# 6806-26 Diploma in Bench Joinery at SCQF Level 5

September 2014 Version 1.1



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## Task manual amendments

## Amendments since version 1.0

Page 8	Unit 212, Task 1 task instructions amended.
Page 10	Unit 213, Task 1 observation checklist amended.
Pages 11 and 12	Unit 213, Task 2 observation checklist amended.
Pages 13 and 14	Unit 214, Task 1 task time, observation checklist and grading rules amended.
Page 15 and 16	Unit 214, Task 2 task time and observation checklist amended.
Page 21	Units 212, 213 and 214, Task 1 Figure 1 Door elevation and height section drawing amended.
Page 22	Units 212, 213 and 214, Task 1 Figure 2 Middle rail section drawing amended.
Page 23	Units 212, 213 and 214, Task 1 Figure 3 Middle rail joint detail drawing amended.
Page 24	Units 213 and 214, Task 2 Figure 1 Staircase drawing amended.
Page 25	Units 213 and 214, Task 2 Figure 2 Staircase construction detail drawing amended.
Page 26	Units 213 and 214, Task 2 Figure 3 String to newel joint drawing amended.
Page 27	Units 213 and 214, Task 2 Figure 4 Bare faced tenon detail drawing amended.

## **Candidate details**



This *Practical task manual* is a record of your achievement in practical assessments. You must keep it in good condition and it must be stored in a safe place by your Assessor.

Please fill in all of your details before you carry out any assessments.

Candidate Details			
Surname	Forename(s)		
City & Guilds enrolment number			
Centre Details			
Name	Centre No		
I understand the requirements of the qualification and that all the work towards the assessments must be my own.			
Candidate signature (please print)			
Assessor name (please print)	Signed		
	Date		
	'		

## Unit assessment overview Practical task completion record

## To be completed by Assessor:

For each task, the points for each grade are Pass = 1, Merit = 2, and Distinction = 3 points.

Conversion chart		
Average	Overall Grade	
1 – 1.5	Pass	
1.6 – 2.5	Merit	
2.6 – 3	Distinction	

### Unit 211 Set up and operate a circular saw

Task	Grade for task
1 Change circular saw blades and cut timber and manufactured boards	P/X
End of unit knowledge test	P/X

Assessor signature and date:	Candidates must pass all tasks, and the end of unit knowledge test, for this unit to achieve a pass grade overall.	
	Overall grade	

### Unit 212 Produce setting out details for bench joinery products

Task	Grade for task
1 Interpret information and set out for a half glazed door	P/M/D/X
End of unit knowledge test	P/X

Assessor signature and date:	The overall grade will be the same as the single graded task in this unit.	
	Overall grade	

<sup>&</sup>lt;sup>†</sup>All tasks must be passed for the unit to be achieved.

### Unit 213 Mark out from setting out details for bench joinery products

Task	Grade for task
1 Mark out a half glazed door	P/X
2 Mark out a staircase	P/X
End of unit knowledge test	P/X

Assessor signature and date:	Candidates must pass all tasks, and the end of unit knowledge test, for this unit to achieve a pass grade overall.	
	Overall grade	

### Unit 214 Manufacture bench joinery products

Task	Grade for task
1 Manufacture and assemble a half glazed door	P/M/D/X
2 Manufacture and assemble a staircase	P/X
End of unit knowledge test	P/X

Assessor signature and date:	The overall grade will be the same as the single graded task in this unit.	
	Overall grade	

### Authenticity and IQA/QC sampling

The assessor's signature on individual tasks will be taken as assurance that the judgements recorded are made on authentic candidate work produced under appropriate conditions. Please complete the declaration below to confirm this is the case.

I confirm that all tasks were conducted under conditions designed to assure the authenticity of the candidate's work, and am satisfied that, to the best of my knowledge, the work assessed was solely that of the candidate.

I have judged all assessments against the relevant assessment and grading criteria and award the candidate the unit grades as calculated above.

Assessor signature	Date
*IQA signature and date	*QC signature and date

<sup>\*</sup>IQA and QC signatures attest to the evidence available on the recorded date(s).

### Instructions to candidates

#### **About this document**

This *Practical task manual* contains all of the practical assessment for the 6806-26 SCQF Level 5 Diploma in Bench Joinery.

#### **Practical tasks**

These tasks let you show your practical skills and are usually graded pass, merit or distinction – a few are pass only. These tasks will be assessed by your assessor watching how you carry out the tasks and checking your final pieces of work.

Before you carry out the task you will be told how it will be assessed and you should read the observation checklist at the end of each task so you know what you need to do to get each grade.

