



GQA LEVEL 2 NVQ DIPLOMA IN WOOD OCCUPATIONS (CONSTRUCTION)

Qualification Number 610/0123/8

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PERSONAL COMPETENCE SUMMARY

Name		Company/Centre			
Job Title		GQA Registration Number			
	UNITS OF COMPETENCE			ASSESSOR SIGNATURE Performance and knowledge assessment completed and supplemented with evidence overtime	DATE
Unit Number	Mandatory Units	Level	Credit		
J/503/1169	Conforming to Productive Working Practices in the Workplace	2	3		
642					
A/503/1170	Conforming to General Health, Safety and Welfare in the Workplace	1	2		
641					
F/503/1171	Moving, Handling and Storing Resources in the Workplace	2	5		
643					
Pathway 1-Site carpentry optional units (minimum of 3 units required)					
Pathway 2-Shopfitting site work optional units (minimum of 3 units required)					

Pathway 3-Shopfitting bench work -Pathway mandatory units					
A/650/0448	Marking out from setting out details for routine shopfitting products in the workplace	2	12		
15Bv3					
D/650/0449	Manufacturing routine shopfitting products in the workplace	2	19		
16Bv4					
Pathway 3-Shopfitting bench work -optional units (minimum of 1 unit required)					
Pathway 4-Pre-assembled roof structure Installer-all must be achieved if this Pathway is selected					
R/650/2499	Erecting timber roof structures in the workplace	2	23		
290v4					
R/506/3929	Slinging and hand signalling the movement of suspended loads in the workplace	2	10		
402av1					
L/650/0641	Erecting roof structure carcassing components in the workplace	3	26		
631v2					
Pathway 5-Timber Frame Erection -both units must be achieved if this Pathway is selected					
R/651/5747	Erecting timber walls and floors in the workplace	2	14		
289v4					
R/650/2499	Erecting timber roof structures in the workplace	2	23		
290v4					

RELIABLE EVIDENCE: The forms of evidence available include (mark as appropriate)

Observation in the workplace	☐	Assessment of knowledge	☐
Records of prior experience	☐	Witness statement(s)	☐
Testimonial(s)	☐	Photographic evidence	☐
Work records	☐	External testing	☐

Passport Style
Candidate Photo
(Mandatory)

COMPETENCE COMPLETION SIGNATURES

By signing here, the Candidate and Assessor confirm that evidence presented is authentic and that the assessments took place in accordance with the relevant assessment strategy. Details of the assessments and evidence must be recorded in the assessment decision record/summaries at the end of each unit.

	Name and Signature	Date
Candidate		



Lead Assessor		
Internal Verifier		
EQA		

Introduction to the Qualification

Who is this Qualification for?

This qualification is aimed at those who have responsibility for carrying out work in construction related wood occupations in the workplace and onsite. Because of the wide range of wood occupations it is not expected that all candidates will carry out the same activities; the qualification is structured to ensure that there is a high degree of flexibility within the units available, there are 4 pathways to cover a range of tasks that come under the following broad headings: site carpentry, shopfitting site work, shopfitting bench work and pre-assembled roof structures.

This qualification is at Level 2, although some units may be at different levels and should be taken by those who are fully trained to deal with a range of tasks and situations.

What is required from candidates?

Although it is not expected that all workers will complete the same tasks, there are 3 mandatory units with a total credit value of 10 credits and then Pathways to allow maximum opportunity for those involved in this type of work to complete the qualification regardless of the size of the organisation and specialisms within Wood Occupations in Construction. Candidates must complete all 3 mandatory units and also achieve the required credits from the chosen Pathway.

Qualifications are now required to indicate the total qualification time (TQT), this is to show the typical time it will take someone to attain the required skills and knowledge to meet the qualification criteria, this qualification has a TQT of 470 hours.

Qualifications are also required to indicate the number of hours of teaching someone would normally need to receive in order to achieve the qualification. These are referred to as Guided Learning Hours (GLH). The GLH for this qualification is 292.

Unit Ref	Title	Level	Credit
Mandatory Units			
J/503/1169	Conforming to Productive Working Practices in the Workplace	2	3
642			
A/503/1170	Conforming to General Health, Safety and Welfare in the Workplace	1	2
641			
F/503/1171	Moving, Handling and Storing Resources in the Workplace	2	5
643			
Pathway 1-Site carpentry optional units (minimum of 3 units required)			
M/650/0561	Installing first fixing components in the workplace	2	16
09Av3			
R/650/0562	Installing second fixing components in the workplace	2	23
10Av3			
T/650/0563	Erecting structural carcassing components in the workplace	2	20
11v3			
Y/650/0564	Maintaining non-structural carpentry work in the workplace	2	14
12v3			
F/650/0567	Installing fire resisting timber door assemblies and doorsets in the workplace	2	69
358v3			
J/650/0450	Setting up and using transportable cutting and shaping machines in the workplace	2	26
628v3			

Pathway 2-Shopfitting site work optional units (minimum of 3 units required)			
A/650/0565	Installing shopfitting frames and finishings in the workplace	2	26
20v3			
D/650/0566	Installing shopfitting fitments in the workplace	2	13
21v3			
H/650/0568	Installing shopfronts and finishings in the workplace	2	15
22v3			
F/650/0567	Installing fire resisting timber door assemblies and doorsets in the workplace	2	69
358v3			
J/650/0450	Setting up and using transportable cutting and shaping machines in the workplace	2	26
628v3			
Pathway 3-Shopfitting bench work -Pathway mandatory units			
A/650/0448	Marking out from setting out details for routine shopfitting products in the workplace	2	12
15Bv3			
D/650/0449	Manufacturing routine shopfitting products in the workplace	2	19
16Bv4			
Pathway 3-Shopfitting bench work -optional units (minimum of 1 unit required)			
Y/650/0447	Producing setting out details for routine shopfitting products in the workplace	2	14
14Bv3			
J/650/0450	Setting up and using transportable cutting and shaping machines in the workplace	2	26
628v3			
Pathway 4-Pre-assembled roof structure Installer-all must be achieved if this Pathway is selected			
R/650/2499	Erecting timber roof structures in the workplace		
290v4			
R/506/3929	Slinging and hand signalling the movement of suspended loads in the workplace		
402av1			
L/650/0641	Erecting roof structure carcassing components in the workplace		
631v2			
Pathway 5-Timber Frame Erection -both units must be achieved if this Pathway is selected			
R/651/5747	Erecting timber walls and floors in the workplace		
289V4			
R/650/2499	Erecting timber roof structures in the workplace		

Achieving the combination of Mandatory units and the correct choice of Optional credits will mean the qualification has been completed and GQA will provide the Diploma with the qualification title. Where a candidate has completed additional credits the Diploma will list these as “additional credits”, in cases where the candidate has not completed the full qualification and will not go on to do so, a Certificate of credit can be issued for the credits achieved.

Assessment guidance:

Evidence should show that you can complete all of the learning outcomes for each unit being taken.

Types of evidence:

Evidence of performance and knowledge is required. Evidence of performance should be demonstrated by activities and outcomes, and should be generated in the workplace only, unless indicated under potential sources of evidence (see below). Evidence of knowledge can be demonstrated through performance or by responding to questions.

Quantity of evidence:

Evidence should show that you can meet the requirements of the units in a way that demonstrates that the standards can be achieved consistently over an appropriate period of time.

Potential sources of evidence:

The main source of evidence for each unit will be observation of the candidate’s performance and knowledge demonstrated during the completion of the unit. This can be supplemented by the following types of physical or documentary evidence:

- Accident book/reporting system
- Work diaries
- Correspondence with customers
- Training records
- Telephone log
- Photo/video evidence
- Job specifications and documentation
- Work schedules and records
- Witness testimonies
- Safety records
- Timesheets
- Notes and memos
- Audio evidence
- Materials
- Completed products/installations

Please Note that photocopied or downloaded documents such as manufacturers’ or industry guidance, H&S policies, Risk Assessments etc., are not normally acceptable evidence for GQA qualifications unless accompanied by a record of a professional discussion or Assessor statement confirming candidate knowledge of the subject. If you are in any doubt about the validity of evidence, please contact your GQA EQA.

GQA Qualification Implementation Requirements covering Centre Approval, Candidate Assessment and ongoing Quality Assurance

This document indicates the requirements of Approved Centres delivering GQA qualifications and / or units of credit.

1. Equality of Opportunity

Equality of access to fair and valid assessment is necessary for all candidates undergoing assessment. This may mean making reasonable adjustments to normal assessment methods for candidates with particular or special assessment requirements. Candidates work patterns should not become a barrier to assessment, the organisation of which may have to be flexible. In the same way, reasonable adjustment arrangements may be necessary for candidates with a disability. For example, a candidate who is unable, through disability, to produce oral or written evidence, may be allowed to use the method they normally use as a substitute for the required form of communication. Reasonable adjustments need to be approved by GQA.

2. Recognised/Approved Assessment Centres

2.1 Individual centres must be approved by GQA to offer specific qualifications and / or units of credit. A centre may be a single organisation or a partnership of two or more organisations. It may operate at a single location or have satellites. For further details see the GQA booklet “Guide to Centre Approval”. The Centre Approval process is carried out by a GQA approved EQA. Each Centre must maintain a centre file. It is important to be clear what the steps in the assessment process are:

- plan evidence collection and opportunities for assessment
- collect evidence
- judge evidence
- determine whether sufficient evidence has been presented
- make an assessment decision and give feedback to the candidate

NB Any deviation from the norm must be approved by a GQA EQA

2.2 Assessors and Verifiers

All Assessors of candidate performance must be competent, to make qualitative judgements, both in the skills they are assessing and in the assessment of candidates and hold the appropriate Assessor national award. Assessor occupational knowledge related to the qualifications being assessed is essential and must be illustrated to GQA prior to approval.

Internal Verifiers are responsible for the quality assurance of the assessment process within a centre. They should have a relevant occupational background, be competent in internal verification and hold the Internal Verifier national award. It is recommended that Internal Verifiers work towards national recognition of assessor competence.

EQAs are responsible for ensuring accurate and consistent standards of assessment across centres, qualifications, units of credit and over time. They should have a relevant occupational background, be competent in external quality assurance and hold the relevant national external quality assurance award. GQA will approve and licence all individuals involved in the assessment and verification of its approved qualifications and / or units of credit. Individuals who are working towards the Assessor or Internal Verifier national awards can only be provisionally licensed. The judgement of provisional licence holders will need to be agreed/authorised by a fully qualified and GQA licensed individual who cannot carry out a dual role in relation to a specific candidate.

All GQA Assessors and Verifiers must undertake a minimum of 2 significant CPD activities in both occupational areas and assessment and verification. Reflective CPD records must be maintained and made available to GQA EQA's for review.

2.3 Centre Approval, Monitoring Reviews and Quality Assurance

The centre recognition/approval process is the start of a significant part of the awarding body's quality assurance system. The Approval process will begin with an EQA review of centre procedures to ascertain the potential centres ability to deliver GQA qualifications and / or units of credit. Centres will be expected to meet the relevant regulatory authority criteria for delivery of qualifications prior to initial approval; continued compliance with the criteria will be monitored through regular EQA visits. It is recommended that centre reviews are conducted at minimum every six months by a GQA EQA.

New or multi-site centres may be required to undertake quarterly or more frequent EV reviews to ensure that different locations can be seen to satisfy the national requirements.

GQA will ensure that unacceptable barriers relating to the assessment and internal verification of candidates in small companies do not deny recognition of competence to competent young workers. In such circumstances, GQA will demonstrate that its quality assurance procedures remain sufficient and rigorous to ensure that the competence outcomes have standing and credibility in the occupational area.

Enhanced quality procedures to ensure consistency of assessment and verification will be necessary and will include:

- a high level of sampling of assessment decisions N.B. In some instances the EQA may visit each assessment location and qualification / unit of credit candidate (e.g. single candidates dispersed throughout different small companies on government funded programmes)
- an in-depth scrutiny of assessment plans, materials and records
- specific centre guidance aimed at the successful implementation of qualifications and / or units of credit in SMEs via approved centre partnerships. This can include guidance on the quantity and quality of valid, authentic, and transferable evidence expected to be attributed to individual candidates
- ensuring centres are following the requirements prescribed in any appropriate assessment strategies and applicable codes of practice
- the identification and publication of good practice in centres

As part of the Quality Assurance process Proskills require an Enhanced external quality assurance process. This will be in the form of 1 significant underpinning knowledge question answered by the candidate for each unit of the qualification. The questions will be decided by GQA, and guideline answers must be submitted for approval and once approved kept in the Centre File to allow independent assessment

3. Qualification / Unit of Credit Candidates

All candidates must register with a GQA recognised/approved centre. The centre must maintain appropriate candidate personal details for external audit purposes etc.

The centre will provide candidates with advice and guidance on how to prepare for assessment and allocate an Assessor who will assess candidate ability to meet the requirements of the relevant qualifications / unit of credit. It is the candidate's responsibility to demonstrate competence and to do this they must:

- prove they can consistently meet all the qualification and / or unit of credit criteria

- provide evidence from work, that they can perform competently in all the contexts specified in the qualification / unit of credit requirements
- prove that they have the knowledge and understanding required to perform competently, even where they have not provided evidence from the workplace

It is therefore critical that quality evidence is provided in a format to allow the Assessor to make a decision and for the Internal Verifier to audit/verify his/her decision.

