



SA100 Smart Awards Hand Rodding QUALIFICATION SPECIFICATION



Introduction

This qualification covers the installation of a cable or draw rope into the underground network using hand rodding techniques. Learners are provided with the knowledge and skills to identify the hazards and potential risks involved in working safely on or in proximity to underground structures whilst performing hand rodding activities.

This qualification particularly is aimed at those individuals who undertake work in a telecommunication (or similar utility) environment. This qualification tests learners' knowledge, skills and ability when installing cable and/or draw rope in the underground infrastructure, using hand rodding techniques. The module covers the dangers associated with working underground and the safety precautions required while working with sectional and continuous rods.

This qualification does not qualify an individual to enter a confined space. Those individuals who need to enter confined spaces MUST hold appropriate qualification/accreditation to enter confined spaces. Any references made in this material to confined spaces are for information only and to make learners aware of the risks and presence of gases that may also be present in confined spaces.

Key Information	
Name	SA100 Smart Awards Hand Rodding
Accreditation	This qualification is approved by: • Industry qualification SA100
Level	2
Duration	1 day
Guided Learning Hours (Ofqual)	8 hours
Time/Notional Learning Hours (SQA Accreditation)	
Ofqual Total Qualification	
RQF - Ofqual Credit - Credit value represents the size of a unit which is determined by the learning time. One credit = 10 hours of notional learning.	1
Age	16 Plus
Qualification Type	Vocationally Related Qualification
Smart Awards Product Area	Safety and Craft Qualifications
Sector Subject Area	5.2 - Building and construction
Certification	This qualification is valid for a period of three (3) years from the date of certificate issue. To remain compliant and eligible to work on

	telecommunications networks, individuals must renew their qualification before the expiry date.
Network Operative Passport Scheme (NOPS)	This qualification is fully aligned with the requirements of the Network Operative Passport Scheme (NOPS). Successful completion of this qualification is recorded within the NOPS system, ensuring operatives are visible and verifiable to employers and site access systems across the industry.
Prerequisites and Entry Requirements	Learners MUST have completed either SA002 Underground Safety or SA006 Safe working in civils in advance of this qualification. Smart Awards will not restrict access on the grounds of prior academic attainment, employment, geographic location, or any other grounds. There are no barriers that restrict access or progression, thereby promoting equality. Learners must have a basic understanding of the English language for regulated qualifications that are approved by Ofqual or SQA Accreditation. Please note: The New Roads and Street Works Act 1991 (NRSWA) requires at least one person on site to hold a Street Works card to work on the highway. This Smart Awards accreditation is based on a pre-requisite that any work on the highway requires appropriate Street Works accreditation to be held by an individual working on site, and that this individual is qualified to check that the planned provision of footways, traffic lanes and safety zones determined by the site survey meets with the requirements of the site location and approved procedures and practices required by the NRSWA 1991. Some companies' policies may vary where more than one person on site is required to hold a valid Street Works card.
Mandatory units and optional routes to completion.	Learners must complete the SA100 Smart Awards Hand Rodding unit in full to achieve this qualification. No optional units or routes are available.
Additional requirements to achieve this qualification.	None
Methods of Assessment	This qualification will be assessed through a practical and theory test. The aim of the assessment is to ensure successful learners have adequate knowledge and understanding of Hand Rodding. Assessment guidance, assessor requirements and additional qualification documentation is supplied to approved Smart Awards centres via Quartz.
Theory test	Learners are required to pass a 20-question multiple-choice test, with questions randomly selected from a secure question bank to ensure comprehensive coverage of all assessment criteria. The test is timed, and learners will have 30 minutes to complete it.

	All multiple-choice tests are conducted online via the Smart Awards online assessment platform.
Practical assessment	Learners will be required to demonstrate their practical skills through a series of tasks set by Smart Awards. These will be assessed by direct observation of the learner performing the task under assessment conditions. The assessment area must be equipped sufficiently so that the learner can be assessed in their competencies safely and without anyone providing guidance to help the learner. Assessor Role: To observe, record performance, question learners where clarification is needed, and verify competence against set criteria. Assessors should evaluate learners against the following categories: • Learners must be assessed individually, even in a team simulation. • Use Smart Awards standardised observation checklist for consistency. • Ensure opportunities for questioning are built into the simulation, particularly regarding reasoning behind technique and decision-making. • In cases of unsupervised elements, probe for ownership of work through reflective questioning. • Provide a brief debriefing session after the assessment to give feedback and confirm understanding. The learner will have 4 hours to complete the practical assessments.
Grading	Learners will be graded (Fail or Pass) on an achievement or non-achievement basis. The final grade will be determined by collective performance in the two assessment tools (theory and practical). Learners are required to achieve both the theory and practical assessments to achieve the qualification. Theory – to achieve a pass 80% or more is required Practical • If one major fault is given the learner will automatically fail. • If 7 or more minor faults are given the learner will fail. • The learner needs to achieve 6 minor faults or less to pass. If there are major health and safety failures due to learners' actions or understanding, the assessment MUST be stopped. The learner should be taken to a suitable area to be explained the reason for stopping the assessment and that his assessment is deemed as failed. Guidance on the major failures that should result in stopping the assessment is provided in the practical assessment.
Reasonable adjustments and special considerations	Smart Awards approved centres that have learners with specific requirements should refer to the Smart Awards Reasonable Adjustments

