



GQA LEVEL 3 NVQ DIPLOMA IN WOOD OCCUPATIONS (CONSTRUCTION) V2

Qualification Number
610/0134/X

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PERSONAL COMPETENCE SUMMARY

Name	Company/Centre
Job Title	GQA Registration Number

Unit Number	Internal unit no	Pathway 1 Site Joinery, Pathway mandatory units	Level	Credits
F/650/0639	09Bv3	Installing bespoke first fixing components in the workplace	3	18
D/650/0638	10Bv3	Installing bespoke second fixing components in the workplace	3	23
J/650/0450	628v3	Setting up and using transportable cutting and shaping machines in the workplace	2	26
L/650/0641	631v2	Erecting roof structure carcassing components in the workplace	3	26
A/503/2772	209v2	Confirming work activities and resources for an occupational work area in the workplace	3	10
M/503/2915	210v3	Developing and maintaining good occupational working relationships in the workplace	5	8
R/503/2924	211v2	Confirming the occupational method of work in the workplace	3	11
A/503/1170 641	641	Conforming to general health, safety and welfare in the workplace	1	2
Pathway 1-Site joinery -Optional units minimum of 1 unit must be achieved				
T/650/0563	11v3	Erecting structural carcassing components in the workplace	2	20
H/650/0620	25v4	Maintaining non-structural and structural components in the workplace	3	29
Pathway 2-Shopfitting site work-Pathway mandatory units				
A/650/0448	15Bv3	Marking out from setting out details for routine shopfitting products in the work- place	2	12
A/650/0565	20v3	Installing shopfitting frames and finishings in the workplace	2	26
D/650/0566	21v3	Installing shopfitting fitments in the workplace	2	13
H/650/0568	22v3	Installing shopfronts and finishings in the workplace	2	15
J/650/0450	628v3	Setting up and using transportable cutting and shaping machines in the workplace	2	26
A/503/2772	209v2	Confirming work activities and resources for an occupational work area in the workplace	3	10
M/503/2915	210v3	Developing and maintaining good occupational working relationships in the work- place	5	8
R/503/2924	211v2	Confirming the occupational method of work in the workplace	3	11
A/503/1170	641	Conforming to general health, safety and welfare in the workplace	1	2
Pathway 3-Shopfitting-Bench work-Pathway mandatory units				
Y/650/0447	14Bv3	Producing setting out details for routine shopfitting products in the workplace	2	14
A/650/0448	15Bv3	Marking out from setting out details for routine shopfitting products in the work- place	2	12
D/650/0449	16Bv4	Manufacturing routine shopfitting products in the workplace	2	19
A/503/2772	209v2	Confirming work activities and resources for an occupational work area in the workplace	5	10
M/503/2915	210v3	Developing and maintaining good occupational working relationships in the work- place	3	8
R/503/2924	211v2	Confirming the occupational method of work in the workplace	3	11
Y/650/0618	632Bv2	Manufacturing bespoke shopfitting products in the workplace	3	25
K/650/0640	633v2	Setting up and using fixed machinery in the workplace	3	25
A/503/1170	641	Conforming to general health, safety and welfare in the workplace	1	2
Pathway 3-Shopfitting-Bench work-Pathway optional units a minimum of 1 unit must be achieved				
J/650/0621	28v3	Producing CAD setting out details in the workplace	3	30

R/615/8260	472v1	Producing wood and wood-based products using computer numerically controlled/numerically controlled (CNC/NC) machinery in the workplace	2	22
T/650/0617	634Bv2	Producing setting out details for bespoke shopfitting products in the workplace	3	20

	Name and Signature	Date
Candidate		
Lead Assessor		
Internal Verifier		
External Verifier		

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 rear of this book.

Introduction to the Qualification

Who is this Qualification for?

This qualification is aimed at those who are involved in either site carpentry including first and second fixing, those who are involved in shopfitting site work or those who carry out shopfitting bench work. The qualification is at level 3 although there may be some units at different levels. Level 3 qualifications are primarily aimed at those who are fully trained and experienced in a wide range of work activities. It is not expected that candidates working in this industry all do the same activities or use the same equipment and machinery so the qualification has been developed to make it as widely available as possible. All work completed must be carried out in accordance with Building Regulations and Industry recognised safe working practices, including the disposal of waste.

The qualification is structured to ensure that there is a high degree of flexibility within the pathways and units available and will allow employees from companies of all sizes and specialisms equal opportunity to complete. The qualification consists of 3 pathways.

What is required from candidates?

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 404.

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H/650/0568	22v3	Installing shopfronts and finishings in the workplace	2	15
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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 systems
- Safety records
- Training records
- Audio records
- Job specifications and documentation
- Delivery Records
- Witness testimonies
- Correspondence with customers
- Notes and memos
- Photo/video evidence
- Work diaries
- Timesheets
- Telephone Logs
- Meeting records
- Records of toolbox talks
- Equipment
- Prepared materials and sites
- Completed work

Collation of Evidence for Level 3 Qualifications

The definition of a Level 3 NVQ/SVQ is that competence in a broad range of varied work activities is performed in a wide variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy, and control or guidance of others is often required.

By the very nature of this, it is anticipated that Level 3 candidates will be able to provide evidence of their achievement drawn from successful work activities or projects, in other words, real examples of their work over time and range. All evidence should be dated, signed and authenticated/authorised by a recognised responsible person.