4. Evidence

A qualification and / or credit is awarded when a person has achieved the necessary outcomes of the qualification and / or unit of credit.

The specific combination of units necessary to achieve a qualification is detailed in the qualification structure. Certificates of Unit Credit can be awarded when candidates achieve any one, or more, units from the qualification.

The evidence the candidate brings forward is primarily evidence of performance of what he/she can do, not just what he/she knows. The assessment criteria / qualification requirements are described within the qualification and / or unit of credit itself and can incorporate practical skills and knowledge.

The assessor's role is to judge each relevant item of evidence. Each must be judged against the qualification and / or unit of credit requirements. It is not sensible to collect evidence against individual criteria. Nor is it effective. If items of evidence

were collected for each of the criteria, the candidate may have to produce many items of evidence, well above the number actually required. GQA recommend holistic assessment.

When judging each item of evidence, the assessor is deciding whether the evidence:

- is authentic – i.e. actually produced by the candidate
- meets the criteria
- relates as appropriate to a context defined within the qualification and / or unit of credit
- confirms that the candidate has the required underpinning knowledge

When the assessor makes a decision about the candidate's competence, he or she examines all the evidence available to determine:

- if the evidence, as a whole, covers all the evidence of achievement
- whether the evidence indicates consistency in competent performance
- whether there is enough evidence on which to base an inference of competence

The answer can only be:

- yes (the candidate is competent)
- no (the candidate is not yet competent)
- there is insufficient evidence to make a decision

Consistency means that the individual is likely to achieve the standard in their work role, in the different activities defined in the qualification and / or unit of credit over time and range of work. The assessor must judge how long a time period is enough to be confident that the candidate can perform reliably to the standard. Unsupported evidence i.e. based on a single assessment/visit will not normally prove consistency.

Performance evidence

Performance evidence can be what the individual actually produces, or the way the individual achieves the standard. One is called product evidence and the other process evidence.

Product evidence is tangible – you can look at it and feel it. Products can be inspected and the candidate can be asked questions about them.

In order to make a fair and objective assessment, the assessor must be able to answer the question: Is there sufficient evidence that the candidate can consistently meet the requirements of the qualification and / or unit of credit?

Process evidence describes the way the candidate has achieved an outcome – how they went about it. This may be, for example, the way the quality of products is checked or the way customer complaints are handled. This usually means observing the candidate in action.

Performance evidence may cover a number of outcomes. It makes sense to plan evidence collection so that what the candidate does, in the normal course of their job, can be related to different outcomes and units. The activities that clearly link to the qualification and / or unit of credit requirements are the things to concentrate on when planning evidence collection and assessment and when monitoring the candidate's progress. Look for opportunities in the candidate's job when evidence can be collected against a number of units at the same time.

Performance evidence can be:

- Naturally occurring – evidence produced in the normal course of work. Evidence of this sort is usually of high quality and reliable. It is also cost effective to collect naturally occurring evidence
- Taken from previous achievements – the candidate may be able to bring forward evidence from previous work experience to show that they are still competent to the standard.
- Evidence of prior achievement can be used when it can be shown to support a judgment that the candidate can still achieve the standard. So, the assessor must be satisfied that the evidence of prior achievement is sufficiently reliable to justify saying that the candidate is currently competent.

- Simulated – from circumstances specially designed to enable the candidate’s performance to be assessed. Simulation is generally not acceptable. The exceptions to this are:
 - o Dealing with emergencies
 - o Dealing with accidents
 - o Certain pre-approved real time simulators
 - o Limited other procedures that cannot be practically performed in the workplace, and for which sufficient evidence can be collected through other means.

NB: It is not always possible or feasible to collect naturally occurring evidence. It is likely that some simulation may be needed, when it may take too long to wait for the evidence to arise e.g. it may be an aspect of performance which occurs infrequently. An example of this may be evidence of how to deal with emergencies i.e. it makes sense to look for evidence from sources other than naturally occurring ones, rather than for, say, waiting for the building to burn down. Centres must obtain GQA EQA approval prior to the use of simulation.

Knowledge evidence

Being able to achieve a standard requires the ability to put knowledge to work. The qualification and / or unit of credit indicates the knowledge each person should use if they are to perform competently.

It should not be necessary to test all of the candidate's knowledge separately; however, any exception to this would be detailed in the relevant Assessment Strategy. Performance evidence could show that the candidate knows what he or she is doing. When this is not the case, or if the assessor is not convinced from the performance evidence, it may be necessary to check the individual's knowledge separately.

Oral or written assessments must clearly provide a suitable means of checking the breadth and depth of an individual's knowledge. Assessors will need to judge the best mix of knowledge evidence according to individual circumstances. Knowledge evidence is useful when deciding the quality of performance evidence, but must not be used in isolation to judge competence or as an alternative to performance evidence. Care must be taken that candidate evidence is auditable and verifiable.

NB: These Qualification implementation guidelines are generic across the full range of GQA qualifications. Further guidance on acceptable evidence on each qualification will be found in the Introduction to the Qualification section of the candidate booklet

Candidate Declaration

Candidate Name.....

Centre/Company Name.....

Assessor(s) Name(s).....

I acknowledge receipt of this copy of GQA qualification booklet. The unit structure provides information on which units must be achieved to be awarded the qualification. The individual units detail the necessary requirements etc. that I must achieve.

I understand that I will have an important role in preparing for and planning assessments and with guidance from the Assessor I will collect and record relevant evidence.

I have been informed of the appeals system, should I want to appeal against any part of the assessment process.

I understand the assessments will be carried out with regard to the company's/centre's Equal Opportunities Policy.

Candidate signature.....

Date.....

J/503/1169	Conforming to Productive Working Practices in the Workplace	Level 2	3 Credits
642			
The aim of this unit is to ensure that the candidate has the skills and knowledge required to communicate with colleagues, management and customers to plan, implement and record information in the Construction working environment. This includes the use and completion of documentation in line with Organisational guidelines, meeting deadlines and specifications while maintaining effective working relationships. Candidates will also have to understand the importance of working relationships have on productive working and how to ensure equality and diversity principles are applied when working and communicating with others. Candidates must also have an understanding of how work activities can make a positive contribution to the environment, including knowledge of low and zero carbon requirements.			
Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no	
1 Communicate with others to establish productive work practices.	1.1 Communicate in an appropriate manner with line management, colleagues and/or customers to ensure that work is carried out productively.		
	1.2 Describe the different methods of communicating with line management, colleagues and customers.		
	1.3 Describe how to use different methods of communication to ensure that the work carried out is productive.		
2 Follow organisational procedures to plan the sequence of work.	2.1 Interpret relevant information from organisational procedures in order to plan the sequence of work.		
	2.2 Plan the sequence of work, using appropriate resources, in accordance with organisational procedures to ensure work is completed productively.		
	2.3 Describe how organisational procedures are applied to ensure work is planned and carried out productively, in relation to: – using resources for own and other's work requirements – allocating appropriate work to employees– organising the work sequence – reducing carbon emissions.		
	2.4 Describe how to contribute to zero/low carbon work outcomes within the built environment.		
3 Maintain relevant records in accordance with the organisational procedures.	3.1 Complete relevant documentation according to the occupation as required by the organisation.		
	3.2 Describe how to complete and maintain documentation in accordance with organisational procedures, in relation to: – job cards – worksheets – material/resource lists – time sheets.		
	3.3 Explain the reasons for ensuring documentation is completed clearly and within given timescales.		
Assessor Comments/Feedback			

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J/503/1169 642	Conforming to Productive Working Practices in the Workplace (continued)	Level 2	3 Credits		
4 Maintain good working relationships when conforming to productive working practices.	4.1 Carry out work productively, to the agreed specification, in conjunction with line management, colleagues, customers and/ or other relevant people involved in the work to maintain good working relationships.				
	4.2 Apply the principles of equality and diversity and respect the needs of individuals when communicating and working with others.				
	4.3 Describe how to maintain good working relationships, in relation to: – individuals – customer and operative – operative and line management – own and other occupations.				
	4.4 Describe why it is important to work effectively with line management, colleagues and customers.				
	4.5 Describe how working relationships could have an effect on productive working.				
	4.6 Describe how to apply principles of equality and diversity when communicating and working with others.				
Assessor Comments/Feedback					

A/503/1170	Conforming to General Health, Safety and Welfare in the	Level 1	2 Credits
641	Workplace		
The aim of this unit is to ensure that the Candidate has the skills and knowledge required to work safely in the Construction Industry, in accordance with Organisation guidance, legislation and statutory requirements. Candidates must understand safety and warning notices, potential hazards, risk assessments, health risks and the recording and reporting of all Health and Safety related matters. Knowledge of protective and Health and Safety control equipment, accident and emergency procedures including evacuation and types of fire extinguishers are also required. This knowledge must cover the safety of the general public as well as site personnel and resources. All work carried out must also comply with legislation that covers the disposal of waste or consumable items.			
Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No	
1 Comply with all workplace health, safety and welfare legislation requirements.	1.1 Comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area.		
	1.2 Use Health and safety equipment safely to carry out the activity in accordance with legislation and organisational requirements.		
	1.3 Comply with statutory requirements, safety notices and warning notices displayed within the workplace and/or on equipment.		
	1.4 State why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).		
	1.5 State how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.		
	1.6 State which types of health, safety and welfare legislation, notices and warning signs are relevant to the occupational area and associated equipment.		
	1.7 State why health, safety and welfare legislation, notices and warning signs are relevant to the occupational area.		
	1.8 State how to comply with control measures that have been identified by risk assessments and safe systems of work.		
2 Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures.	2.1 Report any hazards created by changing circumstances within the workplace in accordance with organisational procedures.		
	2.2 List typical hazards associated with the work environment and occupational area in relation to resources, substances, asbestos, equipment, obstructions, storage, services and work activities.		
	2.3 List the current Health and Safety Executive top ten safety risks.		

	2.4 List the current Health and Safety Executive top five health risks.			
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A/503/1170 641	Conforming to General Health, Safety and Welfare in the Workplace (Continued)	Level 1	2 Credits
	2.5 State how changing circumstances within the workplace could cause hazards.		
	2.6 State the methods used for reporting changed circumstances, hazards and incidents in the workplace.		
3 Comply with organisational policies and procedures to contribute to health, safety and welfare.	3.1 Interpret and comply with given instructions to maintain safe systems of work and quality working practices.		
	3.2 Contribute to discussions by offering/providing feedback relating to health, safety and welfare.		
	3.3 Contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures.		
	3.4 Safely store health and safety control equipment in accordance with given instructions.		
	3.5 Dispose of waste and/or consumable items in accordance with legislation.		
	3.6 State the organisational policies and procedures for health, safety and welfare, in relation to: – dealing with accidents and emergencies associated with the work and environment – methods of receiving or sourcing information – reporting – stopping work – evacuation – fire risks and safe exit procedures – consultation and feedback.		
	3.7 State the appropriate types of fire extinguishers relevant to the work.		
	3.8 State how and when the different types of fire extinguishers are used in accordance with legislation and official guidance.		
4 Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area.	4.1 Demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare.		
	4.2 State how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to:– recognising when to stop work in the face of serious and imminent danger to self and/or others – contributing to discussions and providing feedback – reporting changed circumstances and incidents in the workplace – complying with the environmental requirements of the workplace.		
	4.3 Give examples of how the behaviour and actions of individuals could affect others within the workplace.		