You can ask your assessor for help in understanding the task instructions, but all of the work must be your own.

### Health and safety

You must use safe working practices at all times.

You are responsible for your own safety and the safety of others. If you behave in an unsafe way, you will be stopped and given a warning. If you do not meet all of the Health and Safety requirements, the assessment will be stopped. Your assessor will not be able to let you try the task again until they are sure you can work safely.

#### Time considerations

Each task shows how long it is likely to take. This is for guidance and so you can plan your work. If you have a good reason for needing more time you must explain this to your assessor as soon as possible so they can decide whether you can have more time.

### Security

Where an assignment is taken over more than one session, all documentation, paperwork and work products must be labelled carefully with your name and kept securely at the centre. Your assessor will give you directions about how to leave your work.

### **Opportunities to repeat tasks**

The tasks are 'end tests' so you will only be asked to take the assessment when you have had the chance to do all of the learning and practice you need. You will be able to try the whole task again if you do not pass, but you will not be able to take the assessment again just to try to get a better grade.

#### **Feedback**

As well as telling you the result for the task your assessor will give you feedback. They will give you a feedback sheet with details of what you could do to improve, and also what you did well in. This will help you to prepare for other assessments or to retake the assessment if you need to.

# Unit 211 Set up and operate a circular saw

# Task 1 Change circular saw blades and cut timber and manufactured boards

Expected time	3 hours
Task instructions	<ul> <li>Complete a risk assessment</li> <li>Change the blade on a cirular saw.</li> <li>Set up a circular saw ready for use.</li> <li>Rip a section of timber with a circular saw as shown in Figures 1 and 2.</li> <li>Cut board material as shown in Figure 4</li> </ul>
Diagrams	Figure 1 Rip cuts page 17 Figure 2 Rip cuts measurement detail page 18 Figure 3 45° rip cut saddle 19 Figure 4 Tapered cut page 20

AC	The candidate has	Pass	Merit	Distinction
3.1 6.1	completed the risk assessment form accurately, to meet current health and safety legislation			
3.2 3.3 3.4 6.2	followed the sequence for changing circular saw blades using manufacturers' tools in accordance with their instructions and current legislation  • isolated machine before proceeding			
	removed guarding, riving knife and saw blade safely and without damage			
	cleaned machine down			
	<ul> <li>checked replacement blade prior to fitting for correct type and sharpness</li> </ul>			
	<ul> <li>saw blade seating and cutting direction correct</li> </ul>			
	<ul> <li>tightened blade in accordance with manufacturer's instructions</li> </ul>			
	<ul> <li>set riving knife as per current legislation (ACoP)</li> </ul>			
	<ul> <li>replaced guarding/ancillary components</li> </ul>			
	checked blade for free rotation			
	checked machine for faults before reconnecting machine			
6.4	set guards according to current legislation (ACoP)			

AC	The candidate has	Pass	Merit	Distinction
6.3	identified timber defects			
6.5 6.6 6.7	<ul> <li>timber appropriately fed in relation to any cupping, bowing or dead knots</li> </ul>			
	set fences, adjust saw blades and cut material in accordance with Figures 1-4			
	timber cut as in Figures 1 and 2			
	<ul> <li>sections A and B dimensioned within</li> <li>1 mm in accordance with Figure 2</li> </ul>			
	<ul> <li>square timber for sections C and D brought to 45 mm wide within 1 mm</li> </ul>			
	<ul> <li>sections C and D dimensioned in within 1 mm using saddle, in accordance with Figure 2</li> </ul>			
	<ul> <li>ensured wedge jig handle is sufficiently long to keep hands at least 300 mm away from blade</li> </ul>			
	<ul> <li>tapered cut to dimensions within 1 mm in accordance with Figure 4</li> </ul>			
6.8	followed current environmental and relevant health and safety legislation relating to changing circular saw blades and cutting of timber and manufactured boards. This includes:			
	<ul> <li>push stick used where required</li> <li>the use of appropriate PPE at all times</li> <li>appropriate extraction used at all times</li> <li>cleaning down of all machines after use</li> </ul>			
	Cicaring down of an machines after use			

Task grading rules		Task grade:
To award a pachieved.	To award a <b>pass</b> : every activity in the checklist must be successfully achieved.	
Assessor	Signature & Date	

