



## Qualification Specification for:

**OCN NI Level 1 Award in General Building Maintenance**

➤ Qualification No: 603/5199/8

**OCN NI Level 1 Certificate in General Building Maintenance**

➤ Qualification No: 603/5200/0

**OCN NI Level 1 Extended Certificate in General Building Maintenance**

➤ Qualification No: 603/5201/2

## Qualification Regulation Information

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### **OCN NI Level 1 Award in General Building Maintenance**

Qualification Number: 603/5199/8

### **OCN NI Level 1 Certificate in General Building Maintenance**

Qualification Number: 603/5200/0

### **OCN NI Level 1 Extended Certificate in General Building Maintenance**

Qualification Number: 603/5201/2

Operational start date: 15 October 2019  
Operational end date: 30 September 2029  
Certification end date: 30 September 2030

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification and the certification end date is the last date by which learners can claim their certificate.

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

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## Foreword

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This document explains OCN NI's requirements for the delivery and assessment of the following regulated qualifications:

- **OCN NI Level 1 Award in General Building Maintenance**
- **OCN NI Level 1 Certificate in General Building Maintenance**
- **OCN NI Level 1 Extended Certificate in General Building Maintenance**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualification
- The structure and content of the qualification
- Unit details
- Assessment requirements for the qualification
- OCN NI's quality assurance arrangements for the qualification
- Administration

OCN NI will notify centres in writing of any major changes to this specification. We will also publish changes on our website at [www.ocnni.org.uk](http://www.ocnni.org.uk)

This specification is provided online, so the version available on our website is the most up to date publication. It is important to note that copies of the specification that have been downloaded and printed may be different from this authoritative online version.

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## About Regulation

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### OCN NI

Open College Network Northern Ireland (OCN NI) is a regulated Awarding Organisation based in Northern Ireland. OCN NI is regulated by CCEA Regulation to develop and award professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is regulated by Ofqual to award similar qualification types in England.

### The Regulated Qualifications Framework: an overview

The Regulated Qualifications Framework (RQF) was introduced on 1<sup>st</sup> October 2015: the RQF provides a single framework for all regulated qualifications.

#### Qualification Level

The level indicates the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels (Levels 1-8) supported by three 'entry' levels (Entry 1-3).

#### Qualification Size

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in terms of Total Qualification Time (TQT), and the part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours (GLH).

## Qualification Features

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### Sector Subject Area

5.2 Building and construction

### Qualifications' Aim

These qualifications have been designed to provide an introduction to the skills required to perform general building maintenance.

### Qualifications' Objective

The objective of these qualifications is to provide learners with the skills and knowledge to perform basic building maintenance including:

- tiling
- painting
- carpentry
- glazing
- plumbing
- bricklaying
- wallpapering and
- plastering

### Grading

Grading for these qualifications is pass/fail.

### Qualification Target Group

These qualifications are targeted at individuals who wish to gain the skills to undertake general building maintenance work and/or other roles within the construction industry.

### Progression Opportunities

The OCN NI Level 1 Award in General Building Maintenance will allow learners to progress to the OCN NI Level 1 Certificate and Extended Certificate in General Building Maintenance. Learners can also progress to the OCN NI Level 2 suite of Construction qualifications.

### Entry Requirements

There are no specific entry requirements for these qualifications however the learner should have a sufficient level of literacy and numeracy and be a minimum of 16 years of age.

### Qualification Support

A Qualification Support pack is available for OCN NI centres within the login area of the OCN NI website (<https://www.ocnni.org.uk/my-account/>), which includes additional support for teachers, eg planning and assessment templates, guides to best practice, etc.

### Delivery Languages

These qualifications are available in English only at this time. If you wish to offer these qualifications in Welsh or Irish (Gaeilge) then please contact OCN NI who will review demand and provide as appropriate.



## Centre Requirements for Delivering the Qualification

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### Centre Recognition and Qualification Approval

New and existing OCN NI recognised centres must apply for and be granted approval to deliver the qualification prior to the commencement of delivery.

### Centre Staffing

Centres are required to have the following roles in place as a minimum, although a member of staff may hold more than one role\*:

- Centre contact
- Programme Co-ordinator
- Tutor
- Assessor
- Internal Verifier

\*Note: A person cannot be an internal verifier for their own assessments.

