, this decision will be communicated to Lantra and certificate claims will be processed. Where the EQA is not in agreement, the reasons will be communicated to the provider with supportive feedback to help with future assessment decisions. This may result in learners needing to retake the assessment.

Occasionally, as part of Lantra's ongoing quality assurance strategy, an EQA may be accompanied by either Lantra staff or another EQA. This is to ensure that the EQA is following the correct procedures.

Where DCS is in place, providers will be able to claim certificates before quality assurance has taken place.

When requirements are not met, Lantra will support providers by developing action plans, providing recommendations and, where required, implementing sanctions.

Claiming certification

Providers need to submit a completed Learner Achievement Record and Cohort Assessment Summary, which allows Lantra to process the certificates following the external quality assurance approval. Where DCS is in place, the certificates will be issued prior to external quality assurance taking place.

Once a learner has completed the assessment requirements and external quality assurance has taken place, certificates will be issued by Lantra for providers to distribute to individual learners.

Street Works Qualification Register (SWQR)

Those who have gained street works qualifications and who wish to work as qualified operatives or supervisors must be registered on the Street Works Qualifications Register (SWQR). Once registered, a street works card will be issued to the individual.

The SWQR holds details of all providers approved by the street works awarding organisations. When a new provider is approved, Lantra gives its name and contact details to the SWQR, which in turn contacts the provider with more information regarding the registration process.

Lantra regularly notifies the SWQR of units and full award certificates that it has issued, but it is the responsibility of individuals or their organisations to apply for their registration card. Applications and all enquiries relating to the SWQR, its administration and the issuing of street works cards should be made to:

Street Works Qualifications Register

The Optima Building

58 Robertson Street

Glasgow

G2 8DQ

Tel: 0845 270 2720

Fax: 0845 213 5000

Email: swqr@sqa.org.uk

Website: www.swqr.org.uk

Street works cards are currently valid for five years, after which re-registration is required. To continue acting as a qualified operative or supervisor, individuals must ensure that their registration status at the SWQR remains current. The re-registration process and requirements are subject to review, but the Register contains details of the current process.

Note: When a certificate approaches expiry, the learner will be able to renew it at any time in its last year without losing the unexpired portion. The learner can also renew a certificate when it has more than a year left to go. In this case, the renewed certificate will last for six years from the date of renewal.

Replacement certification

If a learner loses the original certificate, Lantra can issue a replacement. The learner will need to provide proof of identity (e.g. passport or driving licence) and the details of the provider they were registered with. Lantra will check all claims for replacement certificates against the original Learner Achievement Record. The provider may be contacted for authentication. The certificate will be marked as a replacement. A fee is payable for replacement certificates. Please contact Lantra for the current fee.

Direct Claims Status (DCS)

DCS enables providers to claim certification directly before external quality assurance has taken place. A claim for DCS can only be made after an EQA has conducted a visit, which may be approximately six months following approval to deliver the qualification and enough learners have been progressed by the provider.

Where an EQA decides a programme is running successfully and the provider has effective internal controls, recommendation may be made to award the provider DCS. Where this is granted, the provider must retain all assessment evidence until the EQA has quality assured the work as meeting national standards. DCS will be withdrawn if access is not given to completed learners' evidence where certificates have already been claimed.

Providers must operate a system that ensures all assessors evaluate to the required standard. The IQA will be required to observe each assessor, retaining evidence of observations which must be made available during EQA visits. The EQA may wish to sample the process and observe assessors. If the EQA is not confident about the way in which the provider is operating they may recommend the suspension or withdrawal of DCS.

DCS does not mean that all claims are certificated without further quality assurance checks. Quality assurance of claims will still take place, and where this suggests that certificates have been incorrectly issued may lead to them being revoked. Providers are required to make all reasonable efforts to recover certificates which have been revoked.

Should a provider be imposed with a Level 2 sanction, DCS will be removed automatically. More information on sanctions can be found in the Provider Handbook.

Enquiries about Results and Appeals

Lantra has an Enquiries about Results Policy and Appeals Procedure which can be used when a learner or provider has reason to believe there has been an error in either the administrative processes leading to an incorrect qualification award or there has been an issue in the assessment of the learner. Fees payable for enquiries about results will be refunded in full if the enquiry is upheld or if a learner's results are changed as a result of an enquiry.

Appeals can be made following the outcome of an enquiry about results if the learner/provider remains unhappy with the outcome or has further grounds to query the decision. Please note that appeals will not be accepted before a paid result enquiry has been conducted.