# Unit 212 Produce setting out details for bench joinery products

# Task 1 Interpret information and set out for a half glazed door

Expected time	4 hours
Task instructions	<ul> <li>Compare the job specification with Figures 1-3 (half glazed door diagrams).</li> </ul>
	<ul> <li>Identify and report discrepancies and errors by circling each error.</li> <li>Write down the correct information in the spaces provided on the job specification. Hand the corrected specification to the assessor for marking before continuing.</li> </ul>
	Complete a risk assessment.
	Complete a tool list.
	<ul> <li>Set out height and width rod for a half glazed door.</li> </ul>
	Complete a cutting list and requisition sheet for ironmongery.
	<ul> <li>Work according to environmental and health and safety regulations.</li> </ul>
Diagrams	Figure 1 Door elevation and height section page 21
	Figure 2 Middle rail section page 22
	Figure 3 Middle rail joint detail page 23

AC	The candidate has	Pass	Merit	Distinction
2.1 2.2 2.3	checked information is accurate and discrepancies recorded	Four discrepancies /errors identified	Five discrepancies /errors identified	Six discrepancies/ errors identified
5.1	completed the risk assessment form accurately, to meet current health and safety legislation			
5.2	completed a resource checklist and used the correct tools to set out half glazed door  • overall height correct within 1 mm (not undersized)			
	<ul> <li>overall width correct within 1 mm (not undersized)</li> </ul>			
	mid rail position correct	± 3 mm	± 2 mm	± 1 mm
	all section sizes correct to within 1 mm			
	<ul> <li>all section profiles correct to within 1 mm</li> </ul>			
	<ul> <li>joint proportions and positions shown correctly</li> </ul>			

AC	The candidate has	Pass	Merit	Distinction
5.3	correctly completed a cutting list			
5.4	correctly completed a requisition sheet for ironmongery			
5.5	followed current environmental and relevant health and safety regulations relating to setting out a half glazed door			

Task gradi	ing rules	Task grade:
To award a pachieved.		
To award a r		
	<b>distinction</b> : in addition to both of the above, both ( <b>2</b> ) graded the checklist must be achieved to a distinction standard.	
Assessor	Signature & Date	

# Unit 213 Mark out from setting out details for bench joinery products

# Task 1 Mark out a half glazed door

Expected time	2 hours
Task instructions	<ul> <li>Complete a risk assessment.</li> <li>Complete a tool list.</li> <li>Mark out component parts from setting out details.</li> <li>Work according to environmental and health and safety regulations.</li> </ul>
Diagrams	Figure 1 Door elevation and height section page 21 Figure 2 Middle rail section page 22 Figure 3 Middle rail joint detail page 23

AC	The candidate has	Pass	Merit	Distinction
3.1	completed the risk assessment form accurately, to meet current health and safety legislation			
3.2	completed a resource checklist and selected the correct tools required for marking out			
3.3	correctly selected			
	• face side			
	face edge			
3.4	mark out components for half glazed door			
	<ul> <li>rail positions/mortices in correct position to within 1 mm</li> </ul>			
	<ul> <li>mortices and tenons marked out accurately to within 1 mm</li> </ul>			
	<ul> <li>tenon shoulders marked out accurately to within 1 mm</li> </ul>			
	<ul> <li>sections correctly indicated</li> </ul>			
3.5	followed current environmental and relevant health and safety regulations relating to marking out for half glazed door			

Task grading rules		Task grade:
To award a pachieved.	To award a <b>pass</b> : every activity in the checklist must be successfully achieved.	
Assessor	Signature & Date	

# Unit 213 Mark out from setting out details for bench joinery products

# Task 2 Mark out a staircase

Expected time	3 hours			
Task instructions	Complete a risk assessment.			
	Complete a tool list.			
	<ul> <li>Mark out component parts of a staircase.</li> </ul>			
	<ul> <li>Work according to environmental and health and safety regulations.</li> </ul>			
Diagrams	Figure 1 Staircase page 24			
	Figure 2 Staircase construction details page 25			
	Figure 3 String to newel joint page 26			
	Figure 4 Bare faced tenon detail page 27			

AC	The candidate has	Pass	Merit	Distinction
3.1	completed the risk assessment form accurately, to meet current health and safety legislation			
	(note: where a risk assessment has been carried out for a previous task, the same form may be added to for this criteria)			
3.2	completed a resource checklist and selected the correct tools required for marking out			
	(note: where a checklist has been completed for a previous task, the same form may be added to for this criteria)			
3.3	correctly selected			
	face side			
	face edge			
3.4	mark out components for a staircase			
	string			
	<ul> <li>pitch board made accurately within</li> <li>0.5 mm</li> </ul>			
	tenon accurately marked out within 1 mm			
	<ul> <li>step housings accurately marked out within 1 mm</li> </ul>			
	margin correct within 1 mm			
	marked as a pair			
	newel			
	mortice accurately marked out within 1     mm			

