

Level 2 NVQ Diploma in Wood Occupations (Construction) (6571 - 21,22,23,24,25,26)

July 2020 Version 4.0

**Candidate Logbook/Work-Based Evidence Record
Mandatory Units**

Level 2 NVQ Diploma in Wood Occupations (Construction) (6571-21,22,23,24,25,26)



Candidate Logbook/Work -Based Evidence Record Mandatory Units

Qualification title	City & Guilds qualification number	Qualification Accreditation Number (QAN)
Level 2 NVQ Diploma in Wood Occupations (Construction)- Site Carpentry	6571-21	601/5843/8
Level 2 NVQ Diploma in Wood Occupations (Construction)- Architectural Joinery	6571-22	601/5843/8
Level 2 NVQ Diploma in Wood Occupations (Construction)- Structural Post and Beam Carpentry	6571-23	601/5843/8
Level 2 NVQ Diploma in Wood Occupations (Construction)- Light Structural Timber Framing	6571-24	601/5843/8
Level 2 NVQ Diploma in Wood Occupations (Construction)- Timber Frame Erection	6571-25	601/5843/8
Level 2 NVQ Diploma in Wood Occupations (Construction)- Timber Decks and Cladding	6571-26	601/5843/8

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Version and date	Change detail	Section
3.4 October 2018	Minor amendments to all units	Units
3.3 September 2017	Rules of combination amended for POS 21 and 22 Unit 611 replaced with unit 651 Unit 258 added	ROC Units
3.2 March 2016	City & Guilds Group statement updated Phone numbers deleted Minor amendments to the following units: 248, 611, 714	Useful contacts Useful contacts Units
4.0 July 2020	Title amended	

Contents

1	About your Candidate Logbook/Work -Based Evidence Record	5
1.1	Contact details	5
1.2	Introduction to the logbook	6
2	About your approved centre	7
3	About candidates	9
4	Qualification assessment	10
4.1	Before you start your qualification	10
4.2	The assessment process	11
5	Using your logbook	12
5.1	Candidate job profile	13
5.2	Units	14
5.3	Skill scan/initial assessment – Mandatory units	20
5.4	Tracking Document	27
5.5	On site assessment plan/feedback	33
5.6	On site observation report	34
5.7	Professional discussion supplementary evidence sheet	35
5.8	Oral questioning supplementary evidence sheet	36
5.9	Photographic supplementary evidence	37
5.10	Work-based recorder/expert witness details	38
5.11	Assessor continuation sheet	39
5.12	Signature Sheet	40
Unit 101	Conforming to general health, safety and welfare in the workplace	41
Unit 103	Installing frames and linings in the workplace	47
Unit 104	Installing internal mouldings in the workplace	53
Unit 206	Assembling and erecting heavy timber framework – post and beam in the workplace	60
Unit 218	Conforming to productive working practices in the workplace	69
Unit 241	Fabricating timber framework in the workplace	73
Unit 247	Erecting timber roof structures in the workplace	81
Unit 248	Fabricating timber framework in the workplace	88
Unit 258	Installing fire resisting timber door assemblies and doorsets in the workplace	96
Unit 298	Maintaining non -structural carpentry work in the workplace	103
Unit 301	Confirming the occupational method of work in the workplace	111
Unit 608	Moving, handling and storing resources in the workplace	116
Unit 651	Manufacturing routine architectural joinery products in the workplace	123
Unit 702	Setting out timber framework in the workplace	131
Unit 714	Setting up and using transportable cutting and shaping machines in the workplace	139
Appendix 1	Summary of City & Guilds assessment policies	147

1 About your Candidate Logbook/ Work-Based Evidence Record



1.1 Contact details

Candidate name	
Candidate address	
Centre name	
Centre number	
Programme start date	
City & Guilds registration number	
Date of registration with City & Guilds	

This Candidate Logbook/Work-Based Evidence Record is your personal achievement in practical work carried out mostly in the workplace and knowledge assessments achieved. It may not be possible to replace this document, therefore it should be kept in good condition and in a safe place to be used by you to record your progress.

Once completed, you must keep this portfolio for a period of three years. During this time your training centre can request that you submit your portfolio to them. This will be returned to you.

Keep a record of relevant contact details in the space provided below. You may find it helpful to make a note of phone numbers and e-mail addresses here.

Your Assessor(s)	
Internal Quality Assurer (IQA)	
Quality Consultant (QC)	

1.2 Introduction to the logbook

This logbook will help you complete the units in **Level 2 NVQ Diploma in Wood Occupations (Construction) (6571)**. It contains forms you can use to record your evidence of what you have done.

There are 6 pathways within the Diploma. You should discuss and agree with your assessor /tutor which pathway and which units you are going to work towards. This Logbook contains the **14 mandatory units** only. The optional and elective units can be found in a zip file on the City & Guilds Website.

About City & Guilds

City & Guilds is your awarding body for this qualification. City & Guilds is the UK's leading awarding body for vocational qualifications.

Information about City & Guilds and our qualifications is available on our website **www.cityandguilds.com**.

2 About your approved centre

Types of approved centres

Assessment for your qualification will be carried out at your centre. Your centre may be your place of work, a college, training provider or a combination of these.

City & Guilds approves centres to offer their qualifications and regularly monitors them to make sure they meet our quality standards and follow our assessment policies.

Centre responsibilities

Your centre is responsible for the administration of your qualification. Centre staff will:

- register you with City & Guilds
- give you your City & Guilds enrolment number
- apply for your certificate(s) when you have completed your qualification or units.

Centres are also responsible for supporting you as you work towards your NVQ. Centres will:

- carry out an initial assessment with you
- tell you about any learning or training (and resources) you will need to help you complete your qualification
- provide an induction programme to explain how the assessment process works
- produce an assessment plan for you.

Assessment roles

The following people at your centre will help you achieve your qualification.

The Assessor

The assessor is the person you will have the most contact with as you work towards your qualification. Your assessor will:

- help you identify any training you need
- agree an assessment plan with you
- help you plan and organise your workload and evidence
- observe you carrying out your job in the workplace over a period of time
- ask you questions about the work you do
- make decisions about your evidence
- judge when you are competent and meet the national standards
- give you feedback about your evidence and competence.

You may have more than one assessor depending on which units of the qualification you take.

The Internal Quality Assurer (IQA)

The Internal Quality Assurer (IQA) maintains the quality of assessment within the centre.

The Work-Based Recorder /Expert Witness

The role of the work-based recorder/expert witness is to:

- observe you carrying out work activities
- take photographs as evidence of work carried out
- authenticate work based recordings and testimonies
- ensure all work meets current industrial standards
- ensure all work is carried out in a safe manner
- be in regular communication with your assessor to evaluate your performance on site
- try to make sure you get the relevant work experience needed to meet the criteria of your NVQ
- provide support, guidance and motivation to help you complete your NVQ successfully

3 About candidates

Candidate role and responsibilities

Your responsibilities as a City & Guilds candidate are to:

- provide your centre with your personal details so you can be registered with City & Guilds
- participate in an initial assessment and induction
- agree a personal assessment plan with your assessor
- collect and organise your evidence as agreed in your assessment plan
- attend regular meetings with your assessor to discuss your progress and to amend your plan when required
- meet with other centre and City & Guilds staff to talk about your qualification and evidence
- make sure you understand and comply with health and safety law and regulations.

Your centre **may** ask you to agree and sign a learning contract with them to show how you will be assessed for your qualification.

Learner registration number

Make sure you keep a note of your unique City & Guilds registration number on the front page of this logbook.

Moving to a new centre

If you change jobs or move to a new centre before you complete your qualification, you may be able to complete it at a new centre. Ask your centre to apply for any certificates of unit credit for you before you leave, and add them to your records.

A new centre will need your candidate enrolment number, your assessment records and evidence to help you complete your qualification.

4 Qualification assessment

4.1 Before you start your qualification

Initial assessment

Before you start work on your qualification you will meet with your assessor to discuss what you need to do to complete your qualification. This can include:

- checking you are taking the right qualification level
- checking you have chosen suitable units
- identifying any training or learning you will need to help you gain your qualification
- agreeing an assessment plan
- signing a learning contract.

Skill scan

As part of this meeting, you will discuss the skills and knowledge you may already have, and decide how this can be used towards your qualification. This process is sometimes called a skill scan.

There is a Skill Scan Form in this logbook you can use to record the skills you may already have.

4.2 The assessment process

Once you have chosen your units you will make and agree an assessment plan with your assessor. This will show:

- the units the plan covers
- when you will be assessed
- where the assessment will take place
- what you will be doing
- what evidence you will produce
- who will assess you.

The plan should also indicate the methods of assessment to be used to collect your evidence.

Evidence can include:

- direct observation in the workplace by a qualified assessor
- witness testimony of work carried out by you in the workplace written by an expert witness
- questioning – this could be verbal, written or computer based
- other evidence which can include photographs or personal accounts.

Assessment requirements

Site Observations (SO) should be conducted in the workplace by your Assessor. For individual criteria not directly observed, evidence of your ability to complete a number of different tasks to confirm competence must be recorded.

Types of evidence

SO = Site Observation

OQ = Oral Question

WQ = Written Question & Answer

WT = Witness Testimony

PS = Photographic Supplementary

PD = Professional Discussion

The following people at your centre will explain the assessment and recording process and help you achieve your unit(s).

The assessor/tutor

The assessor/tutor is the person you will have the most contact with as you work towards your unit(s). You may have more than one assessor/tutor depending on which unit(s) you take or you may be assessed by a person who is not your tutor.

The Internal Quality Assurer (IQA)

The IQA maintains the quality of assessment within the centre.

The Qualification Consultant (QC)

The QC works for City & Guilds and helps to ensure that your centre meets the required standards for quality and assessment.

5 Using your logbook

Recording forms

This logbook contains all of the forms you and your assessor will need to plan, review and organise your evidence. Your assessor will be able to help you decide which forms you need to complete and help you fill them in.

Candidate job profile

You can use this form to record your personal details if you don't already have a Candidate Résumé/ CV.

Skill scan/Initial assessment

This can be used to record the skills and knowledge you may already have. This may be part of your initial assessment.

Overall unit sign-off

You can use this form to log your achievement of the units for the whole qualification including completion of assignments and online assessment

On-site assessment plan/feedback

You and your assessor will use this form to plan each assessment session. Your assessor will use this form to give feedback on the task. It will also enable you and your assessor to plan what actions need to be done before the next session.

On-site observation report

Your assessor will complete during observation. You will both sign this as a true record.

Professional discussion supplementary evidence sheet

To be completed by you, your work-based recorder or another witness to evidence meeting assessment criteria that could not be signed off during direct observation with your assessor.

Oral questioning supplementary evidence sheet

Your assessor will use this form to log any additional questions and answers asked during observation or to mop up any missing evidence.

Photographic supplementary evidence

Use this form to include a photo and brief description of the task being carried out.

Work-based recorder details

To be completed by your work-based recorders to confirm occupational competence.

Assessor briefing and report continuation sheet

Additional space for your assessor to make notes

Signature sheet

This is used to record the details of staff that will provide you with witness testimony.

Units

These record where the evidence you produce meets the requirements of the unit. You should give each piece of evidence an evidence reference number.

Please photocopy these forms as many times as required to log the evidence.

5.1 Candidate job profile



If you already have your own CV you can use that instead of this form.

