

► Harmonized minimum occupational standards for assistant masons and masons

Ghana, Nigeria and Togo



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assistant masons and masons**

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▶ List of acronyms

3Rs	Reduce, reuse, recycle
CPE	Collective protective equipment
EC	Element of competence
GDP	Gross domestic product
ILO	International Labour Organization
REC	Regional economic community
RPL	Recognition of prior learning
TVET	Technical and vocational education and training
UC	Unit of competence
PI	Performance indicator
POP	Plaster of Paris
PPE	Personal protective equipment
SI	International system of units (measurement)

I. Preface

In September 2016, the Heads of State meeting at the United Nations General (UN) Assembly adopted the New York Declaration for Refugees and Migrants. This declaration aimed to ensure fair migration for all and to strengthen global migration governance through the development of a Global Compact for Migration and a Global Compact for Refugees. Subsequently, in 2017-18, a series of intergovernmental consultations took place in preparation for the planned adoption of the Global Compact for Safe, Orderly and Regular Migration, which was adopted by the UN General Assembly on 9 December 2018.

Notably, the highest incidence of low- and semi-skilled migration within the African continent is found in the West African, Central African, and Sahel regions. To ensure the context-sensitive design and genuine grounding of the global skills partnership at the country, corridor, and regional level, the International Labour Organization (ILO) conducted two tripartite regional workshops in close collaboration with the respective sub-regional economic communities (RECs) under the umbrella of its existing SKILL-UP project. These workshops, along with other suggested interventions, triggered tripartite constituents from Nigeria, Ghana and Togo to pledge to strengthen efforts for the mutual recognition of each other's training certificates, as well as harmonize curricula in sectors and occupations affected most strongly by migration amongst the three countries. Five occupations were selected in the agriculture and construction sectors as the most relevant to migrant workers. The selection was done through a participative and inclusive process that involved a tripartite group of national constituents in the three countries. Occupational standards and qualifications in the agriculture and construction sectors were then mapped and compared for commonalities and differences. Two phases were agreed upon with constituents ensuring the relevance of mutually recognized and harmonized education and training programmes in the context of migration between the three countries.

Occupational standards are a set of benchmarks that define the skills, knowledge, and attributes people need to perform a work role. They are developed in consultation with industry to ensure they reflect the needs of the workplace. This collaboration forms the basis upon which training and assessment can be implemented to a standard that industry sectors can recognize and trust. These standards are primarily used to develop and implement training, assess the outcomes of training, and to assess the level of a person's existing skills and competencies.

During the period 2021-2022, and with support from the ILO, tripartite technical committees in each country jointly developed minimal standards for "masonry" for Ghana, Nigeria, and Togo. The harmonized occupational minimal standards have been developed and validated based on the national occupational standards provided by the three countries, with a target of 70 to 80 per cent commonality. The present harmonized occupational minimal standards were designed as the evidence-based benchmark of competent performance in the construction sector which has been agreed by the three countries.

It will benefit those countries that are in the process of developing standards or reviewing existing national standards through comparison and consideration of similar standards available in the region. It can also be utilized in Vocational Education and Training (VET) for the development of standards-based curricula, and skill assessments for completers of training modules, etc. The harmonized minimal standards can provide a basis for developing national occupational standards and help to avoid duplication of efforts. By providing a regional references for this occupation, the harmonized minimal standards can provide assistance to the integration of sub-regional economic communities (RECs) by facilitating skills recognition of migrant workers across borders.

This process was supported by the ILO as part of the SKILL-UP project¹ financed by the Norwegian Agency for Development Cooperation.

¹ More information on this project can be found at: <https://www.ilo.org/skills/projects/skill-up/lang--en/index.htm>, and in ILO, Ghana, Nigeria and Togo: Towards mutual recognition of skills in the agriculture and construction sectors, 2021.

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III. Description and scope of the assistant mason and mason professions

The trade and services sector is the third most important sector of the economy, after raw materials and manufacturing, hence the name tertiary sector. It is characterised by the provision of a wide variety of intangible goods (services), as opposed to tangible goods such as cars, roofs, etc. produced by the manufacturing sector. The trade and services sector and its sub-sectors have made enormous contributions to national economies in terms of gross domestic product (GDP), employment, trade, and foreign capital attraction (Ehigiator, 2017).

The construction industry, which is a sub-sector of the trade and services sector, is the part of the economy that, through planning, design, construction, maintenance and repair, and transforms various resources into built facilities (Isa, Jimoh and Acheunu, 2013). This manifests in the construction industry building roads, bridges, airports, dams, tunnels, flood control structures, ports, power plants, pipelines, railways, water purification facilities, sewage treatment facilities, factories, churches, schools, hospitals, office buildings, apartment buildings, and private dwellings, among other projects (Onweh, 2004). Building is a part of the construction industry, which is specifically concerned with the design, construction, management and maintenance of various building structures and their components. It is divided into two main divisions: light and heavy construction. Light construction involves the construction of homes, farm structures, small churches, schools and office buildings, while heavy construction involves large projects such as building government facilities, large shopping centres, multi-storey buildings, factories and large churches/cathedrals.

The main players in the building construction industry are architects, engineers, management consultants, general contractors, heavy duty contractors, specialty contractors/subcontractors and construction workers, as well as the owners, operators and users of the facilities being constructed. The building construction workforce ranges from highly skilled professionals to totally unskilled workers. In addition to the professionals mentioned above, there are different career levels in the building construction industry that require specific skill sets, training and education, such as craftspeople and technicians. A craftsman is a worker skilled in a particular profession, trade or craft who can apply a wide range of skills and a high degree of knowledge to non-repetitive work with minimal direction and supervision (Ayonmike, 2010). In the building construction sector, a skilled tradesperson typically has a high school diploma and mechanical aptitude and must have completed an apprenticeship programme to achieve journeyman status, which is a fully qualified worker. Tradespeople in the building construction sector include bricklayers, carpenters, plasterers, tile setters, glaziers, woodworkers, painters, electricians, roofers and plumbers. They are skilled in the use of hand tools or portable power tools. The occupational standards presented herein focus on bricklayers.

A mason, better known as a bricklayer, is a person who builds using stones or works with stones. Local masons and builders construct houses using simple and common construction methods and locally available building materials. Highlighting the importance of local masons in the building construction sector, the ILO stated that while large infrastructure projects normally use licensed contractors, it is common to use the services of informal builders and artisans (masons) with varying levels of skill elements for the construction of private houses (2017). The rural housing programme launched by various

governments provides a good opportunity to build the capacity of these artisans and bring these human resources into the formal sector.

Rural house building, for a mason/bricklayer, consists of six distinct activities that follow each other in a logical building sequence:

- 1) the siting of the building and the digging of trenches for the foundations;
- 2) the construction of foundations and backfilling after the construction of foundations;
- 3) brick and block masonry work or stone masonry work;
- 4) installation of doors, windows, lintels and ventilators;
- 5) plastering of walls; and
- 6) flooring.

The trade and services sector is the third most important sector of the economy, after raw materials and manufacturing, hence the name tertiary sector. It is characterized by the provision of a wide variety of intangible goods (services), as opposed to tangible goods such as cars, roofs, etc., produced by the manufacturing sector. The trade and services sector and its sub-sectors have made enormous contributions to the economy in terms of GDP, employment, trade and foreign capital attraction (Ehigiator, 2017).

The construction industry, which is a sub-sector of the trade and services sector, is the part of the economy that, through planning, design, construction, maintenance and repair, and operation, transforms various resources into built facilities (Isa, Jimoh and Achuenu, 2013). The construction industry builds roads, bridges, airports, dams, tunnels, flood control structures, ports, power plants, pipelines, railways, water purification facilities, sewage treatment facilities, factories, churches, schools, hospitals, office buildings, apartment buildings, and private dwellings, among others (Onweh, 2004).

Building is a part of the construction industry, which is specifically concerned with the design, construction, management and maintenance of various building structures and their components. It is divided into two main divisions: light and heavy construction. Light construction involves the construction of homes, farm structures, small churches, schools and office buildings, while heavy construction involves large projects such as building government facilities, large shopping centres, multi-storey buildings, factories and large churches/cathedrals. The building construction sector contributes enormously to the economic development of many countries around the world through public and private works.

The main players in the building construction industry are architects, engineers, management consultants, general contractors, heavy duty contractors, specialty contractors or subcontractors and construction workers, as well as the owners, operators and users of the facilities being built. The building construction workforce ranges from highly skilled professionals to completely unskilled workers. In addition to the professionals mentioned above, there are different career levels in the building construction industry that require specific skill sets, training and education, such as craftspeople and technicians. A craftsman is a worker skilled in a particular profession, trade or craft who can apply a wide range of skills and a high degree of knowledge in non-repetitive work with minimal direction and supervision (Ayonmike, 2010). In the building construction sector, a skilled tradesperson typically has a high school diploma and mechanical aptitude and must have completed an apprenticeship programme to achieve journeyman status, which is a fully qualified worker. Tradespeople in the building construction sector include bricklayers, carpenters, plasterers, tile setters, glaziers, woodworkers, painters, electricians, roofers and plumbers. They are skilled in the use of hand tools or portable power tools. The occupational standards presented herein focus on bricklayers.

IV. Mapping of the minimum occupational standards for assistant mason and mason

Main objective	Units of competence	Elements of the competence
1. Assistant Mason		
<p>This qualification is aimed at people wishing to develop a career in the construction industry. It is aimed at: i) the learner's ability to comply with health, safety and environmental protection requirements; and ii) creating the abilities to distinguish, use and maintain tools, materials and equipment in accordance with manufacturer's specifications and site procedures; and iii) fostering good working relationships with colleagues for maximum performance.</p>	1.1. Distinguish between the actors and the different elements of the construction sector.	1.1.1. Demonstrate knowledge of the sector's trades. 1.1.2. Demonstrate knowledge of the different steps of construction work. 1.1.3. Demonstrate understanding of the relevant actors in the sector.
	1.2. Apply the rules of quality, hygiene, safety and environmental protection (QHSE).	1.2.1. Ensure health and personal hygiene. 1.2.2. Ensure the workplace uses collective protection equipment (CPE) and is hygienic, safe and secure. 1.2.3. Ensure the workplace uses PPE and is hygienic, safe and secure. 1.2.4. Ensure environmental management and protection.
	1.3. Communicate in a work environment.	1.3.1. Assimilate non-complex communication systems in a work environment. 1.3.2. Identify sources of information in the work environment. 1.3.3. Participate in communication work.
	1.4. Carry out masonry teamwork in the construction environment.	1.4.1. Establish positive working relationships with colleagues. 1.4.2. Take responsibility within the team. 1.4.3. Respect and comply with the policies of the organization.
	1.5. Identify equipment and tools for handling and storing materials.	1.5.1. Identify tools and equipment for a task. 1.5.2. Select materials for a particular task. 1.5.3. Handle materials, tools and equipment appropriately. 1.5.4. Maintain equipment, materials and tools. 1.5.5. Store equipment, materials and tools.
	1.6. Interpret basic measurements and quantities in construction.	1.6.1. Apply knowledge of basic distance measurement units. 1.6.2. Apply knowledge of converting units of distance and volume. 1.6.3. Apply knowledge of the relevant measurements in construction work. 1.6.4. Apply knowledge of the different dosages in construction work.
	1.7. Carry out site clean-up and excavation work.	1.7.1. Weed the site. 1.7.2. Strip the topsoil. 1.7.3. Ensure levelling and site compaction.

Main objective	Units of competence	Elements of the competence
	1.8. Carry out the mixing of materials and the bonding of the surfaces.	1.8.1. Prepare work surfaces. 1.8.2. Mix materials appropriately. 1.8.3. Differentiate between uses and types of bonding of bricks and blocks. 1.8.4. Use the appropriate methodology for the application of materials.
	1.9. Erect a simple scaffold with a maximum height of 3 metres.	1.9.1. Choose the type of scaffolding. 1.9.2. Choose the type of material used in scaffolding. 1.9.3. Assemble/dismantle scaffolding. 1.9.4. Store scaffolding material.
2. Mason		
This qualification is aimed at people who wish to develop a career in the construction industry. It aims to equip the learner with sufficient knowledge and skills in health and safety and the work environment to produce sound structures, carry out building repairs using appropriate tools and equipment under supervision.	2.1. Apply the rules of quality, hygiene, safety and environmental (QHSE) protection.	2.1.1. Ensure health and personal hygiene. 2.1.2. Ensure that the workplace is hygienic, safe and secure and using CPE. 2.1.3. Ensure a hygienic, safe and secure workplace, wearing PPE. 2.1.4. Ensure environmental management and protection.
	2.2. Communicate in a work environment.	2.2.1. Assimilate non-complex communication systems in the work environment. 2.2.2. Identify sources of information in the work environment. 2.2.3. Use communication media in the work environment.
	2.3. Perform masonry teamwork in the construction environment.	2.3.1. Train teams on the construction site. 2.3.2. Identify the roles of the different teams. 2.3.3. Define the needs of the different teams. 2.3.4. Identify the benefits of teamwork.
	2.4. Execute layout and marking out of masonry work.	2.4.1. Identify materials, tools and equipment required. 2.4.2. Interpret basic construction drawings. 2.4.3. Apply the methods of marking and layout in masonry. 2.4.4. Set up a simple masonry structure.
	2.5. Construct the masonry works (lay blocks/bricks).	2.5.1. Identify tools, materials and equipment. 2.5.2. Identify bricks, stones/block walls, concrete walls and floors. 2.5.3. Apply techniques for laying natural stone structures. 2.5.4. Erect multi-ply walls and pillars. 2.5.5. Draw the different types of stairs and methods of construction. 2.5.6. Determine the curing period of masonry structures.
	2.6. Carry out the finishing work within the curing period.	2.6.1. Identify materials for plastering and finishing work. 2.6.2. Prepare materials for plastering and finishing work. 2.6.3. Apply plastering materials to prepared surfaces/floors.