AC	The candidate has	Pass	Merit	Distinction
	<ul> <li>housing for the tread accurately marked out within 1 mm</li> </ul>			
	<ul><li>treads</li><li>sections accurately marked out within 1 mm</li></ul>			
3.5	followed current environmental and relevant health and safety regulations relating to marking out for a staircase			

Task grading rules		Task grade:
To award a pachieved.	To award a <b>pass</b> : every activity in the checklist must be successfully achieved.	
Assessor	Signature & Date	

# Unit 214 Manufacture bench joinery products Task 1 Manufacture and assemble a half glazed door

Expected time	16 hours
Task instructions	<ul> <li>Complete a risk assessment.</li> <li>Complete a tool list.</li> <li>Manufacture and assemble a half glazed door.</li> <li>Clean up the door to receive a paint finish.</li> <li>Work according to environmental and health and safety</li> </ul>
	regulations.
Diagrams	Figure 1 Door elevation and height section page 21 Figure 2 Middle rail section page 22 Figure 3 Middle rail joint detail page 23

AC	The candidate has	Pass	Merit	Distinction
3.1	completed the risk assessment form accurately, to meet current health and safety legislation			
3.2 4.2 4.6	completed a resource checklist and selected the correct hand and power tools, ensuring tools are sharp before and during use			
3.3 3.4 3.5 3.6 4.1 4.3 4.4	manufactured and assembled a half glazed door     tenons fit mortices with no gaps exceeding 1 mm			
	securely wedged without splitting			
	<ul> <li>haunches tight with no gaps exceeding</li> <li>1 mm</li> </ul>			
	<ul><li>shoulders tight with no gaps exceeding</li><li>1 mm</li></ul>			
	<ul> <li>scribes tight with no gaps exceeding</li> <li>1 mm</li> </ul>			
	• inside edges cleaned up prior to assembly			
	panel tight fit to grooves within 1 mm			
	<ul> <li>rebate size correct within 1 mm as per Figure 1</li> </ul>			
	<ul> <li>moulding correct within 1 mm as per Figure 1</li> </ul>			

AC	The candidate has	Pass	Merit	Distinction
	<ul> <li>sections produced clean, without breakout and to a consistent depth within 1 mm</li> </ul>			
	overall height 1050 mm	± 3 mm	± 2 mm	± 1 mm
	overall width 600 mm	± 3 mm	± 2 mm	± 1 mm
	without cramp marks			
	parallel within 2 mm			
	middle rail position 236 mm between sight lines	± 3 mm	± 2 mm	± 1 mm
	• square	± 3 mm	± 2 mm	± 1 mm
	out of wind within 2 mm			
	<ul> <li>joints flushed using smoothing plane, without tram lines and tearing</li> </ul>			
	finished door no less than 42 mm thick			
	<ul> <li>prepared for paint finish and arrises removed</li> </ul>			
3.7 4.6 4.7	followed current environmental and relevant health and safety regulations relating to manufacturing, assembling and finishing a half glazed door. This includes			
	<ul><li>good house keeping</li><li>use of PPE</li></ul>			
	use of machines in accordance with ACoP			

Task grading rules		Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.		
To award a <b>merit</b> : in addition to the above, all <b>4</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard.		
To award a <b>distinction</b> : in addition to both of the above, all <b>4</b> graded activities in the checklist must be achieved to a distinction standard.		
Assessor	Signature & Date	

# Unit 214 Manufacture bench joinery products Task 2 Manufacture and assemble a staircase

Expected time	18 hours
Task instructions	<ul> <li>Complete a risk assessment.</li> <li>Complete a tool list.</li> <li>Manufacture and assemble a staircase.</li> <li>Clean up the staircase to receive a paint finish.</li> <li>Work according to environmental and health and safety regulations.</li> </ul>
Diagrams	Figure 1 Staircase page 24 Figure 2 Staircase construction details page 25 Figure 3 String to newel joint page 26 Figure 4 Bare faced tenon detail page 27

