Unit 363 Producing setting out details for bespoke shopfitting products in the workplace

Level: 3

Value for TQT: 200

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

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- producing setting out rods and marking out plain and circular bespoke products for shopfitting products (timber and/or non-ferrous metal)

*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 producing setting out details for bespoke shopfitting 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. oral and written instructions							
i. sketches							
j. electronic data							
k. official guidance							
l. component standards and current regulations governing buildings associated with producing setting out details for bespoke products.							

2. Know how to comply with relevant legislation and official guidance when producing setting out details for bespoke shopfitting products.

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. below ground level							
c. in confined spaces							
d. at height							
e. with tools and equipment							
f. with materials and substances							
g. with movement and storage of materials by manual handling and mechanical lifting							
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
e. vehicles							
2.3 Explain what the accident reporting procedures are and who is responsible for making reports.							
2.4 Describe the types of fire extinguishers available when producing setting out details for bespoke shopfitting products and describe how and when they are used.							

3. Maintain safe working practices when producing setting out details for bespoke shopfitting products.							
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 producing setting out details for bespoke shopfitting products.**							
3.2 Demonstrate compliance with given information and relevant legislation when producing setting out details for bespoke shopfitting products for at least two of the following:							
a. safe use of access equipment							
b. safe use							
c. storage and handling of materials							
d. tools and equipment							
e. 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 producing setting out details for bespoke shopfitting products, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
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 working instructions							
3.5 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 produce setting out details for bespoke shopfitting 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. timber based products							
c. composite materials							
d. paper rods							
e. glass							
f. plastic							
g. fabric							
h. metal							
i. ironmongery							
j. adhesives							
k. fittings and fixings							

l. marking							
m. testing tools and equipment							
4.3 Describe how to confirm resources and materials conform to the specification, including suitability, moisture and durability.							
4.4 describe how the resources should be used correctly and how problems associated with the resources are reported.							
4.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.6 describe any potential hazards associated with the resources and method of work							
4.7 describe how to calculate:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to produce setting out details for bespoke shopfitting products.							

5. Minimise the risk of damage to the work and surrounding area when producing setting out details for bespoke shopfitting products.							
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 clear and tidy work space**							
5.3 **dispose of waste in accordance with legislation**							
5.4 describe how to protect work from damage and the purpose of protection in relation to:							
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 producing setting out details for bespoke shopfitting 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 desribe the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. productivity targets and time scales							
b. how times are estimated							
c. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to produce setting out details for bespoke shopfitting products to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 **Demonstrate the following work skills when producing setting out details for bespoke shopfitting products:**							
a. **measuring**							
b. **marking out**							
c. **drawing**							
7.2 **Use and maintain hand marking and testing tools, and power tools.**							
7.3 **produce setting out details, marking out and cutting lists for bespoke shopfitting products (timber and/or metal and/or composite materials) to given working instructions; for at least three of the following:**							
a. **doors**							
b. **frames and linings**							
c. **shopfront sashes, including associated elements**							
d. **units and fitments**							
e. **framed paneling and/or cladding**							
f. **products incorporating any of the following: glass, fabrics, veneers**							
g. **staircases (straight and with turns)**							
h. **handrails and balustrades**							
i. **shopfitting products with single curvature features**							
j. **shopfitting products with double curvature features**							
k. **soffits and bulkheads**							

7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. set out, mark out and produce cutting lists for bespoke products							
b. produce straight in plan and elevation: door sets, doors, sliding sash windows, units and fitments, paneling and cladding							
c. produce staircases, handrails and balustrades, straight and with turns							
d. produce products with single and double curvature features by geometrical development relating to the above items							
e. take site and workplace dimensions							
f. proportion joints associated with the product and construction methods							
g. requisition material							
h. recognise and determine when specialist skills and knowledge are required and report accordingly							
i. determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance							
j. identify and follow the installation quality requirements							
k. work with, around and in close proximity to plant and machine							
l. use hand, marking and testing tools, and power tools							
m. work at height							
n. use access equipment.							
7.5 Describe the needs of other occupations and how to effectively communicate within a team when producing setting out details for bespoke shopfitting products.							
7.6 Describe how to maintain the tools and equipment used when producing setting out details for bespoke shopfitting products.							

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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:	