The following comments will help in the planning of evidence collection for Level 3 qualifications:

- Level 3 assessments are not normally carried out by the use of checklists
- Level 3 candidates are encouraged to provide evidence of their achievements drawn from their actual current work activities
- In many cases, evidence of achievement is not difficult to find
- Level 3 candidates should produce a CV that clearly indicates their relevant experience and achievement that contribute to the qualification
- A collation of evidence in the form of a Level 3 portfolio may be used to demonstrate competence against the standard
- The evidence must be cross referenced against the NVQ/SVQ standard (and where necessary justified)
- It may be appropriate for Level 3 candidates to undertake the related Level 2 qualification or some Level 2 units as a milestone/interim qualification
- Level 3 qualifications may include units of competence from Level 2 qualifications. If the candidate has already achieved any unit(s) and is regarded as currently competent then he/she will not be required to be reassessed on the same unit(s)
- Assessors will need to carry out performance and knowledge assessments for units/elements/pcs etc but the need for ongoing formal observations should not be as great if the candidate has produced a quality portfolio.
- Some aspects of evidence may be subjected to independent assessment or enhanced external verification to satisfy the requirements of the standards setting body's assessment strategy

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 External Verifier. 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 External Verifier

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.

External Verifiers 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 verification and hold the External Verifier national 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 EV'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 External Verifier 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 External Verifier visits. It is recommended that centre reviews are conducted at minimum every six months by a GQA External Verifier.

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 External Verifier 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 Verification 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 EV 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 in 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.....

Production/Process Activity Guideline

To aid new or established workers, a centre may wish to describe a normal production/process activity relevant to the achievement of the national vocational qualification and identify which units/elements it will contribute to, e.g. the act of preparation for work, implementation and completion will contribute to a number of units of competence.

Production/Process Activity Relevant to the Achievement of this Qualification	Contributory to: Units/Elements

F/650/0639	Installing bespoke first fixing components in the workplace	Level 3	18 Credits
09Bv3			

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:

- bespoke frames (door and/or window)
- shaped linings (door and/or hatch)
- partitions (with openings and change of direction)
- staircases (with turns).

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 bespoke 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 bespoke 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 bespoke first fixing components and describe how and when they are used.			
3 Maintain safe and healthy working practices when installing bespoke first fixing 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 installing bespoke first fixing components.			
	3.2 Demonstrate compliance with given information and relevant legislation when installing bespoke first fixing components in relation to 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.			
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to installing bespoke 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).			

F/650/0639 09Bv3	Installing bespoke first fixing components in the workplace	Level 3	18 Credits
	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 bespoke 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.		
	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 bespoke first fixing components.		
5 Minimise the risk of damage to the work and surrounding area when installing bespoke 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 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 installing bespoke first 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 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 bespoke first fixing components to the required specification.	7.1 Demonstrate the following work skills when installing bespoke first fixing components: –measuring, marking out, fitting, finishing, positioning and securing.		
	7.2 Use and maintain hand and power tools.		

F/650/0639	Installing bespoke first fixing components in the workplace	Level 3	18	Credits
09Bv3				

	7.3 Install at least three of the following to given working instructions: –bespoke frames (door and/or window) –shaped linings (door and/or hatch) –partitions (with openings and change of direction) –staircases (with turns).			
	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 bespoke door and window frames, window boards, shaped linings, partitions full or partial height (with openings and change of direction), plasterboard, staircases (with turns) –form joints associated with bespoke 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 bespoke first fixing components.			
	7.6 Describe the methods of sharpening the hand tools used when installing bespoke first fixing components.			
	7.7 Describe how to maintain the tools and equipment used when installing bespoke first fixing components.			
	7.8 Describe how to sharpen the hand tools used when installing bespoke first fix components.			

Assessor comments/feedback

D/650/0638	Installing bespoke second fixing components in the workplace	Level 3	23 Credits
10Bv3			

The aim of this unit is to ensure the candidate has the skills and knowledge required to confirm competence to install to given working instructions side hung doors (double or pairs), ironmongery (in pair or sets) and mouldings (detailed architrave, skirting)

plus at least one of the following

- accessible service encasement
- bespoke prefabricated units or fitments
- cladding or panelling
- stair components (balustrades, handrails, spindles with turns).

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 bespoke 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', oral and written instructions, sketches, electronic data, official guidance and current building regulations associated with installing bespoke second fixing			
2 Know how to comply with relevant legislation and official guidance when installing bespoke 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 bespoke second fixing 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 installing bespoke second fixing components.			
	3.2 Demonstrate compliance with given information and relevant legislation when installing bespoke second fixing components in relation to 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/650/0638	Installing bespoke second fixing components in the workplace (Continued)	Level 3	23 Credits
10Bv3			
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to installing bespoke 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 bespoke 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 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 install bespoke second fixing components.		
5 Minimise the risk of damage to the work and surrounding area when installing bespoke 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.		
6 Complete the work within the allocated time when installing bespoke 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.		

D/650/0638	Installing bespoke second fixing components in the workplace (Continued)	Level 3	23 Credits
10Bv3			
7 Comply with the given contract information and the required specification to install bespoke second fixing components.	7.1 Demonstrate the following work skills when installing bespoke second fixing components: – measuring, marking out, fitting, finishing, positioning and securing.		
	7.2 Use and maintain hand power tools		
	7.3 Install to given working instructions side hung doors (double or pairs), ironmongery (in pair or sets) and mouldings (detailed architrave, skirting) plus at least one of the following –accessible service encasement –bespoke prefabricated units or fitments –cladding or panelling –stair components (balustrades, handrails, spindles with turns).		
	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 (double or pairs), fire resisting and non-fire resisting doors, door closers, ironmongery (in pairs or sets), detailed architraves, skirting, dado rails, picture rails, internal and external cladding, accessible service encasements, bespoke prefabricated units and stair components (with turns) –form joints associated with bespoke 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 bespoke second fixing components.		
	7.6 Describe how to maintain the tools and equipment used when installing bespoke second fixing components.		
	7.7 Describe how to sharpen the hand tools used when installing bespoke second fix components		

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:

- thicknesser
- 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.			
	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 ancillariespecific risks to health.			