### Tutors

Tutors delivering the qualifications should be an occupationally competent building tradesperson and have a minimum of one year's experience in the area of general building maintenance and/or construction.

### Assessors

The qualifications are assessed within the centre and are subject to OCN NI's quality assurance processes. Units are achieved through internally set, internally assessed, and internally verified evidence.

#### **Assessors must:**

- be an occupationally competent tradesperson and have a minimum of one year's experience in the area of general building maintenance and/or construction
- have a minimum of one year's experience in the area they are assessing
- have direct or related relevant experience in assessment
- assess all assessment tasks and activities



### **Internal Verification**

OCN NI qualifications must be scrutinised through the centre's internal quality assurance processes as part of the recognised centre agreement with OCN NI. The centre must appoint an experienced and trained centre internal verifier whose responsibility is to act as the internal quality monitor for the verification of the delivery and assessment of the qualifications.

The centre must agree a working model for internal verification with OCN NI prior to delivery of the qualifications.

#### ***Internal Verifiers must:***

- have at least one year's occupational experience in the areas they are internally verifying
- attend OCN NI's internal verifier training if not already completed

Internal verifiers are required to:

- support tutors and assessors
- sample assessments according to the centre's sampling strategy
- ensure tasks are appropriate to the level being assessed
- maintain up-to-date records supporting the verification of assessment and learner achievement

## Structure and Content

### OCN NI Level 1 Award in General Building Maintenance

In order to achieve the OCN NI Level 1 Award in General Building Maintenance learners must complete a minimum of 6 credits from any of the units.

Total Qualification Time (TQT) for this qualification: 60 hours  
 Guided Learning Hours (GLH) for this qualification: 54 hours

### OCN NI Level 1 Certificate in General Building Maintenance

In order to achieve OCN NI Level 1 Certificate in General Building Maintenance learners must complete a minimum of 18 credits, including the mandatory unit entitled Introduction to Health, Safety and Welfare in Construction.

Total Qualification Time (TQT) for this qualification: 180 hours  
 Guided Learning Hours (GLH) for this qualification: 162 hours

### OCN NI Level 1 Extended Certificate in General Building Maintenance

In order to achieve the OCN NI Level 1 Extended Certificate in General Building Maintenance learners must complete a minimum of 30 credits, including the mandatory unit entitled Introduction to Health, Safety and Welfare in Construction.

Total Qualification Time (TQT) for this qualification: 300 hours  
 Guided Learning Hours (GLH) for this qualification: 270 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
<b>Mandatory Unit</b>					
<a href="#">Y/617/8283</a>	CBE661	Introduction to Health, Safety and Welfare in Construction	6	54	One
<b>Optional Units</b>					
<a href="#">D/617/8284</a>	CBE662	Tools and Equipment for Bricklaying	3	27	One
<a href="#">H/617/8285</a>	CBE663	Bricklaying: Constructing a Half Brick Wide Wall	3	27	One

<a href="#">K/617/8286</a>	CBE664	Bricklaying: Constructing a One Brick Wide Wall	3	27	One
<a href="#">M/617/8287</a>	CBE665	Bricklaying: Constructing Cavity Walls	3	27	One
<a href="#">T/617/8288</a>	CBE666	Introduction to Glazing	6	54	One
<a href="#">A/617/8289</a>	CBE668	Introduction to Plumbing	3	27	One
<a href="#">M/617/8290</a>	CBE669	Floor and Wall Tiling Skills	3	27	One
<a href="#">T/617/8291</a>	CBE670	Woodworking and Carpentry Tools	3	27	One
<a href="#">A/617/8292</a>	CBE671	Developing Carpentry Hand Skills	3	27	One
<a href="#">F/617/8293</a>	CBE672	Plastering	3	27	One
<a href="#">J/617/8294</a>	CBE673	Painting Interior Ceilings and Walls	3	27	One
<a href="#">L/617/8295</a>	CBE674	Developing Skills for Wallpapering	3	27	One
<a href="#">R/617/8296</a>	CBE675	Manual Handling, Lifting and Movement of Loads	3	27	One
<a href="#">Y/617/8297</a>	CBE676	Teamwork Skills in Practice	3	27	One
<a href="#">D/617/8298</a>	CBE677	Environmental Awareness and Sustainability in Construction	2	18	One

