Highfield International

Erecting Mobile Access Alloy Towers (Level 2 Award)

Qualification Specification

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Highfield International Erecting Mobile Access Alloy Towers (Level 2 Award)

Introduction

This specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your centre manager.

Qualification overview and objective

This qualification is aimed at workers in construction, maintenance, and related sectors who are required to erect and safely use mobile access towers. It provides learners with the knowledge and practical skills to comply with safety regulations and manufacturer guidelines, reducing the risk of falls and structural failures.

The objective of this qualification is to equip learners with the knowledge and skills required to safely plan, erect, use and dismantle **aluminium access towers** in accordance with industry best practice and regulatory standards. It promotes awareness of tower-related hazards, site preparation, structural integrity, legal obligations, inspection procedures, and the correct use of PPE and fall protection. Learners will develop competence in following manufacturer instructions, applying safe working methods, and recognising environmental and operational risks associated with mobile access towers.

Important Note: Highfield International recommends that you contact the relevant Government Department in the country that you want to deliver this qualification, to ensure that local laws are being adhered to and that there are no additional approval requirements. It may be that you are required to register as a training provider within the country itself. Highfield International approves centres based on its own criteria but does not represent any other organisations or departments.

Key facts

Guided Learning Hours (GLH):	8 hours
Total Qualification Time (TQT):	8 hours
Assessment method(s):	Practical assessment and knowledge test

Entry requirements

Centres are responsible for ensuring learners can meet the necessary level of language in which the course is being delivered. Learners **must** be a minimum of **18+** years of age and centres **will be solely responsible** to assure themselves that learners are physically capable of completing the practical assessments.

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Guidance on delivery

The total duration for this qualification is **8 hours**. This is the total qualification time in which an average learner is taught by means of lectures, tutorials, and practical demonstrations, including the time spent on assessment. The delivery of this programme may be adjusted in accordance with learners' needs and/or local circumstances.

For effective delivery of this qualification and to ensure that every learner is thoroughly assessed on the theoretical and practical elements, the tutor-to-learner ratio **must not exceed 1:12** in each batch.

For batches with more than 12 learners, the centre must allocate additional assessors as well as the required equipment and PPE. Additional Assessment pack must be used, and the assessors must sign the correct assessment packs listing the learners that they have assessed.

Guidance on assessment

This qualification is assessed in **two** parts:

Part 1: Centre-marked Knowledge Assessment: The knowledge component of this qualification will be assessed through a **15-question** multiple-choice examination, conducted and marked internally by the centre **assessor**. The exam papers are available in the **members' area** of **Highfield website**.

Learners are required to answer this using the **Examination Answer Sheet (EAS)**, **under supervised/invigilated conditions**. To pass, learners **must** answer **all** the questions correctly.

Any incorrect responses **must** be addressed by the assessor through **verbal feedback and additional questioning** to ensure the learner has **fully** understood the correct knowledge point. The assessor **must** be satisfied that the learner can identify and understand the correct answer before competence is confirmed.

Part 2: Centre-marked Practical Assessment: learners are assessed by performing practical activities as listed within the **Highfield assessment pack**, available for download from the **member's area**. The assessment pack includes an **assessment crib sheet** detailing the minimum performance criteria for each practical task. Centre assessors **must** refer to these criteria when assessing learners' practical work, and the results must be recorded in the **matrix** within the assessment pack.

Final Outcome: To pass this qualification, learners **must** demonstrate competence in **all practical tasks** listed in the assessment pack **and** pass the knowledge assessment. This qualification is graded as **Pass** or **Refer**.

Portfolio of Evidence for each course: Centre **must** submit the following documents for **each** course to request certification:

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- A photograph of the training venue where the knowledge and practical training and assessment was held
- A group photograph of the trainees (in all PPE) along with the course assessor
- The Highfield **pre-course safety record** checklist completed by the assessor (available in the member's area)
- Evidence of practical tasks and knowledge assessment **(learner EAS, videos or images of learners completing the alloy tower erection and dismantling tasks, the completed assessment pack, assessor feedback documents and learner IDs)**

All evidence must be collated and stored by the centre for audit by Highfield for up to **one year** after the assessment date.

To ensure effective delivery and that each learner is thoroughly assessed on both theoretical and practical elements, the assessor-to-learner ratio **must not exceed 1:12** in each batch. ***For groups larger than 12 learners, centres must allocate additional assessors and the required equipment. A separate assessment pack must be used for each assessor, and assessors must sign the relevant assessment packs listing the learners they have assessed.***

Centres **must** take all reasonable steps to ensure that no part of a learner's assessment, including internal quality assurance and invigilation, is conducted by anyone with a personal interest in the assessment outcome.

Certificate Validity: This qualification is valid for **three years**. After this period, learners **must** complete the full training and be reassessed to renew their certification.

