

NOTICE TO CENTRES

FAO: Exams Officer/Head of Department (Construction)
Date: February 2013
Subject: OCR Level 2 Certificate in Plant Operations (01793)

SUSPENSION OF ENTRIES

I regret to inform you that we are suspending entries for all centres for the above qualification. This suspension will be effective immediately, and I sincerely apologise for this short notice and the inconvenience that this may cause you and your learners.

The two mandatory units in the qualification are no longer current and have been withdrawn. Therefore, we can no longer offer this qualification for entries. Revised versions have been written to replace the existing units and we are currently working to incorporate these into the qualification. This will mean that there will be a new qualification number shortly.

Candidates who are already registered on the existing qualification may claim their certificates. However, new candidates will need to be entered for the revised qualification when it is available. We are working quickly to provide you with a replacement qualification as soon as we can.

In the meantime, I enclose copies of the revised units for you to refer to and to introduce to your learners as they continue their training and development.

If you have any queries about this notice, please call our Customer Contact Centre on 02476 851509.

Yours faithfully

Rachel Bailey
Qualifications Leader

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UNIT 1

Title: Conforming to General Health, Safety and Welfare in the Workplace	
Unit Ref.: A/503/1170	
Level: 1	
Credit: 2	
GLH: 7	
Learning Outcomes	Assessment Criteria
1. Comply with all workplace health, safety and welfare legislation requirements.	1.1 Comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area.
	1.2 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements.
	1.3 Comply with statutory requirements, safety notices and warning notices displayed within the workplace and/or on equipment.
	1.4 State why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: <ul style="list-style-type: none"> • collective protective measures • personal protective equipment (PPE) • respiratory protective equipment (RPE) • local exhaust ventilation (LEV).
	1.5 State how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.
	1.6 State which types of health, safety and welfare legislation, notices and warning signs are relevant to the occupational area and associated equipment.
	1.7 State why health, safety and welfare legislation, notices and warning signs are relevant to the occupational area.
	1.8 State how to comply with control measures that have been identified by risk assessments and safe systems of work.

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2. Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures.	2.1 Report any hazards created by changing circumstances within the workplace in accordance with organisational procedures.
	2.2 List typical hazards associated with the work environment and occupational area in relation to resources, substances, asbestos, equipment, obstructions, storage, services and work activities.
	2.3 List the current Health and Safety Executive top ten safety risks.
	2.4 List the current Health and Safety Executive top five health risks.
	2.5 State how changing circumstances within the workplace could cause hazards.
	2.6 State the methods used for reporting changed circumstances, hazards and incidents in the workplace.
3. Comply with organisational policies and procedures to contribute to health, safety and welfare.	3.1 Interpret and comply with given instructions to maintain safe systems of work and quality working practices.
	3.2 Contribute to discussions by offering/providing feedback relating to health, safety and welfare.
	3.3 Contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures.
	3.4 Safely store health and safety control equipment in accordance with given instructions.
	3.5 Dispose of waste and/or consumable items in accordance with legislation.
	3.6 State the organisational policies and procedures for health, safety and welfare, in relation to: <ul style="list-style-type: none"> • dealing with accidents and emergencies associated with the work and environment • methods of receiving or sourcing information • reporting • stopping work • evacuation • fire risks and safe exit procedures • consultation and feedback.

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	3.7 State the appropriate types of fire extinguishers relevant to the work.
	3.8 State how and when the different types of fire extinguishers are used in accordance with legislation and official guidance.
4. Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area.	4.1 Demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare.
	4.2 State how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to: <ul style="list-style-type: none"> • recognising when to stop work in the face of serious and imminent danger to self and/or others • contributing to discussions and providing feedback • reporting changed circumstances and incidents in the workplace • complying with the environmental requirements of the workplace.
	4.3 Give examples of how the behaviour and actions of individuals could affect others within the workplace.
5. Comply with and support all organisational security arrangements and approved procedures.	5.1 Provide appropriate support for security arrangements in accordance with approved procedures: <ul style="list-style-type: none"> • during the working day • on completion of the day's work • for unauthorised personnel (other operatives and the general public) • for theft.
	5.2 State how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources.

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UNIT 2

Title: Conforming to Productive Working Practices in the Workplace	
Unit Ref.: J/503/1169	
Level: 2	
Credit: 3	
GLH: 10	
Learning Outcomes	Assessment Criteria
1. Communicate with others to establish productive work practices.	1.1 Communicate in an appropriate manner with line management, colleagues and/or customers to ensure that work is carried out productively.
	1.2 Describe the different methods of communicating with line management, colleagues and customers.
	1.3 Describe how to use different methods of communication to ensure that the work carried out is productive.
2. Follow organisational procedures to plan the sequence of work.	2.1 Interpret relevant information from organisational procedures in order to plan the sequence of work.
	2.2 Plan the sequence of work, using appropriate resources, in accordance with organisational procedures to ensure work is completed productively.
	2.3 Describe how organisational procedures are applied to ensure work is planned and carried out productively, in relation to: <ul style="list-style-type: none"> • using resources for own and other's work requirements • allocating appropriate work to employees • organising the work sequence • reducing carbon emissions.
	2.4 Describe how to contribute to zero/low carbon work outcomes within the built environment.
3. Maintain relevant records in accordance with the organisational procedures.	3.1 Complete relevant documentation according to the occupation as required by the organisation.

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	<p>3.2 Describe how to complete and maintain documentation in accordance with organisational procedures, in relation to:</p> <ul style="list-style-type: none">• job cards• worksheets• material/resource lists• time sheets.
	<p>3.3 Explain the reasons for ensuring documentation is completed clearly and within given timescales.</p>
<p>4. Maintain good working relationships when conforming to productive working practices.</p>	<p>4.1 Carry out work productively, to the agreed specification, in conjunction with line management, colleagues, customers and/or other relevant people involved in the work to maintain good working relationships.</p>
	<p>4.2 Apply the principles of equality and diversity and respect the needs of individuals when communicating and working with others.</p>
	<p>4.3 Describe how to maintain good working relationships, in relation to:</p> <ul style="list-style-type: none">• individuals• customer and operative• operative and line management• own and other occupations.
	<p>4.4 Describe why it is important to work effectively with line management, colleagues and customers.</p>
	<p>4.5 Describe how working relationships could have an effect on productive working.</p>
	<p>4.6 Describe how to apply principles of equality and diversity when communicating and working with others.</p>