## Unit Details

Title	Introduction to Health, Safety and Welfare in Construction
Level	One
Credit Value	6
Guided Learning Hours (GLH)	54
OCN NI Unit Code	CBE661
Unit Reference No	Y/617/8283
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be aware of health and safety issues, standards, legislation and procedures associated with construction and be able to demonstrate working safely in a construction environment.	
Learning Outcomes	Assessment Criteria
1. Be able to work within Health and Safety regulations.	1.1 Summarise health and safety legislation and regulations applicable to construction. 1.2 Outline the importance of Control of Substances Hazardous to Health (COSHH) and related symbols. 1.3 Perform tasks within existing control measures.
2. Be aware of emergency reporting procedures and documentation.	2.1 Outline what is meant by the following and how it impacts on the construction worker: a) reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) b) Construction Design and Management (CDM) Regulations 2.2 Outline the roles of Duty Holders under the CDM Regulations.
3. Identify hazards in the workplace.	3.1 Outline how the following procedures and systems are used to minimise hazards in the construction workplace: a) measuring and controlling noise levels b) advisory and mandatory signage c) method statements d) risk assessments 3.2 Outline why control measures may be put in place and how at least three of the following operate: a) removal b) rules c) procedures d) equipment e) exclusions f) training g) supervision h) limitations i) preventions j) methods k) arrangements 3.3 Outline control measures in place within a given organisation in order of importance. 3.4 Carry out a risk assessment and adhere to existing method statements.

4. Know how to lift items safely.	<p>4.1 Outline the importance of assessing items before lifting.</p> <p>4.2 Illustrate the process of safely lifting items that could potentially cause injury.</p> <p>4.3 Outline the use of at least three different lifting aids.</p>
5. Know about the safety implications of working at heights and use of access equipment.	<p>5.1 Outline the implications for the construction worker of the Work at Height Regulations and with whom the onus of responsibility rests.</p> <p>5.2 List at least five types of access equipment.</p> <p>5.3 Illustrate the safety and control measures that need to be taken into account in order to safely use ladders.</p>
6. Be able to use personal protective equipment (PPE) in the workplace.	<p>6.1 List specific PPE requirements for at least three different construction trades.</p> <p>6.2 Select and use appropriate PPE for a given construction activity.</p>
7. Be aware of the causes of fire and fire emergency procedures.	<p>7.1 Outline the main causes of fire in a construction environment.</p> <p>7.2 Outline the use of the following procedures and notices in preventing or avoiding injury due to fire:</p> <ul style="list-style-type: none"> <li>a) fire triangle</li> <li>b) prohibition notices</li> <li>c) mandatory notices</li> <li>d) emergency fire procedures</li> </ul>

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	<p>A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes</p> <p>OR</p> <p>A collection of documents containing work that shows the learner's progression through the course</p>	<p>Learner notes/written work</p> <p>Learner log/diary</p> <p>Peer notes</p> <p>Record of observation</p> <p>Record of discussion</p>
Practical demonstration/assignment	<p>A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge</p>	<p>Record of observation</p> <p>Learner notes/written work</p> <p>Learner log</p>
Coursework	<p>Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course</p>	<p>Record of observation</p> <p>Learner notes/written work</p> <p>Tutor notes/record</p> <p>Learner log/diary</p>

Title	Tools and Equipment for Bricklaying
Level	One
Credit Value	3
Guided Learning Hours (GLH)	27
OCN NI Unit Code	CBE662
Unit Reference No	D/617/8284
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use tools and equipment related to brickwork.	
Learning Outcomes	Assessment Criteria
1. Recognise materials used in bricklaying.	1.1. Identify materials used in bricklaying including: a) bricks b) blocks c) cement d) hydrated lime e) mortar f) plasticiser
2. Be able to handle and store materials.	2.1. Handle and store materials correctly and safely.
3. Use access equipment.	3.1. Identify access equipment. 3.2. Assist in positioning, erecting and dismantling equipment.
4. Recognise tools used in bricklaying.	4.1. Identify tools and items of equipment used in bricklaying including: a) trowels b) line & pins c) corner blocks d) scotch chisel e) spirit level f) tape measure g) soft brush h) shovel i) bucket j) wheel barrow k) builder's square l) hawk m) pocket level n) straight edge o) gauge lath (rod) p) spot board q) mechanical mixer
5. Use a brick trowel.	5.1. Roll and spread mortar. 5.2. Prepare a mortar bed. 5.3. Place a cross joint on a brick head. 5.4. Cut off the surplus mortar. 5.5. Handle the trowel safely.
6. Be able to re-point an area of brickwork.	6.1. Select and use one of the following finishes: keyed, struck, weather-struck, flush. 6.2. Prepare and fill a joint. 6.3. Cut and brush off mortar using rags with a minimum of smearing to the face brickwork.
7. Be able to cut, measure and level bricks.	7.1. Use a tape measure to accurately measure brickwork. 7.2. Use a hammer and chisel to cut a brick to a given size. 7.3. Use a spirit level to level the brick on a mortar bed.

### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log



Title	Bricklaying: Constructing a Half Brick Wide Wall	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CBE663	
Unit Reference No	H/617/8285	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to construct a half brick wide wall.		
Learning Outcomes	Assessment Criteria	
1. Be able to use hand tools to construct half brick wide walls.	1.1. Select and use hand tools and equipment safely for given task. 1.2. Clean, maintain and store tools safely.	
2. Be able to apply relevant skills and techniques used in constructing half brick wide walls.	2.1. Apply basic trowel skills including: a) bed preparation b) application of cross joint 2.2. Perform cuts to bricks using lump hammer and bolster chisel. 2.3. Produce a mortar joint finish.	
3. Understand the importance of setting out a work area.	3.1. Outline the need for planning, organising and setting out materials for a work area.	
4. Be able to construct a half brick wall in stretcher bond.	4.1. Construct a half brick wide wall in accordance with instructions. 4.2. Construct a wall in half brick wide walling including: a) straight b) return c) piers d) stopped end e) return corner 4.3. Set out, dry bond, gauge, level, plumb, line, jointing finish to acceptable standards and tolerances.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Bricklaying: Constructing a One Brick Wide Wall	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CBE664	
Unit Reference No	K/617/8286	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to construct a one brick wide wall.		
Learning Outcomes	Assessment Criteria	
1. Be able to use hand tools to construct one brick wide walls.	1.1. Select and use relevant hand tools and equipment safely for a set task. 1.2. Clean, maintain and store tools safely.	
2. Know the materials used in bricklaying.	2.1. Give examples of suitable bricks used for bricklaying. 2.2. Identify common materials used for mixing mortar.	
3. Be able to apply the skills and techniques used in one brick walling.	3.1. Apply basic trowel skills including: a) bed preparation b) application of cross joint 3.2. Perform cuts to bricks using lump hammer and bolster chisel including: a) queen closer b) half brick	
4. Understand the importance of setting out a work area.	4.1. Outline the need for planning, organising and setting out materials for a work area.	
5. Be able to construct a one brick wide wall.	5.1. Demonstrate the construction of a one brick wide walling including: a) straight b) return corners c) piers d) stopped end e) return corner 5.2. Set out, dry bond, gauge, level, plumb, line, jointing finish to standards and tolerances.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Bricklaying: Constructing Cavity Walls	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CBE665	
Unit Reference No	M/617/8287	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to build cavity walls.		
Learning Outcomes	Assessment Criteria	
1. Be able to use hand tools to construct cavity walls.	1.1. Select and use relevant hand tools and equipment safely for a set task. 1.2. Clean, maintain and store tools safely.	
2. Be able to apply the skills and techniques used in constructing a cavity wall.	2.1. Apply basic trowel skills including: a) bed preparation b) application of cross joint 2.2. Perform cuts to bricks and 100mm blocks using lump hammer and bolster chisel including: a) cut block b) half brick 2.3. Produce a mortar joint finish including half round flush.	
3. Understand the importance of setting out a work area.	3.1. Outline the need for planning, organising and setting out materials for a work area.	
4. Know the materials used for cavity walling.	4.1. Identify suitable brick and block type used for cavity walling including: a) facing brick b) common brick c) lightweight d) aerated e) solid block	
5. Be able to install Damp Proof Courses (DPC)s and cavity wall ties.	5.1. Identify, select and install Damp Proof Courses (DPC)s. 5.2. Identify, select and install cavity wall ties including: a) stainless steel b) plastic	
6. Be able to construct a cavity wall.	6.1. Demonstrate the construction of cavity walling including: a) straight 8 bricks long (4 blocks) with double stopped end b) corner 5 bricks long by 4 bricks long with tie wires c) DPCs installed to Building Regulations 6.2. Set out, dry-bond, gauge, level, plumb line, joining finish to standards and tolerances.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