Main objective	Units of competence	Elements of the competence
	2.7. Apply basic principles of level use and alignment on the building.	2.7.1. Use the bubble level. 2.7.2. Create structures that respects alignment.
	2.8. Carry out maintenance work on existing structures.	2.8.1. Diagnose defects or damage to masonry. 2.8.2. Identify materials, tools and equipment for the work. 2.8.3. Correct a defective or damaged part of the masonry. 2.8.4. Repair/replace defective parts of the concrete structures. 2.8.5. Finish repaired/replaced parts of the work. 2.8.6. Dismantle/remove/lift/lower work equipment.
	2.9. Perform brick and block laying activities.	2.9.1. Manage the purchase of materials (sand, cement, water, stones, gravel, bricks and blocks). 2.9.2. Make bricks and blocks. 2.9.3. Perform brick/block laying operations. 2.9.4. Maintain accounting records.
	2.10. Carry out concrete-related activities.	2.10.1. Identify materials according to the type of concrete. 2.10.2. Prepare tools, equipment and materials for concrete work. 2.10.3. Prepare the concrete mix for the corresponding work. 2.10.4. Place fresh concrete. 2.10.5. Cure the finished concrete.

1. Assistant mason

► Unit 1.1 Distinguish between actors and different elements of the construction sector

Profession	Assistant Mason		
Title of the unit	Distinguish between the actors and the different elements of the construction sector		
Description (Objective) of the unit	Be able to distinguish between the actors and the different elements of the construction sector		
Elements of competence within the unit of competence			
1.	Demonstrate knowledge of the sector's trades.		
2.	Demonstrate knowledge of the different steps of the construction work.		
3.	Demonstrate understanding of the relevant actors in the sector.		
Total number of learning hours 30+			
Guided learning hours	Independent learning hours	Tools and equipment	Materials
10 hours	20 hours	Not required	Not required

Element 1.1.1 Demonstrate knowledge of the sector's trades

Performance criteria: the person is competent when:

1. Construction trades are listed.
2. The usefulness of each trade is indicated.
3. The trades involved in the construction of a given work are mentioned.
4. The importance of the different trades in the construction sector is indicated.

Evidence of product: Not required

Evidence of knowledge:

1. Construction trades are listed.
2. The usefulness of each trade is indicated.
3. The trades involved in the construction of a given work are mentioned.
4. The importance of the various trades in the construction industry is noted.

Evidence by attitude: the attitudes demonstrated are:

1. Cooperation: Participates and works with other team members in the execution of a task.
2. Appreciation: Values the contribution of other team members to improve productivity.

Element 1.1.2 Demonstrate knowledge of the different steps of construction works

Performance criteria: the person is competent when:

1. The types of works are defined in accordance with relevant requirements.
2. The uses of the different types of buildings are indicated.
3. The construction processes from site clearance to completion are mentioned.

Evidence of product: Not required

Evidence of knowledge:

1. The different types of works in the construction sector are listed.
2. The uses of the different types of construction works are indicated.
3. The construction processes, from site clearance to completion, are mentioned.

Evidence by attitude: the attitudes demonstrated are:

1. Understanding: Understands the different types of structures, their uses and the sequence of construction.
 2. Appreciation: Appreciates the different types of structures and their construction processes.
-

Element 1.1.3 Demonstrate understanding of the relevant actors in the sector

Performance criteria: the person is competent when:

1. Stakeholders involved in the construction sector, e.g., professional bodies, the Ministry of Public Works and Housing, etc., are listed.
2. The importance of stakeholders in the construction industry is indicated.
3. The roles of each stakeholder are set out.

Evidence of performance:

1. The list of actors involved in the construction sector is developed.
2. The importance of each stakeholder in the construction sector is indicated.
3. Stakeholders are mentioned.

Evidence of product: Not required

Evidence of knowledge:

1. Stakeholders involved in the construction sector, e.g., professional bodies, the Ministry of Public Works and Housing, etc. are listed.
2. The importance of stakeholders in the construction industry is indicated.
3. The roles of each stakeholder are set out.

Evidence of attitude: the attitudes demonstrated are:

1. Cooperation: Participates and works with others in the execution of a task.
 2. Understanding: Understands how stakeholders work in the overall scheme of things.
-

► Unit 1.2 Apply rules of quality, hygiene, safety and environmental (QHSE)

Profession		Assistant Mason	
Title of the unit		Environmental Protection	
Description (Objective) of the unit			
Elements of competence within the unit of competence			
1. Ensure health and personal hygiene.			
2. Ensure that the workplace uses CPE and is hygienic, safe and secure.			
3. Ensure the workplace uses PPE and is hygienic, safe and secure.			
4. Ensure environmental management and protection.			
Total number of learning hours 30+			
Guided learning hours	Independent learning hours	Tools and equipment	Materials
10 hours	20 hours	Not required	Not required

Element 1.2.1 Ensure health and personal hygiene

Performance criteria: the person is competent when:

- Clean and appropriate personal protective equipment is worn in accordance with QHSE protection requirements.
- The work is always carried out in compliance with QHSE protection requirements and environmental sustainability standards (the 3Rs: reduce, reuse, recycle).
- Cuts, abrasions and injuries are treated by appropriate personnel.
- Any disease and infection are promptly reported to the appropriate person.
- Personal liability under the Health and Safety Act, in respect of personal work activity, is mentioned.
- The general rules of hygiene to be followed are respected.
- PPE are used correctly, such as head, foot, face, eye, hand and body protection as well as statutory protections.
- The importance of maintaining good personal hygiene is explained.
- How to treat cuts, scrapes and wounds is demonstrated.

Evidence by product:

- Clean and suitable clothing and appropriate PPE is worn in accordance with health, safety and environmental protection requirements.
- At all times, work is carried out in compliance with QHSE protection requirements.
- Cuts, abrasions and wounds are treated by appropriate and competent personnel.
- Illnesses and infections related to masonry activities are promptly reported to the appropriate personnel.
- PPE are used correctly, such as head, foot, face, eye, hand and body protection as well as statutory protections.
- Cuts, abrasions and wounds are treated.

Evidence of knowledge:

1. Personal responsibility is understood as defined by the Health and Safety Act and in relation to one's own profession.
2. The general rules of hygiene are explained (e.g., relieving oneself in the appropriate places, using the waste bins on the site, using drinking water, etc.).
3. The importance of maintaining good personal hygiene is demonstrated.

Evidence of attitude: the attitudes demonstrated are:

1. Understanding and respect: Always maintains hygienic and safe working conditions in the workplace.
2. Responsibility: Maintains/ensures the safety of the work area within the team and reports to the appropriate qualified personnel when necessary.
3. Order: Establishes/respects safety laws and acts accordingly.

Element 1.2.2 Ensure that the workplace uses CPE and is hygienic, safe and secure

Performance criteria: the person is competent when:

1. The importance of working in a healthy, safe and hygienic workplace is indicated.
2. Any accident or near miss is reported promptly and accurately to the appropriate person.
3. Health, hygiene and safety procedures are followed during work.
4. Emergency first aid procedures are practiced during work.
5. The organization's security procedures are followed.
6. Waste disposal and pollution control with organic and inorganic waste disposal methods are provided.
7. Noise and nuisance control and protection methods are followed/applied.
8. Potential hazards or risks are identified and addressed.
9. Sources of information on health and safety in the workplace are indicated.
10. The types of hazards that can occur in the workplace are described and addressed.
11. Hazards that can be dealt with personally and those that need to be reported to someone else are indicated.

Evidence by process:

1. The emergency procedure during labour is practiced.
2. Health, hygiene and safety procedures are followed.
3. The organization's security procedures are followed.

Evidence by product:

1. Waste material on site is disposed of in an appropriate manner.)3Rs=

Evidence of knowledge:

1. Hazards that can be dealt with personally and by others are indicated.
2. The consideration of hazards is explained.

Evidence of attitude: the attitudes demonstrated are:

1. Understanding: The organization's procedure and rules regarding hazards and waste disposal are observed.
 2. Organization: The technique of separating organic and non-organic waste and managing noise and pollution is applied.
 3. Order: The organization's guidelines for managing personal and other risks are followed.
-

Element 1.2.3 Ensure the workplace uses PPE and is hygienic, safe and secure

Performance criteria: the person is competent when:

1. Other people are warned of the dangers in the workplace.
2. The reasons for reporting accidents and near misses are explained.
3. Emergencies that occur in the workplace and how to deal with them are described.
4. The first aid equipment and the role of the certified first aider in the workplace are described.
5. Safe lifting and handling techniques that must be followed are indicated and followed.
6. Other relevant means of working safely at the workplace are indicated.
7. The organization's emergency procedures, particularly in the event of fire, are described.
8. The possible causes of workplace fires are listed.
9. The process of reducing fire risk in the workplace is described.
10. Alarms are located for fire incidents and the way to trigger them is described.
11. The importance of complying with fire safety laws is stated.
12. The organization's security procedures are demonstrated.
13. The importance of reporting all routine and non-routine incidents to the appropriate staff is explained.

Evidence by process:

1. Safe lifting and handling techniques are followed.
2. The organization's security procedures are demonstrated.

Evidence by product:

1. Health and safety rules are applied in the workplace.

Evidence of knowledge:

1. Other people are warned of the dangers in the workplace.
 2. The reasons for reporting accidents and near misses are explained.
 3. Emergencies that occur in the workplace and how to deal with them are described.
 4. The first aid equipment and the role of the certified first aider in the workplace are described.
 5. Safe lifting and handling techniques that must be followed are indicated.
 6. Other ways of working safely that are relevant to one's own job are indicated.
 7. The organization's emergency procedures, particularly in the event of fire, are described.
 8. The possible causes of a workplace fire are listed.
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-
- 9. The process of reducing fire risk in the workplace is described.

 - 10. The location of fire alarms is indicated and the way to activate them is described.

 - 11. The reason why you should never approach a fire without being sure is explained.

 - 12. The importance of complying with fire safety laws is explained.

 - 13. The importance of reporting all routine and non-routine incidents to the appropriate staff is demonstrated.

Evidence of attitude: the attitudes demonstrated are:

 - 1. Cooperation: Collaborating with others in the execution of a task and working together to fulfil a function that involves a process of working with stakeholders.

 - 2. Understanding: The effort of stakeholders to improve productivity is appreciated.

Element 1.2.4 Ensure environmental management and protection

-
- Performance criteria: the person is competent when:**
-
- 1. Waste management is explained.

 - 2. Workplace waste is cleaned up.

 - 3. The waste is transported to the appropriate management sites.

Evidence by process:

 - 1. Workplace cleaning techniques are applied.

 - 2. Workplace cleaning procedures comply with environmental protection requirements.

Evidence by product:

 - 1. The workplace is cleaned.

 - 2. The waste is transported to the appropriate management sites

Evidence of knowledge:

 - 1. The reasons for environmental protection are explained.

 - 2. Waste that occurs in the workplace is identified.

 - 3. Waste management in the workplace is described.

Evidence of attitude: the attitudes demonstrated are:

 - 1. Cooperation: Collaborating with others in the execution of a task and working together to fulfil a function that involves a process of working with stakeholders.

 - 2. Understanding: The effort of stakeholders to improve productivity is appreciated.

► Unit 1.3 Communicate in a work environment

Profession		Assistant Mason	
Title of the unit	Distinguish between the actors and the different elements of the construction sector.		
Description (Objective) of the unit	Be able to distinguish between the actors and the different elements of the construction sector.		
Elements of competence within the unit of competence			
1.	Assimilate non-complex communication systems in a work environment		
2.	Identify sources of information in the working environment.		
3.	Participate in communication work.		
Total number of learning hours 30+			
Guided learning hours	Independent learning hours	Tools and equipment	Materials
10 hours	20 hours	Not required	Not required

Element 1.3.1 Assimilate non-complex communication systems in a work environment

Performance criteria: the person is competent when:

1. Simple verbal means of conveying necessary information are used appropriately.
2. Non-verbal means of conveying necessary information are used appropriately.
3. Symbols and signs are interpreted appropriately.

Evidence by product:

1. Not required

Evidence of knowledge:

1. Appropriate use of simple verbal means to convey necessary information.
2. Appropriate use of non-verbal means to convey necessary information.
3. Interpretation of symbols and signs.

Evidence by attitude: the attitudes demonstrated are:

1. Responsibility: Conforms to the use of a simple communication system in a work environment.
2. Cooperation: Participates and works with others while respecting the use of a simple communication system in a work environment.

Element 1.3.2 Identify sources of information in a work environment

Performance criteria: the person is competent when:

1. Information sources are well located in an organization and work environment.
2. Information sources are communicated to colleagues and others in an appropriate manner.
3. General systems of information flow in a work environment are used.
4. Information on avoiding difficulties in a work situation is used.
5. The identification of SI is reported to the appropriate staff.

Evidence by product:

1. Not required.

Evidence of knowledge:

1. Information sources are well located in an organization and work environment.
2. Information sources are communicated to colleagues and others in an appropriate manner.
3. General systems of information flow in a work environment are used.
4. Information to avoid difficulties in a work situation is used.
5. The identification of SI is reported to the appropriate staff.