AC	The candidate has	Pass	Merit	Distinction
3.1	completed the risk assessment form accurately, to meet current health and safety legislation			
	(note: where a risk assessment has been carried out for a previous task, the same form may be added to for this criteria)			
3.2 4.2 4.6	completed a resource checklist and selected the correct hand and power tools, ensuring tools are sharp before and during use			
	(note: where a checklist has been completed for a previous task, the same form may be added to for this criteria)			
3.3	manufactured and assembled a staircase			
3.4 3.5 3.6 4.1 4.3	strings housed out correctly without breakout			
4.5				
	<ul> <li>string tenon cut correctly, tight fitting within 1 mm and draw dowelled</li> </ul>			
	<ul> <li>newel morticed accurately in correct position</li> </ul>			
	treads profiled within 1 mm as per Figures			
	<ul> <li>bottom step housed into newel post and tight fitting within 1 mm</li> </ul>			
	<ul> <li>treads and risers fitted correctly and tight with no gaps exceeding 1 mm</li> </ul>			

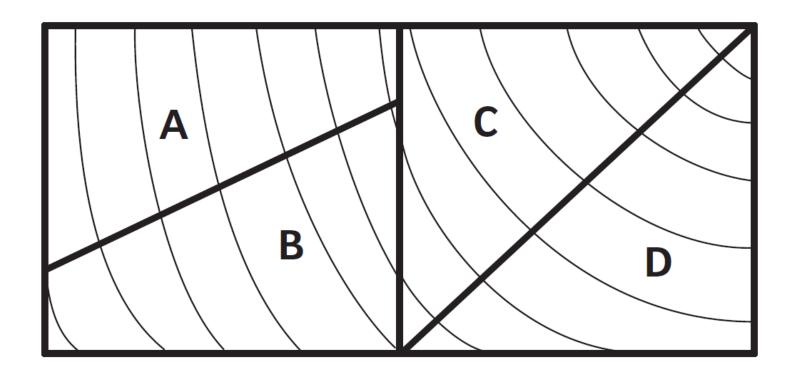
AC	The candidate has	Pass	Merit	Distinction
	<ul> <li>wedges inserted and tight fitting throughout whole length of housing</li> </ul>			
	glue blocks securely in place			
	<ul> <li>risers secured to treads using screws without splitting</li> </ul>			
	• staircase width 300 mm within 2 mm			
	<ul> <li>step rise correct within 1 mm as per Figures</li> </ul>			
	<ul> <li>step going correct within 1 mm as per Figures</li> </ul>			
	<ul> <li>all inside faces cleaned up prior to assembly</li> </ul>			
	<ul> <li>completed job cleaned up, without cramp marks, arrises removed and ready for painted finish</li> </ul>			
3.7 4.6 4.7	followed current environmental and relevant health and safety regulations relating to manufacturing, assembling and finishing a staircase. This includes			
	<ul> <li>good house keeping</li> <li>use of PPE</li> <li>use of machines in accordance with ACoP</li> </ul>			
	4 ase of machines in accordance with Acor			

Task grading rules		Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.		
Assessor	Signature & Date	