J/650/0450 628v3	Setting up and using transportable cutting and shaping machines in the workplace (Continued)	Level 2	26 Credits
	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.		
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.		

J/650/0450 628v3	Setting up and using transportable cutting and shaping machines in the workplace (Continued)	Level 2	26 Credits
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: –thicknesser –sander (orbital, belt, disc) –router –laminating trimmer –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, planer 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.		

J/650/0450	Setting up and using transportable cutting and shaping machines in the workplace (Continued)	Level 2	26	Credits
628v3				
	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

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

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.			
	3.3 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).			

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

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

T/650/0563	Erecting structural carcassing components in the workplace	Level 2	20
11v3			Credits

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.			
	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).			

T/650/0563 11v3	Erecting structural carcassing components in the workplace	Level 2	20 Credits
	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.		
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 –joists (ground, upper or flat roof), including coverings (flat roofs, decks or floors).		

T/650/0563	Erecting structural carcassing components in the workplace	Level 2	20	
11v3			Credits	
	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

H/650/0620	Maintaining non-structural and structural components in the workplace	Level 3	29 Credits
25v4			

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 three of the following non-structural components to given working instructions in timber, timber-based products, composite materials and metal:

- frames (to include priming the repair)
- mouldings (to include priming the repair)
- floor joist covering (or flat roof)
- sash cords
- windows replacement glazing
- fascias, soffits and bargeboards
- non-structural stair components
- false ceiling.

AND

Repair and/or replace at least two of the following structural components to given working instructions in timber, timber-based products, composite materials and metal::

- stall risers
- structural joists (including support)
- structural rafters (including support)
- structural stair components
- load bearing partitions
- form openings.

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 and structural 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 maintaining non-structural and structural components			
2 Know how to comply with relevant legislation and official guidance when maintaining non-structural and structural 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 maintaining non-structural and structural components and describe how and when they are used.			
3 Maintain safe and healthy working practices when maintaining non-structural and structural 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 maintaining non-structural and structural components.			

H/650/0620 25v4	Maintaining non-structural and structural components in the workplace (Continued)	Level 3	29 Credits
	3.2 Demonstrate compliance with given information and relevant legislation when maintaining non-structural or and structural components in relation to: –safe use of access equipment –safe use, and 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 maintaining non-structural or and structural 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 activities.		
4 Select the required quantity and quality of resources for the methods of work to maintain non-structural and structural 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 and metals, mouldings, sash cord, paint, bricks, tiles, cement, sand, plaster, preservatives, adhesives, sealants and, ironmongery –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 maintain non-structural and structural components.		
5 Minimise the risk of damage to the work and surrounding area when maintaining non-structural and structural 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.		

H/650/0620 25v4	Maintaining non-structural and structural components in the workplace (Continued)	Level 3	29 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 maintaining non-structural and structural 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 maintain non-structural and structural components to the required specification.	7.1 Demonstrate the following work skills when maintaining non-structural or and structural components: –measuring, marking out, fitting, splicing, finishing, positioning and securing.		
	7.2 Use and maintain hand and power tools		
	7.3 Repair and/or replace at least three of the following non-structural components to given working instructions in timber, timber-based products, composite materials and metal: –frames (to include priming the repair) –mouldings (to include priming the repair) –floor joist covering (or flat roof) —sash cords –windows replacement glazing –fascias, soffits and bargeboards –non-structural stair components –false ceiling.		
	7.4 Repair and/or replace at least two of the following structural components to given working instructions in timber, timber-based products, composite materials and metal:: –stall risers –structural joists (including support) –structural rafters (including support) –structural stair components –load bearing partitions –form openings.		

Assessor comments/feedback

H/650/0620	Maintaining non-structural and structural components in the workplace (Continued)	Level 3	29	Credits
25v4				

	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: –replace and repair the following structural components in timber, timber based products, composite materials and metal: stall risers, structural joist (including support), structural rafters (including support) structural stair components, load bearing partitions and form openings –replace and repair the following structural components in timber, timber based products, composite materials and metal: stall risers, structural joist (including support), structural rafters (including support) structural stair components, load bearing partitions and form openings –identify load bearing points –prop and support existing structures –replace frames and mouldings –repair or replace door and window ironmongery –repair and replace guttering and downpipes –repair and replace fascias, soffits and barge boards –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 –work with, around and in close proximity to plant and machinery –use hand and power tools –work at height –use access equipment.			
	7.7 Describe the needs of other occupations and how to effectively communicate within a team when maintaining non-structural and structural components.			
	7.8 Describe how to maintain the tools and equipment used when maintaining non-structural or and structural components.			
	7.9 Describe how to sharpen the hand tools used when maintaining non-structural and structural components.			

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.			

A/650/0448 15Bv3	Marking out from setting out details for routine shopfitting products in the workplace (Continued)	Level 2	12 Credits
	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.		
	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.		

A/650/0448	Marking out from setting out details for routine shopfitting products in the workplace (Continued)	Level 2	12 Credits
15Bv3			
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.		
	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

A/650/0565	Installing shopfitting frames and finishings in the workplace	Level 2	26
20v3			Credits

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.			
	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			

A/650/0565 20v3	Installing shopfitting frames and finishings in the workplace	Level 2	26 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 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.		
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.		

A/650/0565	Installing shopfitting frames and finishings in the workplace	Level 2	26
20v3			Credits
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.		
	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, baulkheads 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.		

A/650/0565	Installing shopfitting frames and finishings in the workplace	Level 2	26 Credits		
20v3					
	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	Installing shopfitting fitments in the workplace	Level 2	13 Credits
21v3			

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.		
	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.		