Evidence by attitude: the attitudes demonstrated are:

1. Responsibility: Conforms to the use of a simple communication system in a work environment.
2. Cooperation: Participates and works with others while respecting the use of a simple communication system in a work environment.
3. Appreciation: Appreciates the efforts of other team members to improve productivity.

Element 1.3.3 Participate in communication work.**Performance criteria: the person is competent when:**

1. The different communication equipment in the work environment is correctly located.
2. General communication equipment in a work environment is used effectively.
3. Information is passed on efficiently to the appropriate staff.
4. Information is conveyed effectively using symbols, signs and codes.
5. General instructions are followed, in line with the ethics of the work environment.

Evidence by product:

1. Not required

Evidence of knowledge:

1. The different communication equipment in the work environment is correctly located.
2. General communication equipment in a work environment is used effectively.
3. Information is passed on effectively to the appropriate staff.
4. Information is conveyed effectively using symbols, signs and codes.
5. General instructions in line with the ethics of the work environment are followed.

Evidence by attitude: the attitudes demonstrated are:

1. Understanding: Understands the need to communicate effectively in the work environment.
2. Responsibility: Conforms to the use of a simple communication system in a work environment.
3. Cooperation: Participates and works with others while respecting the use of a simple communication system in a work environment.
4. Appreciation: Values the contribution of other team members to improve productivity.

► Unit 1.4 Carry out masonry teamwork in the construction environment

Profession	Assistant Mason		
Title of the unit	Distinguish between the actors and the different elements of the construction sector.		
Description (Objective) of the unit	Be able to distinguish between the actors and the different elements of the construction sector.		
Elements of competence within the unit of competence			
1.	Establish positive working relationships with colleagues.		
2.	Take responsibility within the team.		
3.	Respect and comply with the policies of the organization.		
Total number of learning hours 30+			
Guided learning hours	Independent learning hours	Tools and equipment	Materials
10 hours	20 hours	Not required	Not required

Element 1.4.1 Establish positive working relationships with colleagues

Performance criteria: the person is competent when:

1. Ground rules for positive working relationships with colleagues are identified and followed in accordance with the organization's policies and procedures.
2. Team members are supported when needed, in accordance with the organization's policies and procedures.
3. Necessary information to be communicated amongst colleagues takes place in accordance with the organization's policies and procedures.

Evidence by product:

1. Team members are supported when needed, in accordance with the organization's policies and procedures.

Evidence of knowledge:

1. Ground rules for positive working relationships with colleagues are identified in accordance with the organization's policies and procedures.
2. Necessary information to be communicated amongst colleagues takes place in accordance with the organization's policies and procedures.

Evidence by attitude: the attitudes demonstrated are:

1. Understanding: Understands and maintains a positive working relationship with other team members.
2. Responsibility: Respects harmonious working relationships within the masonry team and with other team members.
3. Cooperation: Supports other team members in the execution of a task within the masonry team.

Element 1.4.2 Take responsibility within the team

Performance criteria: the person is competent when:	
1.	Personal roles and responsibilities within the team are clearly defined in accordance with the organization's policies and procedures.
2.	Individual tasks in accordance with team rules and regulations are carried out in accordance with the organization's policies and procedures.
3.	Active participation in teamwork is in accordance with the organization's policies and procedures.
Evidence by product:	
1.	Individual tasks in accordance with team rules and regulations are carried out in accordance with the organization's policies and procedures.
2.	Active participation in teamwork is in accordance with the organization's policies and procedures.
Evidence of knowledge:	
1.	Personal roles and responsibilities within the team are clearly defined in accordance with the organization's policies and procedures.
Evidence by attitude: the attitudes demonstrated are:	
1.	Understanding: Understands and carries out own responsibilities within the team in accordance with relevant requirements.
2.	Responsibility: Respect/ensure harmonious working relationships within the masonry team and with other teams.
3.	Cooperation: Works with others in the execution of a task within the masonry team.

Element 1.4.3 Respect and comply with the organization's policies

Performance criteria: the person is competent when:	
1.	Work is carried out in accordance with the organization's policies and procedures.
2.	The organizational code of practice is used in accordance with the organization's policies and procedures.
3.	The organization's code of conduct is clearly explained in accordance with the organization's policies and procedures.
Evidence of performance:	
1.	Work is carried out in accordance with the organization's policies and procedures.
2.	The organization's code of practice is used in accordance with the organization's policies and procedures.
3.	The organization's code of conduct is explained in accordance with the organization's policies and procedures.
Evidence by product:	
1.	Work is carried out in accordance with the organization's policies and procedures.
Evidence of knowledge:	
1.	The organization's code of practice is explained in accordance with the organization's policies and procedures.
2.	The organization's code of conduct is clearly explained in accordance with the organization's policies and procedures.

Evidence by attitude: the attitudes demonstrated are:

1. Accountability: Carries out responsibilities in accordance with the organization's policies and procedures.
2. Understanding: Understands and assumes own responsibilities in accordance with the organization's policy.
3. Cooperation: Works with others in carrying out a task within the masonry team, in accordance with the organization's policy.

► Unit 1.5 Identify equipment and tools for handling and storing materials

Profession	Assistant Mason		
Title of the unit	Distinguish between the actors and the different elements of the construction sector.		
Description (Objective) of the unit	Be able to distinguish between the actors and the different elements of the construction sector.		
Elements of competence within the unit of competence			
1.	Identify tools and equipment for a task.		
2.	Select materials for a particular task.		
3.	Handle materials, tools and equipment appropriately.		
4.	Maintain equipment, materials and tools.		
5.	Store equipment, materials and tools.		
Total number of training hours 50+			
Guided learning hours	Independent learning hours	Tools and equipment	Materials
20 hours	30 hours	Shovel, pickaxe, measuring tape, construction square, mason's hammer, mason's rope, float, trowel, ruler, spirit level.	Blocks, bricks, cement, sand, aggregates (stones), additives

Element 1.5.1 Identify tools and equipment for a task.

Performance criteria: the person is competent when:

1. Manual and mechanical tools and equipment useful for masonry are identified.
2. The functions, operation and limitations of tools and equipment are indicated in accordance with relevant requirements.
3. Hand tools and equipment appropriate to the task are selected.
4. Materials that are relevant to masonry are identified.
5. Appropriate materials are selected for a particular masonry job.
6. Common building materials for construction work are identified and selected in accordance with relevant requirements used on site, such as bricks, blocks, stones, cement, mortar, and concrete.

Evidence by product:	
1.	The appropriate hand tools and equipment for the task are selected.
2.	Appropriate materials for a particular masonry job are selected and used.
3.	Common building materials used on the site, such as bricks, blocks, stones, cement, mortar, concrete, tiles, marble, granite, glass, admixtures and chemicals, are identified and selected for the relevant work.
4.	The different types of material and their appropriate use are differentiated.
Evidence of knowledge:	
1.	The functions and limitations of tools and equipment are identified in accordance with the technical instruction.
2.	Manual and mechanical tools and equipment useful for masonry are identified.
3.	Materials that are suitable for masonry are identified in accordance with current requirements.
Evidence by attitude: the attitudes demonstrated are:	
1.	Understand: The appropriate tools, equipment and materials required for masonry work with the crew are described to complete a given task.
2.	Order: The procedure for requesting and handling tools, equipment and materials is established and followed.
3.	Responsibility: The work of identifying and selecting tools and equipment is carried out in accordance with relevant requirements.
4.	Cooperation: The execution of a task and the teamwork to achieve it are carried out for performance in accordance with the requirement in force.

Element 1.5.2 Select materials for a particular task

Performance criteria: the person is competent when:	
1.	Guidelines for the movement and handling of tools and equipment are followed.
2.	Individual and teamwork in lifting, loading and unloading materials and equipment is carried out in accordance with QHSE standards.
3.	The sequence of loading and unloading of materials is followed in accordance with QHSE standards.
Evidence by product:	
1.	Individual and teamwork for lifting, loading and unloading of materials and equipment is carried out in accordance with QHSE standards.
2.	The sequence of loading and unloading of materials is followed in accordance with QHSE standards.
Evidence of knowledge: Not required.	
Evidence of knowledge:	
1.	Responsibility: The various tools and equipment and the safe working area in the work environment are the responsibility of the assistant mason with supervision of the mason team.
2.	Order: The procedure for handling tools and equipment is established and implemented in a responsible manner.

Element 1.5.3 Handle materials, tools and equipment appropriately

Performance criteria: the person is competent when:

1. Material handling using appropriate materials, tools and equipment is in accordance with QHSE standards.
2. The order of use of equipment and materials is respected in accordance with QHSE standards.
3. The established procedure for handling materials using the appropriate materials, tools and equipment is explained and followed in accordance with the requirements in force.

Evidence of performance:

1. The handling of materials using appropriate materials, tools and equipment is in accordance with current requirements.
2. The order of use of equipment and materials is respected in accordance with QHSE standards.

Evidence of knowledge:

1. The order of use of equipment and materials is indicated in accordance with quality, health, safety and work environment standards.

Evidence by attitude: the attitudes demonstrated are:

1. Understand: The proper handling of materials and equipment required for the masonry task is understood and carried out with the crew to complete the task.
 2. Order: The procedure for handling and maintaining tools and equipment is established, followed and implemented in a responsible manner.
 3. Responsibility: The work of storing equipment is carried out in accordance with the requirements in force.
 4. Cooperation: Handling is done in a spirit of mutual help and collaboration.
-

Element 1.5.4 Maintain equipment, materials and tools

Performance criteria: the person is competent when:

1. The arrangement of equipment, materials and tools for maintenance is in accordance with the requirements in force.
2. Equipment, materials and tools are maintained in accordance with current requirements.
3. The order of storage of equipment, materials and tools for maintenance is respected in accordance with the requirements in force.
4. Equipment, materials and tools are cleaned before and after use in accordance with applicable requirements.

Evidence by product:

1. Equipment, materials and tools are cleaned and maintained before and after use.
2. Equipment, materials and tools are arranged in accordance with relevant requirements.
3. The order of storage of equipment, materials and tools is carried out in accordance with current requirements.

Evidence of knowledge: Not required

Evidence of performance

1. Equipment, materials and tools are maintained in accordance with current requirements.
2. The order of maintenance of equipment, materials and tools is observed in accordance with quality, health, safety and working environment standards.

Evidence by attitude: the attitudes demonstrated are:

1. Understand: The appropriate procedure for maintaining equipment, materials and tools and the importance of maintaining equipment, materials and tools before and after use are understood.
2. Responsibility: The maintenance of equipment, tools and materials is carried out in accordance with quality, hygiene, safety and work environment standards with the masonry team.
3. Order: Procedures for the maintenance of equipment, materials and tools are established, followed and implemented in a responsible manner.
4. Cooperation: The maintenance of equipment and tools is done in a spirit of mutual help and collaboration.

Element 1.5.5 Store equipment, materials and tools**Performance criteria: the person is competent when:**

1. Equipment, materials and tools are stored in accordance with QHSE standards.
2. The order of storage of equipment, materials and tools is respected in accordance with QHSE standards.
3. The established procedure for the storage and warehousing of equipment, materials and tools to facilitate their identification and retrieval is explained and followed in accordance with the applicable requirements.

Evidence by product:

1. The shop's equipment, materials and tools comply with current requirements.
2. The order of storage of equipment, materials and tools is respected in accordance with QHSE standards

Evidence of knowledge:

1. The order of storage of equipment, materials and tools is indicated in accordance with QHSE standards.

Evidence by attitude: the attitudes demonstrated are:

1. Understanding: The proper storage of equipment, materials and tools needed for the masonry task is carried out with the crew.
2. Order: Establishes and adheres to procedures for handling and maintaining equipment, materials and tools is established, adhered to and carried out in a responsible manner.
3. Responsibility: The work of storing equipment, materials and tools is carried out in accordance with the requirements in force.
4. Cooperation: The storage of equipment, materials and tools is done in a spirit of mutual help and collaboration.

► Unit 1.6 Interpret basic measurements and quantities in construction

Profession	Assistant Mason		
Title of the unit	Interpreting basic measurements and quantities in construction		
Description (Objective) of the unit	Learning to interpret basic measurements and quantities in construction		
Elements of competence within the unit of competence			
1.	Apply knowledge of basic distance measurement units.		
2.	Apply knowledge of converting units of distance and volume.		
3.	Apply knowledge of measurements in construction work.		
4.	Apply knowledge of the different missing dosages in construction work.		
Total number of learning hours 30+			
Guided learning hours	Independent learning hours	Tools and equipment	Materials
10 hours	20 hours	Not required	Not required

Element 1.6.1 Apply knowledge of basic distance measurement units

Performance criteria: the person is competent when:

1. The meaning of the International Standard (SI) units of measurement is explained.
2. The SI units for measuring distance, weight and volume are listed in ascending order.
3. The SI unit of measurement in distances, weights and volumes is indicated.

Evidence by product:

1. Not required

Evidence of knowledge:

1. The meaning of the SI unit of measurement is stated in accordance with technical requirements.
2. The SI units for measuring distance, weight and volume are listed in ascending order.
3. The standard unit of measurement for distance, weight and volume is appropriately indicated.

Evidence by attitude: the attitudes demonstrated are:

1. Cooperation: Assists others in performing a task that involves measuring distances, weights and volumes.
2. Responsibility: Performs a function that involves measuring distance, weight and volume to improve productivity in the work process.

Element 1.6.2 Apply knowledge of converting units of distance and volume

Performance criteria: the person is competent when:

1. The conversion from millimetres to metres, from grams to kilograms and from millilitres to litres is shown in the SI unit.
2. The conversion from lower to upper level is explained.
3. The conversion of the scale from one unit to another is indicated.
4. The conversion from imperial to SI units and vice versa is shown.

