



## **National Occupational Standards**

<b>Sector</b>	Building & Construction
<b>Job Family</b>	Tile Laying
<b>Job Title</b>	Assistant Tile Layer
<b>MQF</b>	Level 2

### **Mandatory Competences**

<b>ATL: 201</b>	Apply Occupational Health and Safety and Working Practices
<b>ATL: 202</b>	Identify Systems, Equipment and Components
<b>ATL: 203</b>	Calculating, Positioning and Drawing
<b>ATL: 204</b>	Identifying and Applying Systems, Equipment and Components

## ATL: 201

### Apply Occupational Health and Safety and Working Practices

<b>Description of Unit</b>	<p>This unit is about being able to use safe procedures and safe work practices. The persons carrying out this work must possess the necessary knowledge and skills to ensure that their actions do not create health and safety risks to others, identify risks and hazards associated with the working environment, tools and equipment and materials and substances used.</p>
<b>Performance Criteria</b>	<p>The candidate must have the necessary knowledge and skills to:</p> <ol style="list-style-type: none"><li>1. Carry out safe working practices to prevent hazards and to ensure the safety of workers and members of the public.</li><li>2. Carry out safe working practices using appropriate equipment and materials to prevent damages to work areas.</li><li>3. Carry out the safe erection, use and dismantling of system scaffold platforms less than 2m high.</li><li>4. Set up safety barriers around a work environment hazard to protect workers and members of the public.</li><li>5. Use protective clothing and safety equipment to accomplish tasks.</li><li>6. Use and store materials hazardous to health in a safe manner.</li></ol>

**Required  
 Knowledge**

1. Understands the roles and responsibilities of themselves and others under the Health and Safety Act.
2. Knows the health and safety risks associated with their role which include tools, materials and equipment used and working practices and procedures.
3. Recognises potential hazardous material at the workplace.
4. Understands the procedures for dealing with potential hazardous material in the place of work.
5. Understands health concerns associated with the workplace and safe practices when carrying out work.
6. Seeks expert assistance when help is needed.
7. Acknowledges hazards and potential hazards at the place of work (such as electricity, slippery and uneven surfaces, dust and fumes, handling and transporting, contaminants and irritants, fire, heights, improper use of tools and equipment).
8. Understands the importance of being alert to the presence of hazards in the place of work.
9. Knows the responsible persons to whom to report health and safety matters.
10. Knows the emergency procedures in the place of work.
11. Knows the first aid facilities that exist within the work area.
12. Understands the use of barriers and warning signs.
13. Knows and understands the method used to protect work areas from damage due to portable heating equipment.
14. Understands and explains how to safely use scaffold platforms (less than 2 m).
15. Understands the necessary safety precautions including the use of protective clothing and equipment for a range of applications.
16. Knows and understands the methods used for protecting customers'

	<p>property.</p> <p>17. Knows and understand when it is required to isolate domestic water services from the main water supply.</p> <p>18. Describes any toxic effect of materials used.</p> <p>19. Outlines the preventative and remedial actions to be taken in the case of exposure to materials hazardous to health.</p>
--	--

<p><b>Required Skills</b></p>	<ol style="list-style-type: none"> <li>1. Identifies which health and safety procedures are relevant to the working environment.</li> <li>2. Complies with duties and obligations as defined by the Occupational Health and Safety Act 2000.</li> <li>3. Follows workplace policies and employers instructions for the safe use and maintenance of tools and equipment.</li> <li>4. Controls health and safety hazards the job responsibility.</li> <li>5. Reports any hazards which may present risk to relevant persons.</li> <li>6. Follows correct procedures in the event of injuries to themselves or others.</li> <li>7. Takes remedial action where work methods are not in line with control measures resulting from relevant risk assessment.</li> <li>8. Adheres to work production and installation processes as officially instructed by the employer</li> <li>9. Applies the necessary skills to erect, use and dismantle access equipment (at height less than 2m).</li> <li>10. Complies with warning signs and sets up safety barriers around working area.</li> <li>11. Equips oneself with the appropriate protective clothing and safety equipment for specific tasks.</li> <li>12. Uses and stores materials hazardous to health in a safe manner.</li> </ol>
-------------------------------	--