D/650/0566	Installing shopfitting fitments in the workplace (Continued)	Level 2	13	Credits
21v3				

	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			

H/650/0568	Installing shopfronts and finishings in the workplace	Level 2	15
22v3			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 area when installing shopfronts 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.		

H/650/0568	Installing shopfronts and finishings in the workplace	Level 2	15	Credits
22v3				

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.			
	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

A/503/2772	Confirming Work Activities and Resources for an Occupational Work Area in the Workplace	Level 3	10 Credits
209v2			

The aim of this unit is to ensure that the candidate has the skills and knowledge required to understand and plan work activities to complete the work programme, including how to identify and obtain the necessary resources. Candidates must also understand the factors that can affect progress and the sequence of work carried out, understand the impact of changes to work schedules and why and how to inform relevant people of required changes. 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 Identify work activities, assess required resources and plan the sequence of work.	1.1 Identify work activities, assess required resources and plan the sequence of work.			
	1.2 Identify work activities and formulate a plan for their own sequence of work.			
	1.3 Explain the types of work relative to the occupational area and how to identify different work activities.			
	1.4 Explain methods of assessing the resources needed from a range of available information.			
	1.5 Explain the required information and the different methods used to prepare a work programme relative to the occupational area.			
2 Obtain clarification and advice where the resources required are not available.	2.1 Seek advice and clarity from appropriate sources on resources available and the alternatives that can be used for the work when required resources are not available.			
	2.2 Explain the different sources and methods that can be used to obtain clarification and advice when the required resources are not available.			
3 Evaluate the work activities and the requirements of any significant external factors against the project requirements.	3.1 Assess progress of work against project requirements, taking into account external factors relating to: – other occupations and /or customers – resources – weather conditions – health and safety requirements.			
	3.2 Explain different methods of evaluating work activities against the following project requirements: – contract conditions – contract programme – health and safety requirements of operatives.			
	3.3 Evaluate the requirements of significant external factors that could affect the progress of work, in relation to: – other related programmes – special working conditions – weather conditions – other occupations/people – resources – health and safety requirements.			
4 Identify work activities which influence each other and make the best use of the resources available.	4.1 Determine work activities that have an influence on each other.			
	4.2 Evaluate which work activities make the best use of available resources in relation to: – occupations and/or customers associated with the work – tools, plant and/or ancillary equipment – materials and components.			
	4.3 Explain different methods and sources that can identify which work activities influence each other.			

A/503/2772 209v2	Confirming Work Activities and Resources for an Occupational Work Area in the Workplace (continued)	Level 3	10 Credits
	4.4 Describe how to determine the sequence of work activities and how long each work activity will take.		
	4.5 Describe what zero and low carbon requirements are.		
	4.6 Explain how work activities and different ways of using resources can impact on zero and low carbon requirements, and make a positive contribution to the environment.		
5 Identify changed circumstances that require alterations to the work programme and justify them to decision makers.	5.1 Evaluate project progress against the work programme to identify any changed circumstances.		
	5.2 Inform line management and/or customers on the type and extent of any required changes to the work programme.		
	5.3 Explain how to identify possible alterations to the work programme to meet changed circumstances relating to action lists, method statements, duration, schedules and/or occupation specific requirements.		
	5.4 Explain how to assess contractual/work effects resulting from alterations to the work programme.		
	5.5 Explain the methods used to justify to decision makers on the effects resulting from alterations to the work programme.		

Assessor comments/feedback

M/503/2915	Developing and Maintaining Good Occupational Working Relationships in the Workplace.	Level 5	8 Credits
210v2			

The aim of this unit is to ensure that the candidate has the skills and knowledge required to develop and maintain effective working relationships in communicating information on proposed work activities with colleagues, employers, customers, contractors, suppliers and others involved in or affected by the work activities. Candidates will be required to provide the appropriate level and amount of information and provide clarification and advice where it is required. Candidates must be able to discuss alternatives and options and resolve any differences of opinion in ways that minimise offence and maintain goodwill, trust and respect.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1 Develop, maintain and encourage working relationships to promote good will and trust	1.1 Give appropriate advice and information to relevant people about the occupational work activities and/or associated occupations involved.			
	1.2 Apply the principles of equality and diversity by considering the needs of individuals when working and communicating with others.			
	1.3 Explain the methods and techniques used and personal attributes required to encourage and maintain working relationships that promote goodwill and trust with relevant people.			
	1.4 Explain the principles of equality and diversity and how to apply them when working and communicating with others.			
2 Inform relevant people about work activities in an appropriate level of detail, with the appropriate level of urgency.	2.1 Communicate on the following work activity information to relevant people following organisational procedures: • Appropriate timescales • Health and safety requirements • Co-ordination of work procedures.			
	2.2 Explain the different methods and techniques used to inform relevant people about work activities.			
	2.3 Explain the effects of not informing relevant people with the expected level of urgency.			
	2.4 Explain the different types of work activity related information and to what level of detail the following people would expect to receive: • Colleagues • Employers • Customers • Contractors • Suppliers of products and services • Other people affected by the work/project.			
3 Offer advice and help to relevant people about work activities and encourage questions/requests for clarification and comments.	3.1 Give appropriate advice and information to relevant people about the different methods of carrying out occupational work activities to achieve the required outcome.			
	3.2 Explain the techniques of encouraging questions and/or requests for clarification and comments.			
	3.3 Explain the different ways of offering advice and help to different people about work activities, in relation to: • Progress • Results • Achievements • Occupational problems • Occupational opportunities • Health and safety requirements • Co-ordinated work.			