Evidence by product: Not required.

Evidence of knowledge:

1. The conversion from millimetres to metres, from grams to kilograms and from millilitres to litres is shown in the SI unit.
2. The conversion from lower to upper level is explained.
3. The conversion of the scale from one unit to another is indicated.
4. The conversion from imperial to SI units and vice versa is shown.

Evidence by attitude: the attitudes demonstrated are:

1. Responsibility: performs work to the required standard and carries out timely conversion of distance, weight and volume units.
 2. Cooperation: Assists and supports others in the performance of a task and works together to perform a function that involves a work process.
 3. Appreciation: Understands and appreciates the effort of other team members in converting units into distances, weights and volumes for better productivity.
-

Element 1.6.3 Apply knowledge of relevant measurements in construction work

Evidence by product:

1. The distance is measured according to the technical requirements.
2. The volume is measured according to the technical requirements.
3. The weight is measured in accordance with technical requirements.

Evidence of knowledge:

1. The importance of measurements in construction work is explained.
2. The types of measurements used in construction work are indicated.
3. The situations in which each of the listed measures will be used are specified.

Evidence by attitude: the attitudes demonstrated are:

1. Cooperation: supporting others in carrying out a task that involves measurement.
-

Element 1.6.4 Apply knowledge of the different mixing dosages in construction work

Performance criteria: the person is competent when:	
1.	The distinction between the different dosages of the works is explained.
2.	The specificity of each type of assay is specified.
3.	The situations in which each type of dosage will be used are specified.
Evidence by product: Not required	
Evidence of knowledge:	
1.	The distinction between the different dosages of the works is explained.
2.	The specificity of each type of assay is specified.
3.	The situations in which each type of dosage will be used are specified.
Evidence by attitude: the attitudes demonstrated are:	
1.	Responsibility: performs work to the required standard and carries out timely conversion of distance, weight and volume units.
2.	Cooperation: Assists and supports others in the performance of a task and works together to perform a function that involves a work process.
3.	Appreciation: Understands and appreciates the efforts of other team members in converting units into distances, weights and volumes for better productivity.

► Unit 1.7 Carry out site clean-up and excavation work

Profession	Assistant Mason		
Title of the unit	Interpreting basic measurements and quantities in construction		
Description (Objective) of the unit	Learning to interpret basic measurements and quantities in construction		
Elements of competence within the unit of competence			
1.	Weed the site.		
2.	Strip topsoil.		
3.	Ensure site grading and compaction.		
Total number of learning hours 30+			
Guided learning hours	Independent learning hours	Tools and equipment	Materials
10 hours	20 hours	Not required	Not required

Element 1.7.1 Weed the site

Performance criteria: the person is competent when:

1. The tools and equipment needed to clean the site are selected.
2. Clearance of the construction site is carried out in accordance with relevant requirements.
3. Participation in the erection of temporary site offices and other facilities is carried out in accordance with relevant requirements.

Evidence by product:

1. Clearance of the construction site is carried out in accordance with the relevant requirement.
2. Participation in the construction of temporary facilities shall be carried out in accordance with relevant requirements.
3. The tools and equipment needed for site clearance are selected according to relevant requirements.

Evidence of knowledge:

The tools and equipment needed to clean the site are listed.

Evidence by attitude: the attitudes demonstrated are:

1. Cooperation: Collaborates and works with others in the execution of a task.
 2. Appreciation: Appreciates the effort of other team members in clearing and preparing the site.
-

Element 1.7.2 Strip the topsoil

Performance criteria: the person is competent when:

1. The basic tools used for excavating the site are listed.
2. The basic tools used in excavation are selected for a given job.
3. Participation in the setting up of the structure is carried out according to the work plan.
4. Work areas are excavated in accordance with the requirements of the working drawings.
5. Formwork against the faces of the excavation is erected in accordance with relevant requirements.
6. The two methods of land surface excavation and their sequence are mentioned.

Evidence by product:

1. Participation in setting up a structure is carried out in accordance with the implementation plan.
2. The work area is excavated in accordance with the requirements of the execution plans.
3. Formwork against the faces of the excavation is erected in accordance with relevant requirements.

Evidence of knowledge:

1. The basic tools used in excavation are listed
The processes for placing formwork against the excavation face are listed

Evidence by attitude: the attitudes demonstrated are:

1. Comprehension: Explains the different methods of excavating the earth's surface and their sequence.
 2. Demonstration: Demonstrates the different methods of excavating the earth's surface.
-

Element 1.7.3 Ensure site grading and compaction

Performance criteria: the person is competent when:	
1.	The foundation blocks are backfilled in accordance with relevant requirements.
2.	Imported materials are placed in built-up areas.
3.	The foundation backfill is regularly watered to maintain moisture for compaction.
4.	Participation in mechanical soil compaction is done in accordance with relevant requirements.
5.	The soil is compacted manually.
6.	Tools and equipment for manual or mechanical compaction are listed.
Evidence by product:	
1.	The foundation blocks are backfilled in accordance with relevant requirements.
2.	Imported materials are placed in built-up areas.
3.	Wet foundations in preparation for compaction are completed in accordance with relevant requirements.
4.	Participation in mechanical soil compaction is carried out in accordance with relevant requirements.
5.	The soil is compacted manually.
Evidence of knowledge:	
1.	Tools and equipment for manual or mechanical compaction are listed.
2.	The backfilling or wetting process is described.
Evidence by attitude: the attitudes demonstrated are:	
1.	Cooperation: Supporting others in the performance of a task and working together to perform a function that involves a work process related to backfilling and soil compaction.
2.	Understanding: Understands and appreciates the effort to assist in excavation and compaction of soil for better productivity.

► Unit 1.8 Carry out the mixing of materials and the bonding of surfaces

Profession	Assistant Mason		
Title of the unit	Distinguish between the actors and the different elements of the construction sector		
Description (Objective) of the unit	Be able to distinguish between the actors and the different elements of the construction sector		
Elements of competence within the unit of competence			
1.	Prepare work surfaces.		
2.	Mix materials appropriately.		
3.	Differentiate between uses and types of bonding of bricks and blocks.		
4.	Use the appropriate methodology for the application of materials.		
Total number of learning hours 30+			
Guided learning hours	Independent learning hours	Tools and equipment	Materials
10 hours	20 hours	Not required	Not required

Element 1.8.1 Prepare work surfaces

Performance criteria: the person is competent when:

1. Dirt/debris/grease or other impurities are cleaned from the surface in accordance with relevant requirements.
2. Materials and equipment are selected for a given job.
3. The process of chiselling/scraping the surface is carried out in accordance with relevant requirements.
4. The process of wetting the surface to receive the material is known.

Evidence by product:

1. Dirt, debris, grease or other impurities are cleaned
2. Work surfaces are treated in accordance with the technical specifications.

Evidence of knowledge:

1. The process of cleaning the surface is explained.
2. The chiselling/scraping process and the surface is described.

Evidence by attitude: the attitudes demonstrated are:

1. Cooperation: Collaborates and works with others in the performance of a task that involves the preparation of work surfaces.
 2. Responsibility: Performs work that involves the preparation of surfaces in accordance with relevant requirements.
 3. Understanding: Understands and appreciates the effort of other team members in preparing work surfaces for better productivity.
-

Element 1.8.2 Mix materials appropriately

Performance criteria: the person is competent when:

1. The materials are selected for an appropriate mix.
2. The measurement of materials with appropriate measuring equipment is described in accordance with the pre-determined dosage.
3. The materials are mixed according to the specifications and in a timely manner.
4. The proportions of materials for a task are explained in accordance with relevant requirements.

Evidence by product:

1. The materials are mixed in the appropriate proportions.
2. The materials are mixed homogeneously in accordance with the specifications and the time limits.

Evidence of knowledge:

1. The technique for mixing materials for proper application is mentioned.
 2. The homogeneity of the mixture of materials within the specifications and the time allowed is explained.
 3. The method of measuring materials using appropriate measuring equipment is described.
-

Evidence by attitude: the attitudes demonstrated are:

1. Cooperation: Supporting others in carrying out a task that involves an appropriate mixing ratio of materials.
 2. Responsibility: Performs a function that involves the dosing of materials in their proper mixing ratios in the work process.
 3. Understanding: Understands and appreciates the effort of other team members in the appropriate mix of materials for better productivity.
-

Element 1.8.3 Differentiate between uses and types of bonding of bricks and blocks

Performance criteria: the person is competent when:

1. The different uses and types of bonding are identified in accordance with relevant requirements.
 2. The requirements for bonding bricks/blocks or any other surface are described in accordance with relevant requirements.
-

Evidence by product:

Obtaining a repaired surface

Evidence of knowledge:

1. The different uses and types of bonding are identified in accordance with relevant requirements.
 2. The different bonding methods are described according to relevant requirements.
-

Evidence by attitude: the attitudes demonstrated are:

1. Responsibility: Carries out work to the required standard and completes tasks in a timely manner, differentiating between uses and different methods of bonding bricks/blocks or any other surface.
 2. Cooperation: Supporting others in the performance of a task and working together to accomplish a function that involves a work process.
-

Element 1.8.4 Use the appropriate methodology for the application of materials

Performance criteria: the person is competent when:

1. The movement and stacking/arrangement of materials required for the job is carried out in accordance with relevant requirements.
 2. Assisting in the laying of blocks and bricks in accordance with relevant requirements.
 3. Dry bonding procedures shall be carried out in accordance with relevant requirements.
 4. The application of plastering and POS materials is in accordance with relevant requirements.
-

Evidence by product:

1. The dry/wet bonding method is carried out in accordance with relevant requirements.
 2. Assisting in the application of plastering and plaster of Paris (POP) materials in accordance with relevant requirements.
-

Evidence of knowledge:
1. Dry/wet bonding procedures are indicated in accordance with relevant requirements.
2. Procedures for the application of plastering and POP materials are outlined.
Evidence by attitude: the attitudes demonstrated are:
1. Cooperation: Supporting others in carrying out a task that involves the use of appropriate materials.
2. Responsibility. Performs a function that involves the application of appropriate materials in the work process, in accordance with relevant requirements.
3. Understanding: understands the effort of other team members in applying appropriate materials for better productivity.

► Unit 1.9 Erect a simple scaffold with a maximum height of 3m

Profession		Assistant Mason	
Title of the unit	Distinguish between the actors and the different elements of the construction sector.		
Description (Objective) of the unit	Be able to distinguish between the actors and the different elements of the construction sector.		
Elements of competence within the unit of competence			
1.	Choose the type of scaffolding.		
2.	Choose the type of material used in scaffolding.		
3.	Assemble/dismantle scaffolding.		
4.	Store scaffolding material.		
Total number of learning hours 30+			
Guided learning hours	Independent learning hours	Tools and equipment	Materials
10 hours	20 hours	Not required	Not required

Element 1.9.1 Choose the type of scaffolding

Performance criteria: the person is competent when:
1. The different types of scaffolding in the workplace are identified in accordance with relevant requirements.
2. The different types of platform/shuttering in the workplace are described in accordance with relevant requirements.
3. Participates in the erection and dismantling of scaffolding for work at height in accordance with health and safety requirements
Evidence by product:
The assembly and dismantling of scaffolding for work at heights is carried out in accordance with the applicable requirements is carried out.

Evidence of knowledge:

1. The different types of workplace scaffolding are identified, in accordance with relevant requirements.
2. The different types of platform/shuttering are described according to relevant requirements.

Evidence by attitude: the attitudes demonstrated are:

1. The different types of workplace scaffolding are identified, in accordance with relevant requirements.
Cooperation: Works with others in the performance of a task involving the erection and dismantling of different types of scaffolding.
 2. Responsibility: Performs a function that involves the erection and dismantling of different types of scaffolding in work processes.
 3. Understanding: Appreciates the effort of other team members in the work process to improve productivity.
-

Element 1.9.2 Choose the type of material used in scaffolding

Performance criteria: the person is competent when:

1. The type of material used for scaffolding is identified in accordance with relevant requirements.
2. The type of material used for scaffolding is selected to be assembled in accordance with relevant requirements.
3. The type of material used in the scaffolding is listed in accordance with relevant requirements.

Evidence by product:

1. The type of equipment required for scaffolding on the site is selected in accordance with relevant requirements.
2. The type of material used in the scaffolding is identified in accordance with relevant requirements.

Evidence of knowledge:

1. List the type of materials used in the scaffolding in accordance with relevant requirements.

Evidence by attitude: the attitudes demonstrated are:

1. Cooperation: Works with others in the performance of a task involving the erection and dismantling of different types of scaffolding.
 2. Responsibility: Performs a function that involves the erection and dismantling of different types of scaffolding in work processes.
 3. Understanding: Appreciates the effort of other team members in the work process to improve productivity.
-

Element 1.9.3 Erect/dismantle scaffolding

Performance criteria: the person is competent when:

1. The methods of assembly/disassembly of the different types of scaffolding are described in accordance with relevant requirements.
2. The various types of scaffolding used on site are assembled/dismantled in accordance with relevant requirements.

Evidence by product:

1. Scaffolds are assembled/disassembled according to the manufacturer's procedures and instructions.
-

Evidence of knowledge:

1. The different parts of a scaffold are identified.
2. The assembly/disassembly methods for the different types of scaffolding are described.
3. The safety measures for the assembly/disassembly of scaffolding are known.