	A collection of documents containing work that shows the learner's progression through the course	
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Introduction to Glazing	
Level	One	
Credit Value	6	
Guided Learning Hours (GLH)	54	
OCN NI Unit Code	CBE666	
Unit Reference No	T/617/8288	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be able to replace glazing in windows and doors. The learner will also gain knowledge relating to relevant legislation and safety issues associated with glazing.		
Learning Outcomes	Assessment Criteria	
1. Know the main tools and equipment used in glazing.	1.1 Identify and state the purpose of the following hand tools equipment used in glazing including: a) suction lifter b) glazing shovel c) gasket shears d) glass cutting wheel e) egress hinges f) friction hinges g) security glazing tape h) glazing mat	
2. Be aware of legislation, standards, personal, protective equipment (PPE) relevant to glazing.	2.1 Identify and outline the relevant legislation, standards and PPE associated with the following: a) toughened glass and its use in critical areas b) laminated glass and its use under British Standard BS6206 2.2 Outline the role of Building Control in the glazing industry in own region. 2.3 Identify the appropriate PPE for at least two different types of glazing tasks.	
3. Be able to replace glazing in windows and doors.	3.1 Demonstrate the following glazing tasks identifying potential hazards during the process: a) removing and reinstalling glazing in a uPVC window b) heeling and toeing of windows or door c) using access equipment to remove and reinstall glazing at height	
4. Be able to measure and order glazing.	4.1 Outline how regulations may impact on the ordering of glazing for at least three different glazing applications. 4.2 Demonstrate the use of appropriate tools, equipment and choice of PPE to accurately measure glazing in the following situations: a) at ground level b) at height 4.3 Illustrate the process of ordering glazing for at least one given glazing application.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken	Learner notes/written work Learner log/diary

	to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

Title	Introduction to Plumbing	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CBE668	
Unit Reference No	A/617/8289	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to and be able to perform plumbing maintenance tasks.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be able to repair common faults in domestic taps.	1.1. Compare uses, common faults and repair of at least three types of domestic taps. 1.2. Identify tools required to remove and reinstall taps. 1.3. Repair common faults in at least three types of domestic taps.	
2. Be able to remove and install an isolation valve.	2.1. Identify and describe the function of the components of at least two types of isolation valves. 2.2. Remove and install an isolation valve.	
3. Be aware of tape, sealants and connectors used in plumbing.	3.1. Summarise how to identify and when to use polytetrafluoroethylene (PTFE) tape. 3.2. Describe the function of an "O" ring fibre washer. 3.3. Identify and demonstrate the use of at least three types of piping connectors.	
4. Be able to repair common faults in standard toilet cisterns.	4.1. Illustrate the function of an automatic syphon. 4.2. Identify the components in a standard domestic cistern. 4.3. Assess and repair at least three common faults in a standard toilet cistern.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log



Title	Floor and Wall Tiling Skills	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CBE669	
Unit Reference No	M/617/8290	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to tile floors and walls.		
Learning Outcomes	Assessment Criteria	
1. Recognise tools, equipment and materials used in floor and wall tiling.	1.1. Identify and state the purpose of basic tiling tools and equipment including: a) tile cutter b) scribe c) tile saw 1.2. Identify different types of adhesive and tiles.	
2. Recognise background surfaces.	2.1. Identify surfaces to which tiles are commonly fixed and characteristics of each.	
3. Be able to plan and prepare for a tiling project.	3.1. Check straight edges are plumb including windows, doors and base units. 3.2. Use a simple gauge rod to ensure even distribution of the tiles and minimise cutting. 3.3. Clean and prepare surface. 3.4. Position tools, equipment and material as directed.	
4. Be able to apply setting out and fixing techniques.	4.1. Identify and use a basic setting out procedure. 4.2. Evenly spread tile adhesive over a given area. 4.3. Position and fix tiles, ensuring that they are straight, level and in adequate contact with the adhesive. 4.4. Use tile spacers to ensure an even gap between tiles. 4.5. Clean excess adhesive from tile surface.	
5. Be able to apply tile cutting techniques.	5.1. Cut tiles into internal corners, to ensure neat finish. 5.2. Select and use appropriate tools to cut round fixed obstacles. 5.3. Work in a safe manner.	
6. Be able to apply grouting techniques.	6.1. Mix the grout according to instructions. 6.2. Apply grout to tiles, ensuring the joints are filled and remove any surplus. 6.3. Compact the joints and clean off any surplus. 6.4. Clean down the tiled area.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence	Learner notes/written work Learner log/diary Peer notes Record of observation

