




Apprenticeship standard (England only)

Carpentry & Joinery

Industry: Construction

City & Guilds code: 9078

 **Typical duration:** 18 months
 **Maximum funding:** £12,000*
 **Level 2**

*Funding information accurate as of March 2019.
For the most up-to-date information, check the [Institute for Apprenticeships and Technical Education \(IfATE\) website](#).

About the standard

The Carpentry and Joinery apprenticeship is part of the City & Guilds apprenticeship offer in the main trades of construction. Carpentry and joinery is a core trade within construction, especially in the house-building sector. As demand for new homes continues, so does the demand for carpentry and joinery. Apprentices entering the construction industry as a carpenter or joiner may choose to work as a self-employed tradesperson or gain a CSCS card to work on a construction site, where they could then progress to a site supervisor or manager.

The occupation involves carrying out skilled work, primarily using timber products, either on a construction site or in a workshop, creating and installing building components.

On completion of this apprenticeship, carpentry and joinery apprentices will be able to carry out all the activities undertaken by a carpenter and joiner, but also to work safely, develop communication with others, interpret specifications and carry out related tasks.

On-programme: what apprentices need to learn

Apprentices need to complete 20% off-the-job training during on-programme and specific rules govern this vital element. You can track and authorise the 20% through our e-portfolio, Learning Assistant.

Apprentices will learn techniques and measures required in carpentry and joinery and by the end of the apprenticeship should demonstrate:

- health and safety
- effective communication
- effective team work
- interpret and follow verbal written work instructions
- calculate quantity, length, area and wastage of resources.

Refer to the [IfATE website](#) for further details on the standard and assessment plan.

City & Guilds has developed teaching and learning materials to support employers and learning providers to deliver on and off-the-job learning for this standard. For more information [visit our webpage for Carpentry & Joinery here](#).

Gateway requirements

Before you can book end-point assessment, the provider and employer sign off that the apprentice will be ready for EPA.

For this standard, the employer and provider will need to sign a declaration to agree the apprentice shows evidence of the relevant carpentry and joinery knowledge, skills and behaviours as set out in the standard.

The employer in consultation with the training provider will make the judgement as to whether the apprentice is ready for end point assessment through the achievement of the following;

- Level 2 National Vocational Qualification (NVQ) in Site Carpentry or Architectural Joinery.
- A recognised Level 1 English and Mathematics qualification and evidence of having undertaken the English and Mathematics tests at Level 2.

On conclusion that the assessment gateway requirements have been achieved, the apprentice will be able to proceed to the end-point assessment stage of the apprenticeship.



It is expected that apprentices will complete the assessment gateway requirements within three months of their planned apprenticeship completion. As part of our EPA service, City & Guilds will check all gateway evidence before the EPA event so you can have the confidence that the apprentice is ready for EPA.

EPA: how apprentices demonstrate their learning

EPA is the final stage that an apprentice goes through to complete their apprenticeship. The apprentice must show their learning to an independent end-point assessor and the overall grades available are pass, merit, distinction and fail. Assessment events are:



Multiple choice test

A 45-minute test with 35 questions designed to assess the apprentice's understanding of the core and specific knowledge and behavioural requirements.

Delivered in a controlled invigilated environment approved by the independent end-point assessment organisation.

City & Guilds will allocate a skilled and experienced professional to assess the apprentice objectively against the standard. All assessments are standardised and quality assured.

To help you prepare apprentices and ensure they feel ready for assessment, we have created a suite of preparation resources, including:

- **EPA pack:** Details behind the standard and assessment plan, guidance on EPA tasks and grading, procedures for re-sits, timelines, venue and resource requirements for EPA. It is important that you are familiar with this information
- **EPA preparation tool:** Personalised login for each apprentice with useful learning resources relevant to the assessment skills required for their standard, ensuring they feel ready for their EPA experience



One-day practical test

A supervised test marked by an independent assessor, approved and moderated by the independent end-point assessment organisation.

During the test, the apprentice completes a practical activity, including oral questioning where required (to ensure the apprentice has the skills, supporting knowledge and behaviours required for the chosen job role). The test for both pathways will take a minimum of six hours to complete.

- **recording forms:** Supporting you to complete key stages of EPA readiness, we have prepared forms to give you peace of mind and confidence that everything is covered
- **LIEPA report:** A report produced by our lead independent end-point assessor (LIEPA) with insight into the EPA results for this standard and findings across all centres. These reports can help you refine your delivery to improve success rates
- our dedicated **EPA customer success team** will be on hand to support you through your EPA journey.



Apprenticeship certification

As well as receiving their IfATE apprenticeship certificate, the apprentice will receive a City & Guilds statement of achievement for EPA.

Why choose City & Guilds?


Personal support: Our dedicated EPA customer success team, Technical Advisors, Business Managers and Customer Service teams are on hand to help you throughout your apprenticeship journey.

Teaching tools and resources: All of our resources are mapped comprehensively to the standard and designed to draw out the skills, knowledge and behaviour apprentices need so they are confident for assessment and you know that everything is covered.

EPA support resources: Our specially created EPA resources will help you to prepare apprentices and ensure a smooth booking process.

EPA delivery: We are growing our EPA service, using new technologies to enhance the delivery and management of EPA.





Pricing that works for you: When you choose us for EPA, you pay a small registration fee and the balance once the EPA has taken place and results submitted.

Events and webinars: We deliver a range of events and webinars run by industry specialists to advise and guide you.

Progression: The journey never stops and we're committed to helping learners progress into a job, develop on the job and move into the next job. Visit our website [cityandguilds.com](https://www.cityandguilds.com) for our wider offering in this sector and information about leadership and management apprenticeships.



More information

If you're a City & Guilds centre, visit Walled Garden or contact your Business Manager for prices and any further information.

If you're a new customer, contact apprenticeships@cityandguilds.com to find out more.

Or visit [cityandguilds.com/apprenticeships](https://www.cityandguilds.com/apprenticeships) for full information on our apprenticeship products and services.

Visit [i-l-m.com/apprentice](https://www.i-l-m.com/apprentice) for information on management apprenticeships.