Candidate name:	
Place of work:	
Assessor:	

Outline of job role :

Previous roles & responsibilities relevant to the qualification:

Previous qualification and training relevant to the qualification

Qualification/Training	Where achieved	Date achieved	Grade

5.2 Units

To achieve the **Level 2 NVQ Diploma in Wood Occupations (Construction) – Site Carpentry (6571-21)**, learners must achieve a total **62** credits. **10** credits must be achieved from the mandatory units and a minimum **52** credits from the optional units available.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
Mandatory					
101	A/503/1170	1	Conforming to General Health Safety and Welfare in the Workplace	2	
218	J/503/1169	2	Conforming to Productive Working Practices in the Workplace	3	
608	F/503/1171	2	Moving, Handling and Storing Resources in the Workplace	5	
Optional					
235	M/503/2641	2	Erecting Structural Carcassing Components in the Workplace	20	
258	N/A	2	Installing fire resisting timber door assemblies and doorsets in the workplace	37	
259	K/503/3402	2	Installing First Fixing Components in the Workplace	18	
276	T/503/3404	2	Installing Second Fixing Components in the Workplace	23	
298	T/503/2642		Maintaining Nonstructural Carpentry Work in the Workplace	14	
714	T/506/5172		Setting Up and Using Transportable Cutting and Shaping Machines in the Workplace	24	

To achieve the **Level 2 NVQ Diploma in Wood Occupations (Construction) – Architectural Joinery (6571-22)**, learners must achieve **41** credits in total. **29** credits must be achieved from the mandatory units and a minimum of **12** credits from the optional units available.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
Mandatory					
101	A/503/1170	1	Conforming to General Health Safety and Welfare in the Workplace	2	7
218	J/503/1169	2	Conforming to Productive Working Practices in the Workplace	3	10
651	N/A	2	Manufacturing Routine Architectural Joinery Products in the Workplace	19	63
608	F/503/1171	2	Moving, Handling and Storing Resources in the Workplace	5	17
Optional					
614	M/506/4974		Marking Out from Setting Out Details for Routine Architectural Joinery Products in the Workplace	12	40
714	T/506/5172	2	Setting Up and Using Transportable Cutting and Shaping Machines in the Workplace	24	80
727	K/506/4973	2	Producing Setting Out Details for Routine Architectural Joinery Products in the Workplace	14	47

To achieve the **Level 2 NVQ Diploma in Wood Occupations (Construction) – Structural Post and Beam Carpentry (6571-23)**, you must achieve **73** credits from the mandatory units.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
	Mandatory				
101	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	2	7
206	R/503/2731	2	Assembling and erecting heavy timber framework– post and beam in the workplace	23	77
218	J/503/1169	2	Conforming to productive working practices in the workplace	3	10
241	J/503/2726	2	Fabricating timber framework in the workplace	22	73
608	F/503/1171	2	Moving, handling and storing resources in the workplace	5	17
702	K/503/2721	2	Setting out timber framework in the workplace	18	60

To achieve the **Level 2 NVQ Diploma in Wood Occupations (Construction) – Light Structural Timber Framing (6571-24)**, you must achieve **57** credits from the mandatory units.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
	Mandatory				
101	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	2	7
103	L/503/2632	1	Installing frames and linings in the workplace	10	33
104	M/503/2638	1	Installing internal mouldings in the workplace	12	40
218	J/503/1169	2	Conforming to productive working practices in the workplace	3	10
298	T/503/2642	2	Maintaining nonstructural carpentry work in the workplace	14	47
301	R/503/2924	3	Confirming the occupational method of work in the workplace	11	37
608	F/503/1171	2	Moving, handling and storing resources in the workplace	5	17

To achieve the **Level 2 NVQ Diploma in Wood Occupations (Construction) – Timber Frame Erection (6571-25)**, learners must achieve **56** credits from the mandatory units. Learners may also achieve additional **10** credits from the elective unit available, but they will not count towards the qualification.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
	Mandatory				
101	A/503/1170	1	Conforming to General Health Safety and Welfare in the Workplace	2	7
218	J/503/1169	2	Conforming to Productive Working Practices in the Workplace	3	10
247	D/506/4985		Erecting Timber Roof Structures in the Workplace	23	77
248	R/506/4983		Erecting Timber Walls and Floors in the Workplace	23	77
608	F/503/1171		Moving, Handling and Storing Resources in the Workplace	5	17
	Elective				
715	R/506/3929		Slinging and Signalling the Movement of Suspended Loads in the Workplace	10	33

To achieve the **Level 2 NVQ Diploma in Wood Occupations (Construction) – Timber Decks and Cladding (6571-26)**, learners must achieve **54** credits in total. **34** credits must be achieved from the mandatory units and a minimum **20** credits from the optional units available.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
Mandatory					
101	A/503/1170		Conforming to General Health Safety and Welfare in the Workplace	2	
218	J/503/1169		Conforming to Productive Working Practices in the Workplace	3	
608	F/503/1171		Moving, Handling and Storing Resources in the Workplace	5	
714	T/506/5172		Setting Up and Using Transportable Cutting and Shaping Machines in the Workplace	24	
Optional					
262	F/503/2496		Installing Low Level Timber Decks in the Workplace	20	
272	M/503/2736		Installing Rainscreen Wall Cladding Systems in the Workplace	25	
283	T/503/2737		Installing Specialised Wall Cladding and Bespoke Systems in the Workplace	25	
287	A/503/2738		Installing Timber Wall Cladding Systems in the Workplace	25	
320	L/503/2498		Installing Elevated Timber Decks in the Workplace	25	

5.3 Skill scan/initial assessment – Mandatory units



Qualification title: **Level 2 NVQ Diploma in Wood Occupations (Construction)**

Qualification No: **6571**

Candidate name: _____

Unit	Duties	Examples	Training Required
101	Conforming to general health, safety and welfare in the workplace		
	Comply with all workplace health, safety and welfare legislation requirements.		
	Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures.		
	Comply with organisational policies and procedures to contribute to health, safety and welfare.		
	Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area.		
	Comply with and support all organisational security arrangements and approved procedures.		
103	Installing frames and linings in the workplace		
	Know how to comply with relevant legislation and official guidance when installing frames and linings		
	Maintain safe working practices when installing frames and linings		
	Select the required quantity and quality of resources for the methods of work to install frames and linings		
	Minimise the risk of damage to the work and surrounding area when installing frames and linings		
	Complete the work within the allocated time when installing frames and linings		

Comply with the given contract information to install frames and linings to the required specification

104	Installing internal mouldings in the workplace		
	Know how to comply with relevant legislation and official guidance when installing internal mouldings		
	Maintain safe working practices when installing internal mouldings		
	Select the required quantity and quality of resources for the methods of work to install internal mouldings		
	Minimise the risk of damage to the Work and surrounding area when installing internal mouldings		
	Complete the work within the allocated time when installing internal mouldings		
	Comply with the given contract information to install internal moulding to the required specification		
206	Assembling and erecting heavy timber framework – post and beam in the workplace		
	Interpret the given information relating to the work and resources when assembling and erecting heavy timber framework (post and beam)		
	Know how to comply with relevant legislation and official guidance when assembling and erecting heavy timber framework (post and beam)		
	Maintain safe working practices when assembling and erecting heavy timber framework (post and beam)		
	Select the required quantity and quality of resources for the methods of work to assemble and erect heavy timber framework (post and beam)		
	Minimise the risk of damage to the work and surrounding area when assembling and erecting heavy timber framework (post and beam)		
	Complete the work within the allocated time when assembling and erecting heavy timber framework (post and beam)		
	Comply with the given contract information to assemble and erect heavy timber framework (post and beam) to the required specification		
218	Conforming to productive working practices in the workplace		

	Communicate with others to establish productive work practices.		
	Follow organisational procedures to plan the sequence of work.		
	Maintain relevant records in accordance with the organisational procedures.		
	Maintain good working relationships when conforming to productive working practices.		
247	Erecting timber roof structures in the workplace		
	Interpret the given information relating to the work and resources when erecting timber roof structures		
	Know how to comply with relevant legislation and official guidance when erecting timber roof structures		
	Maintain safe and healthy working practices when erecting timber roof structures		
	Select the required quantity and quality of resources for the methods of work to erect timber roof structures		
	Minimise the risk of damage to the work and surrounding area when erecting timber roof structures		
	Complete the work within the allocated time when erecting timber roof structures		
	Comply with the given contract information to erect timber roof structures to the required specification		
248	Erecting timber walls and floors in the workplace		
	Interpret the given information relating to the work and resources when erecting timber walls and floors		
	Know how to comply with relevant legislation and official guidance when erecting timber walls and floors		
	Maintain safe working practices when erecting timber walls and floors		
	Select the required quantity and quality of resources for the methods of work to erect timber walls and floors		
	Minimise the risk of damage to the work and surrounding area when erecting timber walls and floors		
	Complete the work within the allocated time when erecting timber walls and floors.		

Comply with the given contract information to erect timber walls and floors to the required specification.

241	Fabricating timber framework in the workplace		
	Interpret the given information relating to the work and resources when fabricating timber framework		
	Know how to comply with relevant legislation and official guidance when fabricating timber framework		
	Maintain safe working practices when fabricating timber framework		
	Select the required quantity and quality of resources for the methods of work to fabricate timber framework.		
	Minimise the risk of damage to the work and surrounding area when fabricating timber framework		
	Complete the work within the allocated time when fabricating timber framework		
	Comply with the given contract information to fabricate timber framework to the required specification		
258	Installing fire resisting timber door assemblies and doorsets in the workplace		
	Interpret the given information relating to the work and resources when installing fire resisting timber door assemblies and doorsets		
	Know how to comply with relevant legislation and official guidance when installing fire resisting timber door assemblies and doorsets.		
	Maintain safe and healthy working practices when installing fire resisting timber door assemblies and doorsets.		
	Select the required quantity and quality of resources for the methods of work to install fire resisting timber door assemblies and doorsets.		
	Minimise the risk of damage to the work and surrounding area when installing fire resisting timber door assemblies and doorsets.		
	Complete the work within the allocated time when installing fire resisting timber door assemblies and doorsets.		

	Comply with the given contract information to install fire resisting timber door assemblies and doorsets to the required specification		
298	Maintaining non-structural carpentry work in the workplace		
	Interpret the given information relating to the work and resources when maintaining non-structural carpentry work.		
	Know how to comply with relevant legislation and official guidance when maintaining non-structural carpentry work.		
	Maintain safe working practices when maintaining non-structural carpentry work.		
	Select the required quantity and quality of resources for the methods of work to maintain non-structural carpentry work		
	Minimise the risk of damage to the work and surrounding area when maintaining non-structural carpentry work.		
	Complete the work within the allocated time when maintaining non-structural carpentry work		
	Comply with the given contract information to maintaining non structural carpentry work to the required specification		
301	Confirming the occupational method of work in the workplace		
	Assess available project data accurately to determine the occupational method of work		
	Obtain additional information from alternative sources in cases where the available project data is insufficient		
	Identify work methods that will make best use of resources and meet project statutory and contractual requirements		
	Confirm and communicate the selected work method to relevant personnel		
608	Moving, handling and storing resources in the workplace		
	Comply with given information when moving, handling and/or storing resources.		

	Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources.		
	Maintain safe working practices when moving, handling and/or storing resources.		
	Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources.		
	Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources.		
	Complete the work within the allocated time when moving, handling and/or storing resources.		
	Comply with the given occupational resource information to move, handle and/or store resources to the required guidance.		
651	Manufacturing routine architectural joinery products in the workplace		
	Interpret the given information relating to the work and resources when manufacturing routine architectural joinery products.		
	Know how to comply with relevant legislation and official guidance when manufacturing routine architectural joinery products.		
	Maintain safe and healthy working practices when manufacturing routine architectural joinery products.		
	Select the required quantity and quality of resources for the method of work to manufacture routine architectural joinery products.		
	Minimise the risk of damage to the work and surrounding area when manufacturing routine architectural joinery products.		
	Complete the work within the allocated time when manufacturing routine architectural joinery products.		
	Comply with the given contract information to manufacture routine architectural joinery products to the required specification.		
702	Setting out timber framework in the workplace		

	Interpret the given information relating to the work and resources when setting out timber framework.		
	Know how to comply with relevant legislation and official guidance when setting out timber framework.		
	Maintain safe working practices when setting out timber framework.		
	Select the required quantity and quality of resources for the methods of work to set out timber framework.		
	Minimise the risk of damage to the work and surrounding area when setting out timber framework.		
	Complete the work within the allocated time when setting out timber framework.		
	Comply with the given contract information to set out timber framework to the required specification.		
714	Setting up and using transportable cutting and shaping machines in the workplace		
	Interpret the given information relating to the work and resources when setting up and using transportable cutting and shaping machines.		
	Know how to comply with relevant legislation and official guidance when setting up and using transportable cutting and shaping machines		
	Maintain safe working practices when setting up and using transportable cutting and shaping machines		
	Select the required quantity and quality of resources for the methods of work to set up and use transportable cutting and shaping machines.		
	Minimise the risk of damage to the work and surrounding area when setting up and using transportable cutting and shaping machines		
	Complete the work within the allocated time when setting up and using transportable cutting and shaping machines		
	Comply with the given contract information to set up and use transportable cutting and shaping machines to the required specification.		

5.4 Tracking Document



To achieve the **Level 2 NVQ Diploma in Wood Occupations (Construction) – Site Carpentry (6571-21)**, learners must achieve a total **62** credits. **10** credits must be achieved from the mandatory units and a minimum of **52** credits from the optional units available

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
608	2	Moving, handling and storing resources in the workplace	5		
Optional units					
235	2	Erecting structural carcassing components in the workplace	20		
258	2	Installing fire resisting timber door assemblies and doorsets in the workplace	37		
259	2	Installing first fixing components in the workplace	18		
276	2	Installing second fixing components in the workplace	23		
298	2	Maintaining non structural carpentry work in the workplace	14		
714	2	Setting up and using transportable cutting and shaping machines in the workplace	24		

To achieve the **Level 2 NVQ Diploma in Wood Occupations (Construction) – Architectural Joinery (6571 -22)**, learners must achieve **41** credits in total. **29** credits must be achieved from the mandatory units and a minimum **12** credits from the optional units available.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
651	2	Manufacturing routine architectural joinery products in the workplace	19		
608	2	Moving, handling and storing resources in the workplace	5		
Optional units					
614	2	Marking out from setting out details for routine architectural joinery products in the workplace	12		
704	2	Setting up and using transportable cutting and shaping machines in the workplace	24		
727	2	Producing setting out details for routine architectural joinery products in the workplace	14		

To achieve the **Level 2 NVQ Diploma in Wood Occupations (Construction) – Structural Post and Beam Carpentry (6571-23)**, you must achieve **73** credits from the mandatory units.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
206	2	Assembling and erecting heavy timber framework – post and beam in the workplace	23		
218	2	Conforming to productive working practices in the workplace	3		
241	2	Fabricating timber framework in the workplace	22		
608	2	Moving, handling and storing resources in the workplace	5		
702	2	Setting out timber framework in the workplace	18		

To achieve the **Level 2 NVQ Diploma in Wood Occupations (Construction) – Light Structural Timber Framing (6571-24)**, you must achieve **57** credits from the mandatory units.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
103	1	Installing frames and linings in the workplace	10		
104	1	Installing internal mouldings in the workplace	12		
218	2	Conforming to productive working practices in the workplace	3		
298	2	Maintaining non structural carpentry work in the workplace	14		
301	3	Confirming the occupational method of work in the workplace	11		
608	2	Moving, handling and storing resources in the workplace	5		

To achieve the **Level 2 NVQ Diploma in Wood Occupations (Construction) – Timber Frame Erection (6571-25)**, you must achieve **56** credits from the mandatory units.

You may also achieve additional **10** credits from the elective unit available, but they will not count towards the qualification.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
237	2	Erecting timber roof structures in the workplace	27		
238	2	Erecting timber walls and floors in the workplace	23		
608	2	Moving, handling and storing resources in the workplace	5		
Elective unit					
715	2	Slings and signalling the movement of suspended loads in the workplace	8		

To achieve the **Level 2 NVQ Diploma in Wood Occupations (Construction) – Timber Decks and Cladding (6571-26)**, you must achieve **54** credits in total. **34** credits must be achieved from the mandatory units and a minimum **20** credits from the optional units available.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
Mandatory units					
101	1	Conforming to general health, safety and welfare in the workplace	2		
218	2	Conforming to productive working practices in the workplace	3		
608	2	Moving, handling and storing resources in the workplace	5		
714	2	Setting up and using transportable cutting and shaping machines in the workplace	24		
Optional units					
262	2	Installing low level timber decks in the workplace	20		
272	2	Installing rainscreen wall cladding systems in the workplace	25		
283	2	Installing specialised wall cladding and bespoke systems in the workplace	25		
287	2	Installing timber wall cladding systems in the workplace	25		
320	3	Installing elevated timber decks in the workplace	25		

5.5 On site assessment plan/feedback



Portfolio e vidence reference:	
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Candidate name:		Date:	
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Candidate prepared for assessment	Yes / No	Candidate requires support	Yes / No
Candidate briefed on appeals procedure	Yes / No	Support required	Yes / No

Assessment location/address and postcode:

Type of work to be carried out:

Assessor feedback:

(Use Assessor continuation sheet if required)

Forward Planning:

Candidate signature:		Date:
Assessor name:	Assessor signature:	Date:
IQA name:	IQA signature:	Date:

5.6 On site observation report



Portfolio e vidence reference:	
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Candidate name:		Date:	
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Candidate prepared for assessment	Yes / No	Candidate requires support	Yes / No
Candidate briefed on appeals procedure	Yes / No	Support required	Yes/ No

Assessment location/address and postcode:

Learning outcome reference	Assessor observation: (Use Assessor continuation sheet if required)

Candidate signature:		Date:
Assessomame:	Assessor signature:	Date:
IQA name:	IQA signature:	Date:

5.7 Professional discussion supplementary evidence sheet



Unit number:		Portfolio e vidence reference:	
Candidate name:		Date:	

Completed by: (please tick)

Candidate: ☐ **Work-based Recorder** ☐ **Witness** ☐

Learning outcome reference

Written evidence:

Reading taken (eg flow rates, pressure, temperature):

Candidate signature:	Date:
Assessor/Work-Based Recorder name:	Date:
Assessor/Work-Based Recorder signature:	Date:
IQA name:	IQA signature:
	Date:

5.8 Oral questioning supplementary evidence sheet



Unit number:		Portfolio e vidence reference:	
Candidate name:		Date:	

Assessor question:	Candidate answer:
Assessor feedback:	

Candidate signature:		Date:
Assessomame:	Assessor signature:	Date:
IQA name:	IQA signature:	Date:

5.9 Photographic supplementary evidence



Unit number:		Portfolio e vidence reference:	
Candidate name:		Date:	

Brief description of task being carried out in the photograph to be completed by the candidate):

(Attach photo in this box)

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Where the photograph was taken

Candidate signature:		Date:
Assessor name:	Assessor signature:	Date:
IQA name:	IQA signature:	Date:

5.10 Work-based recorder/expert witness details



If a work-based recorder/expert witness is to be used to confirm your competence in the workplace (system to be agreed by assessor) then to meet the requirements of the construction industry qualification assessment strategy (as agreed by the key industry bodies) he/she must be occupationally competent, endorsed by the employer the IQA or the assessor. The designated work-based recorder should ordinarily be your immediate work supervisor. It is recognised that over the lifetime of the qualification you may be allocated more than one work-based recorder. The requirements detailed below therefore **must** be completed by each work-based recorder allocated to you.

I confirm I am suitably experienced or qualified in line with the industry requirements for work-based recorders detailed above. I acknowledge that I will only counter sign documentation requested by the candidate where to my knowledge only the candidate has completed the work and on the understanding that the work has been carried out to a commercially acceptable standard.

Work-Based Recorder name:	
Work-Based Recorder signature:	Date:

I confirm that I am suitably experienced or qualified in line with the industry requirements for work-based recorders detailed above. I acknowledge that I will only counter sign documentation requested by the candidate where to my knowledge only the candidate has completed the work and on the understanding that the work has been carried out to a commercially acceptable standard.

Work-Based Recorder name:	
Work-Based Recorder signature:	Date:

I confirm that I am suitably experienced or qualified in line with the industry requirements for work-based recorders detailed above. I acknowledge that I will only counter sign documentation requested by the candidate where to my knowledge only the candidate has completed the work and on the understanding that the work has been carried out to a commercially acceptable standard.

Work-Based Recorder name:	
Work-Based Recorder signature:	Date:

5.11 Assessor continuation sheet
On site assessment plan/feedback
On site observation



Portfolio e vidence reference:	
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Candidate name:		Date:	
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Candidate signature:		Date:
Assessomame:	Assessor signature:	Date:
IQA name:	IQA signature:	Date:

5.12 Signature Sheet



Candidate name:		Date:	
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Anyone who witnesses and signs a piece of the candidate's evidence must provide a specimen signature in the table below

[illegible]

Unit 101

Conforming to general health, safety and welfare in the workplace

Level: 1

Unit aim:

This unit is about awareness of relevant current statutory requirements and official guidance, responsibilities of self and others, relating to workplace health, safety and welfare, personal behaviour and security in the workplace.

*PER– Portfolio evidence reference SO– Site observation OQ– Oral question WQ– Written question WT– Witness testimony
PS– Product supplementary PD– Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Comply with all workplace health, safety and welfare legislation requirements.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
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 control equipment safely to carry out the activity in accordance with legislation and organisational requirements							
1.3	comply with :							
	a. statutory requirements							
	b. 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:							

a. collective protective measures							
b. Personal Protective Equipment (PPE)							
c. Respiratory Protective Equipment (RPE)							
d. 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:							
a. health, safety and welfare legislation							
b. notices and warning signs are relevant to the occupational area and associated equipment							
1.7 state why:							
a. health, safety and welfare legislation							
b. notices and warning signs are relevant to the occupational area and associated equipment							
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.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
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:							
	a. resources							
	b. substances							
	c. asbestos							
	d. equipment							
	e. obstructions							
	f. storage							
	g. services							
	h. 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.							

3. Comply with organisational policies and procedures to contribute to health, safety and welfare.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
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:							
	a. dealing with accidents and emergencies associated with the work and environment							
	b. methods of receiving or sourcing information							
	c. reporting							
	d. stopping work							
	e. evacuation							
	f. fire risks and safe exit procedures							
	g. consultation and feedback							
3.7	state the appropriate types of fire extinguishers relevant to the work							
3.8	state how and where 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.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
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:							
a. recognising when to stop work in the face of serious and imminent danger to self and/or others							
b. contributing to discussions and providing feedback							
c. reporting changed circumstances and incidents in the workplace							
d. 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.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 provide appropriate support for security arrangements in accordance with approved procedures:							
a. during the working day							
b. on completion of the day's work							
c. for unauthorised personnel (other operatives and the general public)							
d. for theft							
5.2 state how security arrangements are implemented in relation to:							
a. the workplace							
b. the general public							
c. site personnel							
d. resources.							