A/503/1170	Conforming to General Health, Safety and Welfare in the Workplace (Continued)		Level 1		2 Credits	
641						
5 Comply with and support all organisational security arrangements and approved procedures.	5.1 Provide appropriate support for security arrangements in accordance with approved procedures: – during the working day – on completion of the day’s work – for unauthorised personnel (other operatives and the general public) – for theft.					
	5.2 State how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources.					
<u>Assessor comments</u>						

F/503/1171	Moving, Handling and Storing Resources in the Workplace	Level 2	5 Credits
643			
The aim of this unit is to ensure that the candidate has the skills and knowledge required to move, handle and store Construction related materials, e.g. sheet material, loose material, bagged or wrapped material, fragile material, tools and equipment, components or liquids in accordance with safe working practices, legislation and Organisational guidance on safety and security. Candidates must have knowledge of safe use of lifting and handling aids, containers and fixing, holding and securing systems and how to dispose of waste and packaging in accordance with legislation. All work must be carried out in accordance with safe working practices, minimising risk of damage to the materials and surrounding area. Candidates must understand their responsibilities and the hazards associated with this type of work including how the needs of other occupations have to be considered when moving resources, the accident and emergency procedures, and the different types and purposes of fire extinguishers. Finally Candidates must understand the types of problems that can occur when carrying out this type of work and the Organisational procedures for dealing with them.			
Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no	
1 Comply with given information when moving, handling and/or storing resources.	1.1 Interpret the given information relating to moving, handling and/or storing resources, relevant to the given occupation.		
	1.2 Interpret the given information relating to the use and storage of lifting aids and equipment.		
	1.3 Describe the different types of technical, product and regulatory information, their source and how they are interpreted.		
	1.4 Describe the different types of technical, product and regulatory information, their source and how they are interpreted.		
	1.5 Describe how to obtain information relating to using and storing lifting aids and equipment.		
2 Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, in confined spaces, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.		
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.		
	2.3 Explain what the accident reporting procedures are and who is responsible for making the reports.		
	2.4 State the appropriate types of fire extinguishers relevant to the work.		
	2.5 Describe how and when the different types of fire extinguishers, relevant to the given occupation, are used in accordance with legislation and official guidance.		
3 Describe how and when the different types of fire extinguishers, relevant to the given occupation, are used in	3.1 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when moving, handling and/or storing resources.		
	3.2 Use lifting aids safely as appropriate to the work.		

accordance with legislation and official guidance.		3.3 Protect the environment in accordance with safe working practices as appropriate to the work.			
Assessor Comments/Feedback					
F/503/1171	Moving, Handling and Storing Resources in the Workplace (continued)	Level 2	5 Credits		
643					
	3.4 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to moving, handling and/or storing resources, and the types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).				
	3.5 Describe how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.				
	3.6 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.				
4 Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources.	4.1 Select the relevant resources to be moved, handled and/or stored, associated with own work.				
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the occupational resources in relation to: – lifting and handling aids – container(s) – fixing, holding and securing systems.				
	4.3 Describe how the resources should be handled and how any problems associated with the resources are reported.				
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.				
	4.5 Describe any potential hazards associated with the resources and methods of work.				
5 Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources.	5.1 Protect occupational resources and their surrounding area from damage in accordance with safe working practices and organisational procedures.				
	5.2 Dispose of waste and packaging in accordance with legislation.				
	5.3 Maintain a clean work space when moving, handling or storing resources.				
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions				
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.				

Assessor Comments/Feedback

F/503/1171	Moving, Handling and Storing Resources in the Workplace	Level 2	5 Credits
643	(continued)		
6. Complete the work within the allocated time when moving, handling and/or storing resources.	6.1 Demonstrate completion of the work within the allocated time.		
	6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to: – Progress charts, timetables and estimated times – Organisational procedures for reporting circumstances which will affect the work programme		
7. Comply with the given occupational resource information to move, handle and/or store resources to the required guidance.	7.1 Demonstrate the following work skills when moving, handling and/or storing occupational resources: – Moving, positioning, storing, securing and/or using lifting aids and kinetic lifting techniques		
	7.2 Move, handle and/or store occupational resources to meet product information and organisational requirements relating to three of the following: – Sheet material – Loose material – Bagged or wrapped material – Fragile material – Tools and equipment – Components – Liquids		
	7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them when moving, handling and/or storing occupational resources.		
	7.4 Describe the needs of other occupations when moving, handling and/or storing resources.		

Assessor Comments/Feedback

M/650/0561	Installing first fixing components in the workplace	Level 2	16 Credits
09Av3			
The aim of this unit is to ensure the candidate has the skills and knowledge required to confirm competence to install at least three of the following to given working instructions: – frames (door and/or window) – linings (door and/or hatch) – floor joist coverings (or flat roof decking) – partitions (straight) – Staircases – Roof verge and eaves finishings			
Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no	
1 Interpret the given information relating to the work and resources when installing first fixing components.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.		
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.		
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.		
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current building regulations associated with installing first fixing components..		
2 Know how to comply with relevant legislation and official guidance when installing first fixing components.	2.1 Describe their responsibilities regarding potential accidents, health hazards and environment whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.		
	2.2 Describe the organisational security procedures for tools, equipment, and personal belongings in relation to site, workplace, company, operative and vehicles.		
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.		
	2.4 Describe the types of fire extinguishers available when installing first fixing components and describe how and when they are used.		
3 Maintain safe and healthy working practices when installing first fixing components.	3.1 Use health and safety control equipment safely and comply with methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing first fixing components.		
	3.2 Demonstrate compliance with given information and relevant legislation when installing first fixing components in relation to at least three of the following: – safe use of access equipment – safe use, storage and handling of materials, tools and equipment – specific risks to health.		

M/650/0561 09Av3	Installing first fixing components in the workplace (Continued)	Level 2	16 Credits
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to installing first fixing components, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).		
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.		
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.		
4 Select the required quantity and quality of resources for the methods of work to install first fixing components.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.		
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: – Timber, timber based products, composite materials, metals, frames, linings, staircases, adhesives, sealants and fixings – hand and power tools		
	4.3 Describe how to confirm that the resources and materials conform to the specification including suitability, moisture and durability.		
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.		
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.		
	4.6 Describe any potential hazards associated with the resources and methods of work.		
	4.7 Describe how to calculate quantity, length, area and wastage associated with the method and procedure to install first fixing components.		
5 Minimise the risk of damage to the work and surrounding area when installing first fixing components.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.		
	5.2 Maintain a clear and tidy work space.		
	5.3 Dispose of waste in accordance with legislation.		

	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
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M/650/0561	Installing first fixing components in the workplace	Level 2	16
09Av3	(Continued)		Credits
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.		
6 Complete the work within the allocated time when installing first fixing components.	6.1 Demonstrate completion of the work within the allocated time.		
	6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to: –types of productivity targets and time scales how times are estimated –organisational procedures for reporting circumstances which will affect the work programme.		
7 Comply with the given contract information to install first fixing components to the required specification.	7.1 Demonstrate the following work skills when installing first fixing components: – measuring, marking out, fitting, finishing, positioning and securing.		
	7.2 Use and maintain hand and power tools.		
	7.3 Install at least three of the following to given working instructions: – frames (door and/or window) – linings (door and/or hatch) – floor joist coverings (or flat roof decking) – partitions (straight) – staircases – roof verge and eaves finishings		
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – prepare and fix standard door and window frames, window boards, linings, flooring and decking, partitions full or partial height, plasterboard, staircases straight and with turns – form joints associated with first fixing – recognise and determine when specialist skills and knowledge are required and report accordingly – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance – identify and follow the installation quality requirements – work with, around and in close proximity to plant and machinery – use hand and power tools – work at height – use access equipment.		
	7.5 Describe the needs of other occupations and how to effectively communicate within a team when installing first fixing components.		
	7.6 Describe how to maintain the tools and equipment used when installing first fixing components.		
	7.7 Describe how to sharpen the hand tools used when installing first fix components		

R/650/0562 10Av3	Installing second fixing components in the workplace	Level 2	23 Credits
The aim of this unit is to ensure the candidate has the skills and knowledge required to confirm competence to install at least five of the following to given working instructions: – side hung doors – mouldings (architrave, skirting) – ironmongery – service encasement – prefabricated units or fitments – cladding or panelling – stair components (balustrades, handrails, spindles)			
Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no	
1 Interpret the given information relating to the work and resources when installing second fixing components.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.		
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.		
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.		
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current building regulations. associated with installing second fix components		
2 Know how to comply with relevant legislation and official guidance when installing second fixing components.	2.1 Describe their responsibilities regarding potential accidents, health hazards and environment whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.		
	2.2 Describe the organisational security procedures for tools, equipment, and personal belongings in relation to site, workplace, company, operative and vehicles.		
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.		
	2.4 Describe the types of fire extinguishers available when installing second fixing components and describe how and when they are used.		
3 Maintain safe and healthy working practices when installing second fixing components.	3.1 Use health and safety control equipment safely and comply with methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing second fixing components.		

	3.2 Demonstrate compliance with given information and relevant legislation when installing second fixing components in relation to at least two of the following: – access equipment – safe use, storage and handling of materials, tools and equipment –specific risks to health.			
R/650/0562	Installing second fixing components in the workplace	Level 2	23	
10Av3	(Continued)		Credits	
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to installing second fixing components, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).			
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.			
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.			
4 Select the required quantity and quality of resources for the methods of work to install second fixing components.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.			
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: – timber, timber based products, composite materials, timber boarding, plastics, metals, doors, mouldings, ironmongery, prefabricated units, adhesives, sealants and fixings – hand and/or powered tools and equipment.			
	4.3 Describe how to confirm that the resources and materials conform to the specification.			
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.6 Describe any potential hazards associated with the resources and methods of work.			
	4.7 Describe how to calculate quantity, length, area and wastage associated with the method and procedure to install second fixing components.			
5 Minimise the risk of damage to the work and surrounding area when installing second fixing components.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Maintain a clear and tidy work space.			

	5.3 Dispose of waste in accordance with current legislation.				
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.				
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.				
R/650/0562	Installing second fixing components in the workplace (Continued)		Level 2	23 Credits	
10Av3					
6 Complete the work within the allocated time when installing second fixing components.	6.1 Demonstrate completion of the work within the allocated time.				
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of productivity targets and time scales how times are estimated – organisational procedures for reporting circumstances which will affect the work programme.				
7 Comply with the given contract information to install second fixing components to the required specification.	7.1 Demonstrate the following work skills when installing second fixing components: – measuring, marking out, fitting, finishing, positioning and securing.				
	7.2 Use and maintain hand and power tools.				
	7.3 Install at least five of the following to given working instructions: – side hung doors – mouldings (architrave, skirting) – ironmongery – service encasement – prefabricated units or fitments – cladding or panelling – stair components (balustrades, handrails, spindles)				
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – prepare and fix internal and external side hung doors, fire resisting and non-fire resisting doors, door closers, ironmongery, architraves, skirting, dado rails, picture rails, internal and external cladding, service encasements, prefabricated units, stair components (balustrades, handrails, spindles) – form joints associated with second fixing – recognise and determine when specialist skills and knowledge are required and report accordingly – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance – identify and follow the installation quality requirements – work with, around and in close proximity to plant and machinery – use hand, and power tools – work at height – use access equipment.				

	7.5 Describe the needs of other occupations and how to effectively communicate within a team when installing second fixing components.			
	7.6 Describe how to maintain the tools and equipment used when installing second fixing components.			
	7.7 Describe how to sharpen the hand tools used when installing second fix components.			
Assessor Comments/Feedback				
T/650/0563	Erecting structural carcassing components in the workplace	Level 2	20 Credits	
11v3				
The aim of this unit is to ensure the candidate has the skills and knowledge required to confirm competence to erect one of the following to given working instructions: – inclined roofs with gables – load bearing partitions – joists (ground, upper or flat roof), including coverings (flat roofs, decks or floors).				
Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1 Interpret the given information relating to the work and resources when erecting structural carcassing components.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current building regulations. associated with erecting structural carcassing components.			
2 Know how to comply with relevant legislation and official guidance when erecting structural carcassing components.	2.1 Describe their responsibilities under regarding potential accidents, health hazards and environment whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.			
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			

	2.4 State the types of fire extinguishers available when erecting structural carcassing components and describe how and when they are used.			
3 Maintain safe and healthy working practices when erecting structural carcassing components	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when with erecting structural carcassing components.			
	3.2 Demonstrate compliance with given information and relevant legislation when erecting structural carcassing components for at least two of the following: – safe use of access equipment – safe use, storage and handling of materials tools and equipment – specific risks to health.			

T/650/0563	Erecting structural carcassing components in the workplace	Level 2	20		
11v3	(Continued)		Credits		
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to erecting structural carcassing components, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).				
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.				
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.				
4 Select the required quantity and quality of resources for the methods of work to erect structural carcassing components.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.				
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: – timber, timber based products, composite materials, plastic mouldings, metals, trussed rafters, adhesives, sealants and fixings – hand and power tools.				
	4.3 Describe how to confirm that the resources and materials conform to the specification				
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.				
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.				
	4.6 Describe any potential hazards associated with the resources and methods of work.				
	4.7 Describe how to calculate quantity, length, area and wastage associated with the method and procedure to erect structural carcassing components.				
5 Minimise the risk of damage to the work and surrounding area when erecting structural carcassing components.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.				
	5.2 Maintain a clear and tidy work space.				
	5.3 Dispose of waste in accordance with current legislation.				
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.				

	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
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T/650/0563 11v3	Erecting structural carcassing components in the workplace (Continued)	Level 2	20 Credits
6 Complete the work within the allocated time when erecting structural carcassing components	6.1 Demonstrate completion of the work within the allocated time.		
	6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to: – types of productivity targets and time scales – how times are estimated – organisational procedures for reporting circumstances which will affect the work programme.		
7 Comply with the given contract information to erect structural carcassing components to the required specification.	7.1 Demonstrate the following work skills when erecting structural carcassing components: – measuring, marking out, fitting, finishing, positioning and securing.		
	7.2 Use and maintain hand and power tools.		
	7.3 Erect one of the following to given working instructions: – inclined roofs with gables – load bearing partitions – (ground, upper or flat roof), including coverings (flat roofs, decks or floors).		
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – prepare and fix gable roof trussed rafters, cut roofs, ground, upper and flat roof joists, load bearing partitions – form joints associated with carcassing – recognise and determine when specialist skills and knowledge are required and report accordingly – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance –identify and follow the installation quality requirements – work with, around and in close proximity to plant and machinery – use hand and power tools – work at height – use access equipment.		
	7.5 Describe the needs of other occupations and how to effectively communicate within a team when erecting structural carcassing components.		
	7.6 Describe the methods of sharpening the hand tools used when erecting structural carcassing components.		
	7.7 Describe how to maintain the tools and equipment used when erecting structural carcassing components.		
Assessor Comments/Feedback			

Y/650/0564	Maintaining non-structural carpentry work in the workplace	Level 2	14
12v3			Credits
The aim of this unit is to ensure the candidate has the skills and knowledge required to confirm competence to repair and/or replace at least four of the following to given working instructions: – frames – mouldings – doors – windows (including replacement glazing) – door and/or window ironmongery – verge and/or eaves – sash cords.			
Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no	
1 Interpret the given information relating to the work and resources when maintaining non-structural carpentry work.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.		
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.		
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.		
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current building regulations associated with maintaining non-structural carpentry work.		
2 Know how to comply with relevant legislation and official guidance when maintaining non-structural carpentry work.	2.1 Describe their responsibilities regarding potential accidents, health hazards and environment whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.		
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, and operative and vehicles.		
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.		
	2.4 Describe the types of fire extinguishers available when maintaining non-structural carpentry work and describe how and when they are used.		
3 Maintain safe and healthy working practices when maintaining non-structural carpentry work.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when maintaining non-structural carpentry work.		
	3.2 Demonstrate compliance with the given information and relevant legislation when maintaining non-structural carpentry work in relation to two of the following: – safe use of access equipment – safe use, storage and handling of materials, tools and equipment – specific risks to health.		