	and Special Considerations Policy and Procedure. This document outlines the support available to ensure fair access to assessments. It can be found on the Smart Awards website at www.smartawards.co.uk
Recognition of Prior Learning	Smart Awards is committed to supporting Recognition of Prior Learning (RPL) and has established a dedicated policy and set of procedures to guide and assist approved centres in its implementation. The full policy is available on the Smart Awards website at www.smartawards.co.uk
Required resources and site requirements for delivering this Qualification	Site Requirements • You will need a safe area with a minimum of 3 joint boxes which have duct between them for assessment purposes. • Recommended at least 10m of duct between each box. • The ducts and chambers should be populated with existing components such as cables, joints, brackets and block terminals to replicate a real-life scenario. • Signing and guarding equipment • Checked/calibrated gas testing and cover lifting equipment Practical Equipment The following equipment must be available and in safe working condition for the practical assessment. Use of the specific tools and equipment issued by the learner's employer or utility is encouraged and may be required, depending on operational policy: • 3 x Footway box, frame and cover over chamber to suitable depth with duct entry • At least one duct 54 (96.5mm outside diameter) between each box • Gas detection unit (GDU) • Gate guards • Roller bar and cover lifter • Water test kit • Water pump and hosing • Sectional rods • Continuous rods • Flexible rod guide • Clamp guides • Rod fittings and grips • Draw rope or cable • Rod Pliers

Qualification Structure

The Level 2 Award in Hand Rodding qualification consists of one mandatory unit, which learners must complete to achieve the qualification. Attainment at Level 2 demonstrates the learner's ability to apply relevant knowledge, skills, and procedures to carry out clearly defined tasks and resolve straightforward problems with appropriate direction or supervision.

Smart Awards Hand Rodding								
Minimum TQT for this pathway = 8 Minimum number of credits = 1 Minimum number of units = 1				Minimum number of GLH = 8 Minimum number of assessment time = 4.5 Other learning time = 0				
Unit Number	Unit title	Level	M/O	GLH	ASS	OTHER LEARNING	TQT	CREDITS
	Hand Rodding	2	M	8	4.5	0	8	1

Learner Support and Assessment Conditions

Learners will have access to support throughout the training period via their trainer. Trainers are responsible for ensuring that each learner is adequately prepared and competent before presenting them for assessment.

No support or assistance may be given to the learner during either the theory or practical assessments, to maintain the integrity and validity of the qualification.

Qualification objectives and requirements

This qualification confirms that the learner has demonstrated the required competence to perform Hand Rodding. To successfully obtain this qualification, the learners will need to demonstrate the knowledge and ability requirements set out in the learning outcomes and assessment criteria.

Unit Title:	Smart Awards Hand Rodding
Unit Reference Number:	SA100
Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Be able to work safely	1.1. Identify the hazards and risks associated with the working area and the proposed work. 1.2. Work in a way which maintains health and safety and is consistent with relevant legislation and industry good practice. 1.3. Use correct personal protective equipment (PPE). 1.4. Undertake equipment and tool safety checks. 1.5. Carry out work to minimise environmental damage. 1.6. Demonstrate safe and effective manual handling techniques throughout the activity to minimise the risk of injury, including musculoskeletal (MSK) disorders.
2. Be able to Safely enter underground chambers or structures	2.1. Perform site specific risk assessment. 2.2. Set out appropriate signing, lighting and guarding 2.3. Perform gas and water test safely. 2.4. Use correct tools and methods to safely remove and replace joint box covers.

3. Know how to rod a duct length safely.	3.1. Describe how to set up the site correctly for safe and efficient hand rodding. 3.2. Describe safe working practices for rodding a duct length, including the correct manual handling techniques to minimise the risk of musculoskeletal (MSK) injuries and ensure safe use of hand rodding equipment. 3.3. List the differences and benefits of different rod types and rodding methods. 3.4. Describe how to move or support existing network where appropriate. 3.5. Recognise a Guide Rod Flexible and Clamp Guides 3.6. Identify rod attachment/fittings and which one to use for the activity. 3.7. State how to securely connect rods and fittings/attachments. 3.8. Describe how to perform safety checks on continuous rods, 3.9. Describe a duct blockage and how to prove one. 3.10. State how to safely rod a duct and pull in a draw rope and/or cable without causing damage to existing components or infrastructure.
4. Be able to rod a duct length safely using sectional rods.	4.1. Set up the site correctly for safe and efficient hand rodding using sectional rods. 4.2. Manage or support existing network where appropriate. 4.3. Use Guide Rod Flexible and Clamp Guides 4.4. Use the correct rod attachment/fitting for the activity. 4.5. Apply the correct procedure for securely connecting rods and fittings/attachments. 4.6. Use the correct fittings on rod ends. 4.7. Perform cable and/or draw rope installation successfully. 4.8. Undertake activity without causing damage to existing components or infrastructure.
5. Be able to rod a duct length safely using continuous rods	5.1. Set up the site correctly for safe and efficient hand rodding using Continuous rods. 5.2. Manage or support existing network where appropriate 5.3. Perform safety checks on continuous rods, 5.4. Use protective end on continuous rod. 5.5. Perform cable and/or draw rope installation successfully. 5.6. Undertake activity without causing damage to existing components or infrastructure.