Unit 101

Conforming to general health, safety and welfare in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 103 Installing frames and linings in the workplace

Level: 1

Unit aim:

The aim of this unit is to provide you with an awareness of:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing and fixing frames and linings

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Know how to comply with relevant legislation and official guidance when installing frames and linings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 describe the different types of relevant instruction used with the method/procedure to install frames and linings							
1.2 describe your responsibilities under current legislation and official guidance whilst working:							
a. in the workplace							
b. below ground level							
c. at height							
d. in confined spaces							
e. with tools and equipment							
f. with materials and substances							
g. with movement/storage of materials and by manual handling and mechanical lifting							

1.3	describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
	a. site							
	b. workplace							
	c. company							
	d. operative							
1.4	state what the accident reporting procedures are and who is responsible for making reports							
1.5	state the types of fire extinguishers available when installing frames and linings and describe how and when they are used.							

2. Maintain safe working practices when installing frames and linings.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	use health and safety control equipment and access equipment/working platforms (if applicable) safely to carry out the activity in accordance with legislation and organisational requirements when installing frames and linings							
2.2	state why and when health and safety control equipment, identified by the principles of protection, should be used relating to installing frames and linings, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
	a. collective protective finishes							
	b. Personal Protective Equipment (PPE)							
	c. Respiratory Protective Equipment (RPE)							
	d. Local Exhaust Ventilation (LEV)							
2.3	describe how the relevant health and safety control equipment should be used in accordance with the given							
2.4	state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related hazards.							

3. Select the required quantity and quality of resources for the methods of work to install frames and linings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 select resources associated with own work in relation to:							
a. materials							
b. components							
c. fixings							
d. tools and equipment							
3.2 describe the characteristics, quality, usesustainability, limitations, and defects associated with the resources in relation to:							
a. timber							
b. manufactured sheet material							
c. frames							
d. window boards							
e. linings							
f. adhesives							
g. sealants							
h. fixings and associated ancillary items							
i. hand and/or powered tools and equipment							
3.3 state how the resources should be used correctly							
3.4 outline any potential hazards associated with the resources and method of work							
3.5 describe how to calculate							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to install frames and linings.							

4. Minimise the risk of damage to the work and surrounding area when installing frames and linings.										
You must be able to:				*PER	SO	OQ	WQ	WT	PS	PD
4.1	protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures									
4.2	minimise damage and maintain a clean work space									
4.3	dispose of waste in accordance with legislation									
4.4	describe how to protect work from damage and the purpose of protection in relation to:									
	a. general workplace activities									
	b. other occupations									
	c. adverse weather conditions									
4.5	state 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. environmental responsibilities									
	b. organisational procedures									
	c. manufacturers'information									
	d. statutory regulations									
	e. official guidance.									

5. Complete the work within the allocated time when installing frames and linings.											
You must be able to:					*PER	SO	OQ	WQ	WT	PS	PD
5.1	demonstrate completion of the work within the allocated time										
5.2	state the purpose of the work programme										
5.3	state why deadlines should be kept in relation to agreed start and finish times.										

6. Comply with the given contract information to install frames and linings to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate the following work skills when installing frames and linings:							
a. measuring							
b. marking out							
c. fitting							
d. finishing							
e. positioning							
f. securing							
6.2 install frames (door and/or window) and linings (door and/or hatch) to given working instructions							
6.3 safely use and handle materials							
6.4 safely use hand tools, portable power tools and ancillary equipment							
6.5 safely store the materials, tools and equipment used when installing frames and linings							
6.6 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. prepare and fix standard door and window frames and window boards, linings							
b. form joints associated with first fixing							
c. use hand tools, power tools and equipment							
d. work at height							
e. use access equipment							
6.7 state the needs of other occupations and how to effectively communicate with a team when installing frames and linings							
6.8 describe how to maintain the tools and equipment used when installing frames and linings.							

Unit 103 Installing frames and linings in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved ~~the~~ requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 104 Installing internal mouldings in the workplace

Level: 2

Unit aim:

The aim of this unit is to provide you with an awareness of:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing and fixing architrave and skirting

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Know how to comply with relevant legislation and official guidance when installing internal mouldings.							
You must be able to:		*PER	SO	OQ	WQ	WT	PS PD
1.1 describe the different types of relevant instruction used with the method/procedure to install internal mouldings							
1.2 describe your responsibilities under current legislation and official guidance whilst working:							
a. in the workplace							
b. below ground level							
c. at height							
d. in confined spaces							
e. with tools and equipment							
f. with materials and substances							
g. with movement/storage of materials and by manual handling and mechanical lifting							
1.3 describe the organisational security procedures for tools, equipment and personal belongings in relation to:							

a. site							
b. company							
c. workplace							
d. operative							
1.4 state what the accident reporting procedures are and who is responsible for making reports							
1.5 state the types of fire extinguishers available when installing internal mouldings and describe how and when they are used.							

2. Maintain safe working practices when installing internal mouldings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing internal mouldings							
2.2 state why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing internal mouldings, and the types, purpose and limitations of each type, the work situation and the work environment, in relation to:							
a. collective protective finishes							
b. Personal Protective Equipment (PPE)							
c. Respiratory Protective Equipment (RPE)							
d. Local Exhaust Ventilation (LEV)							
2.3 describe how the relevant health and safety control equipment should be used in accordance with the given instructions							
2.4 state how emergencies should be responded to in accordance with organisational authorisation and personal skills with involved with fires, spillages, injuries and other task-related hazards							
a. fires							
b. spillages							
c. injuries							
d. other task-related hazards.							

3. Select the required quantity and quality of resources for the methods of work to install internal mouldings
--

You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 select resources associated with own work in relation to:							
a. materials							
b. components							
c. fixings							
d. tools and equipment							
3.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:							
a. architrave							
b. skirting							
c. dado rails							
d. picture rails							
e. fixings and associated ancillary items							
f. hand and/or powered tools and equipment							
3.3 state how the resources should be used correctly							
3.4 outline any potential hazards associated with the resources and method of work							
3.5 describe how to calculate							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to install internal mouldings.							

4. Minimise the risk of damage to the work and surrounding area when installing internal mouldings.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
4.2	minimise damage and maintain a clean work space							
4.3	dispose of waste in accordance with legislation							
4.4	describe how to protect work from damage and the purpose of protection in relation to general workplace activities other occupations and adverse weather conditions							
4.5	state why the disposal of waste should be carried out in relation to the work in accordance:with							
	a. environmental responsibilities							
	b. organisational procedures							
	c. manufacturers' information							
	d. statutory regulations							
	e. official guidance.							

5. Complete the work within the allocated time when installing internal mouldings.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1	demonstrate completion of the work within the allocated time							
5.2	state the purpose of the work programme							
5.3	state why deadlines should be kept in relation to agreed start and finish times.							

6. Comply with the given contract information to install internal mouldings to the required specification.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
6.1 demonstrate the following work skills when installing internal mouldings:								
a. measuring								
b. marking out								
c. fitting								
d. finishing								
e. positioning and securing								
6.2 install architrave and skirting and/or mouldings requiring scribes and mitres to given working instructions								
6.3 safely use and handle materials								
6.4 safely use hand tools, portable power tools and ancillary equipment								
6.5 safely store the materials, tools and equipment used when installing internal mouldings								
6.6 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed rectify them, to:								
a. prepare and fix:								
• architraves								
• skirtings								
• dado rails								
• picture rails								
• mouldings								
• mitre and scribe								
• scribe to irregular surfaces								
• return mouldings across width and thickness								
b. use hand tools, power tools and equipment								
c. work at height								
d. use access equipment								

6.7	state the needs of other occupations and how to communicate within a team when installing internal mouldings							
6.8	state how to sharpen the hand tools used when installing internal mouldings							
6.9	describe how to maintain the tools and equipment used when installing internal mouldings.							

Unit 104 Installing internal mouldings in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 206 Assembling and erecting heavy timber framework – post and beam in the workplace

Level: 2

Unit aim:

The aim of this unit is to provide you with an awareness of:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing, assembling and erecting heavy timber framework

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when assembling and erecting heavy timber framework (post and beam).								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract relevant information from :								
a. drawings								
b. specifications								
c. schedules								
d. method statements								
e. risk assessments								
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:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. information							
g. regulations governing buildings.							

2. Know how to comply with relevant legislation and official guidance when assembling and erecting heavy timber framework (post and beam).							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities under current legislation and official guidance whilst working:							
a. in the workplace							
b. below ground level							
c. in confined spaces							
d. at height							
e. with tools and equipment							
f. with materials and substance							
g. with movement/storage of materials and by manual handling and mechanical lifting							
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe working practices when assembling and erecting heavy timber framework (post and beam).								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	use health and safety control equipment and access equipment (if applicable) safely to carry out the activity in accordance with legislation and organisational requirements when assembling and erecting heavy timber framework (post and beam)							
3.2	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to assembling and erecting heavy timber framework (post and beam), and the types, purposes and limitations of each type, the work situation and general work environment, in relation to:							
	a. collective protective measures							
	b. Personal Protective Equipment (PPE)							
	c. Respiratory Protective Equipment (RPE)							
	d. Local Exhaust Ventilation (LEV)							
3.3	describe how the relevant health and safety control equipment should be used in accordance with the given instructions							
3.4	state how emergencies should be responded to in accordance with organisational authorisation and personal duties involved with							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related hazards.							

4. Select the required quantity and quality of resources for the methods of work to assemble and erect heavy timber framework (post and beam).								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1 select resources associated with own work in relation to:								
a. materials								
b. components								
c. pegs								
d. fixings								
e. tools and equipment								
4.2 describe the characteristics, quality, usesustainability, limitations and defects associated with the resources in relation to:								
a. timber, pre-fabricated components								
b. pegs, metal fixings, glues and resin products								
c. mechanical lifting equipment, appliances and accessories								
d. hand and handheld power tools and equipment								
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported								
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources								
4.5 describe any potential hazards associated with the resources and method of work								
4.6 describe how to calculate								
a. quantity								
b. length								
c. area								
d. wastage associated with the method/procedure to assemble and erect heavy timber framework (post and beam).								

5. Minimise the risk of damage to the work and surrounding area when assembling and erecting heavy timber framework (post and beam).										
You must be able to:				*PER	SO	OQ	WQ	WT	PS	PD
5.1	protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures									
5.2	minimise damage and maintain a clean 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									
	a. general workplace activities									
	b. other occupations									
	c. adverse weather conditions									
5.5	explain why the disposal of waste should be carried out safely in accordance with									
	a. environmental responsibilities									
	b. organisational procedures									
	c. manufacturers' information									
	d. statutory regulations and official guidance									

6. Complete the work within the allocated time when assembling and erecting heavy timber framework (post and beam).													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
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:												
	a. types of progress charts, timetables and estimated times												
	b. organisational procedures for reporting circumstances which will affect the work programme.												

