

Level 3 NVQ Diploma in Wood Occupations (Construction) (6571 - 31,32,33,34,35,36)

July 2020 Version 5.0

Candidate Logbook/ Work-Based Evidence Record
Mandatory units

Level 3 NVQ Diploma in Wood Occupations (Construction) (6571 - 31,32,33,34,35,36)



Mandatory units

Qualification title	City & Guilds qualification number
Level 3 NVQ Diploma in Wood Occupations (Construction) Site Carpentry	6571-27
Level 3 NVQ Diploma in Wood Occupations (Construction) Architectural Joinery	6571-28
Level 3 NVQ Diploma in Wood Occupations (Construction) Wheelwrighting	6571-29
Level 3 NVQ Diploma in Wood Occupations (Construction) Shopfitting Site Work	6571-30
Level 3 NVQ Diploma in Wood Occupations (Construction) Shopfitting Bench Work	6571-31
Level 3 NVQ Diploma in Wood Occupations (Construction) Structural Post and Beam Carpentry	6571-32
Level 3 NVQ Diploma in Wood Occupations (Construction) Timber Frame Erection	6571-33

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Version and date	Change detail	Section
4.1 August 2015	Unit number 727 correctly updated; phone numbers removed	Structures; final page
4.2 September 2015	Unit numbers 313 and 343 correctly updated; 6571-28 title correctly updated	Structures; Tracking Document; Mandatory units
4.3 Sep 2015	Corrected numbers for unit 501	Units
4.4 Nov 2015	Added assessment criteria 3.2 for unit 347	Units
4.5 Dec 2015	UAN corrected for units 342 and 344	Structures
4.6 March 2016	City & Guilds Group statement updated Phone numbers deleted Minor amendments to the following units: 248, 344, 611, 614, 714	Useful contacts Useful contacts Units
4.7 April 2016	Amended Unit 714 LO 7.5 & 7.7	Units
4.8 September 2017	Rules of combination amended for POS 31 and 28 Unit 602 replaced with unit 652 Unit 611 replaced with unit 651	Structures Units
4.9 November 2018	Minor amendments to all units	Units
5.0 July 2020	Qual title amended	

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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 **Level 3 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~~ with your assessor /tutor which pathway and which units you are going to work towards. This Logbook contains the **24 mandatory units** only. The optional 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 Structures

To achieve the **Level 3 NVQ Diploma in Wood Occupations (Construction) – Site Carpentry (6571-27)**, learners must achieve **446** credits in total; **100** credits must be achieved from the mandatory units and a minimum of **46** credits from the optional units available.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
Mandatory units					
101	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	2	7
301	R/503/2924	3	Confirming the occupational method of work in the workplace	11	37
302	A/503/2772	3	Confirming work activities and resources for an occupational work area in the workplace	10	33
346	Y/506/5102	3	Installing bespoke first fixing components in the workplace	20	67
347	D/506/4971	3	Installing bespoke second fixing components in the workplace	25	83
501	M/503/2915	5	Developing and maintaining good occupational working relationships in the workplace	8	27
714	T/506/5172	2	Setting up and using transportable cutting and shaping machines in the workplace	24	80
Optional units					
235	M/503/2641	2	Erecting structural carcassing components in the workplace	20	67
313	M/503/2414	3	Erecting complex roof structure carcassing components in the workplace	26	87
343	J/506/4978	3	Maintaining nonstructural or structural components in the workplace	29	97

To achieve the **Level 3 NVQ Diploma in Wood Occupations (Construction) – Architectural Joinery (6571-28)**, you must achieve **121** credits in total; **101** 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 units					
101	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	2	7
301	R/503/2924	3	Confirming the occupational method of work in the workplace	11	37
302	A/503/2772	3	Confirming work activities and resources for an occupational work area in the workplace	10	33
344	K/506/4987	3	Manufacturing bespoke architectural joinery products in the workplace	25	83
501	M/503/2915	5	Developing and maintaining good occupational working relationships in the workplace	8	27
651	N/A	2	Manufacturing Routine Architectural Joinery Products in the Workplace	19	63
614	M/506/4974	2	Marking out from setting out details for routine architectural joinery products in the workplace	12	40
727	K/506/4973	2	Producing setting out details for routine architectural joinery products in the workplace	14	47
Optional units					
329	K/503/2718	3	Producing CAD setting out details in the workplace	30	100
342	M/506/4988	3	Producing setting out details for bespoke architectural joinery products in the workplace	20	67
336	A/503/2447	3	Setting up and using fixed machinery in the workplace	24	80