Evidence by attitude: the attitudes demonstrated are:

1. Responsibility: Performs a function that involves the assembly/disassembly of different types of scaffolding in the work process.
2. Cooperation: Works with others in the performance of tasks involving the erection and dismantling of different types of scaffolding.
3. Understanding: Appreciates the efforts of other team members in the work processes to improve productivity.

Element 1.9.4 Store scaffolding material**Performance criteria: the person is competent when:**

1. The methods of storage of scaffolding equipment before and after use shall be described in accordance with relevant requirements.
2. The various types of scaffolding equipment used on site are transported in accordance with relevant requirements.
3. Storage of scaffolding equipment before and after use shall be in accordance with relevant requirements.
4. Relevant safety protocols are applied.

Evidence by product:

1. Storage of scaffolding equipment before and after use shall be in accordance with relevant requirements.

Evidence by knowledge:

1. The methods of storage of scaffolding equipment before and after use are described in accordance with relevant requirements.

Evidence by attitude: the attitudes demonstrated are:

1. Cooperation: Works with others in the execution of a task that involves the storage of scaffolding equipment.
2. Responsibility: Performs a function that involves the storage of scaffolding equipment in the work process.
3. Understanding: Appreciates the effort of other team members in the work process to improve productivity.

2. Mason

► Unit 2.1 Apply the rules of quality, hygiene, safety and environmental protection (QHSE)

Profession	Assistant Mason		
Title of the unit	Apply the rules of quality, hygiene, safety and environmental protection (QHSE)		
Description (Objective) of the unit	Learn and apply knowledge of quality, hygiene, safety and environmental protection in construction works		
Elements of competence within the unit of competence			
1.	Ensuring health and personal hygiene.		
2.	Ensure that the workplace is hygienic, safe and secure and using CPE.		
3.	Ensure a hygienic, safe and secure workplace, wearing PPE.		
4.	Ensure environmental management and protection.		
Total number of learning hours 30+			
Guided learning hours	Independent learning hours	Tools and equipment	Materials
10 hours	20 hours	Not required	Not required

Element 2.1.1 Ensuring health and personal hygiene

Performance criteria: the person is competent when:	
1.	Clean and appropriate PPE is worn in accordance with QHSE protection requirements.
2.	The work is carried out, at all times, in compliance with QHSE protection requirements.
3.	Cuts, abrasions and injuries are treated by appropriate personnel.
4.	Any disease and infection are promptly reported to the appropriate person.
5.	Personal liability under the Health and Safety Act in respect of personal work activity is mentioned.
6.	The general rules of hygiene to be followed are respected.
7.	PPE such as head, foot, face, eye, hand and body protection as well as statutory protections are used correctly.
8.	The importance of maintaining good personal hygiene is explained.
9.	How to treat cuts, scrapes and wounds is demonstrated.

Evidence by product:

1. Clean and suitable clothing and appropriate personal protective equipment is worn in accordance with health, safety and environmental protection requirements.
2. At all times, work is carried out in compliance with health, safety and environmental protection requirements.
3. Cuts, abrasions and wounds are treated by competent personnel.
4. Illnesses and infections related to masonry activities are promptly reported to the appropriate personnel.
5. Personal protective equipment (PPE) such as head, foot, face, eye, hand and body protection as well as statutory protections are used.
6. Cuts, abrasions and wounds are treated.

Evidence of knowledge:

1. Personal responsibility under the Health and Safety Act in relation to one's own profession is mentioned.
2. The general rules of hygiene (relieving oneself in the appropriate places, using the bins on the site, using drinking water, etc.) that must be followed are explained.
3. The importance of maintaining good personal hygiene is demonstrated.

Evidence of attitude: the attitudes demonstrated are:

1. Understanding and respect: Maintains hygienic and safe working conditions at all times.
2. Responsibility: Maintains/ensures the safety of the work area within the team and reporting to the appropriate qualified personnel when necessary.
3. Order: Establishes/respects safety laws and acts responsibly accordingly.

Element 2.1.2 Ensure that the workplace uses CPE and is hygienic, safe and secure

Performance criteria: the person is competent when:

1. The importance of working in a healthy, safe and hygienic workplace is indicated.
2. Any accident or near miss is reported promptly and accurately to the appropriate person.
3. Health, hygiene and safety procedures are followed during work.
4. Emergency first aid procedures are practiced during work.
5. The organization's security procedures are followed.
6. Waste disposal and pollution control with organic and inorganic waste disposal methods are provided (3Rs: reduce, reuse and recycle).
7. Noise and nuisance control and protection methods are followed/applied.
8. Potential hazards or risks are identified and addressed.
9. Sources of information on health and safety in the workplace are indicated.
10. The types of hazards that can occur in the workplace are described and addressed.
11. Hazards that can be dealt with personally and those that need to be reported to someone else are indicated.

Evidence by process:

1. The emergency procedure during labour is practiced.
2. Health, hygiene and safety procedures are followed.
3. The organization's security procedures are followed.

Evidence by product:
1. Waste material on site is disposed of in an appropriate manner.
Evidence of knowledge:
1. Hazards that can be dealt with personally and by others are indicated.
2. The consideration of hazards is explained.
Evidence of attitude: the attitudes demonstrated are:
1. Understanding: The organization's procedure and rules regarding hazards and waste disposal are observed.
2. Organization: The technique of separating organic and non-organic waste and managing noise and pollution is applied.
3. Order: The company's guidelines for managing personal and other risks are followed.

Element 2.1.3 Ensure a hygienic, safe and secure workplace (wearing PPE)

Performance criteria: the person is competent when:
1. Other people are warned of the dangers in the workplace.
2. The reasons for reporting accidents and near misses are explained.
3. Emergencies that occur in the workplace and how to deal with them are described.
4. The first aid equipment and the role of the certified first aider in the workplace are described.
5. Safe lifting and handling techniques that must be followed are indicated.
6. Safe lifting and handling techniques are followed.
7. Other relevant means of working safely at the workplace are indicated.
8. The organization's emergency procedures, particularly in the event of fire, are described.
9. The possible causes of workplace fires are listed.
10. The process of reducing fire risk in the workplace is described.
11. Alarms are located for fire incidents and the way to trigger them is described.
12. The importance of complying with fire safety laws is stated.
14. The organization's security procedures are demonstrated.
15. The importance of reporting all routine and non-routine incidents to the appropriate staff is explained.
Evidence by process:
1. Safe lifting and handling techniques are followed.
2. The organization's security procedures are demonstrated.
Evidence by process:
1. Health and safety rules are applied in the workplace.

Evidence of knowledge:
1. Other people are warned of the dangers in the workplace.
2. The reasons for reporting accidents and near misses are explained.
3. Emergencies that occur in the workplace and how to deal with them are described.
4. The first aid equipment and the role of the certified first aider in the workplace are described.
5. Safe lifting and handling techniques that must be followed are indicated.
6. Other ways of working safely that are relevant to one's own job are indicated.
7. The organization's emergency procedures, particularly in the event of fire, are described.
8. The possible causes of a workplace fire are listed.
9. The process of reducing fire risk in the workplace is described.
10. The location of fire alarms is indicated and the way to activate them is described.
11. The reason why you should never approach a fire without being sure is explained.
12. The importance of complying with fire safety laws is explained.
13. The importance of reporting all routine and non-routine incidents to the appropriate staff is demonstrated.
Evidence of attitude: the attitudes demonstrated are:
1. Cooperation: Supports others in the performance of a task and working together to fulfil a function that involves a process of working with stakeholders.
2. Understanding: The efforts of stakeholders to improve productivity is appreciated.

Element 2.1.4 Ensure environmental management and protection

Performance criteria: the person is competent when:
1. Waste management is explained.
2. Workplace waste is cleaned up.
3. The waste is transported to the appropriate management sites.
Evidence by process:
1. Workplace cleaning techniques are applied.
2. Workplace cleaning procedures comply with environmental protection requirements.
Evidence by product:
1. The workplace is cleaned.
2. The waste is transported to the appropriate management sites.
Evidence of knowledge:
1. The reasons for environmental protection are explained.
2. Waste that occurs in the workplace is presented.
3. Waste management in the workplace is described.
Evidence of attitude: the attitudes demonstrated are:
1. Cooperation: Supporting others in the execution of a task and working together to fulfil a function that involves a process of working with stakeholders.
2. Understanding: The efforts of stakeholders to improve productivity is appreciated.

► Unit 2.2 Communicate in a work environment

Profession	Assistant Mason		
Title of the unit	Communicate in a work environment		
Description (Objective) of the unit	Learn how to communicate in a work environment		
Elements of competence within the unit of competence			
1.	Assimilate non-complex communication systems in a work environment.		
2.	Identify sources of information in the work environment.		
3.	Use communication media in a work environment		
Total number of learning hours 30+			
Guided learning hours	Independent learning hours	Tools and equipment	Materials
10 hours	20 hours	Not required	Not required

Element 2.2.1 Assimilate non-complex communication systems in a work environment

Performance criteria: the person is competent when:

- 1 Simple verbal means of conveying the necessary information are indicated.
- 2 The use of non-verbal means to convey necessary information is mentioned.
- 3 Symbols and signs are interpreted appropriately.

Product evidence:

- 1 Not required

Evidence of knowledge:

1. Simple verbal means of conveying the necessary information are indicated.
2. The use of non-verbal means to convey necessary information is mentioned.
3. Symbols and signs are interpreted appropriately.

Evidence of attitude: the attitudes demonstrated are:

1. Comprehension: Understands the need to communicate effectively in a work environment.
2. Responsibility: Complies with the use of a non-complex communication system in a work environment.
3. Cooperation: Supports and works with others while conforming to the use of a non-complex communication system in a work environment.
4. Appreciation: Values the contribution of other team members to improve productivity.

Element 2.2.2 Identify sources of information in the work environment

Performance criteria: the person is competent when:

1. The source of information in an organization is located and a work environment is explained effectively.
2. How to establish appropriate relationships is explained.
3. The different information flow systems used in a work environment are described.
4. The use of information to avoid difficulties in a work situation is explained.
5. The results reported according to the procedure in a work environment are explained.

Evidence by product:

- 1 Not required

Evidence of knowledge:

1. The location of the information source in an organization is described and a work environment is effectively explained.
2. How to establish appropriate relationships is explained.
3. The use of different information flow systems in a work environment is adequately described.
4. The use of information to avoid difficulties in a work situation is explained effectively.
5. The findings of the report according to the procedure in a work environment are explained.

Evidence of attitude: the attitudes demonstrated are:

1. Understanding: Understands the need to communicate effectively in the work environment.
2. Responsibility: Complies with the use of a non-complex communication system in a work environment.
3. Cooperation: Supports and works with others while conforming to the use of a non-complex communication system in a work environment.
4. Appreciation: Values the contribution of other team members to improve productivity.

Element 2.2.3 Using communication media in a work environment

Performance criteria: the person is competent when:

1. The different locations of communication equipment in the work environment are identified.
 2. The different communication equipment in a work environment is identified effectively.
 3. Information is effectively communicated to the right person
 4. Information is communicated effectively using symbols, signs and codes.
 5. Instructions are followed in accordance with the ethics of the work environment.
-

Evidence by product:	
1	Not required
Evidence of knowledge:	
1	The location of the different communication equipment in the work environment is adequately described.
2.	The effective use of different communication equipment in a work environment is adequately explained.
3.	Effective transmission of information to the right person
4.	Explaining the efficient transmission of information using symbols, signs and codes.
5.	How to obey instructions in accordance with the ethics of the work environment is explained.
Evidence of attitude: the attitudes demonstrated are:	
1.	Understanding: Understands the need to communicate effectively in the work environment.
2.	Responsibility: Complies with the use of a non-complex communication system in a work environment.
3.	Cooperation: Supports and works with others while conforming to the use of a non-complex communication system in a work environment.
4.	Appreciation: values the contribution of other team members to improve productivity.

► Unit 2.3 Perform masonry teamwork in the construction environment

Profession	Assistant Mason		
Title of the unit	Perform masonry teamwork in the construction environment		
Description (Objective) of the unit	Gain skills to perform masonry teamwork in the construction environment		
Elements of competence within the unit of competence			
1.	Train teams on the construction site.		
2.	Identify roles of the different teams.		
3.	Define the needs of the different teams		
4.	Identify the benefits of teamwork.		
Total number of learning hours 30+			
Guided learning hours	Independent learning hours	Tools and equipment	Materials
10 hours	20 hours	Not required	Not required

Element 2.3.1 Train the teams on the construction site

Performance criteria: the person is competent when:	
1.	The different teams are identified, e.g., masonry, carpentry, iron bending, plumbing, etc.
2.	The members of the masonry team are known.

Evidence of product: Not required**Evidence of knowledge:**

1. The different teams, e.g., masonry, carpentry, iron bending, plumbing, etc., are mentioned.
2. The masonry team is mentioned.

Evidence of attitude: the attitudes demonstrated are:

1. Communication: Knows the different teams and the interactions between them.
2. Order: Establishes a level of mutual control and respect for other team members.
3. Assessment: Knows the team members, their importance and their contribution to the work.
4. Cooperation: Encourages cooperation between teams.

Element 2.3.2 Identify the roles of the different teams**Performance criteria: the person is competent when:**

1. The function of each team member is indicated.
2. The function of each team is known.
3. The function of each team is differentiated.

Evidence of product: Not required**Evidence of knowledge:**

1. At least one function of each team member is mentioned.
2. The function of the workplace team is known and discussed.
3. The differences in the function of each team are identified.

Evidence of attitude: the attitudes demonstrated are:

1. Understanding: Understands the structure and functions of the different teams.
2. Organization: Knows the teams, their functions and their differences.
3. Responsibility: Develops a sense of responsibility towards his team.
4. Order: Includes coordination and order in dealing with the team and individual team members.

