

Apprenticeship standard (England only)

Carpentry and Joinery




Industry: Construction

City & Guilds code: 9078

LARS number: 239



A City & Guilds Group Business

-  **Minimum duration: 18 months**
-  **Funding band: 10 (£12,000)***
-  **Level 2**

*Funding bands from May 2017

On-programme learning: Available autumn 2018

On-programme mandatory qualification (6571): Open for registrations

End-point assessment (EPA): We're applying to be on the register of end-point assessment organisations

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.

City & Guilds – helping you with an expert solution

There are four stages where we can work together to help your apprentices from the start through to successful completion of their training.



Plan

Helping you plan and prepare for the new standards with a bespoke solution to make the most of your investment in apprentices.



Attract

Simple online vacancy and candidate set up, TalentPortal can connect you to the talent you need to fill your apprenticeship vacancies.



Deliver

High-quality, online and offline content to help draw out the skills, knowledge and behaviours to prepare apprentices for end-point assessment as well as tracking options to monitor performance.



Assess

Support for you and your apprentices to prepare for end-point assessment by our first-rate, fully trained assessors. Our simple, flexible service meets the demands of your team and your partners.

The City & Guilds Carpentry and Joinery apprenticeship

The apprentice journey



1 On-programme (deliver)

Training and development takes place during this part of the apprenticeship. It may include a qualification if set in the standard.

Formative assessment of skills, knowledge and behaviours is required in the delivery of the standard and this will be outlined in the assessment plan.

Apprentices have to reach a minimum level of maths and English set by the standard. If they've not previously achieved this, they'll need further study and support.

1 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.

Our resources and tools that support on-programme delivery

Our core content for this standard covers Prevent, British values, equality and diversity, and health and safety which give you the basics to deliver the standard and satisfy regulators. It's a blend of e-learning and downloadable content. We also have:



Mandatory qualification

The mandatory units of our Level 2 NVQ qualifications are closely aligned to the content of the apprenticeship standard and enhance the onprogramme experience for the apprentice and employer. They are:

- NVQ Diploma in Wood Occupations – Site Carpentry (6571-21) or
- NVQ Diploma in Wood Occupations – Architectural Joinery (6571-22).



Training manual

Available in print and as part of our e-portfolio, the carpentry and joinery task manual guides apprentices through stepby-step tasks that develop the skills, knowledge and behaviours required.



Learning Assistant

Innovative and cost effective e-portfolio solution that lets you dramatically improve the delivery of their apprenticeship standards by tracking apprentices' progress online in real time. And helps authorise and evidences 20% off-the-job learning



SmartScreen

Virtual learning – engaging and interactive e-learning modules and video content allow apprentices to work at their own pace. The content covers the majority of modules, preparing apprentices for their EPA. Tutors can track activity and results.



Guidance documents

- Mandatory qualifications with learning guidance.
- Advice on gathering evidence for the practical standards and behaviours.
- EPA preparation materials.

Maths and English requirements

If your apprentices need to complete maths and English, our popular Functional Skills qualifications fit within apprenticeship programmes and cover the core maths and English requirement for the workplace and further study. We have an extensive support package available, including e-Functional Skills, and an online teaching and learning platform, which guides learners from an initial and a diagnostic assessment, through to being exam ready.

Find out more: [cityandguilds.com/functionalskills](https://www.cityandguilds.com/functionalskills)

The City & Guilds Carpentry and Joinery apprenticeship



2 Gateway

The employer and provider must sign off the apprentice as ready to move on to end-point assessment.



3 Assess

The end-point assessment must demonstrate that the apprentice can perform in the occupation in a fully competent, holistic and productive way.

The assessment will be graded if required by the standard.

The assessment organisation and assessor must be independent of, and separate from, the training provided by the provider and employer.



4 Apprenticeship certificate

On successful completion, the end-point assessment organisation will apply to the Education and Skills Funding Agency (ESFA) for the apprenticeship certificate. The certificate is sent to the apprentice's employer.

2 Gateway

To move on to end-point assessment, the apprentice must complete the NVQ and show evidence of the relevant carpentry and joinery knowledge, skills and behaviours as set out in the standard. The apprentice will also need to achieve maths and English (Level 1) and take the test for Level 2.

3 End-point assessment (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.



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.

Our resources and tools that support end-point assessment

We're applying to be on the register of end-point assessment organisations for this standard. Our EPA service includes support resource as well as flexibility around assessment delivery and a dedicated EPA team to support you.



EPA preparation tool

Online content to help the apprentice feel ready for their EPA experience. Personalised to their confidence levels and the standard, they're sent free access details once they're registered with us for EPA.