To achieve the **Level 3 NVQ Diploma in Wood Occupations (Construction) – Wheelwrighting (6571-29)**, you must achieve **130** credits in total; **110** credits must be achieved from the mandatory units and a minimum of **20** credits from the optional units available.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
Mandatory units					
101	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	2	7
301	R/503/2924	3	Confirming the occupational method of work in the workplace	11	37
302	A/503/2772	3	Confirming work activities and resources for an occupational work area in the workplace	10	33
326	D/503/2442	3	Manufacturing bespoke wheelwrighting products in the workplace	29	97
501	M/503/2915	5	Developing and maintaining good occupational working relationships in the workplace	8	27
603	A/503/2707	2	Manufacturing routine wheelwrighting products in the workplace	24	80
606	A/503/2660	2	Marking out from setting out details for routine wheelwrighting products in the workplace	12	40
719	Y/503/2648	2	Producing setting out details for routine wheelwrighting products in the workplace	14	47
Optional units					
334	Y/503/2455	3	Producing setting out details for bespoke wheelwrighting products in the workplace	20	67
336	A/503/2447	3	Setting up and using fixed machinery in the workplace	24	80

To achieve the **Level 3 NVQ Diploma in Wood Occupations (Construction) – Shopfitting Site Work (6571-30)**, you must achieve a total of **104** credits from the mandatory units.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
Mandatory units					
101	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	2	7
277	J/503/2709	2	Installing shopfitting fittings in the workplace	13	43
278	F/503/2708	2	Installing shopfitting frames and finishings in the workplace	23	77
279	Y/503/2715	2	Installing shopfronts and finishings in the workplace	13	43
301	R/503/2924	3	Confirming the occupational method of work in the workplace	11	37
302	A/503/2772	3	Confirming work activities and resources for an occupational work area in the workplace	10	33
336	A/503/2447	3	Setting up and using fixed machinery in the workplace	24	80
501	M/503/2915	5	Developing and maintaining good occupational working relationships in the workplace	8	27

To achieve the **Level 3 NVQ Diploma in Wood Occupations (Construction) – Shopfitting Bench Work (6571-31)**, you must achieve **121** credits in total; **101** 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 units					
101	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	2	7
301	R/503/2924	3	Confirming the occupational method of work in the workplace	11	37
302	A/503/2772	3	Confirming work activities and resources for an occupational work area in the workplace	10	33
325	Y/503/2438	3	Manufacturing bespoke shopfitting products in the workplace	25	83
501	M/503/2915	5	Developing and maintaining good occupational working relationships in the workplace	8	27
652	N/A	2	Manufacturing routine shopfitting products in the workplace	19	63
605	D/503/2652	2	Marking out from setting out details for routine shopfitting products in the workplace	12	40
718	J/503/2645	2	Producing setting out details for routine shopfitting products in the workplace	14	47
Optional units					
329	K/503/2718	3	Producing CAD setting out details in the workplace	30	100
333	L/503/2453	3	Producing setting out details for bespoke shopfitting products in the workplace	20	67
336	A/503/2447	3	Setting up and using fixed machinery in the workplace	24	80
680	H/600/8573	2	Producing wood and wood-based products using Computer Numerically Controlled/Numerically Controlled (CNC/NC) machinery in the workplace	22	73