7. Comply with the given contract information to assemble and erect heavy timber framework (post and beam) to the required specification.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
7.1	demonstrate the following work skills when assembling and erecting heavy timber framework (post and beam):							
	a. measuring							
	b. marking out							
	c. levelling							
	d. plumbi ng							
	e. aligning							
	f. cuttin g							
	g. fitting							
	h. fixing							
	i. finish ing							
	j. positioning							
	k. securing							
7.2	prepare, assemble and erect heavy timber framework to given working instructions for:							
	a. walls (structural and/or non -structural)							
	b. floors							
	c. roofs							
7.3	safely use and handle materials							
7.4	safely use and maintain :							
	a. hand tools							
	b. hand-held portable power tools							
	c. ancillary equipment							

7.5	safely store the materials, tools and equipment used when assembling and erecting heavy timber framework (post and beam)						
7.6	safely conduct lifting operations as appropriate to the work						
7.7	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:						
	a. unload and handle prefabricated components						
	b. determine angles and lengths						
	c. calculate geometrical angles						
	d. determine graded timber tree anatomy and growth rates, shrinkage and defects						
	e. assess the milling and cleaving process						
	f. determine how the conversion method affects the end use						
	g. form joints associated with structural and nonstructural timber frame components						
	h. brace in-situ components to form or support structural and/or nonstructural frameworks						
	i. assemble heavy timber framework walls, (structural and/or nonstructural), floors and roofs (trusses, purlins, hips, valleys)						
	j. erect heavy timber framework walls, (structural and/or nonstructural), floors and roofs						
	k. peg assemblies						
	l. work with lifting and hoisting equipment						
	m. finish surfaces (sand blasting, pest control, oiling and end sealing)						
	n. use hand tools, power tools and equipment						
	o. use power tools/machines						
	p. work at height						
	q. use access equipment						
7.8	describe the needs of other occupations and how to effectively communicate within a team when assembling and erecting heavy timber framework (post and beam)						
7.9	describe how to maintain the tools and equipment used when assembling and erecting heavy timber framework (post and beam).						

Unit 206 Assembling and erecting heavy timber framework – post and beam in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 218

Conforming to productive working practices in the workplace

Level: 2

Unit aim:

The aim of this unit is to provide you with an awareness of:

- productive communication with line management, colleagues and customers
- interpreting information
- planning and carrying out productive work practices
- working with others or as an individual

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question

WT – Witness testimony

PS – Product supplementary

PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1 Communicate with others to establish productive work practices.										
You must be able to:				*PER	SO	OQ	WQ	WT	PS	PD
1.1	communicate in an appropriate manner with line management, colleagues and/or customers to ensure that work is carried out productively									
1.2	describe the different methods of communicating with:									
	a. line management									
	b. colleagues									
	c. customers									
1.3	describe how to use different methods of communication to ensure that the work carried out is productive.									

2 Follow organisational procedures to plan the sequence of work.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	interpret relevant information from organisational procedures in order to plan the sequence of work							
2.2	plan the sequence of work, using appropriate resources, in accordance with organisational procedures to ensure work is completed productively							
2.3	describe how organisational procedures are applied to ensure work is planned and carried out productively, relation to:							
	a. using resources for own and other's work requirements							
	b. allocating appropriate work to employees							
	c. organisingthe work sequence							
	d. reducing carbon emissions							
2.4	describe how to contribute to zero/low carbon work outcomes within the built environment.							

3 Maintain relevant records in accordance with the organisational procedures.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	complete relevant documentation according to the occupation as required by the organisation							
3.2	describe how to complete and maintain documentation in accordance with organisational procedures, in relation to:							
	a. job cards							
	b. worksheets							
	c. material/resource lists							
	d. time sheets							
3.3	explain the reasons for ensuring documentation is completed clearly and within given timescales.							

4 Maintain good working relationships when conforming to productive working practices.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	carry out work productively, to the agreed specification, in conjunction with line management, colleagues, customers and/or other relevant people involved in the work to maintain good working relationships							
4.2	apply the principles of equality and diversity and respect the needs of individuals when communicating and working with others							
4.3	describe how to maintain good working relationships, in relation to :							
	a. individuals							
	b. customer and operative							
	c. operative and line management							
	d. own and other occupations							
4.4	describe why it is important to work effectively with:							
	a. line management							
	b. colleagues							
	c. customers							
4.5	describe how working relationships could have an effect on productive working							
4.6	describe how to apply principles of equality and diversity when communicating and working with others.							

Unit 218 Declaration

Conforming to productive working practices in the workplace

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 241 Fabricating timber framework in the workplace

Level: 2

Unit aim:

The aim of this unit is to provide you with an awareness of:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- fitting and assembling components for fabricated structural timber floors, walls and roofs

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony

PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when fabricating timber framework.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. cutting lists							
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:							
	a. drawings							
	b. specifications							
	c. method statements							
	d. risk assessments							
	e. cutting lists							
	f. information relating to historical timber framing and post and beam construction.							

2. Know how to comply with relevant legislation and official guidance when fabricating timber framework								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	describe your responsibilities under current legislation and official guidance whilst working:							
	a. in the workplace							
	b. at height							
	c. in confined spaces							
	d. with tools and equipment							
	e. with materials and substances							
	f. with movement/storage of materials and by manual handling and mechanical lifting							
2.2	describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
	a. site							
	b. workplace							
	c. company							
	d. operative							
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 fabricating timber framework and describe how and when they are used.							

3. Maintain safe working practices when fabricating timber framework.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	use health and safety control equipment and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when fabricating timber framework							
3.2	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to fabricating timber framework, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
	a. collective protective measures							
	b. Personal Protective Equipment (PPE)							
	c. Respiratory Protective Equipment (RPE)							
	d. Local Exhaust Ventilation (LEV)							
3.3	describe how the relevant health and safety control equipment should be used in accordance with the given instructions							
3.4	state how emergencies should be responded to in accordance with organisational authorisation and personal when involved with:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other taskrelated hazards.							

4. Select the required quantity and quality of resources for the methods of work to fabricate timber framework.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1 select resources associated with own work in relation to:								
a. materials and structural components								
b. timber and metal fixings								
c. tools								
d. machines and equipment								
4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:								
a. timber, manufactured sheet material								
b. pegs and metal fixings								
c. marking and leveling tools and equipment								
d. hand tools and hand held power tools and equipment								
e. power tools/machines								
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported								
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources								
4.5 describe any potential hazards associated with the resources and method of work								
4.6 describe how to calculate:								
a. quantity								
b. length								
c. area associated with the method/procedure to fabricate timber framework.								

5. Minimise the risk of damage to the work and surrounding area when fabricating timber framework.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1	protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
5.2	minimise damage and maintain a clean 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							
	a. general workplace activities							
	b. other occupations							
	c. adverse weather conditions							
5.5	explain why the disposal of waste should be carried out safely in accordance with							
	a. environmental responsibilities							
	b. organisational procedures							
	c. manufacturers' information							
	d. statutory regulations and official guidance.							

6. Complete the work within the allocated time when fabricating timber framework.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
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:							
	a. types of progress charts, timetables and estimated times							
	b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to fabricate timber framework to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when fabricating timber framework:							
a. measuring							
b. marking out							
c. jointing							
d. fitting							
e. marking							
f. finishing							
g. positioning							
h. securing							
7.2 fabricate, assemble and carpenter mark components to given working instructions for:							
a. timber wall and floor components (structural and/or non -structural)							
b. timber pitched roof components							
7.3 store components ready for transportation/use to given instructions							
7.4 safely use and handle materials							
7.5 safely use and maintain hand tools, hand -held portable power tools, power tools/machines and ancillary equipment							
7.6 safely store the materials, tools and equipment used when fabricating timber framework							
7.7 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. cut, shape, fit and assemble components to fabricate structural and/or non-structural timber walls and floor components							
b. cut, shape, fit and assemble components for structural timber pitched roofs							
c. mark and drill offset peg holes							
d. make different types of pegs							
e. make carpenter marks							

f. use roofing squares and layout methods							
g. apply the theorem of Pythagoras							
h. determine geometrical angles							
i. determine graded timber tree anatomy and growth rates, shrinkage and defects							
j. assess the milling and cleaving process							
k. form specialised joints associated with heavy structural timber framework components							
l. store components ready for transportation and use							
m. work with lifting and hoisting equipment (an awareness of the necessity for user certification)							
n. use hand tools, hand-held power tools, specialised power tools/machines and equipment							
o. work at height							
p. use access equipment							
7.8 describe the needs of other occupations and how to effectively communicate within a team when fabricating timber framework							
7.9 describe how to maintain the tools and equipment used when fabricating timber framework.							

Unit 241 Erecting timber roof structures in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 247 Erecting timber roof structures in the workplace

Level: 2

Unit aim:

The aim of this unit is to provide you with an awareness of:

interpreting information

adopting safe and healthy working practices

selecting materials, components and equipment

erecting wall and floor structures

*PER– Portfolio evidence reference SO– Site observation OQ– Oral question WQ– Written question WT– Witness testimony

PS– Product supplementary PD– Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when erecting timber roof structures.							
You must be able to:		*PER	SO	OQ	WQ	WT	PS PD
1.1 interpret and extract relevant information from:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. manufacturers' information							
1.2 comply with information and/or instructions derived from risk assessments and method statement							

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:						
	a. drawings						
	b. specifications						
	c. schedules						
	d. method statements						
	e. risk assessments						
	f. manufacturers' information						
	g. electronic data						
	h. current regulations associated with erecting timber frame roof structures.						

2. Know how to comply with relevant legislation and official guidance when erecting timber roof structures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:							
a. in the workplace							
b. in confined spaces							
c. at height							
d. with tools and equipment							
e. with materials and substances							
f. with movement/storage of materials and by manual handling and mechanical lifting.							
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							

3. maintain safe and healthy working practices when erecting timber roof structures								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when erecting timber roof structures							
3.2	demonstrate compliance with given information and relevant legislation when erecting timber roof structures in relation to:							
	a. safe use of access equipment							
	b. safe handling of materials							
	c. safe use and storage of materials, tools and equipment							
	d. specific risks to health							
3.3	explain why and when health and safety control equipment, identified by the principles of protection should be used, relating to erecting timber roof structures, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
	a. collective protective measures							
	b. personal protective equipment (PPE)							
	c. respiratory protective equipment (RPE)							
	d. 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 related hazards.							

4. Select the required quantity and quality of resources for the methods of work to erect timber roof structures .								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
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:							
	a. timber							
	b. steel							
	c. timber/non-timber material							
	d. trussed rafters							
	e. fire stops							
	f. vapour control layers							
	g. insulation							
	h. preservatives							
	i. adhesives							
	j. sealants							
	k. fixings and associated ancillary items							
	l. hand and/or powered tools and equipment							
4.3	describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4	explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5	describe any potential hazards associated with the resources and method of work							
4.6	describe how to calculate quantity, length, area and wastage associated with the method/procedure to erect timber roof structures.							

5. Minimise the risk of damage to the work and surrounding area when erecting timber roof structures.

You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
5.2 minimise damage and maintain a clean work space							
5.3 dispose of waste in accordance with current legislation							
5.4 Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions							
5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.							

6. Complete the work within the allocated time when erecting timber roof structures							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
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 to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. comply with the given contract information to erect timber roof structures to the required specification							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when erecting timber roof structures:							
a. measuring							
b. marking out							
c. fitting							
d. finishing							
e. positioning							
f. securing							

7.2	use and maintain hand tools, portable power tools and ancillary equipment							
7.3	construct and erect roof structures to given working instructions to the following :							
	a. in-situ roofs (manually and/or mechanically handled)							
	b. pre-assembled roof structures (mechanically handled)							
7.4	describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. extract and transfer data from drawings for the erection of timber roof structures							
	b. identify roof components							
	c. construct in-situ, flat and pitched roofs structures							
	d. install pre-assembled, flat and pitched roof structures							
	e. take account of other methods of roof construction							
	f. install fire stops, cavity barriers and vapour control layers							
	g. install insulation							
	h. install temporary props and braces							
	i. install permanent roof bracing							
	j. form openings							
	k. work with plant and machinery to lift and transfer loads							
	l. unload and store roof components							
	m. recognise and determine when specialist skills and knowledge are required and report accordingly							
	n. use hand tools, portable power tools and equipment							
	o. work at height							
	p. use access equipment							
7.5	describe the needs of other occupations and how to effectively communicate within a team when erecting timber roof structures							
7.6	describe how to maintain the hand tools, portable power tools and ancillary equipment used when erecting timber roof structures.							