Centre Approval Requirements

Centres must provide access towers that meet, **as a minimum**, the requirements of **BS EN 1004-2:2021-TC** standards for mobile access and working towers. All equipment must be in good condition, correctly maintained and suitable for safe practical training and assessment in the erection and dismantling of mobile access towers.

To deliver this qualification, centres **must** have the following resources in place:

1. **Mandatory Equipment* list *(This is the minimum set of equipment centres MUST have; they must procure extra resources if or when needed.***

Advanced guardrail, double width platform, **4.0m height or equivalent**						
Overall Width	**Overall Length**	**Platform Height**	**Tower Height**	**Work Height**	**Net Weight**	**Max Load**
140cm	255cm	400cm	530cm	630cm	203.87kg	250kg / Deck

No.	Component	Size	Quantity
1	Advanced Guardrail	255cm	4
2	Span Frame 2 Rungs	140cm x 100cm	1
3	Span Frame 4 Rungs	140cm x 200cm	2

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4	Ladder Frame 2 Rungs	140cm x 100cm	1
5	Ladder Frame 4 Rungs	140cm x 200cm	2
6	Horizontal Brace	255m	2
7	Diagonal Brace	275cm	2
8	Standard Platform	256.50cm	2
9	Trapdoor Platform	256.50cm	2
10	Toe-Board Set	118cm x 244cm	1
11	Stabiliser	300cm	4
12	Wheel Adjustable	20cm	4
13	Snap Pin	Standard	8
14	PPE for each learner (Hard hat, high-visibility vest, toe-cap boots and gloves)		12
15	Inspection and maintenance records for all equipment		

***Centres must ensure that all equipment is inspected, tested and serviced in accordance with the manufacturer's instructions.**

2. **Centres must secure a suitable venue**** - The centre venue **must** comply with relevant health and safety requirements and be appropriate for the number of learners being trained. **Knowledge**-based training and knowledge assessments **must** be delivered in a suitable classroom or training room environment.

   Practical training and assessment **must** take place in a safe area that has been specifically prepared for training purposes. *If a client site is used, the training area **must be clearly separated** and **away** from operational sites and controlled to ensure the safety of learners, staff, and others on site*.

3. **Centres must complete a pre-course safety record before** the start of each training course, using the approved template available in the **download area**. This must be submitted with the course paperwork.

****Centres must** notify Highfield of their training schedule **at least two working days** in advance. Highfield will conduct announced and un-announced audits to ensure that the training and the assessment are conducted to the required standard. If advance notification is not provided, courses **will not be certified**.

Tutor and Assessor requirements

It is accepted that both roles may be performed by the same person, providing the qualifications and experience requirements for both roles are met.

Highfield requires that the nominated **tutors** for this qualification meet the following conditions:

1. **must** hold a relevant subject area qualification

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Suitable Subject Area Qualifications may include:

- Industry recognised work at height related qualification, or equivalent; or
- Any other qualification deemed appropriate by Highfield.

2. **must** hold a relevant health and safety qualification

   Suitable Health & Safety Qualifications may include:

   - Highfield Level 3 qualification in Health and Safety, or equivalent
   - IOSH Managing Safely; or
   - Any other qualification deemed appropriate by Highfield.

3. **must** hold a current Emergency First Aid at Work certificate or other valid first aid equivalents

4. **must** have a minimum of **five years** of working experience/safety inspection experience in similar work environments; or any other relevant work experience deemed appropriate by Highfield.

5. **must** hold a teaching qualification and/or experience:

Suitable Teaching Qualifications may include:

- Highfield Level 3 International Award in Delivering Training (IADT);
- Highfield Level 3 or 4 Award in Education and Training or equivalent.
- Proof of at least 30 hours of training in relevant subject; and
- Any other qualification and/or experience deemed appropriate by Highfield.

Highfield requires that the nominated **assessors** for this qualification meet **all of the tutor requirements** (points 1-5 above) **and** the following additional conditions:

6. **must** hold an assessor qualification and/or have relevant assessing experience
   Suitable Assessor Qualifications/Experience may include:
   - Highfield Level 3 International Award in Vocational Training and Assessment Practice (VTAP) qualification in assessment or equivalent
   - A recognised Level 3 Award in Assessing Vocationally Related Achievement or equivalent
   - Evidence of recent and relevant experience of assessing competence in relevant subject; and
   - Any other assessor qualification and/or experience deemed appropriate by Highfield.

For the avoidance of doubt, the Highfield Level 3 International Award in Delivering Training (IADT) is <u>not</u> sufficient on its own for assessor approval for this qualification; assessors must hold a current assessor qualification such as Highfield International Level 3 VTAP or an equivalent assessor qualification.