To achieve the **Level 3 NVQ Diploma in Wood Occupations (Construction) – Structural Post and Beam Carpentry (6571-32)**, you must achieve **96** credits in total; **66** credits must be achieved from the mandatory units and a minimum of **30** credits from at least **two** of the optional units available.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
Mandatory units					
101	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	2	7
301	R/503/2924	3	Confirming the occupational method of work in the workplace	11	37
302	A/503/2772	3	Confirming work activities and resources for an occupational work area in the workplace	10	33
305	H/503/2474	3	Designing and fabricating structural timber connections in the workplace	35	117
501	M/503/2915	5	Developing and maintaining good occupational working relationships in the workplace	8	27
Optional units					
304	Y/600/7663	3	Conserving or restoring heavy timber framework in the workplace	32	107
315	K/503/2489	3	Fabricating post and beam components in the workplace	33	110
329	K/503/2718	3	Producing CAD setting out details in the workplace	30	100
680	H/600/8573	2	Producing wood and wood based products using Computer Numerically Controlled/Numerically Controlled (CNC/NC) machinery in the workplace	22	73
715	R/506/3929	2	Slinging and signalling the movement of loads (secondary role) in the workplace	10	33

To achieve the **Level 3 NVQ Diploma in Wood Occupations (Construction) – Timber Frame Erection (6571-33)**, learners must achieve **421** credits in total.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
Mandatory units					
101	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	2	7
247	D/506/4985	2	Erecting timber roof structures in the workplace	23	77
248	R/506/4983	2	Erecting timber walls and floors in the workplace	23	77
301	R/503/2924	3	Confirming the occupational method of work in the workplace	11	37
302	A/503/2772	3	Confirming work activities and resources for an occupational work area in the workplace	10	33
313	M/503/2414	3	Erecting complex roof structure carcassing components in the workplace	26	87
348	D/503/2747	3	Coordinating and confirming the dimensional control requirements of the work in the workplace	8	27
501	M/503/2915	5	Developing and maintaining good occupational working relationships in the workplace	8	27
715	R/506/3929	2	Sliding and signalling the movement of load suspended loads in the workplace	10	33

5.3 Skill scan/initial assessment – Mandatory units



Qualification title: **Level 3 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.		
277	Installing shopfitting fitments in the workplace		
	Interpret the given information relating to the work and resources when installing shopfitting fitments.		
	Know how to comply with relevant legislation and official guidance when installing shopfitting fitments.		
	Maintain safe working practices when installing shopfitting fitments.		
	Select the required quantity and quality of resources for the methods of work to install shopfitting fitments.		
	Minimise the risk of damage to the work and surrounding area when installing shopfitting fitments.		

	Complete the work within the allocated time when installing shopfitting fitments.		
	Comply with the given contract information to install shopfitting fitments to the required specification.		
278	Installing shopfitting frames and finishings in the workplace		
	Interpret the given information relating to the work and resources when installing shopfitting frames and finishings.		
	Know how to comply with relevant legislation and official guidance when installing shopfitting frames and finishings.		
	Maintain safe working practices when installing shopfitting frames and finishings.		
	Select the required quantity and quality of resources for the methods of work to install shopfitting frames and finishings.		
	Minimise the risk of damage to the work and surrounding area when installing shopfitting frames and finishings.		
	Complete the work within the allocated time when installing shopfitting frames and finishings.		
	Comply with the given contract information to install shopfitting frames and finishings to the required specification.		
279	Installing shopfronts and finishings in the workplace		
	Interpret the given information relating to the work and resources when installing shopfronts and finishings.		
	Know how to comply with relevant legislation and official guidance when installing shopfronts and finishings.		
	Maintain safe working practices when installing shopfronts and finishings.		
	Select the required quantity and quality of resources for the methods of work to install shopfronts and finishings.		
	Minimise the risk of damage to the work and surrounding area when installing shopfronts and finishings.		