M/503/2915 210v2	Developing and Maintaining Good Occupational Working Relationships in the Workplace. (continued)	Level 5	8 Credits
4 Clarify proposals with relevant people and discuss alternative suggestions.	4.1 Engage regular discussions with relevant people about the occupational work activity and/or other occupations involved.		
	4.2 Explain the methods of clarifying alternative proposals with relevant people.		
	4.3 Explain the methods of suggesting alternative proposals.		
5 Resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect.	5.1 Examine and agree the work activities that satisfy all people involved and will meet the required outcome of the proposed method of work.		
	5.2 Explain the methods and techniques used to resolve differences of opinion in ways which minimise offence and maintain goodwill, trust and respect.		

Assessor comments/feedback

R/503/2924	Confirming the Occupational Method of Work in the Workplace.	Level 3	11 Credits
211v2			

The aim of this unit is to provide the learner with the knowledge and skills to interpret information from project data to evaluate and confirm work methods that will meet the project requirements, be cost effective and comply with statutory and contractual requirements and taking into account environmental issues. Candidates must be able to communicate recommended methods to all relevant persons.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.ref.no		
1 Assess available project data accurately to determine the occupational method of work.	1.1 Interpret and extract information from drawings, specifications, schedules, manufacturer's information, methods of work, risk assessments and programmes of work.			
	1.2 Explain how to summarise the following project data: • Required quantities • Specifications • Detailed drawings • Health and safety requirements • Timescales • Scope of works.			
	1.3 Explain the different methods of assessing available project data.			
	1.4 Explain how to use project data to interpret the work method, In relation to: • Standard work procedures • Sequence of work • Organisation of resources (people, equipment, materials) • Work techniques • Working conditions (health, safety and welfare) • Risk assessment.			
2 Obtain additional information from alternative sources in cases where the available project data is insufficient.	2.1 Collect and collate additional information from alternative sources to clarify the work to be carried out.			
	2.2 Explain different methods and techniques of obtaining additional information from the following alternative sources when available project data is insufficient: • Customers or representatives • Suppliers • Regulatory authorities • Manufacturer's literature.			
3 Identify work methods that will make best use of resources and meet project, statutory and contractual requirements.	3.1 Examine potential work methods to carry out the occupational work activity.			
	3.2 Determine which work methods will make best use of relevant resources and meet health and safety requirements relating to technical and/or project criteria.			
	3.3 Explain how to identify work methods that make best use of resources and meet project, statutory and contractual requirements against technical criteria, in relation to: • Health and safety welfare (principles of protection) • Fire protection • Access and egress • Equipment availability • Availability of competent workforce • Pollution risk • Waste and disposal • Zero and low carbon outcomes • Weather conditions.			

R/503/2924	Confirming the Occupational Method of Work in the Workplace (continued)	Level 3	11 Credits
211v2			

	3.4 Explain how to identify work methods that make best use of resources and meet project, statutory and contractual requirements against project criteria, in relation to: • Conforming to statutory requirements • Customer and user needs • Contract requirements in terms of time, quantity and quality • Environmental considerations.			
	3.5 Explain how different methods of work can achieve zero/low carbon outcomes.			
4 Confirm and communicate the selected work method to relevant personnel.	4.1 Confirm the selected occupational work method that meets project, statutory and contractual requirements.			
	4.2 Communicate appropriately to relevant people on the selected occupational work method.			
	4.3 Describe the different techniques and methods of confirming and communicating work methods to relevant people.			
	4.4 Explain the principles of equality and diversity and how to apply them when working and communicating with others.			

Assessor comments/feedback

A/503/1170	Conforming to General Health, Safety and Welfare in the Workplace	Level 1	2 Credits
641			

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.			
	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.			

A/503/1170 641	Conforming to General Health, Safety and Welfare in the Workplace (continued)	Level 1	2 Credits
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.		
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.		

Assessor comments

Y/650/0447	Producing setting out details for routine shopfitting products	Level 2	14
14Bv3	in the workplace		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.			
	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.			

Y/650/0447 14Bv3	Producing setting out details for routine shopfitting products in the workplace (Continued)	Level 2	14 Credits
	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.		
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.		

Y/650/0447 14Bv3	Producing setting out details for routine shopfitting products in the workplace (Continued)	Level 2	14 Credits
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.		
	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

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			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, pre-machined 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.		
	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.		

D/650/0449	Manufacturing routine shopfitting products in the workplace	Level 2	19	Credits
16Bv4				

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.			
	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/650/0618	Manufacturing bespoke shopfitting products in the workplace	Level 3	25 Credits
632Bv2			

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 bespoke manufactured shopfitting products (timber, timber based products and/or composite materials and/or metal) to given working instructions, for at least three of the following:

- doors sets
- internal screens
- frames and linings
- shopfront sashes, including associated elements
- panelling or cladding
- units and fitments
- products incorporating any of the following: glass, fabrics, veneers, laminates
- staircases (straight and with turns)
- handrails and balustrades
- shopfitting products with single curvature features
- shopfitting products with double curvature features
- soffits and bulkheads.

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 bespoke shopfitting products.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments, cutting lists 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, cutting lists, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance, component standards and current building regulations associated with manufacturing bespoke products			
2 Know how to comply with relevant legislation and official guidance when manufacturing bespoke 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 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, 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 bespoke shopfitting products and describe how and when they are used.			
3 Maintain safe and healthy working practices when manufacturing bespoke 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 bespoke shopfitting products.			
	3.2 Demonstrate compliance with given information and relevant legislation when manufacturing bespoke shopfitting products for two of the following: –safe use of access equipment –safe use, storage and handling of materials, tools and equipment –specific risks to health.			

Y/650/0618 632Bv2	Manufacturing bespoke shopfitting products in the workplace (Continued)	Level 3	25 Credits
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to manufacturing bespoke 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 bespoke 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, metal, pre-machined components, setting out rods, , glass, plastics, fabrics, veneers, ironmongery, 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 manufacture bespoke shopfitting products.		
5 Minimise the risk of damage to the work and surrounding area when manufacturing bespoke 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.		