Providers must ensure that learner consent is obtained before an enquiry about a result is requested. Learners must be informed that assessment outcomes can change both positively and negatively.

Please refer to the Provider Handbook for more details.

Malpractice and Maladministration

Where malpractice is suspected, especially where there is doubt about the integrity of the assessment process, Lantra will immediately suspend further certification claims while an investigation is conducted. The regulatory authorities will be notified of any investigations and their outcome.

The claimant will be required to provide information about the suspected malpractice and the circumstances surrounding the matter. Malpractice, if found, may result in sanctions being imposed on the provider, certificates being revoked or even providers being barred from Lantra membership and reported to regulatory authorities.

Maladministration is linked to malpractice and can result in a malpractice investigation being launched. Maladministration could have an impact on the credibility of the assessment taking place or the outcomes achieved; for example, in the event of a failure to investigate suspected malpractice when asked to do so by Lantra.

Please refer to the Lantra Malpractice and Maladministration Policy for more details.

Recognition of Prior Learning

Recognition of prior learning is not a recognised method of assessment for the reassessed street works units and qualification.

Safeguarding — Young People and Vulnerable Adults

This qualification can be offered to learners in the 16-19 age group, as well as learners aged 19+. The Health and Safety at Work Act 1974 requires employers to ensure the health, safety and welfare at work of their employees and providers to safeguard learners. Young people under the age of 18 and vulnerable adults can be exposed to risk when using work equipment due to immaturity, lack of experience or lack of awareness of existing or potential risks. Therefore, young people and vulnerable adults may need closer supervision.

For more information about young people at work, see Management of Health and Safety at Work Regulations 1999.

Additional Requirements and Reasonable Adjustments

Providers are expected to make appropriate arrangements, including reasonable adjustments. These are detailed in the Equality and Diversity Policy within the Provider Handbook to ensure that learners with additional needs can access assessment wherever possible. The Equality and Diversity Policy covers alternative assessment arrangements which can be made for learners.

Reasonable adjustments must not, however, result in a change to the learning outcomes and assessment criteria. For example, within this qualification, learners must understand product information, which includes being able to interpret product labels written in English.

A provider must apply to Lantra for reasonable adjustments using the **Reasonable Adjustments Request Form**. Lantra recommends that reasonable adjustment requests be submitted no later than six weeks prior to the assessment taking place to allow a decision on their suitability to be made before the assessment. However, Lantra recognises that this may not always be possible, and we will do our best to process requests received after this point. Please note that no reasonable adjustment should be implemented without the prior approval of Lantra.

7 What Does a Provider Need to Do?

Management Support

Experience has shown that qualification programmes run more effectively when given support by senior management. This can be achieved by appointing a person from the senior management team or a designated Qualifications Manager and ensuring they are given the authority to monitor the quality management systems for the programme and to implement any required changes. This role is separate from the required role of an IQA.

Management support can be demonstrated by ensuring that appropriate team members are allocated to the programme and given sufficient time and resources to carry out their roles effectively.

Provider Records

Providers are required to retain learner records, which include the details listed below. Providers may already have their own systems which can be used to store records. If the necessary information is accessible and conforms to the requirements below, then no further records need to be created. Lantra does not prescribe the format in which records are kept.

Provider records must include:

- Data about individual learners, including any reasonable adjustments
- Assessment and action plans
- Learner registration
- Learner induction plan
- Achievement of units
- Feedback given to learners by assessors
- Evidence sampled by the IQA
- Feedback given to assessors by the IQA
- Action plans provided by the EQA.

All records must be stored securely to avoid being falsified or fraudulent claims being made. All assessment records must be retained by the provider for at least **three years** after the learner has completed the assessment. If the programme is subject to an EQA visit/approval sign-off, then the records should be retained for three years after this date. It is the responsibility of the provider to ensure that data is updated at the appropriate time.

There is no prescribed format for these records and providers may wish to incorporate them into documentation they already maintain within their own organisation. If the provider already works to quality management systems such as the Scottish Quality Management System (SQMS), the ISO 9001 series or is required to maintain records for government-funded training schemes, that documentation will almost certainly provide an adequate basis for provider records.

Providers may also need to adhere to separate requirements, where appropriate, with regard to the retention of records such as funding applications. Please refer to the specific requirements of the funding agency.

Support for Learners

Learners will need to follow an induction programme when enrolled on the qualification. This should be designed around a particular element or certificate of the qualification so that they become familiar with the way the qualification operates.

Throughout the programme tutors and/or instructors should aim to provide feedback to learners on how they are progressing through the qualification to ensure that on the day of the assessment they are ready for the requirements of the question paper and the practical assessment. Feedback should be positive, constructive and used for future planning.