	<p>to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course</p>	Record of discussion
Practical demonstration/assignment	<p>A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge</p>	<p>Record of observation Learner notes/written work Learner log</p>

Title	Woodworking and Carpentry Tools	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CBE670	
Unit Reference No	T/617/8291	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use woodwork and carpentry tools.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be able to use and maintain woodwork and carpentry tools.	1.1. Identify and use tools for woodwork and carpentry work. 1.2. Assess when a tool needs sharpening. 1.3. Use a wheel or oilstone to sharpen a bladed manual tool. 1.4. Outline and carry out safety checks.	
2. Be able to use electrical tools in woodwork and carpentry.	2.1. Identify electrical tools used in carpentry and woodwork and state their uses. 2.2 Use electrical tools to: a) drill holes in timber b) saw timber c) sand timber d) insert screws	
3. Be able to store tools used in woodwork and carpentry.	3.1. Outline how to store electrical tools. 3.2. Demonstrate the correct storage of tools and materials.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Developing Carpentry Hand Skills	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CBE671	
Unit Reference No	A/617/8292	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop carpentry hand skills.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Recognise hand tools used in carpentry.	1.1. Identify basic hand tools used in carpentry and their application. 1.2. Outline how to assess the condition of tools before use.	
2. Be able to use face and edge marks.	2.1. Outline why face and edge marks are used in carpentry and demonstrate their use.	
3. Be able to saw to a line.	3.1. Mark timber square and saw square to a line. 3.2. Mark to a given angle and saw timber square to given angle.	
4. Be able to plane timber.	4.1. Select a plane for a given task. 4.2. Set a plane for use and plane timber flat.	
5. Be able to use a chisel.	5.1. Mark out the timber working from the face and edge. 5.2. Saw down to the required depth. 5.3. Remove the timber with the chisel.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Plastering	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CBE672	
Unit Reference No	F/617/8293	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand and use the tools, equipment and materials used in plastering.		
Learning Outcomes	Assessment Criteria	
1. Know the range of tools and equipment used in plastering.	1.1. Identify and state the purpose of hand tools and items of equipment used in plastering including: a) brick trowel b) finishing trowel c) gauging trowel d) hawk/hand board e) float mechanical mixer	
2. Know the range of materials used in plastering.	2.1. Identify and state the purpose of materials used in plastering including: a) aggregate (soft sand and grit sand) b) hydrated lime c) cement d) perlite/browning plaster e) angle bead f) scrim cloths	
3. Be able to mix different plasters.	3.1. Outline and demonstrate the process involved in mixing different plasters.	
4. Be able to identify a range of backgrounds to receive plaster.	4.1. Identify backgrounds that commonly receive plaster and their characteristics.	
5. Be able to prepare a wall for plastering.	5.1. Outline checks required before starting to plaster. 5.2. Outline and apply the process for checking the suction of a wall. 5.3. Outline and apply basic methods for setting out a wall, for example, plumb and dot and broad screed. 5.4. Outline and apply the process for fixing angle-beads.	
6. Understand floating techniques.	6.1. Outline the procedure for floating a wall using either plumb and dot or broad screed methods.	
7. Be able to carry out basic plastering techniques.	7.1. Demonstrate how to pick up plaster from a spot board and a hawk. 7.2. Apply a plaster coat onto a sample section of wall. 7.3. Scratch the base coat. 7.4. Lay a second coat of plaster onto the wall. 7.5. Smooth surface with a float.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence	Learner notes/written work Learner log/diary Peer notes Record of observation

	<p>to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course</p>	Record of discussion
Practical demonstration/assignment	<p>A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge</p>	<p>Record of observation Learner notes/written work Learner log</p>