Y/650/0564	Maintaining non-structural carpentry work in the workplace (Continued)	Level 2	14 Credits
12v3			
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to maintaining non-structural carpentry work, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).		
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.		
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.		
4 Select the required quantity and quality of resources for the methods of work to maintain non-structural carpentry work.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.		
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:		
	– timber, timber based products, composite materials, prefabricated components, ironmongery, metals, sash cord, adhesives, sealants – fittings and fixings – hand and power tools.		
	4.3 Describe how to confirm that the resources and materials conform to the specification including suitability, moisture and durability.		
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.		
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.		
	4.6 Describe any potential hazards associated with the resources and methods of work.		
	4.7 Describe how to calculate quantity, length, area and wastage associated with the method and procedure to maintain non-structural carpentry work.		
5 Minimise the risk of damage to the work and surrounding area when maintaining non-structural carpentry work.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.		
	5.2 Maintain a clear and tidy work space.		
	5.3 Dispose of waste in accordance with current legislation.		

	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
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Y/650/0564	Maintaining non-structural carpentry work in the workplace (Continued)	Level 2	14 Credits
12v3			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.		
6 Complete the work within the allocated time when maintaining non-structural carpentry work.	6.1 Demonstrate completion of the work within the allocated time.		
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of productivity targets and time scales – how times are estimated – organisational procedures for reporting circumstances which will affect the work programme.		
7 Comply with the given contract information to maintaining non-structural carpentry work to the required specification.	7.1 Demonstrate the following work skills when maintaining non-structural carpentry work: – measuring, marking out, splicing, fitting, finishing, positioning and securing.		
	7.2 Use and maintain hand and power tools.		
	7.3 Repair and/or replace at least four of the following to given working instructions: – frames – mouldings – doors – windows (including replacement glazing) – door and/or window ironmongery – verge and/or eaves – sash cords.		
	7.4 Prime the repair to the work to given working instructions.		
	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – splice and replace frames and linings mouldings – repair and replace doors and windows – repair and replace ironmongery – replace sash cords, lead weights and spring balances – replace architraves, skirtings, dado rails and picture panels, mouldings and rails – form joints associated with repairs – recognise and determine when specialist skills and knowledge are required and report accordingly – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance – identify and follow the installation quality requirements – use hand and power tools – work at height – use access equipment.		

Y/650/0564	Maintaining non-structural carpentry work in the workplace (Continued)		Level 2		14 Credits	
12v3						
	7.6 Describe the needs of other occupations and how to effectively communicate within a team when maintaining non-structural carpentry work.					
	7.7 Describe how to maintain the tools and equipment used when maintaining non-structural carpentry work.					
	7.8 Describe the methods of sharpening the hand tools used when maintaining non-structural carpentry work.					
Assessor Comments/Feedback						

F/650/0567	Installing fire resisting timber door assemblies and doorsets	Level 2	69
358v3	in the workplace		Credits
The aim of this unit is to ensure the candidate has the skills and knowledge required to confirm competence to prepare and install fire resisting timber door assemblies and doorsets to given working instructions and to specification.			
Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no	
1 Interpret the given information relating to the work and resources when installing Fire Resisting Timber Door Assemblies and Doorsets	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments, fire performance documentation/certification and manufacturers' information.		
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.		
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.		
	1.4 Describe different types of information, their source and how they are interpreted in relation to: drawings, specifications, schedules, method statements, risk assessments, work instructions, fire performance documentation/ certification, manufacturers' information, manufacturers' information, official guidance, current regulations governing buildings, Codes of Practice and guidance documents.		
2 Know how to comply with relevant legislation and official guidance when installing Fire Resisting Timber Door Assemblies and Doorsets	2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.		
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, and operative		
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.		
3 Maintain safe and healthy working practices when installing Fire Resisting Timber Door Assemblies and Doorsets	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing fire resisting timber doorsets.		
	3.2 Demonstrate compliance with give information and relevant legislation when installing fire resisting timber doorsets. In relation to the following: - safe use of access equipment/working platforms - safe use, storage and handling of materials, tools and equipment - specific risks to health.		

F/650/0567	Installing fire resisting timber door assemblies and doorsets in the workplace (Continued)	Level 2	69 Credits	
358v3				
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to installing fire resisting timber doorsets., and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).			
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.			
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.			
4 Select the required quantity and quality of resources for the methods of work to install Fire Resisting Timber Door Assemblies and Doorsets.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.			
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: – manufacturer's installation instructions – fire doors – fire door frames – fixings, ironmongery and furniture – intumescent seals and cold smoke seals – hand tools, portable power tools and equipment			
	4.3 Describe how to check that all the correct materials and components conform to the fire performance documentation/ certificates			
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.6 Describe any potential hazards associated with the resources and methods of work.			
	4.7 Describe how to calculate quantity, length, area and wastage associated with the e method/procedure to install fire resisting timber door assemblies and doorsets.			
5 Minimise the risk of damage to the work and surrounding area when installing Fire Resisting Timber Door Assemblies and Doorsets.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Maintain a clean work space.			

	5.3 Dispose of waste in accordance with current legislation.			
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F/650/0567 358v3	Installing fire resisting timber door assemblies and doorsets in the workplace (Continued)	Level 2	69 Credits
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.		
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.		
6 Complete the work within the allocated time when installing shopfitting fitments.	6.1 Demonstrate completion of the work within the allocated time.		
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.		
7 Comply with the given contract information to install shopfitting fitments to the required specification	7.1 Demonstrate the following work skills when installing fire resisting timber doorsets:: – measuring, marking out fixing, sealing, cutting, fitting, finishing, positioning and securing.		
	7.2 Use and maintain hand tools, portable power tools and ancillary equipment.		
	7.3 Prepare and install fire resisting timber door assemblies and door sets to given working instructions and to specification.		
	7.4 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – ensure compliance with fire performance documentation/certification – ensure no alterations have been carried out which may affect the fire certification of the door – ensure surrounding construction is to specification – check all component parts are undamaged – install doorframes to specification with defined fixings and seals– install intumescent protection into void, (wall and frame) as per specification – install door leaves to specification with defined fixings and seals – install cold smoke seals according to specification – install intumescent seals to specification – confirm specified intumescent protection is fitted to ironmongery/furniture – fit specified ironmongery/furniture ensuring the use of a compliant fixing regime – recognise and determine when specialist skills and knowledge are required and report accordingly – work with, around and in close proximity to plant and machinery – use hand tools, portable power tools and equipment – use access equipment		
	7.5 Describe the fire resisting requirements when installing fire resisting timber doorsets		

F/650/0567	Installing fire resisting timber door assemblies and doorsets in the workplace (Continued)	Level 2	69 Credits
358v3			
	7.6 Describe the implications of incorrect installation.		
	7.7 Describe the needs of other occupations and how to communicate effectively within a team when installing fire resisting timber doorsets.		
	7.8 Describe how to maintain the tools and equipment used when installing fire resisting timber doorsets.		
Assessor Comments/Feedback			

J/650/0450	Setting up and using transportable cutting and shaping machines in the workplace	Level 2	26 Credits
628v3			
The aim of this unit is to ensure the candidate has the skills and knowledge required to confirm competence to Set up and use at least three of the following powered cutting machines to given working instructions: – saw (at least three from the following: circular, chop, mitre, bench or table, jig, reciprocating, oscillating) – drill – planer – biscuit jointer – disc cutter – morticer. AND Set up and use at least two of the following powered shaping machines to given working instructions: – thicknesses – sander (orbital, belt, disc) – router – laminate trimmer – planer			
Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no	
1 Interpret the given information relating to the work and resources when setting up and using transportable cutting and shaping machines.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.		
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.		
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.		
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current building regulations associated with setting up and using transportable cutting and shaping machines.		
2 Know how to comply with relevant legislation and official guidance when setting up and using transportable cutting and shaping machines.	2.1 Describe their responsibilities regarding potential accidents health hazards and environment whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.		
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company operative and vehicles.		
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.		
	2.4 Describe the types of fire extinguishers available when setting up and using transportable cutting and shaping machines and describe how and when they are used.		
3 Maintain safe and healthy working practices when setting up and using transportable cutting and shaping machines.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when setting up and using transportable cutting and shaping machines.		

J/650/0450 628v3	Setting up and using transportable cutting and shaping machines in the workplace (Continued)	Level 2	26 Credits
	3.2 Demonstrate compliance with given information and relevant legislation when setting up and using transportable cutting and shaping machines in relation to – safe use of access equipment – safe use, storage and handling of materials, tools and equipment and ancillaries specific risks to health.		
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to setting up and using transportable cutting and shaping machines, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).		
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.		
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.		
4 Select the required quantity and quality of resources for the methods of work to set up and use transportable cutting and shaping machines.	4.1 Select resources associated with own work in relation to materials, components and fixings, tools, equipment and accessories.		
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: – accessories – attachments – hand and power tools.		
	4.3 Describe how to confirm that the resources and materials conform to the specification including suitability, moisture and durability.		
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.		
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.		
	4.6 Describe any potential hazards associated with the resources and methods of work.		
	4.7 Describe how to calculate quantity, length, area and wastage associated with the method and procedure to process materials when setting up and using transportable cutting and shaping machines.		

J/650/0450 628v3	Setting up and using transportable cutting and shaping machines in the workplace (Continued)	Level 2	26 Credits
5 Minimise the risk of damage to the work and surrounding area when setting up and using transportable cutting and shaping machines.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.		
	5.2 Maintain a clear and tidy work space.		
	5.3 Dispose of waste in accordance with current legislation.		
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.		
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.		
6 Complete the work within the allocated time when setting up and using transportable cutting and shaping machines.	6.1 Demonstrate completion of the work within the allocated time.		
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: –types of productivity targets and time scales – how times are estimated – organisational procedures for reporting circumstances which will affect the work programme.		
7 Comply with the given contract information to set up and use transportable cutting and shaping machines to the required specification.	7.1 Demonstrate the following work skills when setting up and using transportable cutting and shaping machines: – measuring, marking out, fitting, fixing, positioning, securing and operating.		
	7.2 Use and maintain hand and power tools.		
	7.3 Set up and use at least three of the following powered cutting machines to given working instructions: – saw (at least three from the following: circular, chop, mitre, bench or table, jig, reciprocating, oscillating) – drill – planer – biscuit jointer – disc cutter – morticer.		
	7.4 Set up and use at least two of the following powered shaping machines to given working instructions: – thicknesses – sander (orbital, belt, disc) – router – laminate trimmer		

J/650/0450 628v3	Setting up and using transportable cutting and shaping machines in the workplace (Continued)	Level 2	26 Credits
	– planer		
	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – check powered transportable cutting and shaping machines (fuel and electric mains and battery) for serviceability – set up machines in preparation for use – check voltage requirements, safety cut offs and circuit breakers – check fuel, type, mix and additives fix and secure work – select and ensure safety guards are in place in accordance with machine instructions – select accessories for the machine and the work – identify maintenance requirements for accessories, sharpening and aligning – cut and shape materials to agreed tolerances – change accessories: drill bits, router bits, discs, planner blades, saw blades, tools, abrasives –use templates, profiles and jigs – recognise and determine when specialist skills and knowledge are required and report accordingly – use hand and power tools – work at height – use access equipment.		
	7.6 Describe the needs of other occupations and how to effectively communicate within a team when setting up and using transportable cutting and shaping machines.		
	7.7 Describe how to maintain the tools, accessories and equipment used when setting up and using transportable cutting and shaping machines.		
Assessor Comments/Feedback			

A/650/0565	Installing shopfitting frames and finishings in the workplace	Level 2	26 Credits
20v3			
The aim of this units is to ensure the candidate has the skills and knowledge to prove competent to install at least six of the following in timber, timber based products and/or composite materials and/or metal to given working instructions: – door frames – hung doors – door sets – mouldings or trims – ironmongery – service encasement – linings – panelling or cladding – partition walling – staircase finishings and balustrades – staircases – bulkheads and soffits – units and fitments – window frames.			
Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no	
1 Interpret the given information relating to the work and resources when installing shopfitting frames and finishings.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.		
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.		
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.		
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current building regulations associated with installing shopfitting frames and finishings.		
2 Know how to comply with relevant legislation and official guidance when installing shopfitting frames and finishings.	2.1 Describe their responsibilities regarding potential accidents, health hazards and environment whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.		
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.		
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.		
	2.4 Describe the types of fire extinguishers available when installing shopfitting frames and finishings and describe how and when they are used.		