Y/650/0618 632Bv2	Manufacturing bespoke shopfitting products in the workplace (Continued)	Level 3	25 Credits
6 Complete the work within the allocated time when manufacturing bespoke 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: –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 bespoke shopfitting products to the required specification.	7.1 Demonstrate the following work skills when manufacturing bespoke 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 bespoke manufactured shopfitting products (timber, timber based products and/or composite materials and/or metal) to given working instructions, for at least three of the following: –doors sets –internal screens –frames and linings –shopfront sashes, including associated elements –panelling or cladding –units and fitments –products incorporating any of the following: glass, fabrics, veneers, laminates –staircases (straight and with turns) –handrails and balustrades –shopfitting products with single curvature features –shopfitting products with double curvature features –soffits and bulkheads.		
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: –fit and assemble bespoke products –produce straight in plan and elevation; door sets, doors, opening windows, units and fitments and panelling and cladding –produce staircases, handrails and balustrades straight and with turns –assemble and bond veneers – hand and machine –produce products with single and double curvature features –produce bespoke products that incorporate associated materials (glass, plastics, fabrics, etc.) –take site and workplace dimensions –proportion 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 tools, portable and power tools, and equipment –requisition material –work at height –use access equipment.		

Y/650/0618	Manufacturing bespoke shopfitting products in the workplace (Continued)	Level 3	25 Credits		
632Bv2					
	7.5 Describe the needs of other occupations and how to effectively communicate within a team when manufacturing bespoke shopfitting products.				
	7.6 Describe how to maintain the tools and equipment used when manufacturing bespoke shopfitting products.				
	7.7 Describe how to sharpen the hand tools used when manufacturing bespoke shopfitting products.				

Assessor comments/feedback

K/650/0640	Setting up and using fixed machinery in the workplace	Level 3	25
633v2			Credits

The aim of this unit is to ensure the candidate has the skills and knowledge required to confirm competence to set up and operate at least six of the following machines:

- circular saw
- planer
- thicknesser
- bandsaw
- morticer
- tenoner
- spindle moulder
- drill
- grinder
- sander
- overhead router.

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 fixed machinery.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments, cutting lists, and manufacturers' information and operating instructions.			
	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, cutting lists, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current regulations governing the use of machinery to set up and use of fixed machinery.			
2 Know how to comply with relevant legislation and official guidance when setting up and using fixed machinery.	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 fixed machinery and describe how and when they are used.			
3 Maintain safe and healthy working practices when setting up and using fixed machinery.	3.1 Use health and safety control equipment and access 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 fixed machinery.			
	3.2 Demonstrate compliance with given information and relevant legislation when setting up and using fixed machinery for two of the following: –safe use of access equipment –safe use, storage and handling of materials, tools and equipment –specific risks to health.			

K/650/0640 633v2	Setting up and using fixed machinery in the workplace	Level 3	25 Credits
	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 fixed machinery, 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. hazards.		
4 Select the required quantity and quality of resources for the methods of work to set up and use fixed machinery.	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:		
	–accessories –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 set up and use fixed machinery.		
5 Minimise the risk of damage to the work and surrounding area when setting up and using fixed machinery.	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 fixed machinery.	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.		

K/650/0640 633v2	Setting up and using fixed machinery in the workplace	Level 3	25 Credits
7 Comply with the given contract information when setting up and using fixed machinery.	7.1 Demonstrate the following work skills when setting up and using fixed machinery : –measuring, marking out, fitting, finishing, positioning and securing.		
	7.2 Use and maintain hand and power tools and safety aids.		
	7.3 Set up and operate at least six of the following machines: –circular saw –planer –thicknesser –bandsaw –morticer –tenoner –spindle moulder –drill –grinder –sander –overhead router.		
	7.4 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: –set up machines: circular saw, planer, thicknesser, bandsaw, morticer, tenoner, spindle moulder, overhead router, drill, grinder and sander –check the operation of machines –cut material to size and shape –plane materials to size –change sawblades (circular and band), planer knives, morticer tooling, tenoner and spindle moulder cutting blocks –form mortice in materials –change abrasive wheels and discs –cut section straight and shaped –grind, finish and texture surfaces –drill and tap materials –recognise and determine when specialist skills and knowledge are required and report accordingly –identify and follow the quality requirements –use hand and power tools, and equipment –requisition material –work at height –use access equipment.		
	7.5 Describe the needs of other occupations and how to effectively communicate within a team when setting up and using fixed machinery.		
	7.6 Describe how to maintain the safety aids, tools and equipment used when setting up and using fixed machinery.		

Assessor comments/feedback

J/650/0621	Producing CAD setting out details in the workplace	Level 3	30 Credits
28v3			

The aim of this unit is to ensure the candidate has the skills and knowledge required to confirm competence to produce CAD setting out details, by use of pre-developed programme, to given working instructions for:

- products straight in plan and elevation
- products with single curvature details.

Candidates must also be able to produce working drawings to given working instructions and produce cutting lists complete with details of materials to given working instructions.

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 CAD setting out details.	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, component standards, oral and written instructions, sketches, electronic data, official guidance and current building regulations associated with producing CAD setting out details. and.			
2 Know how to comply with relevant legislation and official guidance when producing CAD setting out details.	2.1 Describe their responsibilities regarding potential accidents, health hazards and environment whilst working: – in the workplace, 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 CAD setting out details and describe how and when they are used.			
3 Maintain safe and healthy working practices when producing CAD setting out details.	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 CAD setting out details.			
	3.2 Demonstrate compliance with give information and relevant legislation when producing CAD setting out details for the following: –methods of work –safe use of visual display equipment –safe use of health and safety control equipment –safe use, storage and handling of materials –specific risks to health.			