Title	Painting Interior Ceilings and Walls	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CBE673	
Unit Reference No	J/617/8294	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to paint interior ceilings and walls.		
Learning Outcomes	Assessment Criteria	
1. Be able to prepare and maintain work area.	1.1. Outline how to assess a site including actions required to prepare an area for painting. 1.2. Apply dust sheets appropriately. 1.3. Maintain a clean, safe and tidy working area.	
2. Use and maintain painting tools and equipment appropriately.	2.1. Identify and use painting tools for specified tasks. 2.2. Demonstrate safe use of portable access equipment. 2.3. Clean, check and store tools and equipment and report any defects to supervisor.	
3. Be able to prepare surfaces for painting.	3.1. Assess surface condition and identify appropriate action. 3.2. Demonstrate the preparation of one of the following using hand and power tools: a) wooden surfaces b) plastered surfaces c) rendered or brick surfaces d) metal surfaces	
4. Be able to paint a surface.	4.1. Select and apply paint to surface in accordance with manufacturer's instructions. 4.2. Demonstrate the application of paint to give an appropriate finish including: a) free from runs b) avoiding over painting c) no obvious misses	
5. Be able to maintain work area and equipment.	5.1. Clean tools, equipment and work area as required.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion



<p>Practical demonstration/assignment</p>	<p>A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge</p>	<p>Record of observation Learner notes/written work Learner log</p>
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Title	Developing Skills for Wallpapering	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CBE674	
Unit Reference No	L/617/8295	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to apply wallpaper.		
Learning Outcomes	Assessment Criteria	
1. Be able select appropriate tools and materials used in wallpapering.	1.1. Select appropriate tools and materials for wallpapering a given area from the following: a) plumb line b) tape measure c) paste brush d) table e) smoothing brush f) paste g) paper h) access equipment	
2. Be able to plan and prepare for a wallpapering project.	2.1. Identify defects in the surface to be papered. 2.2. Estimate the number of complete drops needed to cover the surface area. 2.3. Set up a workstation in a given position. 2.4. Mix adhesive as directed. 2.5. Measure straight drops making an allowance for trimming and cut paper. 2.6. Mark a plumb line from a given starting point.	
3. Be able to apply wallpaper.	3.1. Apply adhesive to the paper ensuring even and complete coverage. 3.2. Fold paper appropriately before applying to wall. 3.3. Apply first drop to the plumb line and ensure subsequent drops are butted. 3.4. Smooth paper to minimise creases and bubbles. 3.5. Ensure internal and external angles are correctly finished. 3.6. Trim excess paper and remove any excess paste.	
4. Be able to maintain tools and the working area.	4.1. Clean tools and maintain a safe and clean working area.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

	the learner's progression through the course	
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Manual Handling, Lifting and Movement of Loads	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CBE675	
Unit Reference No	R/617/8296	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be able to safely perform the manual handling, lifting and moving of loads.		
Learning Outcomes	Assessment Criteria	
1. Know how to prepare for safe manual handling, lifting and movement of loads.	1.1. Outline the process for identifying if loads are safe to manually handle, lift and move. 1.2. Give examples of safe handling techniques.	
2. Know procedures and reasons for safe manual handling, lifting and movement of loads.	2.1. Outline company guidelines and procedures for the safe manual handling, lifting and movement of loads. 2.2. Outline the relevant health and safety regulations for the safe manual handling and movement of loads. 2.3. Give examples of the consequences of using unsafe manual loading and handling techniques to self and others.	
3. Be able to manually handle, lift and move loads safely.	3.1. Assess if loads are safe to manually handle, lift and move. 3.2. Select, wear and use correct personal protection equipment (PPE) and clothing when manually moving loads. 3.3. Use safe and approved manual handling techniques when handling, lifting and moving loads.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