	Complete the work within the allocated time when installing shopfronts and finishings.		
	Comply with the given contract information to install shopfronts and finishings 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		
302	Confirming work activities and resources for an occupational work area in the workplace		
	Identify work activities, assess required resources and plan the sequence of work.		
	Obtain clarification and advice where the resources required are not available.		
	Evaluate the work activities and the requirements of any significant external factors against the project requirements.		
	Identify work activities which influence each other and make the best use of the resources available.		
	Identify changed circumstances that require alterations to the work programme and justify them to decision makers.		
305	Designing and fabricating structural timber connections in the workplace		
	Interpret the given information relating to the work and resources when designing and fabricating structural timber connections.		
	Know how to comply with relevant legislation and official guidance when designing and fabricating structural timber connections.		

	Maintain safe working practices when designing and fabricating structural timber connections.		
	Select the required quantity and quality of resources for the methods of work to design and fabricate structural timber connections.		
	Minimise the risk of damage to the work and surrounding area when designing and fabricating structural timber connections.		
	Complete the work within the allocated time when designing and fabricating structural timber connections.		
	Comply with the given contract information to design and fabricate structural timber connections to the required specification.		
344	Manufacturing bespoke architectural joinery products in the workplace		
	Interpret the given information relating to the work and resources when manufacturing bespoke architectural joinery products.		
	Know how to comply with relevant legislation and official guidance when manufacturing bespoke architectural joinery products.		
	Maintain safe and healthy working practices when manufacturing bespoke architectural joinery products.		
	Select the required quantity and quality of resources for the methods of work to manufacture bespoke architectural joinery products.		
	Minimise the risk of damage to the work and surrounding area when manufacturing bespoke architectural joinery products.		
	Complete the work within the allocated time when manufacturing bespoke architectural joinery products.		
	Comply with the given contract information to manufacture bespoke architectural joinery products to the required specification.		

346	Installing bespoke first fixing components in the workplace		
	Interpret the given information relating to the work and resources when installing bespoke first fixing components.		
	Know how to comply with relevant legislation and official guidance when installing bespoke first fixing components.		
	Maintain safe working practices when installing bespoke first fixing components.		
	Select the required quantity and quality of resources for the methods of work to install bespoke first fixing components.		
	Minimise the risk of damage to the work and surrounding area when installing bespoke first fixing components.		
	Complete the work within the allocated time when installing bespoke first fixing components.		
	Comply with the given contract information to install bespoke first fixing components to the required specification.		
347	Installing bespoke second fixing components in the workplace		
	Interpret the given information relating to the work and resources when installing bespoke second fixing components.		
	Know how to comply with relevant legislation and official guidance when installing bespoke second fixing components.		
	Maintain safe working practices when installing bespoke second fixing components.		
	Select the required quantity and quality of resources for the methods of work to install bespoke second fixing components.		
	Minimise the risk of damage to the work and surrounding area when installing bespoke second fixing components.		
	Complete the work within the allocated time when installing bespoke second fixing components.		

	Comply with the given contract information and the required specification to install bespoke second fixing components.		
325	Manufacturing bespoke shopfitting products in the workplace		
	Interpret the given information relating to the work and resources when manufacturing bespoke shopfitting products.		
	Know how to comply with relevant legislation and official guidance when manufacturing bespoke shopfitting products.		
	Maintain safe working practices when manufacturing bespoke shopfitting products.		
	Select the required quantity and quality of resources for the methods of work to manufacture bespoke shopfitting products.		
	Minimise the risk of damage to the work and surrounding area when manufacturing bespoke shopfitting products.		
	Complete the work within the allocated time when manufacturing bespoke shopfitting products.		
	Comply with the given contract information to manufacture bespoke shopfitting products to the required specification.		
326	Manufacturing bespoke wheelwrighting products in the workplace		
	Interpret the given information relating to the work and resources when manufacturing bespoke wheelwrighting products.		
	Know how to comply with relevant legislation and official guidance when manufacturing bespoke wheelwrighting products.		
	Maintain safe working practices when manufacturing bespoke wheelwrighting products.		
	Select the required quantity and quality of resources for the methods of work to manufacture bespoke wheelwrighting products.		