Element 2.3.3 Define the needs of the different teams**Evidence by product:**

1. The materials and tools needed by each team member are known.
2. The function of the tools and equipment needed by each team is indicated.
3. The method of carrying out the activities for each team is described

Evidence of product: Not required**Evidence of knowledge:**

1. The materials and tools needed by each team member are identified.
2. The function of the tools and equipment needed by each team is indicated.
3. The method of carrying out the activities for each team is described.

Evidence of attitude: the attitudes demonstrated are:

1. Understanding: Understands the structure of the teams and the tools and materials they need for their work.
 2. Organization: Achieves better organization of work.
 3. Responsibility: Develops a sense of responsibility to the team by knowing the requirements of each team.
 4. Order: Includes coordination and order in relation to the requirements of the team.
-

Element 2.3.4 Identify the benefits of teamwork

Performance criteria: the person is competent when:

1. The duration of each team activity is indicated.
 2. Quality team production is delivered with recordings and views displayed.
 3. Team productivity is higher than individual production
-

Evidence by product:

Delivering a quality product in a team environment on a consistent basis.

Evidence of knowledge:

The different deadlines for each team activity are indicated.

Evidence of attitude: the attitudes demonstrated are:

1. Motivation: Learners are motivated by knowing that the whole group is working as a team to achieve a quality result within a known time frame.
 2. Hard work: Being aware of the time frame for each team activity and the rewards for following through will encourage the learner to plan and increase productivity and management of the activity.
 3. Responsibility: Develops a sense of responsibility for the team, having experienced the benefits of teamwork.
 4. Coordination: Better coordinates the activity of the team to obtain a quality result thanks to the knowledge acquired in this unit.
-

► Unit 2.4 Carry out the layout and marking in masonry

Profession		Assistant Mason	
Title of the unit			
Description (Objective) of the unit			
Elements of competence within the unit of competence			
1. Identify materials, tools and equipment required.			
2. Interpret basic construction drawings.			
3. Apply the methods of marking and layout in masonry.			
4. Set up a simple masonry structure.			
Total number of learning hours 30+			
Guided learning hours	Independent learning hours	Tools and equipment	Materials
10 hours	20 hours	Not required	Not required

Element 2.4.1 Identify the materials, tools and equipment needed

Performance criteria: the person is competent when:	
1.	The materials, tools and equipment needed for installation are listed in accordance with relevant requirements.
2.	The different types of materials, necessary for the installation, are selected according to relevant requirements.
3.	The installation process is described in accordance with the construction plan.
4.	The installation activities are carried out according to the construction plan.
Evidence by product:	
1.	The different types of materials, necessary for the installation, are selected according to relevant requirements.
2.	The installation activities are carried out according to the construction plan.
Evidence of knowledge:	
1.	The tools and equipment needed for installation are specified in accordance with relevant requirements.
2.	The installation process is described in accordance with the construction plan.
Evidence of attitude: the attitudes demonstrated are:	
1.	Responsibility: Performs work in accordance with relevant requirements.
2.	Cooperation: Participates and works with others in the execution of a task and collaborates to achieve a performance that meets the relevant requirement.
3.	Order: Follows the order of execution of a task in accordance with the relevant requirement.

Element 2.4.2 Interpret basic construction drawings

Performance criteria: the person is competent when:

-
1. The units of measurement and devices indicated are interpreted in accordance with the work plan.

 2. The different types of scales used are read and interpreted according to the work plan.

 3. The simple sketches given are correctly interpreted according to the work plan.

 4. Simple construction plans for bungalows are sketched with the features indicated in accordance with relevant requirements.

Evidence by product:

-
1. Simple construction plans for bungalows are sketched with the features indicated in accordance with relevant requirements.

 2. The different types of scales used are read and interpreted according to the work plan.

 3. The simple sketches given are correctly interpreted according to the working drawing.

Evidence of knowledge: Not required

Evidence of attitude: the attitudes demonstrated are:

-
1. Responsibility: Performs work in accordance with relevant requirements.

 2. Cooperation: Supports and works with others in the execution of a task and collaborates to achieve performance in accordance with the relevant requirement.

Element 2.4.3 Apply the methods of marking and layout in masonry

Performance criteria: the person is competent when:

-
1. The layout in the building is explained in accordance with the execution plan.

 2. Three implementation methods are explained with examples, in accordance with the implementation plan.

 3. The implementation procedures are mentioned in accordance with the work plan.

 4. The role and importance of the profile in the staging is mentioned in accordance with relevant requirements.

Evidence by product:

Not required

Evidence of knowledge:

-
1. The installation in the construction is explained in accordance with the execution drawing.

 2. Three installation methods are explained with examples and working drawings.

 3. The implementation procedures are mentioned in accordance with the work plan.

 4. The role and importance of the profile in the staging is mentioned in accordance with relevant requirements.

Evidence of attitude: the attitudes demonstrated are:

-
1. Cooperation: Supports and works with others in the execution of a task and collaborates to achieve performance in accordance with the relevant requirement.

 2. Order: Follows the sequence of execution of a task according to the relevant requirement.

Element 2.4.4 Set up a simple masonry structure

Performance criteria: the person is competent when:

-
1. Site boundaries are identified and marked in accordance with relevant requirements.

 2. The right angles are correctly placed according to the execution plan.

 3. The building line and setback are established in accordance with the execution drawing.

 4. The squareness of the construction lines is correctly checked in accordance with the execution plans.

 5. The lines are marked on the profiles according to the work plan.

 6. The layout is correctly joined, and the accuracy of the diagonals is checked in accordance with the execution plans.

 7. The grids are well labelled and the positions of the walls and columns are well indicated on the profile, in accordance with the working drawings.

Evidence by product:

-
1. Site boundaries are identified and marked in accordance with relevant requirements.

 2. The right angles are correctly placed according to the execution plan.

 3. The building lines and setbacks are established in accordance with the execution drawing.

 4. The squareness of the construction lines is correctly checked in accordance with the execution plans.

 5. The lines are marked on the profiles according to the work plan.

 6. The layout is correctly joined, and the accuracy of the diagonals is checked in accordance with the working drawings.

 7. The grids are well labelled, and the positions of the walls and columns are well indicated on the profile, in accordance with the working drawings.

Evidence of knowledge: Not required

Evidence of attitude: the attitudes demonstrated are:

-
1. Responsibility: Carries out the installation of simple structures in accordance with the applicable requirements.

 2. Cooperation: Supports and works with others in the performance of a task and collaborates to complete the work in accordance with the relevant requirement.

 3. Order: Follows the sequence of execution of a task according to the relevant requirement.

► Unit 2.5 Construct masonry works (laying blocks/bricks)

Profession		Assistant Mason	
Title of the unit		Construct masonry works (laying blocks/bricks)	
Description (Objective) of the unit		Be able to construct basic masonry works	
Elements of competence within the unit of competence			
1. Identify tools, materials and equipment.			
2. Identify bricks, stone/block walls, concrete walls and floors.			
3. Apply techniques for laying natural stone structures.			
4. Erecting multi-ply walls and pillars.			
5. Draw the different types of stairs and methods of construction.			
6. Determine the curing period of masonry structures.			
Total number of learning hours 30+			
Guided learning hours	Independent learning hours	Tools and equipment	Materials
50 hours	30 hours	Not required	Not required

Element 2.5.1 Identify tools, materials and equipment

Performance criteria: the person is competent when:

1. Tools and equipment used for masonry work are identified.
2. The materials for the masonry work are selected and used during the construction work.
3. Tools, equipment and materials for masonry work are used, maintained and stored properly after use.

Evidence by product:

1. Tools and equipment for masonry work are identified and used.
2. Materials for masonry work are identified and selected.
3. Tools and materials for masonry work are maintained and stored properly after use.
4. The materials identified and selected for the preparation of the work are used in accordance with the requirement and relevance of the work.

Evidence of knowledge:

Not required.

Evidence of attitude: the attitudes demonstrated are:

1. Responsibility: The work is carried out in accordance with the requirement and its relevance.
2. Cooperation: The task with the assistant mason is carried out under the supervision of the main mason.
3. Order: Procedures are followed in accordance with the requirements and relevance of the work.

Element 2.5.2 Identify bricks, stone/block walls, concrete walls and floors

Performance criteria: the person is competent when:

1. The different types of bricks, stones, blocks, walls and concrete floors are identified in accordance with the requirements in force.
2. The different sizes of bricks, stones, blocks, walls and concrete floors used in masonry work are described in accordance with relevant requirements.
3. The appropriate floors to achieve a given level are identified in accordance with the requirements in force.
4. The different types of joints in masonry work are explained in accordance with relevant requirements.
5. Openings in walls under construction (bays) are created at appropriate levels and locations
6. The different material compositions for block/brick/stone/concrete structure work, joint thickness and floor thickness are explained in accordance with relevant requirements.
7. Walls and floors made of blocks, bricks and concrete are built to the required standard.

Evidence by product:

1. The appropriate size of bricks, stone/concrete blocks, walls and concrete floors are selected for any given masonry job.
2. Openings in walls under construction are created at the appropriate levels and locations in accordance with the applicable requirements.
3. Appropriate material compositions are prepared for the work of block/brick/concrete structures, joint thickness and floors.
4. Blocks, bricks, concrete and floors are laid to the required standard.

Evidence of knowledge:

1. The different types of joints in masonry work are described.
2. The different types of bricks, stones, blocks, walls and concrete floors are identified in accordance with the requirements in force.
3. The different sizes of bricks, stones, blocks, walls and concrete floors used in masonry work are described in accordance with relevant requirements.
4. Floors suitable for a required wall height are identified in accordance with current requirements.

Evidence of attitude: the attitudes demonstrated are:

1. Responsibility: The masonry work is carried out in accordance with the current requirement.
 2. Cooperation: The execution of a given task is done in a spirit of mutual aid and collaboration.
-

Element 2.5.3 Apply techniques for laying natural stone structures

Performance criteria: the person is competent when:

-
1. The types of natural stone are identified.

 2. Suitable floors for a certain required wall height are determined according to the requirement in force.

 3. The purpose and conditions of use of the stone are achieved and realised.

Evidence by product:

-
1. Not required

Evidence of knowledge:

-
1. The types of natural stone are identified.

 2. The methods of laying natural stone on the site are described.

 3. The location and reasons for the use of the stone are described.

 4. The appropriate sections as drawn in the pre-drawn sketch are interpreted.

Evidence of attitude: the attitudes demonstrated are:

-
1. Responsibility: Knowledge of the techniques and reasons for laying a natural stone structure helps to lighten the work and to treat the work with care and confidence.

Element 2.5.4 Erecting multi-ply walls and pillars

Performance criteria: the person is competent when:

-
1. The different types and target thickness of walls are identified and achieved.

 2. The regulatory distance of application of the double multipiles of the wall is respected.

 3. Expansion joint materials are identified and used.

Evidence by product:

-
1. The distances at which the double pillars of multiple walls are introduced are marked.

 2. Materials for expansion joints in masonry are installed.

Evidence of knowledge:

-
- 1 The types of wall thickness and their use are indicated.

Evidence of attitude: the attitudes demonstrated are:

-
1. Responsibility: The installation of expansion joints is carried out in accordance with the applicable requirements.

 2. Order: The sequence in the use of multi-ply walls is established.

Element 2.5.5 Draw the different types of stairs and methods of construction

Performance criteria: the person is competent when:

1. The different types of stairs and steps are identified.
2. The different parts of a staircase are described.
3. The method of fixing the handrails is described.
4. The method of arranging and placing the reinforcement is explained in accordance with relevant requirements.
5. The steps of the different types of stairs are constructed in accordance with the applicable requirement.
6. The handrails in the various types of stairs on the site are installed.

Evidence by product:

1. The steps in the different types of stairs are constructed in accordance with the applicable requirement.
2. The handrails in the different types of stairs on the site are installed.

Evidence of knowledge:

1. The different types of stairs and steps are identified.
2. The different parts of a staircase are described.
3. The method of fixing the handrails is described.
4. The methods of arranging and placing the reinforcement are explained in accordance with relevant requirements.

Evidence of attitude: the attitudes demonstrated are:

1. Knowledge: The different types of staircases and methods of construction are described.
 2. Cooperation: The execution of a task involving stairs and steps is done in a spirit of mutual aid and cooperation.
 3. Order: The procedure in the construction of the different types of stairs follows steps.
-

Element 2.5.6 Determine the curing period of masonry structures

Performance criteria: the person is competent when:

1. The purpose of curing in concrete structures is explained.
2. The materials needed to cure concrete structures are identified and selected.
3. The different types of curing techniques are carried out at the required intervals.

Evidence by product:

1. The materials used for hardening concrete structures are selected in accordance with the applicable requirements.
2. The hardening of various types of structures is carried out on a construction site.

