Unit 401 Hanging specialised paper wallcoverings in the workplace

28 credits

Level: 4
UAN: R/503/9761

Unit aim:
The aim is to provide you with the necessary skills and knowledge for:

- interpreting information
- adopting safe and healthy working practices
- selecting and preparing materials and associated equipment
- providing protection to the work area
- hanging specialised paper wallcoverings safely and with minimal waste
- cleaning and maintaining equipment.

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when hanging specialised paper wallcoverings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 **interpret and extract relevant information from:**							
a. **specifications**							
b. **current regulations**							
c. **risk assessments**							
d. **method statements**							
e. **manufacturer's information**							

1.2 **comply with information and/or instructions derived from risk assessments and method statements**							
1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.4 describe different types of information, their source and how they are interpreted in relation to:							
a. specifications							
b. current legislation							
c. risk assessments							
d. method statements							
e. manufacturer's information.							

2. Know how to comply with relevant legislation and official guidance when hanging specialised paper wallcoverings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities regarding potential accidents and health hazards, whilst working:							
a. in the workplace							
b. at height							
c. with tools and equipment							
d. with materials and substances							
e. with movement/storage of materials							
f. by manual handling							
2.2 describe the organisational security procedures for:							
a. tools							
b. equipment							
c. personal belongings							
in relation to:							

a. site							
b. workplace							
c. company							
d. operative							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe and healthy working practices when hanging specialised paper wallcoverings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 **use health and safety control equipment and access equipment to carry out the activity in accordance with legislation and organisational requirements when hanging specialised paper wallcoverings**							
3.2 **comply with information relating to specific risks to health when hanging specialised paper wallcoverings**							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to hanging specialised paper wallcoverings, and the:							
a. types							
b. purpose							
c. limitations							
of each type, the work situation and general work environment, in relation to:							
a. collective protective measures							
b. Personal Protective Equipment (PPE)							
c. Respiratory Protective Equipment (RPE)							
d. Local Exhaust Ventilation (LEV)							
3.4 describe how the relevant health and safety control equipment should be used in accordance with the given instructions							

3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
a. fires							
b. spillages							
c. injuries							
d. other task-related hazards.							

4. Select the required quantity and quality of resources for the methods of work to hang specialised paper wallcoverings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 **select resources associated with own work in relation to:**							
a. **materials**							
b. **tools**							
c. **equipment**							
4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects							
associated with the resources in relation to:							
a. surface preparation materials							
b. appropriate pastes/adhesives							
c. specialised wallcoverings							
d. protective sheeting for the work area, cotton gloves							

e. rubbish containers/bags							
f. access equipment							
g. hand tools and associated equipment for specialised wallcoverings							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5 describe any potential hazards associated with the resources and methods of work							
4.6 describe how to calculate:							
a. quantity							
b. length							
c. area							
d. wastage							
associated with the method/procedure to hang specialised paper wallcoverings.							

5. Minimise the risk of damage to the work and surrounding area when hanging specialised paper wallcoverings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 **protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures**							
5.2 **minimise damage and maintain a clean work space**							
5.3 **dispose of waste in accordance with current legislation**							
5.4 describe how to protect work from damage and the purpose of protection in relation to:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							

5.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturer's information							
d. statutory regulations							
e. official guidance.							

6. Complete the work within the allocated time when hanging specialised paper wallcoverings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 **demonstrate completion of the work within the allocated time**							
6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to hang specialised paper wallcoverings to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 **demonstrate the following work skills when hanging specialised paper wallcoverings:**							
a. **shading**							
b. **measuring**							
c. **matching and cutting**							
d. **mixing and applying**							
e. **folding**							

f. **positioning**							
g. **fixing**							
h. **trimming**							
i. **handling**							
j. **cleaning-off**							
7.2 **hang three different specialised wallcoverings (eg paper-backed fabric, lincrusta, hand-print, flock, murals, hessian, wool/silk strand, metallic) to given working instructions to walls with internal and external angles**							
7.3 **safely use:**							
a. **materials**							
b. **hand tools**							
c. **associated equipment**							
7.4 **safely store the:**							
a. **materials**							
b. **tools**							
c. **equipment**							
used when hanging specialised paper wallcoverings							
7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. establish access requirements							
b. check suitability of surface to receive wallpaper							
c. prepare adhesives/pastes							
d. protect specialised papers when handling							

7.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. prepare and hang:							
- paper-backed fabric							
- lincrusta							
- hand-prints							
- flock							
- murals							
- hessian							
- wool/silk strand							
- metallic							
b. work to broad wall areas with reveals and internal and external angles							
c. work around electrical fittings and pipework							
d. keep the wallcovering surface and adjacent surfaces clean							
7.7 **use access equipment**							
7.8 **use hand tools and associated equipment**							
7.9 describe the needs of other occupations and how to effectively communicate within a team when hanging specialised paper wallcoverings							
7.10 describe how to maintain the tools and equipment used when hanging specialised paper wallcoverings.							

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Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	