Unit 247 Erecting timber roof structures in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 248 Erecting timber walls and floors in the workplace

Level: 2

Unit aim:

The aim of this unit is to provide you with an awareness of:

interpreting information

adopting safe and healthy working practices

selecting materials, components and equipment

erecting wall and floor structures

*PER– Portfolio evidence reference SO– Site observation OQ– Oral question WQ– Written question WT– Witness testimony

PS– Product supplementary PD– Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. interpret the given information relating to the work and resources when erecting timber walls and floors							
You must be able to:		*PER	SO	OQ	WQ	WT	PS PD
1.1 interpret and extract relevant information from							
a. drawings							
b. specifications							
c. schedules							
d. method statement							
e. risk assessments							
f. 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:						
	a. drawings						
	b. specifications						
	c. schedules						
	d. method statements						
	e. risk assessments						
	f. manufacturers' information						
	g. electronic data						
	h. current regulations associated with erecting timber walls and floors.						

2. know how to comply with relevant legislation and official guidance when erecting timber walls and floors							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe their responsibilities regarding potential accidents, health hazards and the environment whilst working:							
a. in the workplace							
b. in confined spaces							
c. at height							
d. with tools and equipment							
e. with materials and substances							
f. with movement/storage of materials and by manual handling and mechanical lifting							
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe and healthy working practices when erecting timber walls and floors.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when erecting timber walls and floors							
3.2	demonstrate compliance with given information and relevant legislation when erecting timber walls and floors in relation to:							
	a. safe use of access equipment							
	b. safe handling of materials							
	c. safe use and storage of materials, tools and equipment							
	d. specific risks to health.							
3.3	explain why and when health and safety control equipment, identified by the principles of protection should be used, relating to erecting timber walls and floors, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
	a. collective protective measures							
	b. personal protective equipment (PPE)							
	c. respiratory protective equipment (RPE)							
	d. 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 person skills when involved with fires, spillages, injuries and other related hazards.							

4. Select the required quantity and quality of resources for the methods of work to erect timber walls and floors								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
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:						
	a. timber,						
	b. timber/non-timber sheet material,						
	c. wall and floor panels,						
	d. timber/steel columns and beams,						
	e. damp-proof course,						
	f. damp-proof membranes,						
	g. breather membranes,						
	h. fire stops,						
	i. cavity barriers, and vapour control layers,						
	j. preservatives,						
	k. adhesives,						
	l. sealants,						
	m. fittings,						
	n. fixings and associated ancillary items						
	o. hand and portable power tools and equipment						
4.3	describe how the resources should be used correctly and how problems associated with the resources are reported						
4.4	explain why the organisational procedures have been developed and how they are used for the selection of required resources						
4.5	describe any potential hazards associated with the resources and methods of work						
4.6	describe how to calculate:						
	a. quantity						
	b. length						
	c. area						

d. wastage							
associated with the method/procedure to erect timber walls and floors.							

5. Minimise the risk of damage to the work and surrounding area when erecting timber walls and floors.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
5.2 minimise damage and maintain a clean work space							
5.3 dispose of waste in accordance with current legislation							
5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions							
5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.							

6. Complete the work within the allocated time when erecting timber walls and floors.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
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:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to erect timber walls and floors to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when erecting timber walls and floor structures:							
a. measuring							
b. marking out							

c. fitting							
d. aligning							
e. positioning							
f. securing							
7.2 Use and maintain hand tools, portable power tools and ancillary equipment							
7.3 erect or install the following to given working instructions:							
a. sole plates							
b. timber frame walls and floors (structural and non -structural)							
c. incorporated structural columns and beams							
7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. extract and transfer data from drawings for the erection of timber walls and floors							
b. line, level and fix sole plates, including damp proof course/damp proof membrane							
c. erect both manually and with mechanical lifting equipment: wall and floor panels, loose joist and decking, incorporated structural columns and beams (timber and steel), including temporary propping and bracing							
d. form joints associated with timber frame construction							
e. form openings							
f. install fire stops, cavity barriers, breather membranes and vapour control layers							
g. install floating floors							
h. install insulation							
i. install disproportionate collapse components							
j. identify differential movement and settlement							
k. identify transfer of line and load point positions in load bearing walls/floors							
l. work with plant and machinery to lift and transfer loads							
m. unload and store wall and floor components							
n. recognise and determine when specialist skills and knowledge are required and report accordingly							

o. use hand tools, portable power tools and equipment							
p. work at height							
q. use access equipment							
7.5 describe the needs of other occupations and how to effectively communicate within a team when erecting timber walls and floors.							
7.6 describe how to maintain the hand tools and/or portable power tools and equipment used for erecting timber walls and floors.							

Unit 248 Fabricating timber framework in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 258 Installing fire resisting timber door assemblies and doorsets in the workplace

Level: 2

Unit aim:

This unit aims to provide you with the necessary skills and knowledge to:

- interpret information
- adopt safe and healthy working practices
- select resources and methods of work
- install fire resisting timber door assemblies and doorsets

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when installing fire resisting timber door assemblies and doorsets							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments, fire performance documentation/certification and manufacturers' information.							
1.2 Comply with information and/or instructions derived from risk assessments and method statements.							
1.3 Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.							
1.4 Describe different types of information, their source and how they are interpreted in relation to:							
• drawings							
• specifications							
• schedules							

• method statements							
• risk assessments							
• work instructions							
• fire performance documentation/certification							
• manufacturers' information							
• official guidance							
• current regulations governing buildings							
• Codes of Practice and guidance documents.							

2. Know how to comply with relevant legislation and official guidance when installing fire resisting timber door assemblies and doorsets							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 Describe responsibilities regarding potential accidents, health hazards and the environment, whilst working:							
• in the workplace							
• below ground level							
• in confined spaces							
• at height							
• with tools and equipment							
• with materials and substances							
• with movement/storage of materials and by manual handling and mechanical lifting.							
2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.							
2.3 Explain what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe and healthy working practices when installing fire resisting timber door assemblies and doorsets

You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing fire resisting timber doorsets.							
3.2 Demonstrate compliance with given information and relevant legislation when installing fire resisting timber door assemblies and doorsets in relation to the following:							
• safe use of access equipment/working platforms							
• safe use, storage and handling of materials, tools and equipment							
• specific risks to health.							
3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to installing fire resisting timber doorsets, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
• 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 fire resisting timber door assemblies and doorsets							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.							
4.2 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:							
• manufacturer's installation instructions							

• fire doors							
• fire door frames							
• fixings, ironmongery and furniture							
• intumescent seals and cold smoke seals							
• hand tools, portable power tools and equipment.							
4.3 Describe how to check that all the correct materials and components conform to the fire performance documentation/certificates.							
4.4 Describe how the resources should be used correctly, how problems associated with the resources are reported.							
4.5 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.							
4.6 Describe any potential hazards associated with the resources and methods of work.							
4.7 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install fire resisting timber door assemblies and doorsets.							

5. Minimise the risk of damage to the work and surrounding area when installing fire resisting timber door assemblies and doorsets							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.							
5.2 Maintain a clean work space.							
5.3 Dispose of waste in accordance with current legislation.							
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 fire resisting timber door assemblies and doorsets							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD

6.1 Demonstrate completion of the work within the allocated time.							
6.2 Describe the purpose of the work programme and explain why deadlines should be kept in relation to:							
• types of progress charts, timetables and estimated times							
• organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to install fire resisting timber door assemblies and doorsets to the required specification							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 Demonstrate the following work skills when installing fire resisting timber doorsets:							
• measuring							
• marking out							
• drilling							
• fixing							
• sealing							
• cutting							
• fitting							
• finishing							
• positioning and securing.							
7.2 Use and maintain hand tools, portable power tools and ancillary equipment.							
7.3 Prepare and install fire resisting timber door assemblies and door sets to given working instructions and to specification.							
7.4 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
• ensure compliance with fire performance documentation/certification							
• ensure no alterations have been carried out which may affect the fire certification of the door							

• ensure surrounding construction is to specification							
• check all component parts are undamaged							
• install doorframes to specification with defined fixings and seals							
• install intumescent protection into void, (wall and frame) as per specification							
• install door-leaves to specification with defined fixings and seals							
• install cold smoke seals according to specification							
• install intumescent seals to specification							
• confirm specified intumescent protection is fitted to ironmongery/furniture							
• fit specified ironmongery/furniture ensuring the use of a compliant fixing regime							
• recognise and determine when specialist skills and knowledge are required and report accordingly							
• work with, around and in close proximity to plant and machinery							
• use hand tools, portable power tools and equipment							
• use access equipment.							
7.5 Describe the fire resisting requirements when installing fire resisting timber doorsets.							
7.6 Describe the implications of incorrect installation.							
7.7 Describe the needs of other occupations and how to communicate effectively within a team when installing fire resisting timber doorsets.							
7.8 Describe how to maintain the tools and equipment used when installing fire resisting timber doorsets.							

Unit 258 Installing fire resisting timber door assemblies and doorsets in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 298

Maintaining non-structural carpentry work in the workplace

Level: 2

Unit aim:

This unit aims to provide you with the necessary skills and knowledge to:

- interpret information
- adopt safe and healthy working practices
- select materials, components and equipment
- repair defective timber frames, mouldings and sash cords.

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question

WT – Witness testimony

PS – Product supplementary

PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when maintaining non-structural carpentry work.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract relevant information from:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. 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:						
	a. drawings						
	b. specifications						
	c. schedules						
	d. method statements						
	e. risk assessments						
	f. manufacturers' information						
	g. regulations governing buildings.						

2. Know how to comply with relevant legislation and official guidance when maintaining non-structural carpentry work.							
You must be able to:		*PER	SO	OQ	WQ	WT	PS PD
2.1	describe your responsibilities under current legislation and official guidance whilst working:						
	a. in the workplace						
	b. below ground level						
	c. in confined spaces						
	d. at height						
	e. with tools and equipment						
	f. with materials and substances						
	g. with movement/ storage of materials						
	h. by manual handling						
	i. by mechanical lifting						
2.2	describe the organisational security procedures for tools, equipment and personal belongings in relation to:						

a. site							
b. workplace							
c. company							
d. operative							
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 maintaining non-structural carpentry work and describe how and when they are used.							

3. Maintain safe working practices when maintaining non-structural carpentry work.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 use health and safety control equipment and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when maintaining non-structural carpentry work							
3.2 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to maintaining non-structural carpentry work, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
a. collective protective measures							
b. Personal Protective Equipment (PPE)							
c. Respiratory Protective Equipment (RPE)							
d. Local Exhaust Ventilation (LEV)							
3.3 describe how the relevant health and safety control equipment should be used in accordance with the given instructions							
3.4 state how emergencies should be responded to in accordance with organisational authorisation and personal skills involved with:							
a. fires							
b. spillages							
c. injuries							
d. other task-related hazards.							