3 Maintain safe and healthy working practices when installing shopfitting frames and finishings.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when installing shopfitting frames and finishings.			
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A/650/0565	Installing shopfitting frames and finishings in the workplace (Continued)	Level 2	26 Credits	
20v3				
	3.2 Demonstrate compliance with give information and relevant legislation when installing shopfitting frames and finishings for two of the following: – safe use of access equipment – safe use, storage and handling of materials, tools and equipment – specific risks to health			
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to installing shopfitting frames and finishings, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: –collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).			
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.			
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities...			
4 Select the required quantity and quality of resources for the methods of work to install shopfitting frames and finishings.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.			
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: – timber, timber based products, composite materials, metals, plastics, fabrics, door frames, linings, doors, panelling and cladding, staircases, mouldings and trims, ironmongery, adhesives and – fittings and fixings – hand and power tools t.			
	4.3 Describe how to confirm that the resources and materials conform to the specification including suitability, moisture and durability.			
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			

	4.6 Describe any potential hazards associated with the resources and methods of work.			
	4.7 Describe how to calculate quantity, length, area and wastage associated with the method and procedure to install shopfitting frames and finishings.			

A/650/0565	Installing shopfitting frames and finishings in the workplace (Continued)		Level 2	26 Credits
20v3				
5 Minimise the risk of damage to the work and surrounding area when installing shopfitting frames and finishings.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Maintain a clear and tidy work space.			
	5.3 Dispose of waste in accordance with legislation.			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6 Complete the work within the allocated time when installing shopfitting frames and finishings.	6.1 Demonstrate completion of the work within the allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of productivity targets and time scales – how times are estimated – organisational procedures for reporting circumstances which will affect the work programme.			
7 Comply with the given contract information to install shopfitting frames and finishings to the required specification.	7.1 Demonstrate the following work skills when installing shopfitting frames and finishings: – measuring, marking out, fitting, finishing, positioning and securing.			
	7.2 Use and maintain hand and power tools.			

	7.3 Install at least six of the following in timber, timber based products and/or composite materials and/or metal to given working instructions: – door frames – hung doors – door sets – mouldings or trims – ironmongery – service encasement – linings – panelling or cladding – partition walling – staircase finishings and balustrades – staircases – bulkheads and soffits – units and fitments – window frames.			
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A/650/0565	Installing shopfitting frames and finishings in the workplace (Continued)	Level 2	26 Credits
20v3			
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – prepare and fix timber and/or metal: door frames, hung doors (fire resisting and non-fire resisting), door sets, ironmongery, , trims, mouldings, panelling and cladding, service encasements, partition walling, staircase finishings and balustrades, staircases, bulkheads and soffits – form joints associated with shopfitting – recognise and determine when specialist skills and knowledge are required and report accordingly – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance – identify and follow the installation quality requirements – work with, around and in close proximity to plant and machinery – use hand , and power tools – work at height – use access equipment.		
	7.5 Describe the needs of other occupations and how to effectively communicate within a team when installing shopfitting frames and finishings.		
	7.6 Describe how to maintain the tools and equipment used when installing shopfitting frames and finishings.		
	7.7 Describe how to sharpen the hand tools used when installing shopfitting frames and finishes.		
Assessor Comments/Feedback			

D/650/0566 21v3	Installing shopfitting fitments in the workplace	Level 2	13 Credits
The aim of this unit is to ensure the candidate has the skills and knowledge required to confirm competence to install at least two of the following in timber based materials and/or composite materials and/or metal to given working instructions: – counters – display units – shelving units – fixed seating.			
Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no	
1 Interpret the given information relating to the work and resources when installing shopfitting fitments.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.		
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.		
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.		
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current building regulations associated with installing shopfitting fitments.		
2 Know how to comply with relevant legislation and official guidance when installing shopfitting fitments.	2.1 Describe their responsibilities regarding potential accidents, health hazards and environment whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.		
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.		
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.		
	2.4 Describe the types of fire extinguishers available when installing shopfitting fitments and describe how and when they are used.		
3 Maintain safe and healthy working practices when installing shopfitting fitments.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when installing shopfitting fitments.		
	3.2 Demonstrate compliance with give information and relevant legislation when installing shopfitting fitments for two of the following: –safe use of access equipment –safe use, storage and handling of materials, tools and equipment –specific risks to health.		

D/650/0566	Installing shopfitting fitments in the workplace (Continued)	Level 2	13
21v3			Credits
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to installing shopfitting fitments, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).		
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.		
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.		
4 Select the required quantity and quality of resources for the methods of work to install shopfitting fitments.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.		
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: – timber, timber based products, composite materials, metals, plastics, fabrics, counters, display units, shelving units, fixed seating, adhesives and sealants – fittings and fixings – hand and power tools .		
	4.3 Describe how to confirm that the resources and materials conform with the specification including suitability, moisture and durability.		
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.		
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.		
	4.6 Describe any potential hazards associated with the resources and methods of work.		
	4.7 Describe how to calculate quantity, length, area and wastage associated with the method and procedure to install shopfitting fitments.		
5 Minimise the risk of damage to the work and surrounding area when installing shopfitting fitments.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.		
	5.2 Maintain a clear and tidy work space.		
	5.3 Dispose of waste in accordance with legislation.		

	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
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D/650/0566 21v3	Installing shopfitting fitments in the workplace (Continued)	Level 2	13 Credits	
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6 Complete the work within the allocated time when installing shopfitting fitments.	6.1 Demonstrate completion of the work within the allocated time.			
	6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to: – types of productivity targets and time scales – how times are estimated – organisational procedures for reporting circumstances which will affect the work programme.			
7 Comply with the given contract information to install shopfitting fitments to the required specification.	7.1 Demonstrate the following work skills when installing shopfitting fitments: – measuring, marking out, fitting, finishing, positioning and securing.			
	7.2 Use and maintain hand and power tools.			
	7.3 Install at least two of the following in timber timber based materials and/or composite materials and/or metal to given working instructions: – counters – display units – shelving units – fixed seating.			
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – prepare and fix timber, timber based products, composite materials and metal, counters, display units, shelving units and fixed seating. – form joints associated with shopfitting including but not limited to housings, dovetail dowel, cam and stud biscuit – recognise and determine when specialist skills and knowledge are required and report accordingly – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance – identify and follow the installation quality requirements – work with, around and in close proximity to plant and machinery – use hand, and power tools – work at height – use access equipment.			
	7.5 Describe the needs of other occupations and how to effectively communicate within a team when installing shopfitting fitments.			
	7.6 Describe how to maintain the tools and equipment used when installing shopfitting fitments.			

		7.7 Describe how to sharpen the hand tools used when installing shopfitting fitments.			
Assessor Comments/Feedback					
H/650/0568	Installing shopfronts and finishings in the workplace	Level 2	15		Credits
22v3					
The aim of this unit is to ensure the candidate has the skills and knowledge required to confirm competence to install at least three of the following in timber and/or timber based products and/or composite materials and/or metal to given working instructions: – shopfront surrounds – stall risers – mouldings or trims – window beds – fascias – specialist treatment and finishing) – blind box...					
Learning outcome. The learner will:		Assessment criteria. The learner can:		Evidence.ref.no	
1 Interpret the given information relating to the work and resources when installing shopfronts and finishings.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.				
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.				
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.				
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current building regulations associated with installing shopfronts and finishings.				
2 Know how to comply with relevant legislation and official guidance when installing shopfronts and finishings.	2.1 Describe their responsibilities regarding potential accidents, health hazards and environment whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.				
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.				
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.				
	2.4 Describe the types of fire extinguishers available when installing shopfronts and finishings and describe how and when they are used.				
3 Maintain safe and healthy working practices when installing shopfronts and finishings.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing shopfronts and finishings.				

	3.2 Demonstrate compliance with give information and relevant legislation when installing shopfronts and finishings for at least two of the following: – safe use of access equipment – safe use, storage and handling of materials, tools and equipment – specific risks to health			
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H/650/0568 22v3	Installing shopfronts and finishings in the workplace (Continued)	Level 2	15 Credits	
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to installing shopfronts and finishings, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).			
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.			
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities...			
4 Select the required quantity and quality of resources for the methods of work to install shopfronts and finishings.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.			
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: – timber, timber based products, composite materials and metals, plastics, shopfront surrounds, stall risers, mouldings and trims, window beds, fascias, signs, adhesives and sealants – fittings and fixings – hand and power tools.			
	4.3 Describe how to confirm that the resources and materials conform with the specification including suitability, moisture and durability.			
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.6 Describe any potential hazards associated with the resources and methods of work.			
	4.7 Describe how to calculate quantity, length, area and wastage associated with the method and procedure to install shopfronts and finishings.			
5 Minimise the risk of damage to the work and surrounding	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			

area when installing shopfronts and finishings.	5.2 Maintain a clear and tidy work space.			
	5.3 Dispose of waste in accordance with legislation.			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
H/650/0568	Installing shopfronts and finishings in the workplace (Continued)	Level 2	15 Credits	
22v3				
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6 Complete the work within the allocated time when installing shopfronts and finishings.	6.1 Demonstrate completion of the work within the allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of productivity targets and time scales – how times are estimated – organisational procedures for reporting circumstances which will affect the work programme.			
7 Comply with the given contract information to install shopfronts and finishings to the required specification.	7.1 Demonstrate the following work skills when installing shopfronts and finishings: – measuring, marking out, fitting, finishing, positioning and securing.			
	7.2 Use and maintain hand and power tools.			
	7.3 Install at least three of the following in timber and/or timber based products and/or composite materials and/or metal to given working instructions: – shopfront surrounds – stall risers – mouldings or trims – window beds – fascias – specialist treatment and finishing) – blind box.			

	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – prepare and fix timber, timber based products, composite materials and metal shopfront surrounds, stall risers, mouldings and trims, window beds, fascias, blind boxes and signs. – form joints associated with shopfitting – treat and finish timber, timber based products, composite materials and metal – recognise and determine when specialist skills and knowledge are required and report accordingly – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance – identify and follow the installation quality requirements – work with, around and in close proximity to plant and machinery – use hand and power tools – work at height – use access equipment.			
	7.5 Describe the needs of other occupations and how to effectively communicate within a team when installing shopfronts and finishings.			

H/650/0568	Installing shopfronts and finishings in the workplace (Continued)	Level 2	15 Credits
22v3			
	7.6 Describe how to maintain the tools and equipment used when installing shopfronts and finishings.		
	7.7 Describe how to sharpen the hand tools used when installing shopfronts and finishings		
Assessor Comments/Feedback			

F/650/0567 358v3	Installing fire resisting timber door assemblies and doorsets in the workplace	Level 2	69 Credits
The aim of this unit is to ensure the candidate has the skills and knowledge required to confirm competence to prepare and install fire resisting timber door assemblies and doorsets to given working instructions and to specification.			
Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no	
1 Interpret the given information relating to the work and resources when installing Fire Resisting Timber Door Assemblies and Doorsets	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments, fire performance documentation/certification and manufacturers' information.		
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.		
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.		
	1.4 Describe different types of information, their source and how they are interpreted in relation to: drawings, specifications, schedules, method statements, risk assessments, work instructions, fire performance documentation/ certification, manufacturers' information, manufacturers' information, official guidance, current regulations governing buildings, Codes of Practice and guidance documents.		
2 Know how to comply with relevant legislation and official guidance when installing Fire Resisting Timber Door Assemblies and Doorsets	2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.		
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, and operative		
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.		
3 Maintain safe and healthy working practices when installing Fire Resisting Timber Door Assemblies and Doorsets	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing fire resisting timber doorsets.		
	3.2 Demonstrate compliance with give information and relevant legislation when installing fire resisting timber doorsets. In relation to the following: - safe use of access equipment/working platforms - safe use, storage and handling of materials, tools and equipment - specific risks to health.		

F/650/0567 358v3	Installing fire resisting timber door assemblies and doorsets in the workplace (Continued)	Level 2	69 Credits
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to installing fire resisting timber doorsets., and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV). 3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions. 3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.		
4 Select the required quantity and quality of resources for the methods of work to install Fire Resisting Timber Door Assemblies and Doorsets.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.		
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: – manufacturer’s installation instructions – fire doors – fire door frames – fixings, ironmongery and furniture – intumescent seals and cold smoke seals – hand tools, portable power tools and equipment		
	4.3 Describe how to check that all the correct materials and components conform to the fire performance documentation/ certificates		
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.		
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.		
	4.6 Describe any potential hazards associated with the resources and methods of work.		
	4.7 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install fire resisting timber door assemblies and doorsets.		
5 Minimise the risk of damage to the work and surrounding area when installing Fire Resisting Timber Door Assemblies and Doorsets.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.		
	5.2 Maintain a clean work space.		