Evidence of knowledge:

1. The purpose of curing various concrete structures is explained.

Evidence of attitude: the attitudes demonstrated are:

1. Responsibility: The hardening of structures must be carried out in accordance with the applicable requirements.
 2. Cooperation: The execution of a concrete structure hardening task is done in a spirit of mutual aid and cooperation.
 3. Order: The drying order of the concrete structure is followed in accordance with the applicable requirements.
-

► Unit 2.6 Carry out the finishing work within the curing period

Profession	Mason		
Title of the unit	Carry out the plastering and finishing work in accordance with the curing period		
Description (Objective) of the unit	Be able to: Identify materials for plastering and finishing work Prepare materials for plastering and finishing work Apply the plastering materials to the prepared surfaces/floors.		
Identify materials for plastering and finishing work			
1.	Identify materials for plastering and finishing work.		
2.	Prepare materials for plastering and finishing work		
3.	Apply the plastering materials to the prepared surfaces/floors.		
Total number of learning hours 30+			
Guided learning hours	Independent learning hours	Tools and equipment	Materials
10 hours	20 hours	Not required	Not required

Element 2.6.1 Identify materials for plastering and finishing work

Performance criteria: the person is competent when:

1. The plaster and finishing materials are identified
2. The term fine aggregate sizing is explained.
3. Materials and tools are selected according to the task at hand.
4. The appropriate materials and tools for the different finishes are chosen

Evidence of knowledge:

1. The appropriate materials and tools required for a given job are selected in accordance with relevant requirements.
2. The fine aggregates comply with the relevant requirement.

Evidence of knowledge:

1. The types of materials are identified.
2. The types of tools are mentioned.

Evidence of attitude: the attitudes demonstrated are:

1. Responsibility: Carries out plastering/finishing work in accordance with relevant requirements.
2. Cooperation: Participates and works with team members in the execution of the given rendering/finishing tasks.
3. Order: Follows procedures in the execution of given tasks.

Element 2.6.2 Prepare materials for plastering and finishing work

Performance criteria: the person is competent when:

-
1. The mixing ratio of materials for the task is presented and explained.

 2. The mixing techniques are explained.

 3. The appropriate mixing technique for a given task is selected.

 4. The mixed batch schedule for the tasks is established and explained.

Evidence of knowledge:

-
1. The mixing technique is carried out in accordance with the relevant requirement.

 2. Materials for plastering/finishing work are available.

Evidence of knowledge:

-
1. The mixing ratio/batches of material for the tasks are explained in accordance with the relevant requirement.

 2. The mixed batch schedule for tasks is explained.

Evidence of attitude: the attitudes demonstrated are:

-
1. Responsibility: Carries out the preparation of materials for plastering/finishing work in accordance with relevant requirements.

 2. Cooperation: Participates and works with team members in the preparation of materials for rendering/finishing tasks.

 3. Order: Follows procedures in the execution of given tasks.

Element 2.6.3 Apply plastering materials to prepared surfaces/floors

Performance criteria: the person is competent when:

-
1. The surfaces to be coated are free of dirt and debris.

 2. The surfaces to be plastered are wetted in accordance with the requirement of the plaster material.

 3. The level/dipstick is placed on the wall and floor surfaces to be plastered to determine the required thickness.

 4. The plaster materials are applied to the surfaces in accordance with the specifications.

 5. The components of the fibrous plaster are positioned and fixed in accordance with relevant requirements.

 6. Appropriate edge finishing is carried out in accordance with relevant requirements.

 7. Freshly finished surfaces are protected from damage.

Evidence by product:

-
1. The surfaces to be coated are free of dirt and debris.

 2. The thickness of the floor, the level and the gauge of the plaster on the wall surfaces is correct.

 3. The components of the fibre plaster are correctly positioned and fixed.

 4. The plastering/finishing work is carried out in accordance with relevant requirements.

 5. Appropriate edge finishing is carried out.

Evidence of knowledge:

-
1. The process of removing dirt and debris from surfaces is explained.

 2. The list of wetland areas to be coated is drawn up in accordance with relevant requirements.

3.	The application of the plaster material on the surfaces according to the specifications is explained.
4.	How to protect all freshly finished surfaces from damage is explained.
Evidence of attitude: the attitudes demonstrated are:	
1.	Responsibility: Carries out the preparation and application of materials to surfaces for plastering/finishing work in accordance with requirements.
2.	Cooperation: Participates and works with team members in the preparation and application of materials to surfaces for coating/finishing tasks.
3.	Order: Follows procedures in the execution of given tasks.

► Unit 2.7 Apply basic principles of level use and alignment to the building

Profession	Mason		
Title of the unit	Apply basic principles of level use/and alignment to the building		
Description (Objective) of the unit	Learn and apply basic principles of level use/and alignment to the building		
Elements of competence within the unit of competence			
1.	Use the bubble level.		
2.	Create a structure that respects alignment.		
Total number of learning hours 30+			
Guided learning hours	Independent learning hours	Tools and equipment	Materials
10 hours	20 hours	Not required	Not required

Element 2.7.1 Use the bubble level

Performance criteria: the person is competent when:			
1.	Levelling in construction work is explained.		
2.	The temporary reference/subordination criterion is explained.		
3.	The temporary benchmark and the prescription benchmark are differentiated.		
4.	The reference point in the levelling operation is explained.		
Evidence of product: Not required			
Evidence of knowledge:			
1.	Levelling in construction work is explained.		
2.	The concept of an ordinance benchmark (OBM) in simple terms regarding height and buildings is explained.		
3.	The difference between the temporary base marker (TBM) and the army base marker (OBM) is indicated.		
4.	The reference point in a levelling operation is signified.		
Evidence of attitude: the attitudes demonstrated are:			
1.	Cooperation: Participates and works with others in the execution of a task and collaborates to achieve a performance that meets the relevant requirement.		

2.	Appreciation: Appreciates the contributions of other team members in identifying and clearing the site for better productivity.
3.	Confidence: Develops the confidence of other team members in real work situations by knowing the terminology of levelling.
4.	Order: Follows the sequence of execution of a task according to the relevant requirement.

Element 2.7.2 Create a structure that respects alignment

Performance criteria: the person is competent when:

-
1. The line of sight or collimation line is explained.
 2. The types of readings observed during the levelling operation are explained.
 3. Both methods of determining reduction levels are set out.
 4. The point of change in levelling is explained.
 5. The British/French metric range is identified.
 6. Standard operating procedures with the telescopic baton are carried out.
-

Evidence by product:

-
1. The British/French metric range is identified.
 2. Standard operating procedures with the telescopic baton are indicated.
-

Evidence of knowledge:

-
1. The terms line of sight or line of collimation are explained.
 2. The condition surveys observed during the levelling operation are effective.
 3. At least one method of determining reduced levels is indicated.
 4. The term change point in levelling is explained.
-

Evidence of attitude: the attitudes demonstrated are:

-
1. Responsibility: Performs work in accordance with relevant requirements.
 2. Cooperation: Participates and works with others in the execution of a task and collaborates to achieve a performance that meets the relevant requirement.
 3. Understand: Understands the principle of the levelling operation in construction which will improve accuracy of work and speed of delivery.
 4. Appreciation: Appreciates the work of the investigator and increases confidence in teamwork.
 5. Order: Follows the sequence of execution of a task according to the relevant requirement.
-

► Unit 2.8 Carrying out maintenance work on existing structures

Profession		Mason	
Title of the unit		Carrying out maintenance work on existing structures	
Description (Objective) of the unit		To learn how to carry out maintenance work on existing structures	
Elements of competence within the unit of competence			
1. Diagnose defects or damage to masonry.			
2. Identify materials, tools and equipment for the work.			
3. Correct a defective or damaged part of the masonry.			
4. Repair/replace defective part sof concrete structures.			
5. Finishing repaired/replaced parts of the work.			
6. Dismantle/remove/lift/lower work equipment.			
Total number of learning hours 30+			
Guided learning hours	Independent learning hours	Tools and equipment	Materials
10 hours	20 hours	Not required	Not required

Element 2.8.1 Diagnose defects or damage to masonry

Performance criteria: the person is competent when:

1. Periodic investigation procedures for masonry structures are carried out in an appropriate manner.
2. Previous repair/rectification works to masonry structures are identified.
3. The causes of minor defects/damage are identified.

Evidence by product:

1. Not required

Evidence of knowledge:

1. The procedures for periodic investigation in masonry structures are explained in an efficient way.
2. Previous repair/rectification works to masonry structures are mentioned.
3. The causes of minor defects/damage are explained.

Evidence of attitude: the attitudes demonstrated are:

1. Responsibility: Repairs defects or damage to masonry in accordance with applicable requirements.
2. Cooperation: Supports and works with other team members on defective or damaged masonry.
3. Order: Correctly follows procedures to complete the given task.

Element 2.8.2 Identify materials, tools and equipment for the work

Performance criteria: the person is competent when:

1. Materials, tools and equipment used in masonry work are selected for a given job in accordance with relevant requirements.
2. The types of materials, tools and equipment for a given job are listed in accordance with relevant requirements.

Evidence of performance:

1. Selects materials, tools and equipment for a given job in accordance with relevant requirements.
2. Lists the types of materials, tools and equipment for a given job in accordance with relevant requirements.

Evidence by product:

1. Materials, tools and equipment for the work are selected for a given job in accordance with relevant requirements.

Evidence of knowledge:

1. The types of materials, tools and equipment are listed in accordance with relevant requirements.

Evidence of attitude: the attitudes demonstrated are:

1. Responsibility: Correctly identifies materials, tools and equipment for repairing defective masonry work
 2. Cooperation: Supports and works with other team members in identifying materials, tools and equipment for work on defective or damaged masonry.
 3. Order: Follows the procedures to complete the given task.
-

Element 2.8.3 Correct defective or damaged parts of the masonry

Performance criteria: the person is competent when:

1. The defective or damaged part is accurately identified.
2. Tools and equipment for the work are selected in accordance with relevant requirements.
3. The damaged part shall be removed in accordance with relevant requirements.
4. The damaged part shall be removed in accordance with relevant requirements.
5. The work to correct the defective or damaged part is carried out in accordance with relevant requirements.

Evidence by product:

1. The defective or damaged part is corrected on the work in accordance with relevant requirements.

Evidence of knowledge:

1. The procedures for removing the damaged part are explained in accordance with relevant

Evidence of attitude: the attitudes demonstrated are:

1. Responsibility: Carries out repairs to defects or damage to masonry in accordance with relevant requirements.
 2. Cooperation: Supports and works with other team members on faulty or damaged masonry work.
 3. Order: Correctly follows procedures to complete the given task.
 3. Order: Follows the procedures to complete the given task.
-

Element 2.8.4 Repair/replace defective parts of concrete structures

Performance criteria: the person is competent when:

1. The materials required for the work are selected in accordance with relevant requirements.
2. The preparation of materials for the work is carried out in accordance with relevant requirements.
3. Replacement/repairs to the damaged part of the concrete structure are carried out in accordance with relevant requirements.

Evidence by product:

1. The defective part of the concrete structure is repaired/replaced in accordance with relevant requirements.

Evidence of knowledge:

1. The process for preparing the materials required for the work is explained in accordance with relevant requirements.
2. The replacement/repair of the damaged part of the structure is described in accordance with relevant requirements.

Evidence of attitude: the attitudes demonstrated are:

1. Responsibility: Repairs defects or damage to concrete structures in accordance with relevant requirements.
 2. Cooperation: Supports and works with other team members in the replacement/repair of defective or damaged concrete structures.
 3. Order: Correctly follows procedures to complete the given task.
-

Element 2.8.5 Finish the repaired/replaced parts of the work

Performance criteria: the person is competent when:

1. The finishing materials required for the work are selected in accordance with relevant requirements.
2. The process of preparing materials for finishing the replaced/repaired part of the work is followed in accordance with relevant requirements.
3. Drying techniques for the repaired/replaced part of the work are applied in accordance with relevant requirements.

Evidence by product:

1. The finishing work on the repaired/replaced part of the work is carried out in accordance with relevant requirements.

Evidence of knowledge:

1. The finishing materials required for the work are listed in accordance with relevant requirements.
2. The process of preparing materials for finishing the replaced/repaired part of the work is explained in accordance with relevant requirements.
3. The techniques for drying the repaired/replaced part of the work are described in accordance with relevant requirements.

Evidence of attitude: the attitudes demonstrated are:

1. Responsibility: Performs finishing work on repaired/replaced parts of masonry in accordance with relevant requirements.
 2. Cooperation: Supports and works with other team members on faulty or damaged masonry work.
 3. Order: Follows the procedures to complete the given task.
-

Element 2.8.6 Dismantle/remove/lift/lower work equipment

Performance criteria: the person is competent when:

1. Equipment in masonry work is dismantled/removed/raised/lowered/ in accordance with relevant requirements.
2. The materials/equipment used are stored/stacked in accordance with relevant requirements.
3. The workplace is maintained in accordance with relevant requirements.
4. The transport of equipment in masonry structures for installation is carried out in accordance with relevant requirements.
5. The installation of equipment in masonry works is carried out in accordance with relevant requirements.
6. Dismantling of equipment in masonry works is carried out in accordance with relevant requirements.
7. The storage/stacking of materials in masonry works is carried out in accordance with relevant requirements.

Evidence by product:

1. The transport of equipment in masonry works for assembly is carried out in accordance with relevant requirements.
2. The installation of equipment in masonry works is carried out in accordance with relevant requirements.
3. Dismantling of equipment in masonry works is carried out in accordance with relevant requirements.
4. The storage/stacking of materials in masonry works is carried out in accordance with relevant requirements.

Evidence of knowledge:

1. The procedures for dismantling/removing/lifting/lowering equipment in masonry work are described in accordance with relevant requirements.
2. The process of storing/stacking the materials/equipment used is explained in accordance with relevant requirements.
3. The proper maintenance of the workplace is explained in accordance with relevant requirements.