4. Select the required quantity and quality of resources for the methods of work to maintain non-structural carpentry work.									
You must be able to:			*PER	SO	OQ	WQ	WT	PS	PD
4.1	select resources associated with own work in relation to:								
	a. materials								
	b. components								
	c. fixings								
	d. tools								
	e. equipment								
4.2	describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:								
	a. timber								
	b. manufactured sheet material								
	c. prefabricated components								
	d. ironmongery								
	e. metals								
	f. sash cord								
	g. adhesives								
	h. sealants								
	i. guttering								
	j. downpipe								
	k. fixings and associated ancillary items								
	l. hand and/or powered tools and equipment								
4.3	describe how the resources should be used correctly and how problems associated with the resources are reported								
4.4	explain why the organisational procedures have been developed and how they are used for the selection of required resources								
4.5	describe any potential hazards associated with the resources and method of work								

4.6 describe how to calculate:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to maintain non-structural carpentry work.							

5. Minimise the risk of damage to the work and surrounding area when maintaining non-structural carpentry work.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
5.2 minimise damage and maintain a clean 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:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							
5.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturers' information							
d. statutory regulations							
e. official guidance.							

6. Complete the work within the allocated time when maintaining non-structural carpentry work.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
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:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to maintaining non-structural carpentry work to the required specification.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
7.1	demonstrate the following work skills when maintaining non-structural carpentry work:							
	a. measuring							
	b. marking out							
	c. splicing							
	d. fitting							
	e. finishing							
	f. positionin g							
	g. securing							
7.2	repair and/or replace four of the following to given working instructions:							
	a. frames							
	b. mouldings							
	c. doors							
	d. windows (including replacement glazing)							
	e. door and/or window ironmongery							
	f. verge and/or eaves							
	g. guttering and downpipes							
	h. sash cords							

7.3	prime the repair to the work to given working instructions							
7.4	safely use and handle materials							
7.5	safely use hand tools, portable power tools and ancillary equipment							
7.6	safely store the materials, tools and equipment used when maintaining non-structural carpentry work							
7.7	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. splice and replace frames and mouldings							
	b. repair and replace doors and windows							
	c. repair and replace ironmongery							
	d. repair or replace guttering, downpipes							
	e. replace sash cords							
	f. replace architraves, skirting, dado rails and picture rails							
	g. form joints associated with repairs							
	h. use hand tools, power tools and equipment							
	i. work at height							
	j. use access equipment							
7.8	describe the needs of other occupations and how to effectively communicate within a team when maintaining structural carpentry work							
7.9	describe the methods of sharpening the hand tools used when maintaining structural carpentry work							
7.10	describe how to maintain the tools and equipment used when maintaining structural carpentry work.							

Unit 298 Declaration

Maintaining non-structural carpentry work in the workplace

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 301

Confirming the occupational method of work in the workplace

Level: 3

Unit aim:

The aim is to provide you with the necessary skills and knowledge to:

- assessing project data to determine occupational work methods
- adopting safe and healthy working practices
- selecting the methods of work
- confirming the methods of work to the relevant people associated with the occupation
- sourcing additional information

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Assess available project data accurately to determine the occupational method of work.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. specifications							
c. schedules							
d. manufacturers' information							
e. methods of work							
f. risk assessments							
g. programmes of work							
1.2 explain how to summarise the following project data:							

a. required quantities							
b. specifications							
c. detailed drawings							
d. health and safety requirements							
e. timescales							
f. 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:							
a. standard work procedures							
b. sequence of work							
c. organisation of resources (people, equipment, materials)							
d. work techniques							
e. working conditions (health, safety and welfare)							
f. risk assessment.							

2. Obtain additional information from alternative sources in cases where the available project data is insufficient.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
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 where available project data is insufficient:							
a. customers or representatives							
b. suppliers							
c. regulatory authorities							
d. manufacturer's literature.							

3. Identify work methods that will make best use of resources and meet project, statutory and contractual requirements.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
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 related 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:							
	a. health and safety welfare (principles of protection)							
	b. fire protection							
	c. access and egress							
	d. equipment availability							
	e. availability of competent workforce							
	f. pollution risk							
	g. waste and disposal							
	h. zero and low carbon outcomes							
	i. weather conditions							
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:							
	a. conforming to statutory requirements							
	b. customer and user needs							
	c. contract requirements in terms of time, quantity and quality							
	d. 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.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
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.							

Unit 301 Confirming the occupational method of work in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 608

Moving, handling and storing resources in the workplace

Level: 2

Unit aim:

The aim of this unit is to provide you with the skills and knowledge required to:

- interpret information
- adopt safe and healthy working practices
- select aids or equipment to move, handle or store occupational resources
- move, handle and store occupational resources to maintain useful condition.

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Comply with given information when moving, handling and/or storing resources.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
1.1	interpret the given information relating to moving, handling and/or storing resources, relevant to the given occupation							
1.2	interpret the given information relating to the use and storage of lifting aids and equipment							
1.3	describe the different types of technical, product and regulatory information, their source and how they are interpreted							
1.4	state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.5	describe how to obtain information relating to using and storing lifting aids and equipment.							

2. Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources.							
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You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	describe your responsibilities under current legislation and official guidance whilst working:							
	a. in the workplace							
	b. in confined spaces							
	c. below ground level							
	d. at height							
	e. with tools and equipment							
	f. with materials and substances							
	g. with movement/storage of materials							
	h. by manual handling and mechanical lifting							
2.2	describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
	a. site							
	b. workplace							
	c. company							
	d. operative							
2.3	explain what the accident reporting procedures are and who is responsible for making the reports							
2.4	state the appropriate types of fire extinguishers relevant to the work							
2.5	describe how and when the different types of fire extinguishers, relevant to the given occupation, are used in accordance with legislation and official guidance.							

3. Maintain safe working practices when moving, handling and/or storing resources.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when moving, handling and/or storing resources							
3.2	use lifting aids safely as appropriate to the work							
3.3	protect the environment in accordance with safe working practices as appropriate to the work							
3.4	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to moving, handling and/or storing resources, and the types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to:							
	a. collective protective measures							
	b. Personal Protective Equipment (PPE)							
	c. Respiratory Protective Equipment (RPE)							
	d. Local Exhaust Ventilation (LEV)							
3.5	describe how the health and safety control equipment relevant to the work should be used in accordance with the given instructions							
3.6	state how emergencies should be responded to in accordance with organisational authorisation and personal skills where involved with:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related hazards.							

4. Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 select the relevant resources to be moved, handled and/or stored, associated with own work							
4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the occupational resources in relation to:							
a. lifting and handling aids							
b. container(s)							
c. fixing, holding and securing systems							
4.3 describe how the resources should be handled and how any problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5 describe any potential hazards associated with the resources and methods of work.							

5. Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 protect occupational resources and their surrounding area from damage in accordance with safe working practices and organisational procedures							
5.2 dispose of waste and packaging in accordance with legislation							
5.3 maintain a clean work space when moving, handling or storing resources							
5.4 describe how to protect work from damage and the purpose of protection in relation to:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							

5.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturers' information							
d. statutory regulations							
e. official guidance.							

6. Complete the work within the allocated time when moving, handling and/or storing resources.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
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:							
a. progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given occupational resource information to move, handle and/or store resources to the required guidance.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when moving, handling and/or storing occupational resources:							
a. moving							
b. positioning							
c. storing							
d. securing and/or using lifting aids							
e. kinetic lifting techniques							

7.2	move, handle and/or store occupational resources to meet product information and organisational requirements relating to three of the following:							
	a. sheet material							
	b. loose material							
	c. bagged or wrapped material							
	d. fragile material							
	e. tools and equipment							
	f. components							
	g. liquids							
7.3	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them when moving, handling and/or storing occupational resources							
7.4	describe the needs of other occupations when moving, handling and/or storing resources.							

Unit 608 Moving, handling and storing resources in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is ~~my own~~ carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 651

Manufacturing routine architectural joinery products in the workplace

Level: 2

Unit aim:

The aim of this unit is to provide you with an awareness of:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- fitting and assembling products for architectural joinery

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when manufacturing routine architectural joinery products.										
You must be able to:				*PER	SO	OQ	WQ	WT	PS	PD
1.1 Interpret and extract relevant information from :										
a. Drawings										
b. specifications										
c. schedules										
d. method statements										
e. risk assessments										
f. cutting lists										
g. 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:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. cutting lists							
g. manufacturers' information							
h. component standards and regulations governing buildings (animal welfare).							

2. Know how to comply with relevant legislation and official guidance when manufacturing routine architectural joinery products.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 Describe their responsibilities under current legislation and official guidance whilst working:							
a. in the workplace							
b. at height							
c. with tools and equipment							
d. with materials and substances							
e. with movement/storage of materials and by manual handling and mechanical lifting							
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to							
a. site							
b. workplace							
c. company							
d. operative							
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 architectural joinery products and describe how and when they are used.						
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3. Maintain safe and healthy working practices when manufacturing routine architectural joinery products.							
You must be able to:		*PER	SO	OQ	WQ	WT	PS PD
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 architectural joinery products						
3.2	Demonstrate compliance with given information and relevant legislation when manufacturing routine architectural joinery products in relation to						
	a. safe handling of materials						
	b. safe use and storage of materials, tools and equipment						
	c. specific risks to health.						
3.3	Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to manufacturing routine architectural joinery products, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:						
	a. collective protective measures						
	b. personal protective equipment (PPE)						
	c. respiratory protective equipment (RPE)						
	d. 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:						
	a. fires						
	b. spillages						
	c. Injuries and other task-related activities.						

4. Select the required quantity and quality of resources for the methods of work to manufacture routine architectural joinery products.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1 Select resources associated with own work in relation to:								
a. materials								
b. components								
c. fixings								
d. tools and equipment								
4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:								
a. timber								
b. manufactured sheet material								
c. pre-machined components								
d. setting out rods								
e. non-ferrous metal								
f. fabric								
g. glass								
h. plastic								
i. ironmongery								
j. adhesives								
k. fixings								
l. associated ancillary items								
m. hand and/or powered tools and equipment								
4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.								
4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.								
4.5 Describe any potential hazards associated with the resources and method of work.								

4.6 Describe how to calculate:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to manufacture routine architectural joinery products.							

5. Minimise the risk of damage to the work and surrounding area when manufacturing routine architectural joinery products.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.							
5.2 Minimise damage and maintain a clean 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:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							
5.5 Explain why the disposal of waste should be carried out safely in accordance with							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturers' information							
d. statutory regulations and official guidance.							

6. Complete the work within the allocated time when manufacturing routine architectural joinery products.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
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:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to manufacture routine architectural joinery products to the required specification							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 Demonstrate the following work skills when manufacturing routine architectural joinery products:							
a. measuring							
b. marking out							
c. fitting							
d. finishing							
e. positioning and securing							
7.2 Use and maintain hand tools, portable power tools and ancillary equipment.							
7.3 Fit and assemble to form routine manufactured architectural joinery products to given working instructions; two of the following:							
a. doors							
b. windows with opening lights							
c. units and/or fittings (panelling/cladding)							
d. staircases							

7.4	Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. fit and assemble routine products							
	b. produce straight in plan and elevation: doors, windows with opening lights, units, fitments and panelling/cladding, staircases							
	c. take site and workplace dimensions							
	d. form joints associated with the product and construction method							
	e. use hand tools, power tools and equipment							
	f. requisition material							
7.5	Describe the needs of other occupations and how to effectively communicate within a team when manufacturing routine architectural joinery products.							
7.6	Describe the methods of sharpening the hand tools used when manufacturing routine architectural joinery products.							
7.7	Describe how to maintain the tools and equipment used when manufacturing routine architectural joinery products.							