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Guidance on Internal Quality Assurance

Highfield **strongly recommends** that centres have an internal quality assurance process and policy in place. Internal quality assurance (IQA) must be completed by an appropriately experienced person and that person must not have been involved in any aspect of the delivery or assessment of the course they are quality assuring. The IQA must:

- have sufficient training and assessment experience in a vocational sector;
- check that the delivery and assessment is in line with the qualification requirements;
- check that all assessment paperwork is completed accurately; and
- ensure an audit trail is provided for internal quality assurance.

Once complete, the assessment paperwork and IQA paperwork **must be stored** by the centre for a minimum period of **12 months** to allow for quality assurance checks.

Highfield will support centres by conducting ongoing engagements to ensure and verify the effective and efficient delivery and assessment of the qualification.

Recognition of Prior Learning

Centres may apply to use recognition of prior learning or experience, to reduce the amount of time spent in preparing a learner for assessment. For further information on how centres can apply to use RPL as described above, please refer to the Recognition of Prior Learning (RPL) Policy in the members' area of the Highfield website. This policy should be read in conjunction with this specification and all other relevant Highfield documentation.

ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment. Highfield Qualifications recommends the following as proof of a learner's identity:

- national identity card; valid passport (any nationality); signed photo card driving licence
- valid warrant card issued by police, government department or equivalent
- other photographic ID card, e.g. employee ID card (must be current employer), student ID card, travel card.

For more information on learner ID requirements, please refer to Highfield Qualifications' Core Manual.

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Useful websites

- www.highfieldqualifications.com/products/training-resources (Highfield Qualifications)
- www.highfieldinternational.com/
- www.highfieldqualifications.com/products/training-resources

Progression

Progression and further learning routes include:

- Highfield Level 3 International Award in Health and Safety in Workplace
- Highfield Level 2 International Award in Work at Height
- Highfield Level 1 International Award in Health and Safety for Construction Labourers and Site Visitors
- Highfield Level 2 International Award in Risk Assessment.

Highfield offers a range of qualifications to help learners progress their careers and personal development. Please contact your centre manager for further information.

Recommended Training Material

The following resource has been developed by Highfield and are recommended training materials for users of this qualification:

- *Alloy Tower Training PPT (Level 2)*, Highfield Products.

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Appendix 1 – Qualification Structure

To achieve this International Erecting Mobile Access Alloy Tower (Level 2 Award) Qualification, learners must successfully complete 1 mandatory unit:

Unit	Unit Title	Level	GLH
1	Erecting Mobile Access Towers (International)	2	8

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Appendix 2 – Qualification Content

Unit 1: Erecting Mobile Access Towers (International)

Unit Level: 2
Unit GLH: 8 hours

Unit Aim: To provide learners with knowledge and understanding of the principles for Erecting and dismantling Mobile Access Towers.

Learning Outcomes	**Assessment Criteria**
The learner will	***The learners can***
1. Understand safety requirements and responsibilities specific to access towers	1.1 Outline the reference standards and Safety Guidelines for access towers 1.2 Describe all the relevant safety considerations for erecting, dismantling and use of access towers: – competent personnel requirements – importance of safety signage – inspection, cleaning and storage of components
2. Be able to safely erect and dismantle aluminium access towers in accordance with manufacturer guidelines	2.1 Erect an access tower safely, demonstrating: – the 3T or Advance Guardrail method during erection – correct installation of guardrails, toe boards, and platforms – fitting of stabilisers and braces to ensure structural integrity 2.2 Use appropriate PPE and fall protection 2.3 Safely dismantle the access tower
3. Be able to use and relocate towers safely	3.1 Demonstrate safe access and egress using built-in methods 3.2 Demonstrate correct procedures for moving towers on site

Amplification
Mandatory Practical Assessment Criteria for 2.1 and 2.3 Learners **must demonstrate**: - how to erect **and** dismantle alloy towers safely; i. installation of outriggers when tower height exceeds 2 metres ii. installation of additional decks when working height exceeds 4 metres - Learners can work in groups of **4** or less **2.1** Erect an access tower safely, demonstrating

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- the *Through-the-Trap (3T)* method or reinforce **proper handling prevents damage, misuse, and supports safe tower construction**
- R) method as specified by the tower manufacturer.
- install platforms fully decked, level, and securely locked in position
- fit guardrails at working and intermediate levels and toe boards on all sides of the platform to prevent falls and dropped objects
- ensure access points (ladders or trapdoors) are correctly positioned and used safely
- conduct visual and manual checks to verify all components are properly engaged and locked
- load limits: never exceed the manufacturer's specified load capacity; calculate the load correctly

2.3 Safely dismantle the access tower

- **Reverse Order:** Dismantle the tower in reverse order to assembly, removing platforms, guardrails, and braces systematically from the top down
- **Component Handling:** Lower components safely to the ground rather than dropping them

Storage: Inspect, clean, and store components appropriately to prolong their lifespan and ensure readiness for future use.

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