J/650/0621 28v3	Producing CAD setting out details in the workplace	Level 3	30 Credits
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to producing CAD setting out details, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: –correct position and type of workstation equipment (anti-glare monitor, mouse arm supports, seat, keyboard) –collective protective measures –personal protective equipment (PPE).		
	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 CAD setting out details.	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, non-ferrous timber based products, composite materials, metals, plastics, fabrics, glass and ironmongery, –computers, setting out programmes –fitting and fixings –CAD equipment.		
	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 produce CAD setting out details.		
5 Minimise risk of damage to the work and the surrounding area when producing CAD setting out details.	5.1 Maintain a clear and tidy work space.		
	5.2 Dispose of waste in accordance with current legislation.		
	5.3 Describe how to protect work from loss and damage from general workplace activities.		
	5.4 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 CAD setting out details.	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.		

J/650/0621	Producing CAD setting out details in the workplace	Level 3	30	Credits
28v3				

7 Comply with the given contract information to produce CAD setting out details to the required specification.	7.1 Demonstrate the following work skills when producing CAD setting out details: –inputting data using a keyboard, operating a mouse, customising settings, file managing, backing-up information, enhancing features, coding components and multi-layering details.			
	7.2 Use and maintain equipment.			
	7.3 Produce CAD setting out details, by use of pre-developed programme, to given working instructions for: –products straight in plan and elevation –products with single curvature details.			
	7.4 Produce working drawings to given working instructions.			
	7.5 Produce cutting lists complete with details of materials to given working instructions.			
	7.6 Monitor and validate the accuracy of output of the CAD setting out details.			
	7.7 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: –set out by CAD; products straight in plan and elevation –set out by CAD; products with single curvature details –monitor and validate output –take site and workplace dimensions –produce cutting lists with materials –proportion joints associated with the products to be produced –requisition material –present products on visual display unit equipment –use visual display unit equipment (including but not limited to anti-glare monitor, mouse arm supports, seat type and position, keyboard position) –provide information for Building Information Modelling (BIM) –recognise and determine when specialist skills and knowledge are required and report accordingly –use CAD equipment.			
	7.8 Describe the needs of other occupations and how to effectively communicate within a team when producing CAD setting out details.			
	7.9 Describe how to maintain CAD tools and equipment.			

Assessor comments/feedback

R/615/8260	Producing wood and wood-based products using computer numerically controlled/numerically controlled (CNC/NC) machinery in the workplace	Level 2	22 Credits
472v1			

The aim of this unit is to ensure the candidate has the skills and knowledge required to produce wood and wood-based products using computer numerically controlled/numerically controlled (CNC/NC) machinery in the workplace.

The unit requires candidates to prepare, set up, operate and maintain the following CNC/NC machines (one from list A or two from list B) to produce wood and wood-based products to given working instructions:

List A:

- high-speed router
- window centre.

List B:

- o single-end tenoner
- o double-end tenoner
- o panel saw
- o morticing machines
- o lathe
- o four-sided planer
- o sanding machine
- o boring machine
- o shaping machine
- o edge bander
- o spindle moulder

- beam saw

Candidates are also required to be able to set up and change appropriate tooling to meet the requirements

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 wood and wood-based products using computer numerically controlled/numerically controlled (CNC/NC) machinery.	1.1 Interpret and extract information from drawings, specifications, schedules, cutting lists, risk assessments and manufacturers' information.			
	1.2 Comply with information and/or instructions derived from risk assessments and method statement.			
	1.3 State 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, risk assessments, manufacturers' information and legislation governing wood machining.			
2 Know how to comply with relevant legislation and official guidance when producing wood and wood-based products using computer numerically controlled/numerically controlled (CNC/NC) machinery	2.1 Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, with tools, tooling and equipment, with materials and substances, with movement of materials and by manual 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 State what the accident reporting procedures are and who is responsible for making reports.			
3 Maintain safe working practices when producing wood and wood-based products using computer numerically controlled/numerically controlled (CNC/NC) machinery.	3.1 Use personal protective equipment (PPE) safely to carry out the activity in accordance with all current legislation and approved Codes of Practice when producing wood and wood-based products using computer numerically controlled/numerically controlled (CNC/NC) machinery.			
	3.2 Explain why and when personal protective equipment (PPE) should be used, relating to producing wood and wood-based products using computer numerically controlled/numerically controlled (CNC/NC) machinery, and the types, purpose and limitations of each type.			

R/615/8260 472v1	Producing wood and wood-based products using computer numerically controlled/numerically controlled (CNC/NC) machinery in the workplace (Continued)	Level 2	22 Credits
	3.3 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, accidents and other task-related hazards.		
4 Select the required quantity and quality of resources for the methods of work to produce wood and wood-based products using computer numerically controlled/numerically controlled (CNC/NC) machinery.	4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: – CNC machinery – NC machinery – wood materials – wood-based materials – lubricants – hand tools and ancillary equipment.		
	4.2 Select resources associated with own work in relation to materials, components, tools, tooling and equipment and dimensional control aids as appropriate.		
	4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used.		
	4.4 Outline potential hazards associated with the resources and method of work.		
	4.5 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to produce wood and wood-based products using computer numerically controlled/numerically controlled (CNC/NC) machinery.		
5 Minimise the risk of damage to the work and surrounding area when producing wood and wood-based products using computer numerically controlled/numerically controlled (CNC/NC) machinery.	5.1 Protect the work, equipment and its surrounding area from damage.		
	5.2 Minimise damage and maintain a clean work space.		
	5.3 Describe how to protect work and equipment from damage and the purpose of protection in relation to general workplace activities and other occupations.		
	5.4 Remove waste in accordance with legislation.		
	5.5 State why the removal of waste should be carried out in relation to the work.		
6 Complete the work within the allocated time when producing wood and wood-based products using computer numerically controlled/numerically controlled (CNC/NC) machinery.	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 progress charts, estimated times and deadlines – organisational procedures for reporting circumstances which will affect the work programme.		