	Minimise the risk of damage to the work and surrounding area when manufacturing bespoke wheelwrighting products.		
	Complete the work within the allocated time when manufacturing bespoke wheelwrighting products.		
	Comply with the given contract information to manufacture bespoke wheelwrighting products to the required specification.		
336	Setting up and using fixed machinery in the workplace		
	Interpret the given information relating to the work and resources when setting up and using fixed machinery.		
	Know how to comply with relevant legislation and official guidance when setting up and using fixed machinery.		
	Maintain safe working practices when setting up and using fixed machinery.		
	Carry out prestart preparation inspections on power tools and equipment in accordance with approved procedures when setting up and using fixed machinery.		
	Understand the required quantity and quality of resources for the methods of work to set up and use fixed machinery.		
	Minimise the risk of damage to the work and surrounding area when setting up and using fixed machinery.		
	Complete the work within the allocated time when setting up and using fixed machinery.		
501	Developing and maintaining good occupational working relationships in the workplace		
	Develop, maintain and encourage working relationships to promote good will and trust.		
	Inform relevant people about work activities in an appropriate level of detail, with the appropriate level of urgency.		
	Offer advice and help to relevant people about work activities and encourage questions/requests for clarification and comments.		
	Clarify proposals with relevant people and discuss alternative suggestions.		

	Resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect.		
603	Manufacturing routine wheel righting products in the workplace		
	Interpret the given information relating to the work and resources when manufacturing routine wheelwrighting products.		
	Know how to comply with relevant legislation and official guidance when manufacturing routine wheelwrighting products.		
	Maintain safe working practices when manufacturing routine wheelwrighting products.		
	Select the required quantity and quality of resources for the methods of work to manufacture routine wheelwrighting products.		
	Minimise the risk of damage to the work and surrounding area when manufacturing routine wheelwrighting products.		
	Complete the work within the allocated time when manufacturing routine wheelwrighting products.		
	Comply with the given contract information to manufacture routine wheelwrighting products to the required specification.		
605	Marking out from setting out details for routine shopfitting products in the workplace		
	Interpret the given information relating to the work and resources when marking out from setting out details for routine shopfitting products.		
	Know how to comply with relevant legislation and official guidance when marking out from setting out details for routine shopfitting products.		
	Maintain safe working practices when marking out from setting out details for routine shopfitting products.		
	Select the required quantity and quality of resources for the methods of work to mark out from setting out details for routine shopfitting products.		

	Minimise the risk of damage to the work and surrounding area when marking out from setting out details for routine shopfitting products.		
	Complete the work within the allocated time when marking out from setting out details for routine shopfitting products.		
	Comply with the given contract information to mark out from setting out details for routine shopfitting products to the required specification.		
606	Marking out from setting out details for routine wheelwrighting products in the workplace		
	Interpret the given information relating to the work and resources when marking out from setting out details for routine wheelwrighting products.		
	Know how to comply with relevant legislation and official guidance when marking out from setting out details for routine wheelwrighting products.		
	Maintain safe working practices when marking out from setting out details for routine wheelwrighting products.		
	Select the required quantity and quality of resources for the methods of work to mark out from setting out details for routine wheelwrighting products.		
	Minimise the risk of damage to the work and surrounding area when marking out from setting out details for routine wheelwrighting products.		
	Complete the work within the allocated time when marking out from setting out details for routine wheelwrighting products.		
	Comply with the given contract information to mark out from setting out details for routine wheelwrighting products to the required specification		
614	Marking out from setting out details for routine architectural joinery products in the workplace		
	Interpret the given information relating to the work and resources when marking out from setting out details for routine architectural joinery products.		

