



Key Stage 4 Programme Construction Induction Pack

LEVEL 1 CERTIFICATE IN MULTI SKILLS

Year 1 & 2 workbook



Qualification Information

Title: Level 1 Certificate in Multi Skills

The course you are on is 2-years long, for your first year you will attend on a Wednesday and for the second year you will attend on a Thursday. During the 2 years you will move around 3 trades bricklaying, joinery and plastering and for each trade you will be in a different workshop and have a different tutor.

Topics you will cover on the course

- **Health and Safety/ Communications** – There are 2 theory units towards your course, both are general knowledge questions on health & safety and communications. These tend to be completed within the first couple of weeks
- **Bricklaying** – You will start learning how to use the tools then you will have a go at laying bricks to build garden walls, arches, piers, etc.. You will then move onto laying blocks and eventually you will combine the bricks and blocks together to make a cavity wall.
- **Joinery** – You will start learning how to use the tools then move onto making woodworking joints. These involve dovetail joints, mortice and tenons, tee halving and many more. You will then have a go at hanging doors, putting a lock and hinges on a door. You may also have an opportunity of building bird and toolboxes.
- **Plastering** – You will start off rendering, which will get you used to the tools, you will then move onto cutting and screwing plasterboards to your bay and skimming over them. Then you will make a ceiling rose mould and put it onto the ceiling of your bay.

What do you need to bring to college?

You are required to bring the following thing with you to college

- **Steel toe capped boots/** Boots are required to be worn in all workshops.

You will NOT be allowed to enter any workshops unless you have your boots. This is a health and safety requirement. No boots will mean you will be sent back to school/home. You cannot wear boots in the main canteen so also bring other shoes/trainers.
- **Trousers/** Shorts are not allowed in the workshops so you will need some sort of clothing to protect your legs. E.g. overalls, work pants, jeans, tracksuit bottoms. Make sure whatever clothing you bring is comfortable to work in.
- **Pen & Pencil/** There is a theory element to your course so a pen and pencil will be required. These will not be provided by your tutor.
- **ID Badge/** on your first day you will be given an ID badge. This MUST always be around your neck anywhere on Reaseheath campus. If you are seen without an ID badge you will be challenged and if lost a replacement costs £5!!

All personal protective equipment (PPE) and tools will be provided by the college, if you want to bring your own hi-vis, hard hat and tools that's fine but they will be your responsibility and if lost/damaged the college will not be held responsible. Any tool being brought to the college needs to be authorised by your tutor and your school.



Workshop rules

- **Correct PPE** must always be worn when carrying out practical tasks. (This will include Hard hat, Hi-vis, Steel toe boots, work trousers and safety glasses)
- **Correct use of phones** - phones can be used when in the workshop but only if your tutor has asked you to get it out.
- **No earphones** for mp3 players, phones, or iPod etc are allowed whilst in the workshop, these cause potentially dangerous distractions.
- **Food/Drink** - no eating or drinking in the workshop unless its water (left over food/drinks can attract rats which is something that we do not want)
- **The use or possession** of alcohol or narcotic substances are forbidden on the college and **WILL** result in disciplinary action.
- **Bad language** will not be tolerated and challenged if heard.
- **No misbehaving** in any workshops. Throwing mortar, timber and plaster will lead to you being removed from the course.
- **You are expected** to turn up to lessons on time and willing to learn.
- **Any damage** caused to the college or college equipment **WILL** result in disciplinary actions.
- **Respect** your peers and staff. (Respect is two way – give it to get it)

The workshop rules will be put up in each workshop. On your 1st day you will be required to sign a code of conduct.

Student dress code

It is important that we present a professional, smart image at all times. Please read the student dress code below carefully, this applies to **ALL** students when in the workshops. Students not wearing the correct attire will be challenged and removed from the workshop if they refuse to wear them.

We try to make what we do in construction mirror the industry so all learners and staff are required to wear hard hats, steel toe capped boots, hi-vis, work trousers and glasses.

- **Hard hats/** Staff will wear black hard hats, bricklayer have **BLUE**, joiners have **YELLOW** and plasters have **WHITE**.
- **Hi-vis/** Staff will have an orange hi-vis and students will have yellow ones.
- **Boots/** All staff and students will be required to wear steel toe capped boots
- **Work pants/** All staff and students will be required to wear trousers of some kind. See above.
- **Safety glasses/** For bricklaying and joinery, safety glasses will be worn when needed so when cutting a brick or when using a piece of machinery. For plastering goggles are worn at all times for health & safety reasons.
- **Gloves/** They are not mandatory to wear but pairs of gloves are available if you want them and you can bring your own.

If you come across a student or staff not wearing the relevant PPE you should challenge them. We promote this behaviour within the department.



Values and behaviours

Below is the list of Construction values and behaviours. It is expected that all students will adhere to these whilst at College. These values are in place whether you are at Construction or on the main campus. The values and behaviours are chosen by our students and staff as an agreed Code of Conduct.

Any students who do not abide by the values and behaviours will be issued with a reporting slip (see below) and will be actioned to improve. Failure to improve or poor behaviour could result in you being withdrawn from your course and returned to school.

Values and behaviours	
Be helpful to peers, staff and visitors	Be a good team member / help each other
Ask for help if needed	No littering
Respect your environment	No bullying
Respect other people's point of view	Be respectful, polite and show good manners
No phones in workshop unless asked	Accept constructive criticism
Be punctual	Respect all staff
Respect the workshop and equipment	Wear ID badge and correct PPE
Be prepared for your sessions	No swearing / use of offensive language

Fire procedures

On discovery of a fire and the fire alarm is ringing you must follow these procedures:

1. Stay calm, alert a member of staff and inform them of the location of the fire.
2. When fire alarm sounds, everyone go immediately to the Assembly Point.

Assembly Point - outside old hall

You will be shown where this is on your first day

You are **NOT** to get involved with firefighting activities

Accident procedures

If an accident occurs when the first aid is needed, you need to report the accident to your instructor who will assess the situation. If first aid is required then a member of staff with first aid training will be called, they can be identified by having first aid crosses on their lanyard. The first aid boxes can be found in the construction office and bricklaying workshop.

All accidents and near misses must be reported to a member of staff.

In the event of an accident:

- Keep calm, use your common sense
- Call for member of staff
- Ensure the area is safe and prevent any further accidents from happening



Stay connected



Reaseheath College



@reaseheathcollege



@reaseheath



@reaseheath