Assessor comments/feedback

R/615/8260	Producing wood and wood-based products using computer numerically controlled/numerically controlled (CNC/NC) machinery in the workplace (Continued)	Level 2	22 Credits
472v1			

7 Comply with the given contract information to produce wood and wood-based products using computer numerically controlled/numerically controlled (CNC/NC) machinery to the required specification.	7.1 Demonstrate the following work skills when producing wood and wood-based products using computer numerically controlled/numerically controlled (CNC/NC) machinery: – measuring, marking out, adjusting, fitting, finishing, positioning and securing.			
	7.2 Prepare, set up, operate and maintain the following CNC/ NC machines (one from list A or two from list B) to produce wood and wood- based products to given working instructions: List A: – high-speed router – window centre. List B: – single-end tenoner – double-end tenoner – panel saw – morticing machines – lathe – four-sided planer – sanding machine – boring machine – shaping machine – edge bander – spindle moulder – beam saw.			
	7.3 Set up and change appropriate tooling to meet the requirements.			
	7.4 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – prepare and set up the CNC/NC machinery – operate the CNC/NC machinery – maintain the CNC/NC machinery – identify the compatibility of materials with machines – identify how damage to materials and machines can be avoided – identify the correct use of lubricants – identify the relevant dimensional control aids and their uses – identify and report defects and discrepancies in materials and machines – set up and change appropriate tooling – identify the types and suitability of tooling – identify the scope and limitations of the machine – select the appropriate machine for the work to be carried out – use hand tools, power tools and equipment.			
	7.5 Safely use and store hand tools and ancillary equipment.			
	7.6 State the needs of other occupations and how to communicate within a team when producing wood and wood-based products using computer numerically controlled/ numerically controlled (CNC/NC) machinery.			
	7.7 Describe how to maintain the tools and equipment used when producing wood and wood-based products using computer numerically controlled/numerically controlled (CNC/ NC) machinery.			

Assessor comments/feedback

T/650/0617	Producing setting out details for bespoke shopfitting products in the workplace	Level 3	20 Credits
634Bv2			

The aim of this unit is to ensure the candidate has the skills and knowledge required to confirm competence to produce setting out details, marking out and cutting lists for bespoke shopfitting products (timber, timber based products and/or composite materials and/or metal) to given working instructions; for at least three of the following:

- doors
- frames and linings
- shopfront sashes, including associated elements
- units and fitments
- framed panelling and/or cladding
- – products incorporating any of the following: glass, fabrics, veneers
- staircases (straight and with turns)
- handrails and balustrades
- shopfitting products with single curvature features
- shopfitting products with double curvature features
- soffits and bulkheads.

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 bespoke shopfitting products.	1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments, cutting lists 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, cutting lists, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance, component standards and current regulations governing buildings associated with producing setting out details for bespoke products.			
2 Know how to comply with relevant legislation and official guidance when producing setting out details for bespoke shopfitting products.	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 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 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 bespoke shopfitting products and describe how and when they are used.			
3 Maintain safe and healthy working practices when producing setting out details for bespoke 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 bespoke shopfitting products.			
	3.2 Demonstrate compliance with given information and relevant legislation when producing setting out details for bespoke 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.			

T/650/0617 634Bv2	Producing setting out details for bespoke shopfitting products in the workplace (Continued)	Level 3	20 Credits
	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 bespoke 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 bespoke 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, paper rods, glass, plastic, fabric, non-ferrous metal, ironmongery, adhesives, – fittings and fixings – marking and testing tools and equipment.		
	4.3 Describe how to confirm 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/procedure to produce setting out details for bespoke shopfitting products.		
5 Minimise the risk of damage to the work and surrounding area when producing setting out details for bespoke 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.		

T/650/0617 634Bv2	Producing setting out details for bespoke shopfitting products in the workplace (Continued)	Level 3	20 Credits
6 Complete the work within the allocated time when producing setting out details for bespoke 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: –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 bespoke shopfitting products to the required specification.	7.1 Demonstrate the following work skills when producing setting out details for bespoke shopfitting products: –measuring, marking out and drawing.		
	7.2 Use and maintain hand marking and testing tools, and power tools.		
	7.3 Produce setting out details, marking out and cutting lists for bespoke shopfitting products (timber, timber based products and/or composite materials and/or metal) to given working instructions; for at least three of the following: –doors –frames and linings –shopfront sashes, including associated elements –units and fitments –framed panelling and/or cladding –products incorporating any of the following: glass, fabrics, veneers –staircases (straight and with turns) –handrails and balustrades –shopfitting products with single curvature features –shopfitting products with double curvature features –soffits and bulkheads.		
	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, mark out and produce cutting lists for bespoke products –produce straight in plan and elevation: door sets, doors, sliding sash windows, units and fitments, panelling and cladding –produce staircases, handrails and balustrades, straight and with turns –produce products with single and double curvature features by geometrical development relating to the above items –take site and workplace dimensions –proportion joints associated with the product and construction methods –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 installation quality requirements –work with, around and in close proximity to plant and machine –use hand, marking and testing tools, and power tools –work at height –use access equipment.		

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	7.5 Describe the needs of other occupations and how to effectively communicate within a team when producing setting out details for bespoke shopfitting products.				
	7.6 Describe how to maintain the tools and equipment used when producing setting out details for bespoke shopfitting products.				

Assessor comments/feedback

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