Unit 211 Set up and operate a circular saw

Task 1 Change circular saw blades and cut timber and manufactured boards

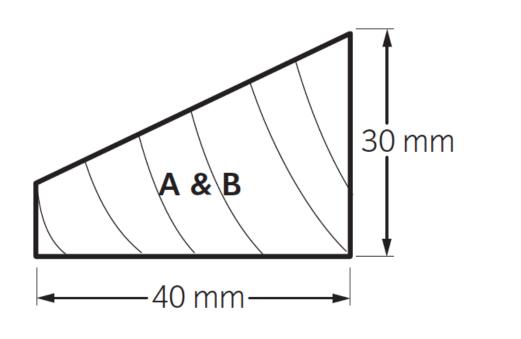
Figure 1 Rip cuts

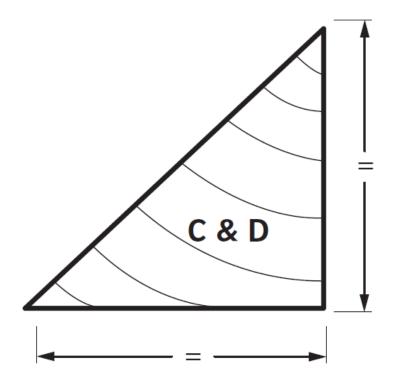


## Unit 211 Set up and operate a circular saw

### Task 1 Change circular saw blades and cut timber and manufactured boards

Figure 2 Rip cuts measurement detail

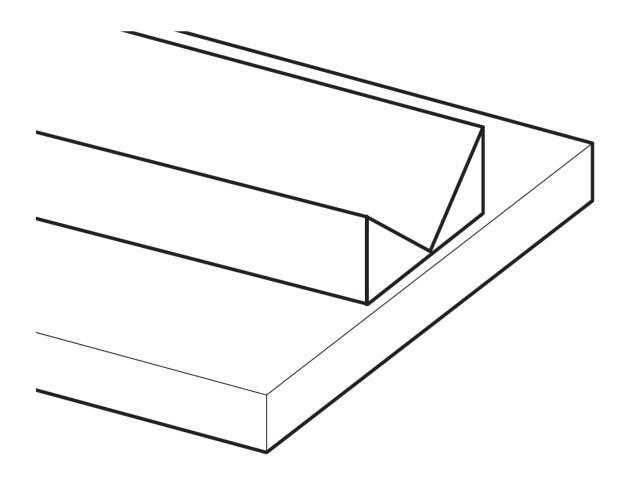




## Unit 211 Set up and operate a circular saw

## Task 1 Change circular saw blades and cut timber and manufactured boards

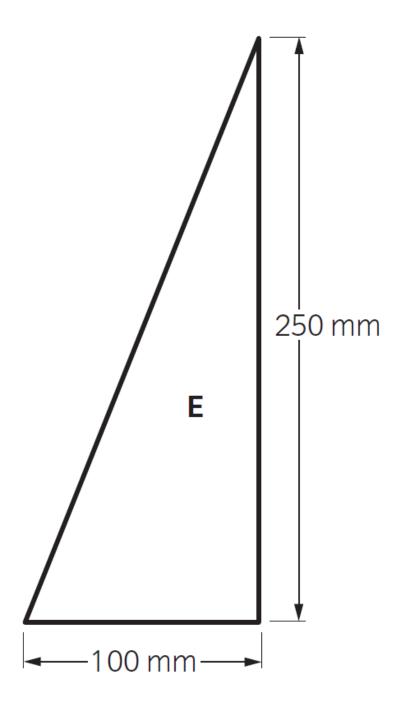
Figure 3 45° rip cut saddle



### **Unit 211**

## Set up and operate a circular saw Change circular saw blades and cut timber and manufactured boards Task 1

Figure 4 Tapered cut



Unit 212 Produce setting out details for bench joinery products
Task 1 Interpret information and set out for a half glazed door

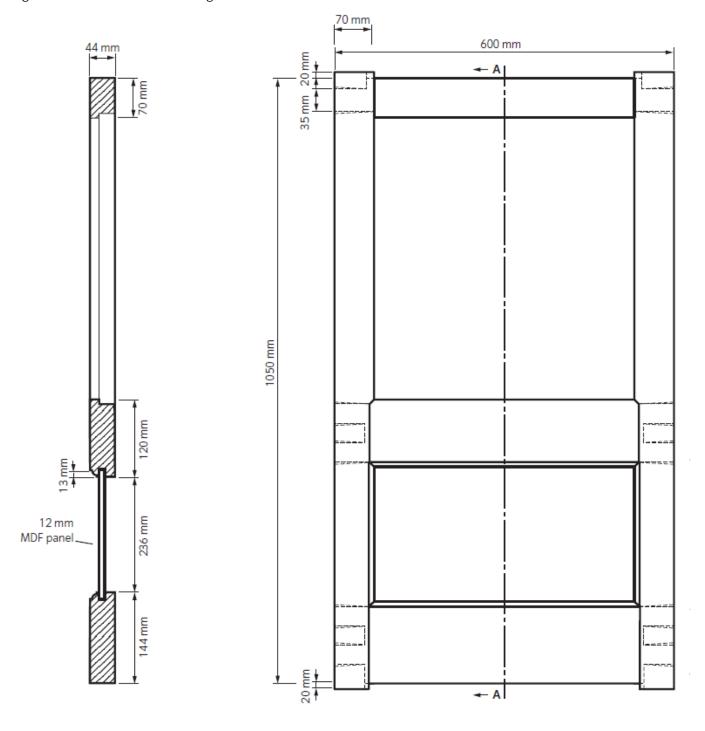
Unit 213 Mark out from setting out details for bench joinery products

Task 1 Mark out a half glazed door

Unit 214 Manufacture bench joinery products

Task 1 Manufacture and assemble a half glazed door

Figure 1: Door elevation and height section



Unit 212 Produce setting out details for bench joinery products
Task 1 Interpret information and set out for a half glazed door