Some providers will have staff working in education support; in others, assessors may offer this support. It is important for each learner to have appropriate guidance and be directed towards additional information as required. Guidance on career opportunities may also be appropriate.

Learners with particular characteristics may need additional support from the provider/instructor. Refer to Lantra's Equality and Diversity Policy for more information relating to reasonable adjustments/special considerations. Learners with certain protected characteristics should not be discriminated against or prohibited from assessment where adjustments can be made to the assessment evidence requirements which would allow them to demonstrate competence or knowledge in different ways.

Learners must be informed when they have been registered for a qualification. It is also a regulatory requirement that Lantra be informed if a learner later withdraws from a qualification. Providers must also ensure that learners are informed when they have been withdrawn from a qualification for any reason and retain evidence of this.

Learners will not be recognised by Lantra until they have been registered and Lantra will have no obligation to the learners if there is a problem with them completing the qualification, for example the provider ceases operations.

If for any reason a provider is not intending to renew their membership while they still have uncertified learners registered on a qualification, regulatory requirements stipulate that learner interests must be maintained. The provider may choose to transfer learners to another awarding organisation or the provider will still be required to complete the assessment of learners with Lantra and pay any fees due for quality assurance or certification.

8 Administration and Other Important Information

Administration Process for Registration and Certification

The QuartzWeb User Guide contains instructions on how to register learners.

Learners may transfer registration from one unit/qualification to another, provided they are both offered by Lantra. This will incur an administration fee. If the registration fee for the new qualification is higher than for the previous one, providers will be invoiced for the difference. No refunds will be made if the registration fee for the new qualification is lower. Learners transferring to a different provider must re-register with the new provider. Lantra may need to charge the learner's new provider an administration fee.

Learners must be informed when they have been registered for a qualification.

Registering the learner

Providers **must** register any planned assessment activity for the units within this qualification a minimum of ten working days prior to the assessment taking place.

Learners **must** be registered against the qualification and respective unit(s) within five working days of undertaking a planned assessment. Please refer to the QuartzWeb User Guide for details on how to register learners.

Each learner must give their surname/family name, first name, date of birth and postcode. The date of birth is important to distinguish between learners with the same name. Data on gender, ethnic origin and whether any reasonable adjustments have been requested are also required by the regulatory bodies so that achievements can be monitored for equal opportunities purposes and to ensure that fair access to training and qualification is achieved.

Certificate claims

Certificates can only be claimed for learners who are registered on QuartzWeb. All certificate claims are checked against provider approval records and learner registration records (unless DCS is in place). Certificates will not be issued to learners who are not registered before the assessment takes place.

The learner name will appear on the certificate in the same way as it is entered on QuartzWeb.

Assessment Strategy

This qualification is assessed by a multiple-choice assessment paper. Each question shows four possible answers (lettered 'A', 'B', 'C' or 'D'). Learners must select one answer per question. Instructions on how to amend answers will be contained in the assessment paper instructions.

All questions have one correct answer and the assessment paper will ensure that each learning outcome of the unit is assessed, allowing learners to achieve all the learning outcomes of the unit.

The assessment paper(s) includes ten questions. The length of time permitted to complete the assessment paper is half an hour. The pass mark for each question paper is 80%.

More guidance to support the delivery of the multiple-choice assessment of this qualification is available to download from the 'My Profile' area of the Lantra Awards website.

Information regarding test regulations is provided in Annex 1 of the Provider Handbook.

Access to assessment:

- Learners should not be put forward for an assessment until they are deemed ready to be assessed
- This can be demonstrated through an evaluation of the learner's previous training and experience
- This underpins the assumption that the learner has sufficient technical expertise, knowledge, skill and maturity to meet the assessment requirements
- Key considerations for evaluation of the learner's previous training and experience include:
 - Health and safety considerations
 - Knowledge of New Roads and Street Works legislation.

Paper-based assessment

This qualification is assessed by a multiple-choice assessment paper which is available to learners using a traditional paper-based assessment paper. Providers will need to ensure that they have sufficient resources to ensure that assessments can be taken in line with Lantra's test regulations.

Providers will need register cohorts for paper-based assessment when the order is booked via QuartzWeb. For paper-based assessments, Lantra recommends that all registrations for tests are submitted **at least** five working days before the assessment.