Evidence of attitude: the attitudes demonstrated are:

1. Responsibility: Carries out repairs of defects or damage to masonry works in accordance with relevant requirements.
 2. Cooperation: Supports and works with other team members on faulty or damaged masonry work.
 3. Order: Follows the procedures to complete the given task.
-

► Unit 2.9 Perform brick and block laying activities

Profession	Mason		
Title of the unit	Unit 2.9 Perform Brick and block laying activities		
Description (Objective) of the unit	To learn to Perform Brick and block laying activities		
Elements of competence within the unit of competence			
1.	Manage the purchase of materials (sand, cement, water, stones, gravel, bricks and blocks).		
2.	Make bricks or blocks.		
3.	Perform brick/block laying operations.		
4.	Maintain accounting records.		
Total number of learning hours 30+			
Guided learning hours	Independent learning hours	Tools and equipment	Materials
10 hours	20 hours	Not required	Not required

Element 2.9.1 Manage the purchase of materials

Performance criteria: the person is competent when:

1. The order for the supply of bricks/blocks is prepared in accordance with relevant requirements.
2. The correct receipt of stock supplies is collected and kept secure (file opening).
3. Periodic updates of the work done are prepared.

Evidence of knowledge: Not required

Evidence of attitude: the attitudes demonstrated are:

1. Responsibility: Performs a function that involves managing materials and progress in the work process.
2. Hard work: Works hard to ensure profitability.
3. Motivation: Highly motivated to achieve profitability and sustainability of the company.

Element 2.9.2 Make bricks or blocks

Performance criteria: the person is competent when:

-
1. The quantity of sand and cement is respected in accordance with the dosage.

 2. The mixing of the sand and cement is homogeneous.

 3. The amount of water is respected according to the dosage.

 4. The bricks or blocks are manufactured in accordance with relevant requirements.

Evidence by product:

-
1. The quantity of sand and cement is respected in accordance with the dosage.

 2. The mixing of sand and cement is homogeneous.

 3. The quantity of water is respected according to the dosage.

 4. The bricks or blocks are manufactured in accordance with relevant requirements.

Evidence of knowledge:

-
1. The manufacturing analysis of the different types of bricks or blocks is done.

Evidence of attitude: the attitudes demonstrated are:

-
1. Responsibility: Performs a function that involves the analysis and selection of materials and equipment.

 2. Hard work: Working hard to ensure profitability.

 3. Motivation: Highly motivated to achieve profitability and sustainability of the company.

 4. Order: Follows the sequence of execution of a task according to the relevant requirement.

 5. Understanding: Understands the relationship between the client and the entrepreneur.

Element 2.9.3 Perform brick/block laying operations

Performance criteria: the person is competent when:

-
1. The bricks/blocks are joined with mortar while respecting the horizontal and vertical aspects of the wall.

 2. Lay clay or concrete brick/block, clay or concrete paving units and natural stone

 3. Build a straight brick/block wall with a squint corner

 4. Set out and lay structural brick/ block masonry

Evidence by product:

-
1. The bricks/blocks are properly laid in accordance with the requirements of the construction plan.

 2. The wall is erected in accordance with the technical requirements.

Evidence of knowledge:

-
1. The manufacturing analysis of the different types of bricks or blocks is done.

Evidence of attitude: the attitudes demonstrated are:

-
1. Responsibility: Performs a function that involves the analysis and selection of materials and equipment.

 2. Hard work: Hard work ensures profitability.

 3. Motivation: Highly motivated to achieve profitability and sustainability of the company.

 4. Order: Follows the sequence of execution of a task according to the relevant requirement.

 5. Understanding: Understands the relationship between the client and the entrepreneur.

Element 2.9.4 Maintain accounting records

Performance criteria: the person is competent when:

-
1. The appropriate accounting records are opened and prepared.

 2. The process of effective cash management is described.

 3. Banking is done correctly.

 4. Payment terms for suppliers and taxes are made in accordance with relevant requirements.

Evidence by product:

-
1. Appropriate accounting records are opened and prepared.

 2. The process of effective cash management is described.

 3. The banking operations are correctly carried out.

 4. Payment deadlines for suppliers and taxes are met in accordance with relevant requirements.

Evidence of knowledge: Not required

Evidence of attitude: the attitudes demonstrated are:

-
1. Responsibility: Ensures the opening and maintenance of proper books of account and the timely payment of suppliers and taxes.

 2. Understanding: Contributes to national economic growth through timely payment of taxes and proper record keeping.

 3. Hard work: Working hard to ensure profitability.

 4. Motivation: Highly motivated to achieve profitability, business sustainability and contribution to national growth.

 5. Integrity: Ensures a continuous source of funds from both the company and the client.

► Unit 2.10 Carrying out concrete-related activities

Profession	Mason
Title of the unit	Carrying out concrete-related activities
Description (Objective) of the unit	Identify materials according to the type of concrete. Prepare tools, equipment and materials for concrete work. Prepare the concrete mixture for the corresponding work. Placing fresh concrete. Cure the finished concrete.

Elements of competence within the unit of competence

1.	Identify materials according to the type of concrete.		
2.	Prepare tools, equipment and materials for concrete work.		
3.	Prepare the concrete mixture for the corresponding work.		
4.	Placing fresh concrete		
5.	Cure the finished concrete.		
Total number of learning hours 30+			
Guided learning hours	Independent learning hours	Tools and equipment	Materials
10 hours	20 hours	Not required	Not required

Element 2.10.1 Identify materials according to the type of concrete

Performance criteria: the person is competent when:

1. Materials are selected for the given job in accordance with relevant requirements.
2. The quantity of material required is calculated according to the concrete batching requirements.
3. The materials are moved to the mixer or cement mixer in accordance with relevant requirements.

Evidence by product:

Evidence of knowledge: the knowledge demonstrated is:

1. The materials required are listed according to the requirements of the concrete.

Evidence of attitude: the attitudes demonstrated are:

1. Responsibility: Performs work in accordance with relevant requirements.
2. Cooperation: Participates and works with others in the performance of a task and works together to complete the work in accordance with the relevant requirement.
3. Order: Follows the sequence of execution of a task according to the relevant requirement.
4. Appreciation: Appreciates the efforts of other team members in carrying out the task.

Element 2.10.2 Prepare tools, equipment and materials for concrete work

Performance criteria: the person is competent when:

1. Tools and equipment are selected for the given job in accordance with relevant requirements.
2. The quantity of material required is calculated in accordance with relevant requirements.
3. The materials are selected and moved to the mixer or cement mixer in accordance with relevant requirements.
4. Mixing tools and equipment are prepared for use in accordance with relevant requirements.
5. The type and location of reinforcements are checked in accordance with relevant requirements.
6. Moulds and shaped parts are checked for defects in accordance with relevant requirements.
7. The formwork oil is applied uniformly to the surface of the box intended to receive the fresh concrete, in accordance with relevant requirements.

Evidence of knowledge: Not required

Evidence of attitude: the attitudes demonstrated are:

1. Responsibility: Performs work in accordance with relevant requirements.
 2. Cooperation: Participates and working with others in the performance of a task and working together to complete the work in accordance with the relevant requirement.
 3. Order: Follows the sequence of execution of a task according to the relevant requirement.
 4. Appreciation: Appreciates the efforts of other team members in carrying out the task.
-

Element 2.10.3 Prepare the concrete mixture for the corresponding work

Performance criteria: the person is competent when:

1. A clean, dry and level surface is selected for the preparation of the concrete mix in accordance with relevant requirements.
2. Dry materials are mixed by weight/volume using appropriate measuring tools/scales in accordance with relevant requirements.
3. The concrete mixer is positioned appropriately in accordance with relevant requirements.
4. The concrete materials are homogeneously mixed while maintaining consistency, plasticity and workability in accordance with relevant requirements.

Evidence by product:

1. Dry materials are mixed by weight/volume using appropriate measuring tools in accordance with relevant requirements.
2. The concrete mixer is positioned appropriately in accordance with relevant requirements.
3. The concrete materials are mixed homogeneously while maintaining consistency, plasticity and workability in accordance with relevant requirements.

Evidence of knowledge:

1. The proportions of the materials are determined by the quantity and quality of the concrete.

Evidence of attitude: the attitudes demonstrated are:

1. Responsibility: Prepares the concrete mix in accordance with relevant requirements.
 2. Cooperation: Participates and works with others in the execution of a task to achieve performance in accordance with the relevant requirement.
 3. Order: Follows the sequence of execution of a task according to the relevant requirement.
-

Element 2.10.4 Place fresh concrete

Performance criteria: the person is competent when:

1. The concrete is received, checked for impurities and discharged into a wheelbarrow, lump, pump or hopper in accordance with relevant requirements.
2. The concrete is placed in layers on site at the marked levels in accordance with relevant requirements.
3. The cast concrete is vibrated during the working process using a vibration method in accordance with relevant requirements.
4. The concrete is poured at the correct levels and slopes using a suitable straight tool or formwork-mounted screed in accordance with relevant requirements.
5. The work area is cleaned, and waste is collected, reused or recycled in accordance with applicable requirements.
6. Tools and equipment are cleaned and stored according to workplace practices.

Evidence by product:

1. The concrete is received, checked for impurities and discharged into a wheelbarrow, lump, pump or hopper in accordance with relevant requirements.
2. The concrete is placed in layers on site at the marked levels in accordance with relevant requirements.
3. The cast concrete is vibrated during the working process using a vibration method in accordance with relevant requirements.
4. The concrete is poured at the correct levels and slopes using a suitable straight tool or formwork-mounted screed in accordance with relevant requirements.
5. The work area is cleaned, and waste is collected, reused or recycled in accordance with applicable requirements.
6. Tools and equipment are cleaned and stored according to workplace practices.

Evidence of knowledge:

1. The process of placing fresh concrete is described.

Evidence of attitude: the attitudes demonstrated are:

1. Responsibility: Performs concrete placement work in accordance with relevant requirements.
 2. Cooperation: Participates and works with others in the performance of a task to complete the work in accordance with the relevant requirement.
 3. Order: Follows the sequence of execution of a task according to the relevant requirement.
 4. Appreciation: Values the contribution of other team members to improve productivity.
-

Element 2.10.5 Cure the finished concrete

Performance criteria: the person is competent when:

1. Appropriate curing methods are identified in accordance with relevant requirements.
 2. The concrete is hardened in accordance with the applicable requirements.
 3. Concrete curing methods are described in accordance with relevant requirements.
-

Evidence by product:

1. Appropriate curing methods are identified in accordance with relevant requirements.
 2. The finished concrete surfaces are hardened in accordance with relevant requirements.
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Evidence of knowledge:

1. The methods of curing the finished concrete in accordance with relevant requirements are described.
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Evidence of knowledge:

1. Responsibility: Carries out the curing of the finished concrete surfaces in accordance with relevant requirements.
 2. Cooperation: Participating and working with others in the execution of a task to achieve a performance in accordance with relevant requirements.
 3. Order: Follows the sequence of execution of a task according to the relevant requirement.
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V. General guidelines for assessment

Mastery of the competency elements can be assessed by:

1. Evidence of the knowledge identified in this element of competence is assessed through questions and answers.
 2. The product evidence is assessed through observation of activities.
 3. Evidence of the performance described in this element of competence is assessed through the personal statement.
 4. The deduction of compliance with attitudinal evidence is achieved through compliance with knowledge, product and performance evidence.
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VI. Glossary

Area of application	The industry's area of expertise, specialization or function associated with the unit
Category	Specifies the area of training to be provided
Class	The grouping and classifying of jobs and occupations
Competence	The ability to perform tasks and duties to the level expected in the workplace, applying all relevant skills, knowledge and attitudes consistently over time in the required work situations
Competence standards	These consist of several units of competences, each of which describes a key function or role in a particular job or profession
Description of the competence elements	A competency element can be described by its title, the task to be performed, the performance criteria and the underlying knowledge and skills
Description of the units of competence	A brief statement giving a more detailed description of the job function covered by the unit which helps clarify the title of the unit and links with other units of competence
Elements of competence	These are the main functions and tasks comprising competence
Evidence of attitude	<ul style="list-style-type: none"> • This enables people to work more effectively in all jobs/occupations and sectors, regardless of job content • These may include: <ul style="list-style-type: none"> basic skills – reading, writing and basic numeracy interpersonal skills – teamwork, communication, planning and organizing, problem solving thinking skills – learning, and computer skills personal skills – autonomy and integrity
Evidence of knowledge	<ul style="list-style-type: none"> • Knowledge identifies what a person needs to know in order to do their job in an informed and effective manner • Knowledge can be theoretical and/or factual Underlying knowledge may involve knowledge of theory, processes, technologies, codes of practice, legislation, etc.
Evidence of the process	<ul style="list-style-type: none"> • Knowledge and skills and responsibilities required for the competent performance of job functions • The demonstration of performance criteria
General guidelines for evaluation	<ul style="list-style-type: none"> • Evidence guidelines provide information to the assessor on how competences are demonstrated, such as the conditions and context of the assessment, appropriate assessment methods and resource implications • It should be read in conjunction with the performance criteria, the range statement and the unit content
Performance criteria	<ul style="list-style-type: none"> • The performance standard or tasks that are involved in each relevant job function • Critical terms or phrases may be written in bold italics and then defined in a range statement in the order in which they appear in the performance criteria
Product evidence	<ul style="list-style-type: none"> • How knowledge is converted into results in the workplace • Demonstrates how abilities lead to the competent use of know-how, operational guidelines, machines, working and communication methods, techniques, etc.
Title of the item	A short title that summarises the tasks to be performed, the performance criteria and the underlying knowledge and skills
Title of the unit of competence	A short title that summarises the main occupational function covered by the unit and accompanied by an alphanumeric code that follows ILO guidelines
Unit of competence	An agreed statement of the skills and knowledge required for the effective performance of a particular job or function



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