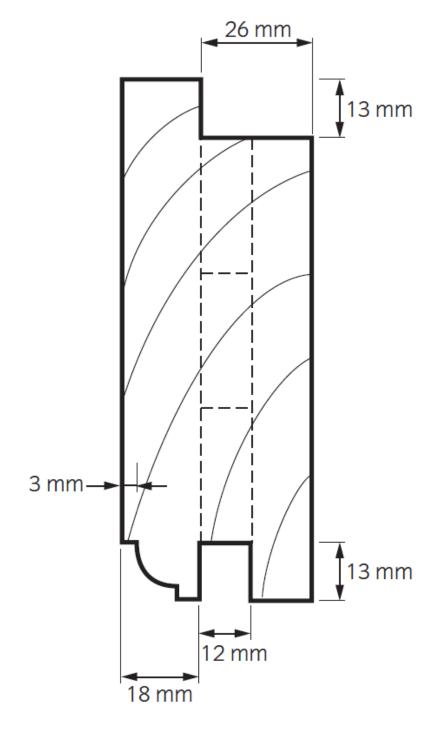
Unit 213 Mark out from setting out details for bench joinery products

Task 1 Mark out a half glazed door

Unit 214 Manufacture bench joinery products

Task 1 Manufacture and assemble a half glazed door

Figure 2: Middle rail section



Unit 212 Produce setting out details for bench joinery products
Task 1 Interpret information and set out for a half glazed door

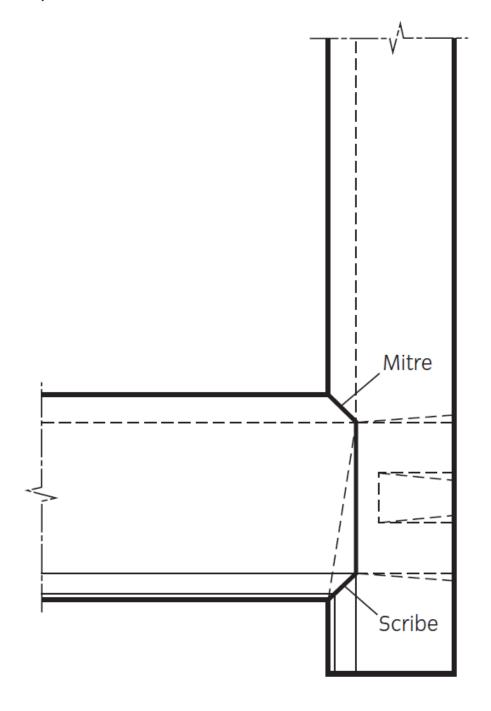
Unit 213 Mark out from setting out details for bench joinery products