Lantra understands that in some instances the names of the entire cohort will not be known in advance. Lantra will support orders received at shorter notice for paper-based assessment, however providers will need to ensure that learner names are entered onto QuartzWeb on the day of the assessment. Failure to do so will result in a delay in processing the certificates. Information regarding test regulations is provided in Annex 1 of the Provider Handbook.

Feedback, Compliments and Complaints

Lantra recognises that from time to time providers, learners, assessors and other personnel may have reason to provide feedback on a process or have grounds for a complaint. We also welcome compliments when aspects of our courses have been well received so that we can seek to implement best practice across our suite of products. The Lantra Feedback, Compliments and Complaints Procedure is published on the Lantra Awards website.

Appendix 1 – Glossary of Terms

Knowledge	Factual information that can be recalled as required, e.g. the individual can 'identify' and/or 'describe' key information relevant to the subject area.
Understanding	The application and extension of knowledge allowing organised thought, e.g. the individual can 'explain', 'analyse' and/or 'evaluate'.
Skill	The application of knowledge and/or understanding in a practical context demonstrating practical competency, e.g. the individual can 'operate', 'use' and/or 'carry out'.
Learning outcome	How the learner will be changed by the learning/assessment process. That which the learner will, due to learning experiences, newly know, understand or be able to do.
Assessment criteria	Discrete criteria which holistically deliver on the promised objective of the qualification and which must all be evidenced to a unified (and/or graded) standard.
Qualification objective	A succinct summation of the overarching development of the learner in terms of tangible work or further developmental opportunities available as a result of achieving this qualification.
Qualification aim	A succinct summation of why this qualification is of value to the learner (without reference to assessment).
Transferable	Knowledge, understanding or skills that can be applied beyond the context in which they were taught to benefit the learner in different job roles, industries, contexts and/or personal situations.
Assessment guidance	Guidance used to advise centres on a general level of expectation rather than to prescribe a definitive list of evidence.
Delivery guidance	Guidance that, without reference to assessment, illustrates opportunities for evidence which might: <ul style="list-style-type: none"> • Be naturally generated through the learning process • Offer innovative examples of delivery gathered through centre/learner consultation • Minimise the burden of assessment on centres and learners.
Arrangements for reasonable adjustments	Adjustments made to an assessment for a qualification so as to enable a learner with additional requirements to demonstrate their attainment of the level required.
Arrangements for special consideration	Special consideration might be given to a learner who has temporarily experienced: <ul style="list-style-type: none"> • An illness or injury • Some other event outside of their control which has had a material effect on their ability to take an assessment or demonstrate their attainment of the level required.
Recognition of prior learning	A method of assessment that considers whether a learner can demonstrate that they meet the assessment requirements for a unit/certificate through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.

Appendix 2 – Census Ethnic Group Classifications (2011)

Please use the following code(s) to indicate ethnicity when completing the learner registration.

England and Wales		Northern Ireland		Scotland	
01	White: English/Welsh/Scottish/ Northern Irish/British	19	White: White	30	White: Scottish
02	Irish	20	Irish Traveller	31	British
03	Gypsy or Irish Traveller	21	Asian/Asian British: Indian	32	Irish
04	Any other White background	22	Pakistani	33	Any other White background
05	Mixed/multiple ethnic groups White and Black Caribbean	23	Bangladeshi	34	Mixed: Any mixed/multiple ethnic background
06	White and Black African	24	Chinese		Asian, Asian Scottish or Asian British:
07	White and Asian	25	Black, Black Irish or Black British: Black Caribbean	35	Indian
08	Any other mixed/multiple ethnic background	26	Black African	36	Pakistani
09	Asian/Asian British: Indian	27	Black other	37	Bangladeshi
10	Pakistani	28	Mixed: Mixed ethnic group	38	Chinese
11	Bangladeshi	29	Other ethnic group: Any other ethnic group	39	Any other Asian background
12	Chinese			40	Black, Black Scottish or Black British: Caribbean
13	Any other Asian background			41	African
14	Black/African/Caribbean/ Black British: African			42	Any other Black background
15	Caribbean			43	Other ethnic group: Any other ethnic group
16	Any other Black/African/ Caribbean background				
17	Other ethnic group: Arab				
18	Any other ethnic group				

Where a learner does not want to disclose information on their ethnicity, the provider should provide an option to the learner to indicate that they “prefer not to say”. The provider can then bypass this section when registering the learner.

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Lantra House, Stoneleigh Park,
Coventry, CV8 2LG
t +44 (0)2476 696996
e sales@lantra.co.uk
w www.lantra.co.uk

Registered no: 2823181
Charity no: 1022991
Scottish charity no: SC039039
VAT no: 585 3815 08



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