	5.3 Dispose of waste in accordance with current legislation.			
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F/650/0567	Installing fire resisting timber door assemblies and doorsets in the workplace (Continued)	Level 2	69 Credits	
358v3				
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6 Complete the work within the allocated time when installing shopfitting fitments.	6.1 Demonstrate completion of the work within the allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.			
7 Comply with the given contract information to install shopfitting fitments to the required specification.	7.1 Demonstrate the following work skills when installing fire resisting timber doorsets:: – measuring, marking out, fixing, sealing, cutting, fitting, finishing, positioning and securing.			
	7.2 Use and maintain hand tools, portable power tools and ancillary equipment.			
	7.3 Prepare and install fire resisting timber door assemblies and door sets to given working instructions and to specification.			
	7.4 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – ensure compliance with fire performance – documentation/certification – ensure no alterations have been carried out which may affect the fire certification of the doo – ensure surrounding construction is to specification – check all component parts are undamaged – install doorframes to specification with defined fixings and seals – install intumescent protection into void, (wall and frame) as per specification – install door leaves to specification with defined fixings and seal – install cold smoke seals according to specification – install intumescent seals to specification – confirm specified intumescent protection is fitted to ironmongery/furniture – fit specified ironmongery/furniture ensuring the use of a compliant fixing regime			

F/650/0567 358v3	Installing fire resisting timber door assemblies and doorsets in the workplace (Continued)	Level 2	69 Credits	
	– recognise and determine when specialist skills and knowledge are required and report accordingly – work with, around and in close proximity to plant and machinery use hand tools, portable power tools and equipment– use access equipment			
	7.5 Describe the fire resisting requirements when installing fire resisting timber doorsets			
	7.6 Describe the implications of incorrect installation.			
	7.7 Describe the needs of other occupations and how to communicate effectively within a team when installing fire resisting timber doorsets.			
	7.8 Describe how to maintain the tools and equipment used when installing fire resisting timber doorsets.			
Assessor Comments/Feedback				

J/650/0450	Setting up and using transportable cutting and shaping machines in the workplace	Level 2	26 Credits
628v3			
The aim of this unit is to ensure the candidate has the skills and knowledge required to confirm competence to Set up and use at least three of the following powered cutting machines to given working instructions: – saw (at least three from the following: circular, chop, mitre, bench or table, jig, reciprocating, oscillating) – drill – planer – biscuit jointer – disc cutter – morticer. AND Set up and use at least two of the following powered shaping machines to given working instructions: – thicknesses – sander (orbital, belt, disc) – router – laminate trimmer – planer			
Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no	
1 Interpret the given information relating to the work and resources when setting up and using transportable cutting and shaping machines.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.		
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.		
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.		
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current building regulations associated with setting up and using transportable cutting and shaping machines.		
2 Know how to comply with relevant legislation and official guidance when setting up and using transportable cutting and shaping machines.	2.1 Describe their responsibilities regarding potential accidents health hazards and environment whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.		
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company operative and vehicles.		
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.		
	2.4 Describe the types of fire extinguishers available when setting up and using transportable cutting and shaping machines and describe how and when they are used.		
3 Maintain safe and healthy working practices when setting up and using transportable cutting and shaping machines.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when setting up and using transportable cutting and shaping machines.		

J/650/0450	Setting up and using transportable cutting and shaping machines in the workplace (Continued)	Level 2	26 Credits		
628v3					
	3.2 Demonstrate compliance with given information and relevant legislation when setting up and using transportable cutting and shaping machines in relation to – safe use of access equipment – safe use, storage and handling of materials, tools and equipment and ancillaries specific risks to health.				
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to setting up and using transportable cutting and shaping machines, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).				
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.				
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.				
4 Select the required quantity and quality of resources for the methods of work to set up and use transportable cutting and shaping machines.	4.1 Select resources associated with own work in relation to materials, components and fixings, tools, equipment and accessories.				
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: – accessories – attachments – hand and power tools.				
	4.3 Describe how to confirm that the resources and materials conform to the specification including suitability, moisture and durability.				
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.				
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.				
	4.6 Describe any potential hazards associated with the resources and methods of work.				
	4.7 Describe how to calculate quantity, length, area and wastage associated with the method and procedure to process materials when setting up and using transportable cutting and shaping machines.				

J/650/0450	Setting up and using transportable cutting and shaping machines in the workplace (Continued)	Level 2	26 Credits		
628v3					
5 Minimise the risk of damage to the work and surrounding area when setting up and using transportable cutting and shaping machines.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.				
	5.2 Maintain a clear and tidy work space.				
	5.3 Dispose of waste in accordance with current legislation.				
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.				
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.				
6 Complete the work within the allocated time when setting up and using transportable cutting and shaping machines.	6.1 Demonstrate completion of the work within the allocated time.				
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of productivity targets and time scales – how times are estimated – organisational procedures for reporting circumstances which will affect the work programme.				
7 Comply with the given contract information to set up and use transportable cutting and shaping machines to the required specification.	7.1 Demonstrate the following work skills when setting up and using transportable cutting and shaping machines: – measuring, marking out, fitting, fixing, positioning, securing and operating.				
	7.2 Use and maintain hand and power tools.				
	7.3 Set up and use at least three of the following powered cutting machines to given working instructions: – saw (at least three from the following: circular, chop, mitre, bench or table, jig, reciprocating, oscillating) – drill – planer – biscuit jointer – disc cutter – morticer.				
	7.4 Set up and use at least two of the following powered shaping machines to given working instructions: – thicknesses – sander (orbital, belt, disc) – router – laminate trimmer – planer				

Assessor Comments/Feedback

J/650/0450	Setting up and using transportable cutting and shaping machines in the workplace (Continued)	Level 2	26 Credits
628v3			
	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – check powered transportable cutting and shaping machines, (fuel and electric mains and battery) for serviceability – set up machines in preparation for use – check voltage requirements, safety cut offs and circuit breakers – check fuel, type, mix and additives fix and secure work – select and ensure safety guards are in place in accordance with machine instructions – select accessories for the machine and the work – identify maintenance requirements for accessories, sharpening and aligning – cut and shape materials to agreed tolerances – change accessories: drill bits, router bits, discs, planner blades, saw blades, tools, abrasives –use templates, profiles and jigs – recognise and determine when specialist skills and knowledge are required and report accordingly – use hand and power tools – work at height – use access equipment.		
	7.6 Describe the needs of other occupations and how to effectively communicate within a team when setting up and using transportable cutting and shaping machines.		
	7.7 Describe how to maintain the tools, accessories and equipment used when setting up and using transportable cutting and shaping machines.		

Assessor Comments/Feedback

A/650/0448	Marking out from setting out details for routine shopfitting products in the workplace	Level 2	12 Credits
15Bv3			
The aim of this unit is to ensure the candidate has the skills and knowledge required to confirm competence to mark out from setting out rods (template) routine shopfitting products (timber and/or timber based products and/or composite materials, metal) to given working instructions, for at least two of the following:			
– frames and linings – shopfront sashes including associated elements – panelling or cladding – units and fitments.			
Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no	
1 Interpret the given information relating to the work and resources when marking out from setting out details for routine shopfitting products.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, cutting lists, method statements, risk assessments, and manufacturers' information.		
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.		
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.		
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, cutting lists, method statements, risk assessments, manufacturers' information, component standards, oral and written instructions, sketches, electronic data, official guidance and current building regulations associated with marking out from setting out details for routine products.		
2 Know how to comply with relevant legislation and official guidance when marking out from setting out details for routine shopfitting products.	2.1 Describe their responsibilities regarding potential accidents, health hazards and environment whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.		
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company operative and vehicles.		
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.		
	2.4 Describe the types of fire extinguishers available when producing setting out details for routine shopfitting products and describe how and when they are used.		
3 Maintain safe and healthy working practices when marking out from setting out details for routine shopfitting products.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when marking out from setting out details for routine shopfitting products.		
	3.2 Demonstrate compliance with given information and relevant legislation when marking out from setting out details for routine shopfitting products for at least two of the following – safe use of access equipment – safe use, storage and handling of materials, tools and equipment		

	– specific risks to health.			
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A/650/0448	Marking out from setting out details for routine shopfitting products in the workplace (Continued)	Level 2	12 Credits
15Bv3			
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to marking out from setting out details for routine shopfitting products, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).		
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.		
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.		
4 Select the required quantity and quality of resources for the methods of work to mark out from setting out details for routine shopfitting products.	4.1 Select resources associated with own work in relation to materials, components, fixings, marking and testing tools and equipment.		
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: – timber, timber based products, composite materials, metal, ironmongery, adhesives and fixings –marking and testing tools and equipment – hand and power tools.		
	4.3 Describe how to confirm that the resources and materials conform to specification including moisture and durability.		
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.		
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.		
	4.6 Describe any potential hazards associated with the resources and method of work.		
	4.7 Describe how to calculate quantity, length, area and wastage associated with the method and procedure to mark out from setting out details for routine shopfitting products.		
5 Minimise the risk of damage to the work and surrounding area when marking out from setting out details for routine shopfitting products.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.		
	5.2 Maintain a clear and tidy work space.		
	5.3 Dispose of waste in accordance with current legislation.		

	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
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A/650/0448 15Bv3	Marking out from setting out details for routine shopfitting products in the workplace (Continued)	Level 2	12 Credits	
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6 Complete the work within the allocated time when marking out from setting out details for routine shopfitting products.	6.1 Demonstrate completion of the work within the allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of productivity targets and time scales – how times are estimated – organisational procedures for reporting circumstances which will affect the work programme.			
7 Comply with the given contract information to mark out from setting out details for routine shopfitting products to the required specification.	7.1 Demonstrate the following work skills when marking out from setting out details for routine shopfitting products: –measuring, marking out and drawing.			
	7.2 Use and maintain marking and testing tools, hand and power tools.			
	7.3 Mark out from setting out rods (template) routine shopfitting products (timber and/or timber based products and/or composite materials, metal) to given working instructions, for at least two of the following: – frames and linings – shopfront sashes including associated elements – panelling or cladding – units and fitments.			
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – mark out from setting out details and cutting lists – produce straight in plan and elevation: doors, frames (glazed and non-glazed), windows with opening lights, linings, units, fitments and panelling and cladding, staircases – transfer and mark dimensions – proportion joints associated with the product and construction method – use marking and testing tools – requisition material – recognise and determine when specialist skills and knowledge are required and report accordingly – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance – identify and follow the quality requirements – work with, around and in close proximity to plant and machinery – use hand tools and power tools			

	– work at height – use access equipment.			
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A/650/0448	Marking out from setting out details for routine shopfitting products in the workplace (Continued)	Level 2	12 Credits
15Bv3			
	7.5 Describe the needs of other occupations and how to communicate within a team when marking out from setting out details for routine shopfitting products.		
	7.6 Describe how to maintain the tools and equipment used when marking out from setting out details for routine shopfitting products.		

Assessor Comments/Feedback

D/650/0449	Manufacturing routine shopfitting products in the workplace	Level 2	19
16Bv4			Credits
The aim of this unit is to ensure the candidate has the skills and knowledge required to confirm competence to fit and assemble to form routine manufactured shopfitting products (timber, timber based products and/or composite materials and/or metal) to given working instructions: for at least two of the following: – doors – frames and linings – shopfront sashes – panelling and cladding – units and fitments.			
Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no	
1 Interpret the given information relating to the work and resources when manufacturing routine shopfitting products.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments, and manufacturers' information.		
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.		
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.		
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, cutting lists, method statements, risk assessments, manufacturers' information, component standards, oral and written instructions, sketches, electronic data, official guidance and current regulations and building regulations associated with manufacturing routine shopfitting products		
2 Know how to comply with relevant legislation and official guidance when manufacturing routine shopfitting products.	2.1 Describe their responsibilities regarding potential accidents, health hazards and environment whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.		
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.		
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.		
	2.4 Describe the types of fire extinguishers available when manufacturing routine shopfitting products and describe how and when they are used.		
3 Maintain safe and healthy working practices when manufacturing routine shopfitting products.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when manufacturing routine shopfitting products.		
	3.2 Demonstrate compliance with given information and relevant legislation when manufacturing routine shopfitting products for at least two of the following: – safe use of access equipment – safe use, storage and handling of materials, tools and equipment –specific risks to health.		

D/650/0449	Manufacturing routine shopfitting products in the workplace	Level 2	19
16Bv4	(Continued)		Credits
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to manufacturing routine shopfitting products, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).		
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.		
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.		
4 Select the required quantity and quality of resources for the methods of work to manufacture routine shopfitting products.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.		
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: – timber, timber based products, composite materials, premachined components, setting out rods, metal, fabric, , metal and rubber rims, glass, ironmongery and adhesives, – fixings and fittings		
	4.3 Describe how to confirm that the resources and materials conform to the specification including suitability, moisture and durability		
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.		
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.		
	4.6 Describe any potential hazards associated with the resources and methods of work.		
	4.7 Describe how to calculate quantity, length, area and wastage associated with the method and procedure to manufacture routine shopfitting products.		
5 Minimise the risk of damage to the work and surrounding area when manufacturing routine shopfitting products.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.		
	5.2 Maintain a clear and tidy work space.		
	5.3 Dispose of waste in accordance with current legislation.		