Unit 651 Manufacturing routine architectural joinery products in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 702 Setting out timber framework in the workplace

Level: 2

Unit aim:

This unit aims to provide you with the necessary skills and knowledge to:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- setting out and marking out components for structural timber floors, walls and roofs

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when setting out timber framework.							
You must be able to:		*PER	SO	OQ	WQ	WT	PS PD
1.1 interpret and extract relevant information from:							
a. drawings							
b. specifications							
c. method statements							
d. risk assessments							
e. cutting lists							
f. 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:							
	a. drawings							
	b. specifications							
	c. schedules							
	d. method statements							
	e. risk assessments							
	f. cutting lists and information relating to historical timber framing and post and beam construction.							

2. Know how to comply with relevant legislation and official guidance whilst setting out timber framework								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	describe your responsibilities under current legislation and official guidance whilst working:							
	a. in the workplace							
	b. at height							
	c. in confined spaces							
	d. with tools and equipment							
	e. with materials and substances							
	f. with movement/storage of materials							
	g. by manual handling and mechanical lifting							
2.2	describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
	a. site							
	b. workplace							
	c. company							
	d. operative							
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 setting out timber framework and describe how and when they are used.							
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3. Maintain safe working practices when setting out timber framework.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when setting out timber framework							
3.2	explain why and when health and safety control equipment, identified by the principles of protection, should be used relating to setting out timber framework, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
	a. collective protective measures							
	b. Personal Protective Equipment (PPE)							
	c. Respiratory Protective Equipment (RPE)							
	d. Local Exhaust Ventilation (LEV)							
3.3	describe how the relevant health and safety control equipment should be used in accordance with the given instructions							
3.4	state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related hazards.							

4. Select the required quantity and quality of resources for the methods of work to set out timber framework.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 select resources associated with own work in relation to:							
a. types and grades of timber							
b. components and fixings							
c. marking testing and levelling tools and equipment							
4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:							
a. timber, manufactured sheet material							
b. pegs and metal fixings							
c. marking, testing and levelling tools and equipment							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5 describe any hazards associated with the resources and method of work							
4.6 explain how to calculate:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to set out timber framework.							

5. Minimise the risk of damage to the work and surrounding area when setting out timber framework.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1	protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
5.2	minimise damage and maintain a clean 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							
	a. generalworkplace activities							
	b. other occupations							
	c. adverse weather conditions							
5.5	explain why the disposal of waste should be carried out safely in accordance: with							
	a. environmental responsibilities							
	b. organisational procedures							
	c. manufacturers’ information							
	d. statutory regulations							
	e. official guidance.							

6. Complete the work within the allocated time when setting out timber framework.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
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:							
	a. types of progress charts, timetables and estimated times							
	b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to set out timber framework to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when setting out timber framework:							
a. measuring							
b. marking out							
c. levelling							
d. squaring							
7.2 measure, set out and mark out to given working instructions:							
a. timber wall and floor components (structural and/or non structural)							
b. timber pitched roof components							
7.3 safely use and handle materials							
7.4 safely use and maintain :							
a. marking, levelling and testing tools							
b. ancillary equipment							
7.5 safely store the materials, tools and equipment used when setting out timber framework							
7.6 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. set out and mark components for structural and non structural timber walls, cross frames and floors							
b. set out and mark components for timber trussed purlin roofs							
c. use roofing squares and layout methods							
d. apply the theorem of Pythagoras							
e. determine geometrical angles							
f. determine graded timber tree anatomy and growth rates, shrinkage and defects							
g. assess the milling and cleaving process							

h. mark out joints for components associated with structural timber framework							
i. work with lifting equipment (an awareness of the necessity for user certification)							
j. erect timber framework							
k. use marking and levelling tools and equipment							
7.7 describe the needs of other occupations and how to effectively communicate within a team when setting out timber framework							
7.8 describe how to maintain the tools and equipment used when setting out timber framework.							

Unit 702 Setting out timber framework in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 714 Setting up and using transportable cutting and shaping machines in the workplace

Level: 2

Unit aim:

This unit aims to provide you with the necessary skills and knowledge to:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- setting up, preparing and using cutting and shaping machines

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when setting up and using transportable cutting and shaping machines.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
1.1 Interpret and extract relevant information from:								
a. drawings								
b. specifications								
c. schedules								
d. method statements								
e. risk assessments								
f. manufacturers' information								
1.2 Comply with information and/or instructions derived from risk assessment 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:							
a. drawings							
b. specifications							
c. schedules							
d. method statements							
e. risk assessments							
f. manufacturers' information and regulations associated with operating machines.							

2. Know how to comply with relevant legislation and official guidance when setting up and using transportable cutting and shaping machines.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 Describe their responsibilities under current legislation and official guidance whilst working:							
a. in the workplace							
b. below ground level							
c. in confined spaces							
d. at height							
e. with tools and equipment							
f. with materials and substances							
g. with movement/storage of materials							
h. by manual handling and mechanical lifting							
2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.							
2.3 Explain what the accident reporting procedures are and who is responsible for making reports.							
2.4 State the types of fire extinguishers available when setting up and using transportable cutting and shaping machines describe how and when they are used.							

3. Maintain safe working practices when setting up and using transportable cutting and shaping machines.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
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:							
	a. safe use of access equipment							
	b. safe handling of materials							
	c. safe use and storage of materials, tools, equipment and ancillaries							
	d. specific risks to health.							
3.3	Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to setting up and using transportable cutting and shaping machines, and the types, purpose and limitations of each type, the worksituation and general work environment, in relation to:							
	a. collective protective measures							
	b. personal protective equipment (PPE)							
	c. respiratory protective equipment (RPE)							
	d. 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 fire spillages, injuries and other task-related activities.							

4. Select the required quantity and quality ofresources for the methods of work to set up and use transportable cutting and shaping machines.									
You must be able to:			*PER	SO	OQ	WQ	WT	PS	PD
4.1	Select resources associated with own work in relation to:								
	a. materials								
	b. components and fixings								
	c. tools								
	d. equipment								
	e. accessories								
4.2	Describethe characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:								
	a. accessories								
	b. tools and equipment								
4.3	Describe how the resources should be used correctly and how problems associated with the resources are reported.								
4.4	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.								
4.5	Describe any potential hazards associated with the resources and methods of work.								
4.6	Describe how to calculate quantity, length, area and wastage associated with the method/procedure to set up and use 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.									
You must be able to:			*PER	SO	OQ	WQ	WT	PS	PD
5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational								
5.2	Minimise damage and maintain a clean work space.								
5.3	Dispose of waste in accordance with current legislation.								

5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.						
5.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.						

6. Complete the work within the allocated time when setting up and using transportable cutting and shaping machines.							
You must be able to:		*PER	SO	OQ	WQ	WT	PS PD
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:						
	a. types of progress charts, timetables and estimated times						
	b. 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.							
You must be able to:		*PER	SO	OQ	WQ	WT	PS PD
7.1	Demonstrate the following work skills when setting up and using transportable cutting and shaping machines:						
	a. measuring						
	b. marking out						
	c. fitting						
	d. fixing						
	e. positioning						
	f. securing						
	g. operating						
7.2	Use and maintain tools, accessories and ancillary equipment.						

7.3 Set up and use three of the following powered cutting machines to given working instructions:							
a. saw (three from the following: circular, chop, mitre, bench, jig, reciprocating, alligator or scroll)							
b. drill							
c. planer							
d. biscuit jointer							
e. disc cutter							
7.4 Set up and use two of the following powered shaping machines to given working instructions:							
a. planer							
b. sander (orbital, belt, disc)							
c. router							
d. laminate trimmer							
7.5 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. check powered transportable cutting and shaping machines (fuel and electric mains/battery) for serviceability							
b. check voltage requirements, safety cut offs and circuit breakers							
c. set up machines in preparation for use							
d. fix and secure work							
e. select and ensure safety guards are in place in accordance with machine instructions							
f. select accessories for the machine and the work							
g. identify maintenance requirements for accessories							

7.6	Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. cut and shape materials to agreed tolerances							
	b. change saw blades: circular, chop, mitre, bench, jig, reciprocating, alligator and scroll							
	c. change accessories: drill bits, router bits, discs, planner blades, abrasives.							
	d. use templates, profiles and jigs							
	e. operate fixed machines							
	f. use tools, accessories and equipment							
	g. work at height							
	h. use access equipment							
7.7	Describe the needs of other occupations and how to effectively communicate within a team when setting up and using powered transportable cutting and shaping machines.							
7.8	Describe how to maintain the tools, accessories and ancillary equipment used when setting up and using transportable cutting and shaping machines.							

Unit 714 Setting up and using transportable cutting and shaping machines in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Appendix 1 Summary of City & Guilds assessment policies

Health and Safety

All centres have to make sure that they provide a safe and healthy environment for learning, including induction and assessment. City & Guilds external verifiers check this when they visit assessment centres.

Equal Opportunities

Your centre will have an equal opportunities policy. Your centre will explain this to you during your induction, and may give you a copy of the policy.

City & Guilds equal opportunities policy is available from our website www.cityandguilds.com , City & Guilds Customer Relations Team or your centre.

Access to assessment

City & Guilds qualifications are open to all candidates. Some candidates may need extra help with their assessment, for example, a person with a visual impairment may need a reader.

If you think you will need alternative assessment arrangements, you should discuss this with your centre during your induction, and record this on your assessment plan. City & Guilds will allow centres to make alternative arrangements for you if you are eligible and if the qualification allows for this. This must be agreed before you start your qualification.

City & Guilds guidance and regulations document *Access to assessment and qualifications* is available on the City & Guilds website www.cityandguilds.com , from the City & Guilds Customer Relations Team or your centre.

Complaints and appeals

Centres must have a policy and procedure to deal with any complaints you may have. You may feel you have not been assessed fairly, or may want to appeal against an assessment decision if you do not agree with your assessor.

These procedures will be explained during induction and you will be provided with information about the Quality Assurance Coordinator within your centre who is responsible for this.

Most complaints and appeals can be resolved within the centre, but if you follow the centre procedure and are still not satisfied you can complain to City & Guilds.

Our complaints policy is on our website www.cityandguilds.com or is available from the City & Guilds Customer Relations Team or your centre.

Useful contacts

UK learners General qualification information	E: learnersupport@cityandguilds.com
International learners General qualification information	E: intcg@cityandguilds.com
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results	E: centresupport@cityandguilds.com
Single subject qualifications Exam entries, Results, Certification Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change	E: singlesubjects@cityandguilds.com
International awards Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports	E: intops@cityandguilds.com
Walled Garden Reissue of password or username, Technical problems, Entries, Results e-assessment, Navigation, User/menu option, Problems	E: walledgarden@cityandguilds.com
Employer Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	E: business@cityandguilds.com
Publications Logbooks, Centre documents, Forms, Free literature	

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About City & Guilds

As the UK's leading vocational education organisation, City & Guilds is leading the talent revolution by inspiring people to unlock their potential and develop their skills. We offer over 500 qualifications across 28 industries through 8500 centres worldwide and award around two million certificates every year. City & Guilds is recognised and respected by employers across the world as a sign of quality and exceptional training.

City & Guilds Group

The City & Guilds Group is a leader in global skills development. Our purpose is to help people and organisations to develop the skills for personal and economic growth. Made up of City & Guilds Kineo, The Oxford Group and ILM, we work with education providers, businesses and governments in over 100 countries.

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