## ATL: 202

### Identify Systems, Equipment and Components

<b>Description of Unit</b>	<p>This unit is about applying the necessary preparations prior to work being conducted. This unit is also about identifying the different materials used for both installation and service and maintenance work.</p>
<b>Performance Criteria</b>	<p>The candidate must have the necessary knowledge and skills to:</p> <ol style="list-style-type: none"> <li>1. Identify and select sands, cements and aggregates from given specifications.</li> <li>2. Identify and select tiles from given specifications.</li> <li>3. Identify and select various types of cement: ordinary, rapid hardening, high alumina.</li> <li>4. Identify and select types of lime: hydraulic, non-hydraulic.</li> <li>5. Identify and select floor and wall tiles from given specifications: ceramic, concrete.</li> </ol>
<b>Required Knowledge</b>	<ol style="list-style-type: none"> <li>1. Knows and understands the range of materials, products and procedures applicable to the relevant work and their benefits.</li> <li>2. Knows and understands the basic functions of tile laying.</li> <li>3. Knows and understands the basic functions and types of tile laying.</li> <li>4. Knows and understands the different paving materials.</li> <li>5. Defines and understands the basic properties of natural, crushed rock, manufactured, lightweight, dense aggregates.</li> <li>6. Defines and understands the basic properties of cement ordinary, rapid hardening, high alumina.</li> <li>7. Defines and understands the types of lime; hydraulic, non-hydraulic.</li> <li>8. Defines and understands the various floor and wall tiles from given specifications: ceramic, concrete</li> <li>9. States the basic properties of fixings including masonry, concrete and timber.</li> </ol>

**Required Skills**

1. Identifies the different types of materials, products, methods and procedures applicable to the relevant work from given specifications.
2. Identifies the relevant materials required for the required job from given specifications.
3. Confirms that all materials, tools and equipment necessary for the installation process are available as required.
4. Confirms that all material, tools and equipment are fit for their intended purpose.
5. Distinguishes between the different types of common materials.
6. Identifies and selects various common fixings from given specifications.

## ATL: 203

### Calculating, Positioning and Drawing

<b>Description of Unit</b>	This unit is about understanding and applying dimensions from drawings and calculating quantities in the preparation, costing and estimation.
<b>Performance Criteria</b>	<p>The candidate must have the necessary knowledge and skills to:</p> <ol style="list-style-type: none"> <li>1. Measure to draw as fitted templates accurately.</li> <li>2. Establish the quantity of material required from cement mix ratios.</li> <li>3. Calculate quantity of tiles from number of boxes.</li> </ol>
<b>Required Knowledge</b>	<ol style="list-style-type: none"> <li>1. Comprehends calculations.</li> <li>2. Comprehends compilations of overall linear dimensions from drawings.</li> <li>3. Comprehends calculations involving quantities and costs of materials.</li> <li>4. Knows and explains the correct procedure for setting out work systems.</li> </ol>
<b>Required Skills</b>	<ol style="list-style-type: none"> <li>1. Translates drawings of linear and rectangular structures to accurate dimensions.</li> <li>2. Translates and calculates areas obtained from drawings.</li> <li>3. Calculates the quantity and cost of materials needed from set drawings.</li> <li>4. Translates measurements from drawings and sets out work systems.</li> <li>5. Applies working drawings from available plans.</li> </ol>

## ATL: 204

### Identifying and Applying Systems, Equipment and Components

<b>Description of Unit</b>	<p>This Unit is about selecting and using hand tools in a correct and safe manner.</p>
<b>Performance Criteria</b>	<p>The candidate must have the appropriate knowledge and skills to:</p> <ol style="list-style-type: none"> <li>1. Assist in the preparation and compacting sub base material.</li> <li>2. Clean manually floor and wall tiles.</li> <li>3. Grout floor and wall tiles neatly.</li> <li>4. Assist in the laying and compacting of concrete in-situ flooring and finish surfaces.</li> <li>5. Cut a chase and a pipe hole in a brick or block wall using hand power tools.</li> <li>6. Cut wall and floor tiles of different materials by hand using the correct manual or power tools.</li> <li>7. Calculate the quantity and cost of materials required of single rooms.</li> </ol>
<b>Required Knowledge</b>	<ol style="list-style-type: none"> <li>1. Names tiling equipment.</li> <li>2. Explains how to use and maintain equipment.</li> <li>3. Names the types of tiles.</li> <li>4. Understands manufacturers' instructions and the use of the various types of equipment.</li> <li>5. Identifies and understands a range of floor, wall and ceiling building materials used in domestic buildings.</li> </ol>



**Required Skills**

1. Confirms that materials, tools and equipment required are fit for their intended purpose.
2. Identifies, use, clean and store the basic hand tools used to install domestic tiles.
3. Identifies, use, clean and store portable power tools.
4. Inspect and sort tiles for damage and defects.
5. Batch and mix mortar manually and by dedicated equipment.
6. Trim and cut wall and floor tiles of different materials using manual and power tools.
7. Cut a chase and a pipe passage way in bricks or stone blocks using manual and power tools.
8. Grout floor and wall tiles neatly.
9. Clean tiles and finish grouted seams to neat and uniform appearance.