	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
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D/650/0449	Manufacturing routine shopfitting products in the workplace (Continued)		Level 2	19
16Bv4				Credits
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6 Complete the work within the allocated time when manufacturing routine shopfitting products.	6.1 Demonstrate completion of the work within the allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of productivity targets and time scales – how times are estimated – organisational procedures for reporting circumstances which will affect the work programme.			
7 Comply with the given contract information to manufacture routine shopfitting products to the required specification.	7.1 Demonstrate the following work skills when manufacturing routine shopfitting products: – measuring, marking out, fitting, finishing, positioning and securing.			
	7.2 Use and maintain hand and power tools			
	7.3 Fit and assemble to form routine manufactured shopfitting products (timber, timber based products and/or composite materials and/or metal) to given working instructions: for at least two of the following: – doors – frames and linings – shopfront sashes – panelling and cladding – units and fitments.			
	7.4 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – fit and assemble routine products – produce straight in plan and elevation: doors, windows with opening lights, units, fitments and panelling and cladding, staircases – check and work to marked dimensions – form joints associated with the product and construction method – recognise and determine when specialist skills and knowledge are required and report accordingly – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance – identify and follow the installation quality requirements – work with, around and in close proximity to plant and machinery – use hand and power tools – work at height – use of access equipment.			

	7.5 Describe the needs of other occupations and how to effectively communicate within a team when manufacturing routine shopfitting products.			
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D/650/0449 16Bv4	Manufacturing routine shopfitting products in the workplace (Continued)	Level 2	19 Credits
	7.6 Describe how to maintain the tools and equipment used when manufacturing routine shopfitting products.		
	7.7 Describe how to sharpen the hand tools used when manufacturing routine shopfitting products.		

Assessor Comments/Feedback

Y/650/0447 14Bv3	Producing setting out details for routine shopfitting products in the workplace	Level 2	14 Credits
The aim of this unit is to ensure the candidate has the skills and knowledge required to confirm competence to produce setting out details and cutting lists for routine shopfitting products (timber and/or timber based products and/or composite materials, and/or metal) to given working instructions; for two of the following: – doors – frames and linings – shopfront sashes including associated elements – panelling or cladding – units and fitments			
Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no	
1 Interpret the given information relating to the work and resources when producing setting out details for routine shopfitting products.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, cutting lists, method statements, risk assessments and manufacturers' information.		
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.		
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.		
	1.4 Describe different types of information, their source and how they are interpreted in relation to: – drawings, specifications, schedules, cutting lists, method statements, risk assessments, manufacturers' information, component standards, oral and written instructions, sketches, electronic data, official guidance and current regulations associated with producing setting out details for routine shopfitting products.		
2 Know how to comply with relevant legislation and official guidance when producing setting out details for routine shopfitting products.	2.1 Describe their responsibilities regarding potential accidents, health hazards and environment whilst working: – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.		
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.		
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.		
	2.4 Describe the types of fire extinguishers available when producing setting out details for routine shopfitting products and describe how and when they are used.		
3 Maintain safe and healthy working practices when producing setting out details for routine shopfitting products.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when producing setting out details for routine shopfitting products.		

Y/650/0447	Producing setting out details for routine shopfitting products in the workplace (Continued)	Level 2	14 Credits
14Bv3			
	3.2 Demonstrate compliance with given information and relevant legislation when producing setting out details for routine shopfitting products in relation to – safe use of access equipment – safe use, storage and handling of materials, tools and equipment – specific risks to health.		
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to producing setting out details for routine shopfitting products, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).		
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.		
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.		
4 Select the required quantity and quality of resources for the methods of work to produce setting out details for routine shopfitting products.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.		
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: – timber metal, ironmongery, adhesives and fixings – marking and testing tools and equipment.		
	4.3 Describe how to confirm that the resources and materials conform to specification including moisture and durability.		
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.		
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.		
	4.6 Describe any potential hazards associated with the resources and methods of work.		
	4.7 Describe how to calculate quantity, length, area and wastage associated with the method and procedure to produce setting out details for routine shopfitting products.		

Y/650/0447 14Bv3	Producing setting out details for routine shopfitting products in the workplace (Continued)	Level 2	14 Credits
5 Minimise the risk of damage to the work and surrounding area when producing setting out details for routine shopfitting products.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.		
	5.2 Maintain a clear and tidy work space.		
	5.3 Dispose of waste in accordance with current legislation.		
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.		
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.		
6 Complete the work within the allocated time when producing setting out details for routine shopfitting products.	6.1 Demonstrate completion of the work within the allocated time.		
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of productivity targets and time scales – how times are estimated – organisational procedures for reporting circumstances which will affect the work programme.		
7 Comply with the given contract information to produce setting out details for routine shopfitting products to the required specification.	7.1 Demonstrate the following work skills when producing setting out details for routine shopfitting products: – measuring, marking out and drawing.		
	7.2 Use and maintain hand and power tools.		
	7.3 Produce setting out details and cutting lists for routine shopfitting products (timber and/or timber based products and/or composite materials, and/or metal) to given working instructions; for two of the following: – doors – frames and linings – shopfront sashes including associated elements – panelling or cladding – units and fitments.		

Y/650/0447	Producing setting out details for routine shopfitting products in the workplace (Continued)	Level 2	14 Credits		
14Bv3					
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – set out and produce cutting lists for routine shopfitting products –produce straight in plan and elevation: doors, frames (glazed and non-glazed), windows with opening lights, linings, units, fitments and panelling and cladding, staircases – take and record dimensions – proportion joints associated with the product and construction method – use marking and testing tools – requisition material – recognise and determine when specialist skills and knowledge are required and report accordingly – identify and follow the quality requirements – work with, around and in close proximity to plant and machinery – use hand tools and power tools – work at height – use access equipment.				
	7.5 Describe the needs of other occupations and how to effectively communicate within a team when producing setting out details for routine shopfitting products.				
	7.6 Describe how to maintain marking and testing tools, hand and power tools used when producing setting out details for routine shopfitting products.				
Assessor Comments/Feedback					

R/650/2499 290v4	Erecting timber roof structures in the workplace	Level 2	23 Credits
The aim of this unit is to ensure the candidate has the skills and knowledge required to confirm competence to construct, erect and/or install roof structures to given working instructions relating to the following: - in-situ roofs (manually and/or mechanically handled) - pre-assembled roof structures (mechanically handled).			
Learning outcome. The learner will:	Assessment Criteria	Evidence Ref No.	
1 Interpret the given information relating to the work and resources when erecting timber roof structures.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, digital information, method statements, risk assessments and manufacturers' information.		
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.		
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.		
	1.4 Describe different types of information, their source and how they are interpreted in relation to: drawings, specifications, schedules, digital information and 3D modelling, method statements, risk assessments, manufacturers' information, official guidance and current regulations governing buildings associated with erecting timber frame roof structures.		
2 Know how to comply with relevant legislation and official guidance when erecting timber roof structures.	2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.		
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.		
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.		
	2.4 Describe the types of fire extinguishers available when erecting timber roof structures and describe how and when they are used.		
3 Maintain safe and healthy working practices when erecting timber roof structures.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when erecting timber roof structures.		

R/650/2499	Erecting timber roof structures in the workplace (Continued)	Level 2	23
290v4			Credits
	3.2 Demonstrate compliance with given information and relevant legislation when erecting timber roof structures in relation to: – safe use of access equipment and/or working platforms – safe use, storage and handling of materials, tools and equipment – specific risks to health		
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to erecting timber roof structures, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – local exhaust ventilation (LEV) – personal protective equipment (PPE) – respiratory protective equipment (RPE).		
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.		
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.		
	4 Select the required quantity and quality of resources for the methods of work to erect timber roof structures.		
	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.		
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: – timber, metal and timber based materials, sheet materials, trussed rafters, fire stops, vapour control layers, insulation, preservatives, adhesives, sealants, fittings, fixings and associated ancillary items – hand tools, portable power tools and equipment.		
	4.3 Describe how to confirm that the resources and materials conform to the specification.		
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.		

		4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
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R/650/2499 290v4		Erecting timber roof structures in the workplace (Continued)	Level 2	23 Credits	
		4.6 Describe any potential hazards associated with the resources and methods of work.			
		4.7 Describe how to calculate quantity, length, area and wastage associated with the method and procedure to erect timber roof structures.			
5	Minimise the risk of damage to the work and surrounding area when erecting timber roof structures.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
		5.2 Maintain a clear and tidy work space.			
		5.3 Dispose of waste in accordance with current legislation.			
		5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
		5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6	Complete the work within the allocated time when erecting timber roof structures.	6.1 Demonstrate completion of the work within the allocated time.			
		6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of productivity targets and time scales – how times are estimated – organisational procedures for reporting circumstances which will affect the work programme.			
7	Comply with the given contract information to erect timber roof structures to the required specification.	7.1 Demonstrate the following work skills when erecting timber roof structures: – measuring, marking out, fitting, aligning, finishing, positioning and securing.			
		7.2 Use and maintain hand tools, portable power tools and ancillary equipment.			

	7.3 Construct, erect and/or install roof structures to given working instructions relating to the following: – in-situ roofs (manually and/or mechanically handled) – pre-assembled roof structures (mechanically handled).			
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R/650/2499 290v4	Erecting timber roof structures in the workplace (Continued)	Level 2	23 Credits
	7.4 – erect and install (manually and/or mechanically handled) pre-assembled, flat and pitched roof structures – take account of other methods of roof construction – install fire stops, cavity barriers and vapour control layers – install insulation to achieve the specified energy and carbon performance – avoid thermal bridging, bypassing and condensation – apply the principles of airtightness and ventilation – erect and install temporary propping, bracing and protection measures – install permanent roof bracing by lateral restraint and holding down methods – form openings – work with plant and machinery to lift and transfer loads – unload and store roof components – recognise and determine when specialist skills and knowledge are required and report accordingly – identify and follow the installation quality requirements – work with, around and in close proximity to plant and machinery – direct and guide the operations and movement of plant and machinery – use hand tools, portable power tools and equipment – work at height – use access equipment – economise use of water, report leaks and turn taps off – re-cycle materials and minimise waste.		

	7.5	Describe the needs of other occupations and how to communicate effectively within a team when erecting timber roof structures			
	7.6	Describe how to maintain the hand tools, portable power tools and ancillary equipment used when erecting timber roof structures.			

R/506/3929	Slinging and hand signalling the movement suspended loads in the workplace	Level 2	10 Credits
402A v1			
The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in slinging and signalling the movement of loads (secondary role) in the workplace within the relevant sector of industry. This unit is designed for those undertaking slinger/signaller duties in a secondary or part time role in support of a learner's main occupation. Other units of competence exist for those undertaking slinging and signalling as a main occupation.			
Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence ref no.	
1. Interpret the given information relating to the preparation for and the slinging and signalling of loads	1.1 Interpret and extract relevant information from drawings, specifications, schedules, risk assessments, method statements (lift plans) and manufacturer's information.		
	1.2 Comply with information and /or instructions derived from risk assessments and method statements.		
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.		
	1.4 Describe different types of information, their source and how they are interpreted in relation to: Drawings, specifications, schedules, method statements, risk assessments, lift plans, work instructions, manufacturer's information, approved procedures and Codes of Practice.		
2. Organise with others the sequence and operation in which the slinging and signalling of loads to be carried out	2.1 Organise the work according to given information and instructions		
	2.2 Describe how to communicate ideas between team members.		
	2.3 Organise and communicate with team members and other associated occupations.		
	2.4 Describe how to organise resources prior to and when slinging and signalling of loads.		
3. Know how to comply with relevant legislation and official guidance to carry out slinging and signalling of loads	3.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: In the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.		
	3.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.		
	3.3 Explain what the accident reporting procedures are and who is responsible for making reports.		
4. Maintain safe and healthy working practices when preparing for and	4.1 Use health and safety control equipment safely and comply with the methods or work to carry out the activity in accordance with legislation and organisational requirements when slinging and signalling loads.		

slinging and signalling loads.				
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R/506/3929	Slings and hand signalling the movement suspended loads in the workplace (Continued)	Level 2	10 Credits
402A v1			
	4.2 Demonstrate compliance with given information and relevant legislation when carrying out the slinging and signalling of loads in relation to at least three of the following: — Safe use and storage of tools and equipment — Safe use, storage and handling of lifting accessories — Safe use of access equipment — Specific risks to health		
	4.3 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to slinging and signalling of loads, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: — Collective protective measures — Personal protective equipment (PPE) — Respiratory protective equipment (RPE) — Local exhaust ventilation (LEV)		
	4.4 Describe how the relevant health and safety equipment should be used in accordance with the given working instructions		
	4.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task related activities.		
5. Select the required quantity of resources to prepare for and when slinging and signalling loads.	5.1 Select resources associated with slinging/signalling in relation to lifting accessories/aids, hand tools and ancillary equipment.		
	5.2 Describe the characteristics, quality uses, sustainability, limitations and defects associated with the resources, and how they should be used correctly, relating to: — Lifting accessories — Signalling and communication equipment — Hand tools and ancillary equipment		
	5.3 Describe how the resources should be used correctly, and how problems associated with the resources are reported.		
	5.4 Explain why the organisation procedures have been developed and how they are used for the selection of required resources.		
	5.5 Describe any potential hazards associated with the resources and methods of work.		
	5.6 Describe how to identify weight, quantity, length and area associated with the method/procedures to carry out slinging/signalling.		
Assessor comments/feedback			