Title	Teamwork Skills in Practice	
Level	One	
Credit Value	3	
Guided Learning Hours (GLH)	27	
OCN NI Unit Code	CBE676	
Unit Reference No	Y/617/8297	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the different roles and responsibilities within a team and how to contribute to a team activity.		
Learning Outcomes	Assessment Criteria	
1. Understand different roles and responsibilities within a team.	1.1. Identify different roles and responsibilities within a team. 1.2. Identify own role and responsibilities within a team in a given situation.	
2. Be able to contribute to the setting of team and own goals.	2.1. Outline goals identified by the team and individually. 2.2. Carry out a team activity. 2.3. Demonstrate how to communicate appropriately within the team in at least two different situations.	
3. Be aware of others' rights to communicate within a team.	3.1. Outline why it is important to allow others to express their opinions without interruption.	
4. Recognise the importance of co-operation within a team.	4.1. Outline at least two different situations when co-operation is necessary to achieve a team goal.	
5. Be able to review team performance.	5.1. Identify skills brought to a team activity by: a) self b) others 5.2. Assess what was successful within the activity and what could be done differently.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

Title	Environmental Awareness and Sustainability in Construction	
Level	One	
Credit Value	2	
Guided Learning Hours (GLH)	18	
OCN NI Unit Code	CBE677	
Unit Reference No	D/617/8298	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the principles and reasons for sustainable and environmentally aware construction practices.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Know the importance of and the issues associated with environmental awareness and sustainability in construction.	1.1. Outline the importance of environmental awareness and sustainability in construction. 1.2. Give at least two examples of environmental issues within construction.	
2. Know how sustainable practices are applied within construction.	2.1. Give an example of: a) a building material that be recycled b) a building material that be reused c) reducing waste material in construction	
3. Know how renewable technologies and energy conservation may be applied to construction.	3.1. List four examples of renewable technologies used in buildings. 3.2. Outline at least two methods used in construction to conserve energy in buildings.	
4. Understand how waste is disposed of.	4.1. Outline the importance of disposing of waste in an environmentally friendly way. 4.2. List three hazards of incorrectly disposing of construction waste.	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary

## Quality Assurance of Centre Performance

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### External Verification

All OCN NI recognised centres are subject to External Verification. External verification visits and monitoring activities will be conducted annually to confirm continued compliance with the conditions of recognition, review the centre's risk rating for the qualifications and to assure OCN NI of the maintenance of the integrity of the qualifications.

The External Verifier will review the delivery and assessment of the qualifications. This will include the review of a sample of assessment evidence and evidence of the internal verification of assessment and assessment decisions. This will form the basis of the EV report and will inform OCN NI's annual assessment of centre compliance and risk. The External Verifier is appointed by OCN NI.

### Standardisation

As a process, standardisation is designed to ensure consistency and promote good practice in understanding and application of standards. Standardisation events:

- make qualified statements about the level of consistency in assessment across centres delivering a qualification
- make statements on the standard of evidence that is required to meet the assessment criteria for units in a qualification
- make recommendations on assessment practice
- produce advice and guidance for the assessment of units
- identify good practice in assessment and internal verification

Centres offering units of an OCN NI qualification must attend and contribute assessment materials and learner evidence for standardisation events if requested.

OCN NI will notify centres of the nature of sample evidence required for standardisation events (this will include assessment materials, learner evidence and relevant assessor and internal verifier documentation). OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.



## Administration

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### Registration

A centre must register learners within 20 working days of commencement of a qualification.

### Certification

Certificates will be issued to centres within 20 working days of receipt of correctly completed results marksheets. It is the responsibility of the centre to ensure that certificates received from OCN NI are held securely and distributed to learners promptly and securely.

### Charges

OCN NI publishes all up to date qualification fees in its Fees and Invoicing Policy document. Further information can be found on the centre login area of the OCN NI website.

### Equality, Fairness and Inclusion

OCN NI has considered the requirements of equalities legislation in developing the specification for these qualifications. For further information and guidance relating to access to fair assessment and the OCN NI Reasonable Adjustments and Special Considerations policies, centres should refer to the OCN NI website.

### Retention of Evidence

OCN NI has published guidance for centres on the retention of evidence. Details are provided in the OCN NI Centre Handbook and can be accessed via the OCN NI website.

**OCN NI Level 1 Award in General Building Maintenance**  
**Qualification Number: 603/5199/8**

**OCN NI Level 1 Certificate in General Building Maintenance**  
**Qualification Number: 603/5200/0**

**OCN NI Level 1 Extended Certificate in General Building Maintenance**  
**Qualification Number: 603/5201/2**

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Operational start date: 15 October 2019  
Operational end date: 30 September 2029  
Certification end date: 30 September 2030

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