EPA team

Our dedicated EPA team is on hand to help with bookings and questions on anything from the assessment process to evidence portfolios.



EPA pack and guidance

Let our support, including short videos and how to guides help you get to grips and stay on track with the EPA process.



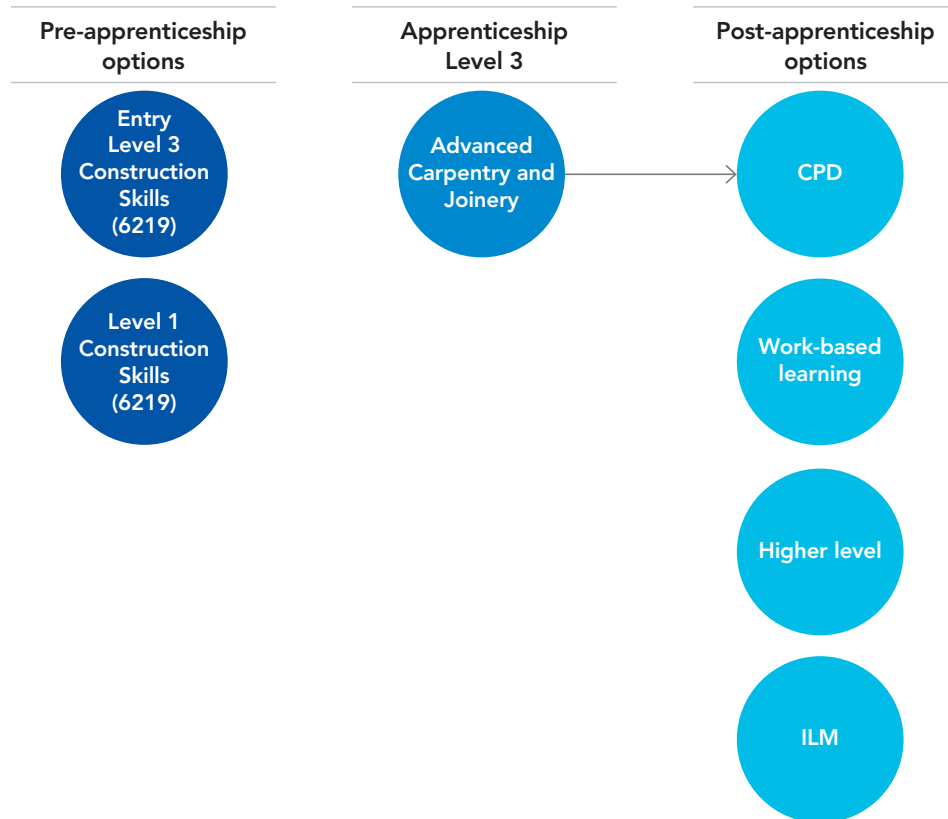
4 Apprenticeship certification

The apprentice will receive their Institute for Apprenticeships (IfA) apprenticeship certificate. Apprentices that complete a City & Guilds EPA will receive a City & Guilds statement of achievement for end-point assessment.

The City & Guilds Carpentry and Joinery apprenticeship

Progression with City & Guilds Group

This apprenticeship is part of our wider offering in the sector and you can develop new and existing talent at all levels with ILM management apprenticeships including: Team Leader/ Supervisor Level 3; Operations/Departmental Manager Level 5; Chartered Manager Degree Level 6 and the Senior Leader Master's Degree Level 7.



This standard was developed with input from an employer group including: The Construction Industry Training Board, Cumberland Group, Derry Construction Ltd, H&H Joiners & Builders Ltd, Carillion Construction Ltd, Houghtons of York, Lignum Associates, Royal Engineers, Seddon, Smarter Training Group.

How our offer supports you:

Supportive payment structure

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

Personal support

Our Technical Advisors, Business Managers and Customer Service teams are on hand to help you with all aspects of apprenticeships.

Specialist online tools

Our e-Functional Skills can boost maths and English; Skills Zone develops workplace behaviours and skills; and our e-portfolio, Learning Assistant, lets you manage assignments and track the 20% off-the-job training requirement.

Events and webinars

We deliver a range of events and webinars run by industry specialists to advise and guide you, including regional networking and CPD events.



More information

If you're a City & Guilds centre, visit Walled Garden or contact your Business Manager to find out prices and if any elements are extra to the package. If you're a new customer, contact apprenticeships@cityandguilds.com to find out more.

Or visit cityandguilds.com/apprenticeships for full information on our apprenticeship products and services. Visit i-l-m.com/apprentice for information on management apprenticeships.