R/506/3929	Slinging and hand signalling the movement suspended loads in the workplace (Continued)	Level 2	10 Credits
402A v1			
6. Minimise the risk of damage to the work and surrounding area when preparing to and slinging and signalling loads.	6.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.		
	6.2 Prevent damage and maintain a clean work space.		
	6.3 Dispose of waste in accordance with current legislation.		
	6.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.		
	6.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.		
7. Complete the work within the allocated time when preparing to and slinging and signalling loads.	7.1 Demonstrate completion of the work within the allocated time.		
	7.2 Describe the purpose of the work programme and describe why deadlines should be kept in relation to: - Types of progress charts, timetable and estimated times - Organisational procedures for reporting circumstances which will affect the work programme.		
Assessor comments/feedback			

R/506/3929 402A v1	Slinging and hand signalling the movement suspended loads in the workplace (Continued)	Level 2	10 Credits
8. Comply with the given contract information to prepare to and sling and signal suspended loads for the movement to the required specification.	8.1 Demonstrate the following work skills when preparing to and slinging and signalling loads: Measuring, gauging, estimating, calculating, fitting, fixing, testing, balancing, interpreting, inspecting, judging, explaining, preparing, indicating, informing, instructing, signing, positioning, adjusting, configuring, moving, securing, signalling and relaying.		
	8.2 Use and maintain lifting accessories, lifting aids and equipment.		
	8.3 Inspect and prepare lifting accessories prior to slinging		
	8.4 Prepare to and attach suspended loads to lifting equipment, using appropriate lifting accessories and load securing methods, to given working instructions for three of the following: - Balanced - Unbalanced - Loose - Bundled - Container - Drum - A load where the machine operator cannot observe its full movement path		
	8.5 Guide, move and place suspended loads to specified destinations, used hand signals, to given working instructions for three of the following: - Balanced - Unbalanced - Loose - Bundled - Container - Drum - A load where the machine operator cannot observe its full movement path		
	8.6 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify to: - Identify the differences between: slinging and signalling, directing and guiding movement of vehicles, plant and machinery, and directing and guiding operations of plant and machinery not being used for lifting operations - Confirm the authority, duties and responsibilities allocated - Identify characteristics of lifting equipment and lifting accessories - Identify and interpret valid certification for maintenance, section and thorough examination		

R/506/3929	Slinging and hand signalling the movement suspended loads in the workplace (Continued)	Level 2	10 Credits
402A v1			
	8.7 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify to: – Lift and transfer people – Sling balanced, unbalanced, loose, live, bundled, container drum loads and loads that are blind to the equipment operator – Communicate using hand signals, hand signalling equipment (lights, wands, fluorescent gloves, flags) and electronic communication equipment (loud hailer, radios) – Confirm methods of communication – Recognise blind spots, potential crush zones and other limitations to driver visibility – Consider the loads characteristics including centre of gravity and lifting points to determine the method of slinging – Determine and check the route of the load before and during the lift including distances. Clearances and landing position		
	8.8 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify to: – Select handle, inspect and use (assemble, set up and adjust) lifting accessories and aids – Identify rejection criteria for removing lifting accessories from service – Recognise and determine when specific skills and knowledge are required and report accordingly – Attach lifting accessories and sling load securely – Ensure balance and stability of loads – Attach and use load guidance equipment (tag lines) – Guide and place suspended loads by recognised methods of communication and agreed operational procedures – Land and position loads safely and securely – Remove and store lifting accessories – Use hand tools and ancillary equipment		
	8.9 Describe the needs of other occupations and how to communicate within a team when preparing to and slinging and signalling loads		
	8.10 Describe how to maintain the lifting accessories, lifting aids and signalling and communication equipment used to sling and signal loads		

Assessor comments/feedback

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L/650/0641 631v2	Erecting roof structure carcassing components in the workplace	Level 3	26 Credits
The aim of this unit is to ensure the candidate has the skills and knowledge required to confirm competence to Incorporate at least two of the following to given working instructions on timber frame roofs: – hips and/or valleys – Roof verge and eaves – Parapet finishings – False chimneys – Openings (e.g. windows, hatches, dormers, roof lights and vents)			
Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no	
1 Interpret the given information relating to the work and resources when erecting roof structure carcassing components.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, digital information, method statements, risk assessments and manufacturers' information.		
	1.2 Comply with information and/or instructions derived from risk assessments and method statements.		
	1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.		
	1.4 Describe different types of information, their source and how they are interpreted in relation to: –drawings, specifications, schedules, digital information and 3D modelling, method statements, risk assessments, manufacturers' information, official guidance and current regulations governing buildings associated with erecting roof structure carcassing components		
2 Know how to comply with relevant legislation and official guidance when erecting roof structure carcassing components.	2.1 Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: –in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.		
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.		
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.		
	2.4 Describe the types of fire extinguishers available when erecting roof structure carcassing components and describe how and when they are used.		
3 Maintain safe and healthy working practices when erecting roof structure carcassing components.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when erecting roof structure carcassing components.		
	3.2 Demonstrate compliance with given information and relevant legislation when erecting roof structure carcassing components in relation to the following: –safe use of access equipment and/or working platforms –safe use, storage and handling of materials, tools and equipment –specific risks to health.		

L/650/0641	Erecting roof structure carcassing components in the workplace (Continued)	Level 3	26 Credits		
631v2					
	3.2 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to erecting roof structure carcassing components, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: — collective protective measures — personal protective equipment (PPE) — respiratory protective equipment (RPE) — local exhaust ventilation (LEV).				
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.				
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.				
4 Select the required quantity and quality of resources for the methods of work to erect roof structure carcassing components.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.				
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: — –timber and timber based materials, sheet material, metals, trussed rafters, prefabricated frames, adhesives, sealants, fixings, fittings and associated ancillary items — –hand tools, portable power tools and equipment.				
	4.3 Describe how to confirm that the resources and materials conform to the specification.				
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.				
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.				
	4.6 Describe any potential hazards associated with the resources and methods of work.				
	4.7 Describe how to calculate quantity, length, area and wastage associated with the method and procedure to erect roof structure carcassing components.				
	5 Minimise the risk of damage to the work and surrounding area when erecting roof structure carcassing components.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
5.2 Maintain a clear and tidy work space.					
5.3 Dispose of waste in accordance with current legislation.					
5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.					

L/650/0641 631v2	Erecting roof structure carcassing components in the workplace (Continued)	Level 3	26 Credits
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.		
6 Complete the work within the allocated time when erecting roof structure carcassing components.	6.1 Demonstrate completion of the work within the allocated time.		
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: –types of productivity targets and time scales – how times are estimated – organisational procedures for reporting circumstances which will affect the work programme.		
7 Comply with the given contract information to erect roof structure carcassing components to the required specification.	7.1 Demonstrate the following work skills when erecting roof structure carcassing components: – measuring, marking out, fitting, aligning, finishing, positioning and securing.		
	7.2 Use and maintain hand tool, portable power tools and ancillary equipment		
	7.3 Incorporate at least two of the following to given working instructions on timber frame roofs: – hips and/or valleys – roof verge and eaves – parapet finishings – false chimneys openings (e.g. windows, hatches, dormers, roof lights and vents)		
	7.4 Determine the specification of cut roof component bevels and lengths.		
	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – extract and transfer data from drawings for the installation of roof structure carcassing – provide information for Building Information Modelling (BIM) – identify roof structure carcassing components – check existing levels and setting out lines – prepare and fix trussed rafters – apply geometry to determine bevels and lengths for cut, equal and unequal, gabled and hipped roofs, with valleys and dormers – form joints associated with carcassing – make and assemble cut roofs – install on timber frame roofs: hips and valleys, timber and plastic verge and eaves, parapet finishings, false chimneys, openings (e.g. windows, hatches, dormers, roof lights and vents) – work with plant and machinery to lift and transfer loads –install insulation to achieve		

L/650/0641	Erecting roof structure carcassing components in the	Level 3	26
631v2	workplace (Continued)		Credits

	– the specified energy and carbon performance – avoid thermal bridging, bypassing and condensation – apply the principles of airtightness and ventilation – recognise and determine when specialist skills and knowledge are required and report accordingly – identify and follow the installation quality requirements – work with, around and in close proximity to plant and machinery –direct and guide the operations and movement of plant and machinery – use hand tools, portable power tools and equipment – work at height – use access equipment and working platforms – economise use of water, report leaks and turn taps off			
	recycle materials and minimise waste			
	7.6 Describe the needs of other occupations and how to effectively communicate within a team when erecting roof structure carcassing components.			
	7.7 Describe how to maintain the tools and equipment used when erecting roof structure carcassing components.			

Assessor Comments/Feedback

289v4	Erecting timber walls and floors in the workplace	Level 2	Credit Value 14		
R/651/5747					
Aims					
The aim of this unit is to ensure that the Candidate has the skills and knowledge required to Erect and/or install the following to given working instructions:					
• sole plates • timber frame walls and floors (structural and non- structural). • incorporated structural columns and beams.					
Assessment Guidance					
This unit must be assessed in a work environment and in accordance with the CITB Consolidated Assessment Strategy for Construction and the Built Environment.					
Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.					
Workplace evidence of skills cannot be simulated.					
Learning outcome. The learner will:		Assessment criteria. The learner can:			Evidence.ref.no
1. Interpret the given information relating to the work and resources when erecting timber walls and floors	1.1	Interpret and extract relevant information from drawings, specifications, schedules, digital information, method statements, risk assessments and manufacturers' information.			
	1.2	Comply with information and/or instructions derived from risk assessments and method statements.			
	1.3	Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they			
	1.4	Describe different types of information, their source and how they are interpreted in relation to: • – drawings, specifications, schedules, digital information and 3D modelling, method statements, risk assessments, manufacturers' information, official guidance and current			
2. Know how to comply with relevant legislation and official guidance when erecting timber walls and floors.	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment whilst working: • – in the workplace, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.			
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in			

	relation to site, workplace, company, operative and vehicles			
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
	2.4 Describe the types of fire extinguishers available when erecting timber walls and floors and describe how and when they are used.			
3 Maintain safe and healthy working practices when erecting timber walls and floors.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when erecting timber walls and floors.			
	3.2 Demonstrate compliance with given information and relevant legislation when erecting timber walls and floors in relation to: – safe use of access equipment and/or working platforms – safe use, storage and handling of materials, tools and equipment • specific risks to health.			
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to erecting timber walls and floors, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: – collective protective measures – local exhaust ventilation (LEV) – personal protective equipment (PPE) • respiratory protective equipment (RPE).			
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.			
	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.			
4 Select the required quantity and quality of resources for the methods of work to erect timber walls and floors.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.			
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: – timber and timber based materials, sheet materials, wall and floor panels,			

	timber and metal columns and beams, damp-proof courses, damp-proof membranes, breather membranes, fire stops, cavity barriers and vapour control layers, preservatives, adhesives, sealants, fittings, fixings and associated ancillary items • hand tools, portable power tools and equipment.			
	4.3 Describe how to confirm that the resources and materials conform to the specification.			
	4.4 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.6 Describe any potential hazards associated with the resources and methods of work.			
	4.7 Describe how to calculate quantity, length, area and wastage associated with the method and procedure to erect timber walls and floors.			
5 Minimise the risk of damage to the work and surrounding area when erecting timber walls and floors.	5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2 Maintain a clear and tidy work space.			
	5.3 Dispose of waste in accordance with current legislation.			
	5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
	5.5 Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6 Complete the work within the allocated time when erecting timber walls and floors.	6.1 Demonstrate completion of the work within the allocated time.			
	6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to: – types of productivity targets and time scales – how times are estimated			

		organisational procedures for reporting circumstances which will affect the work programme.			
7	Comply with the given contract information to erect timber walls and floors to the required specification.	7.1 Demonstrate the following work skills when erecting timber walls and floor structures: – measuring, marking out, fitting, aligning, positioning and securing.			
		7.2 Use and maintain hand tools, portable power tools and ancillary equipment.			
		7.3 Erect and/or install the following to given working instructions: – sole plates – timber frame walls and floors (structural and non- structural). • incorporated structural columns and beams.			
		7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: • extract and transfer data from drawings for the erection of timber walls and floors • provide information for Building Information Modelling (BIM) • identify wall and floor components • line, level and fix sole plates, including damp-proof courses, damp- proof membranes and interaction criteria • erect and install both manually and with mechanical lifting equipment: wall and floor panels (structural and non- structural), loose joist and decking, incorporated structural columns and beams (timber and steel) • erect and install temporary propping, bracing and protection measures • form joints associated with timber frame construction • form openings • install fire stops, cavity barriers, breather membranes and vapour control layers • install floating floors • install insulation to achieve the specified energy and carbon performance • avoid thermal bridging, bypassing and condensation • apply the principles of airtightness and ventilation • install disproportionate collapse components • identify differential movement and settlement			



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