Task 1 Mark out a half glazed door

Unit 214 Manufacture bench joinery products

Task 1 Manufacture and assemble a half glazed door

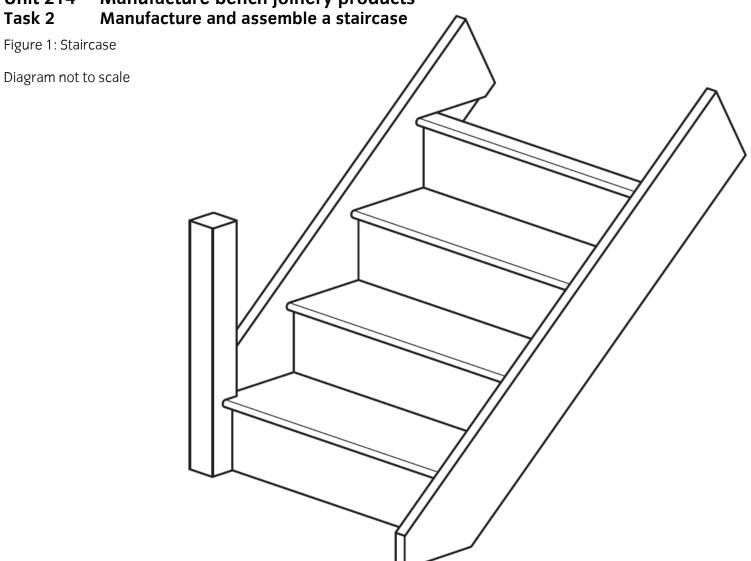
Figure 3: Middle rail joint detail



Unit 213 Mark out from setting out details for bench joinery products

Task 2 Mark out a staircase

Unit 214 Manufacture bench joinery products



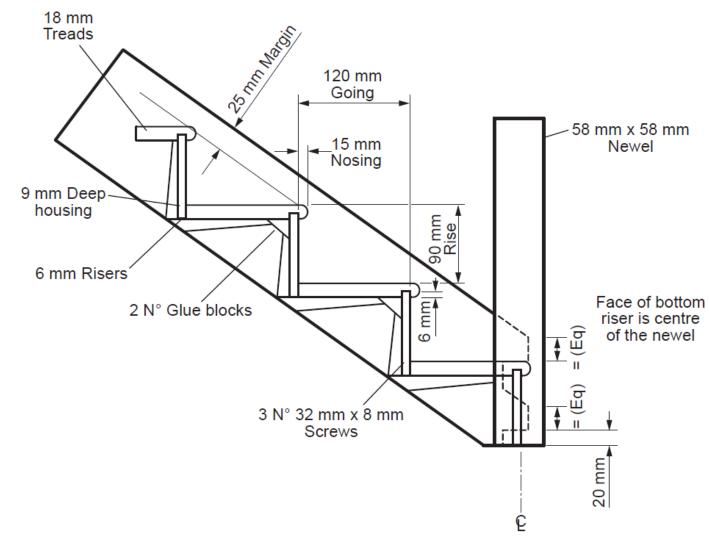
### Unit 213 Mark out from setting out details for bench joinery products

Task 2 Mark out a staircase

## Unit 214 Manufacture bench joinery products

### Task 2 Manufacture and assemble a staircase

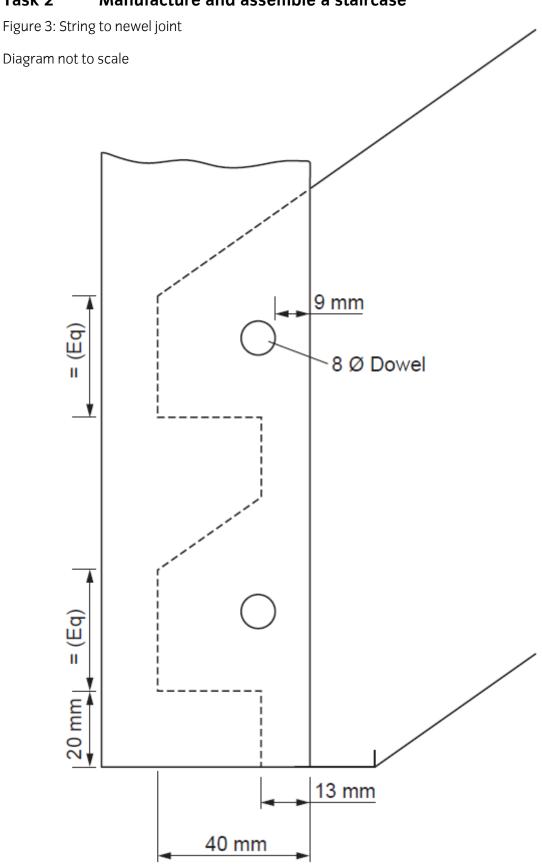
Figure 2: Staircase construction details



# Unit 213 Mark out from setting out details for bench joinery products

Task 2 Mark out a staircase

### Unit 214 Manufacture bench joinery products Task 2 Manufacture and assemble a staircase

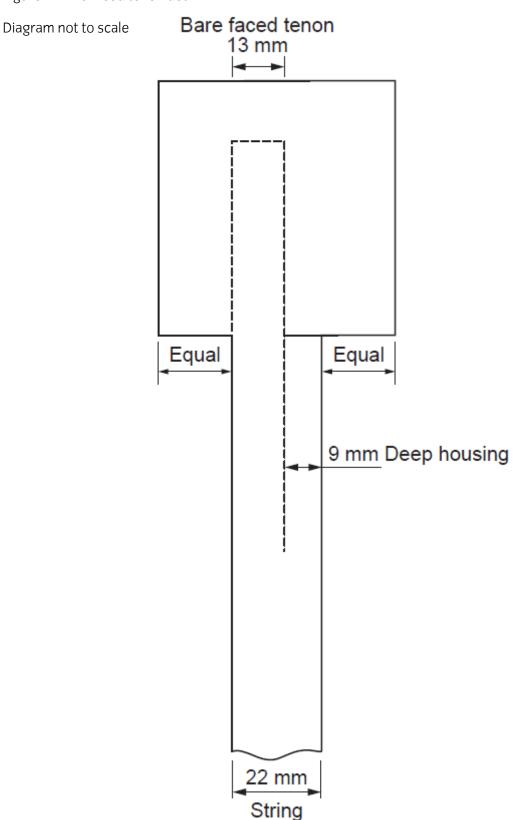


# Unit 213 Mark out from setting out details for bench joinery products

Task 2 Mark out a staircase

### Unit 214 Manufacture bench joinery products Task 2 Manufacture and assemble a staircase

Figure 4: Bare faced tenon detail



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