

L3 Wood Occupations – Site Carpentry

EVIDENCE EXAMPLES

It will be necessary for you to start gathering information which can be used as evidence within your NVQ.

The following list gives some examples of documentation that will be useful.

The NVQ Level 3 Diploma in Testing, Inspection and Thorough Examination is made up of 5 units. You must provide details to your assessor of which optional units are relevant to your work that will be achievable for you; these are detailed within this document.

The Suggested Evidence List will hopefully assist you in providing the correct information towards your NVQ. When you collect your evidence, this **MUST** be sent to either of the following:

Assessor@workforceskillssupport.co.uk

WhatsApp – 07496423820 (Please ensure you state your full name and Company when sending evidence via WhatsApp).

You will be required to provide evidence towards your NVQ to show competence against the NVQ Units - some units will have endorsements you must cover to achieve the full unit through working on different systems. Evidence may vary depending on what you use within your organisation and the 3 optional units you decide to complete. The main types of evidence used for this type of NVQ that you can start to gather are:

1. **Job Sheets** – Briefly detailing work you have completed.
2. **Inspection Sheets** – For relevant work you have completed, including repairs.
3. **Workshop manuals used** – Photos of the pages used to gather information, send these with associated job sheets.
4. **Risk Assessments for Work Activities** – Provide copies of risk assessments you work to or dynamic risk assessments that you carry out yourself.

NVQ Mandatory Units – You must complete all Mandatory Units

Unit Title:	Confirming work activities and resources for an occupational work area in the workplace
Evidence:	<p>This unit covers organising the required tools and parts/components you will need to complete your testing, inspections and thorough examinations on construction plant within your organisation, the following types of evidence may include:</p> <ol style="list-style-type: none"> 1. Risk Assessments for work Activities. 2. Photos of workshop manual pages you have used during the task. 3. Schedules of work – these will detail when work is planned in for Testing, inspection and thorough examination. 4. Order forms for parts or resources used on a task. 5. Site diaries – detailing work completed. 6. Time sheets. 7. Emails or communication between yourself and customers or site representatives. <p>This will also be covered with your assessor through professional discussion and Questioning about the evidence provided.</p>
Unit Title:	Developing and maintaining good occupational working relationships in the workplace
Evidence:	<p>This unit covers effective communication between yourself and your employers, customers, colleagues, suppliers etc. , this can be covered through the professional discussion conducted on evidence detail in the other units:</p> <ol style="list-style-type: none"> 1. This will also be covered with your assessor through professional discussion and Questioning about your job sheets. 2. Your assessor will also gather a witness statement from one of your managers to cover requirements of this unit.
Unit Title:	Confirming the occupational method of work in the workplace

Evidence:	<p>This unit covers how you plan for your testing, inspection and thorough examination activities and what data/information you need to refer to:</p> <ol style="list-style-type: none"> 1. Photos of any pages of reference material you have used as part of your tasks such as <ol style="list-style-type: none"> a. workshop manuals, b. parts manuals, c. technical service bulletins, d. manufacturers data e. Technical information f. British standards g. Regulatory Information h. Company safe working practices/policies <p>This will also be covered with your assessor through professional discussion and Questioning on the evidence provided.</p>
-----------	---

Unit Title:	Inspecting plant or machinery for operational serviceability in the workplace
Evidence:	<p>This unit covers inspections on plant and equipment will also be covered with your assessor through professional discussion and Questioning about your job sheets or inspection sheets, your evidence may include:</p> <ol style="list-style-type: none"> 1. Job sheets or inspection documents, could include: <ul style="list-style-type: none"> • Pre delivery inspection sheets • Off hire inspections • Pre or post repair inspections 2. Photos – These should show any specialist inspection tools you have used such as vernier gauges, pressure gauges, laptop or equipment software during the inspection.

Unit Title:	Carrying out specific tests on plant or machinery to determine operational serviceability in the workplace
Evidence:	<p>This unit covers Testing of components and systems prior to, during and post repairs on Plant and Machinery, you Must provide evidence of testing on 4 different systems to meet the endorsements detailed below:</p> <p>Unit Endorsements:</p> <p>At least four of the endorsements below MUST be covered:</p> <ul style="list-style-type: none"> • Electric systems • Cooling systems • Lubrication systems • Emission control • Hydraulic systems • Hydrostatic drive • Transmission systems • Pneumatic systems • Braking systems • Vibration management • Steering/suspension systems • Generator output control • Electronic management • Powered access equipment • Material handling equipment • Water pumps • Craneage • Lifting equipment • Load testing (cranes, hoists, MEWPs, MHE) <p>Evidence could include:</p> <ol style="list-style-type: none"> 1. Job Sheets – you must provide evidence detailing the specific testing you have completed as part of the pre-start/functional checks, testing during repairs or post repair to ensure the machinery is serviceable. 2. Photos – Provide photo evidence of any test equipment used.

	<p>3. Manuals/Technical data – provide photo's of pages of any information you have used to cross reference any test results against to ensure the plant or equipment is operating correctly or identify faults.</p>
--	---

This will also be covered with your assessor through professional discussion and Questioning about your job sheets.