	Know how to comply with relevant legislation and official guidance when marking out from setting out details for routine architectural joinery products		
	Maintain safe and healthy working practices when marking out from setting out details for routine architectural joinery products		
	Select the required quantity and quality of resources for the methods of work to mark out from setting out details for routine architectural joinery products		
	Minimise the risk of damage to the work and surrounding area when marking out from setting out details for routine architectural joinery products.		
	Complete the work within the allocated time when marking out from setting out details for routine architectural joinery products		
	Comply with the given contract information to mark out from setting out details for routine architectural joinery products to the required specification		
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 working practices when manufacturing routine architectural joinery products		
	Select the required quantity and quality of resources for the methods 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.		
652	Manufacturing routine shopfitting products in the workplace.		
	Interpret the given information relating to the work and resources when manufacturing routine shopfitting products.		
	Know how to comply with relevant legislation and official guidance when manufacturing routine shopfitting products.		
	Maintain safe working practices when manufacturing routine shopfitting products.		
	Select the required quantity and quality of resources for the methods of work to manufacture routine shopfitting products.		
	Minimise the risk of damage to the work and surrounding area when manufacturing routine shopfitting products.		
	Complete the work within the allocated time when manufacturing routine shopfitting products.		
	Comply with the given contract information to manufacture routine shopfitting products 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.		
727	Producing setting out details for routine architectural joinery products in the workplace.		
	Interpret the given information relating to the work and resources when producing setting out details for routine architectural joinery products		
	Know how to comply with relevant legislation and official guidance when producing setting out details for routine architectural joinery products		
	Maintain safe working practices when producing setting out details for routine architectural joinery products		
	Select the required quantity and quality of resources for the methods of work to produce setting out details for routine architectural joinery products.		
	Minimise the risk of damage to the work and surrounding area when producing setting out details for routine architectural joinery products.		
	Complete the work within the allocated time when producing setting out details for routine architectural joinery products		
	Comply with the given contract information to produce setting out details for routine architectural joinery products to the required specification		
718	Producing setting out details for routine shopfitting products in the workplace		
	Interpret the given information relating to the work and resources when producing setting out details for routine shopfitting products.		

	Know how to comply with relevant legislation and official guidance when producing setting out details for routine shopfitting products.		
	Maintain safe working practices when producing setting out details for routine shopfitting products.		
	Select the required quantity and quality of resources for the methods of work to produce setting out details for routine shopfitting products.		
	Minimise the risk of damage to the work and surrounding area when producing setting out details for routine shopfitting products.		
	Complete the work within the allocated time when producing setting out details for routine shopfitting products.		
	Comply with the given contract information to produce setting out details for routine shopfitting products to the required specification.		
719	Producing setting out details for routine wheelwrighting products in the workplace		
	Interpret the given information relating to the work and resources when producing setting out details for routine wheelwrighting products.		
	Know how to comply with relevant legislation and official guidance when producing setting out details for routine wheelwrighting products.		
	Maintain safe working practices when producing setting out details for routine wheelwrighting products.		
	Select the required quantity and quality of resources for the methods of work to produce setting out details for routine wheelwrighting products.		
	Minimise the risk of damage to the work and surrounding area when producing setting out details for routine wheelwrighting products.		
	Complete the work within the allocated time when producing setting out details for routine wheelwrighting products.		
	Comply with the given contract information to produce setting out details for routine wheelwrighting products to the required specification		

5.5 Tracking Document



To achieve the **Level 3 NVQ Diploma in Wood Occupations (Construction) – Site Carpentry (6571-27)**, you must achieve **146** credits in total; **100** credits must be achieved from the mandatory units and a minimum **46** 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		
301	3	Confirming the occupational method of work in the workplace	11		
302	3	Confirming work activities and resources for an occupational work area in the workplace	10		
316	3	Installing bespoke first fixing components in the workplace	20		
317	3	Installing bespoke second fixing components in the workplace	25		
501	5	Developing and maintaining good occupational working relationships in the workplace	8		
714	2	Setting up and using transportable cutting and shaping machines in the workplace	24		
Optional units					
235	2	Erecting structural carcassing components in the workplace	20		
313	3	Erecting complex roof structure carcassing components in the workplace	26		
343	3	Maintaining non structural or structural components in the workplace	29		

To achieve the **Level 3 NVQ Diploma in Wood Occupations (Construction) – Architectural Joinery (6571-28)**, you must achieve **121** credits in total; **101** 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		
301	3	Confirming the occupational method of work in the workplace	11		
302	3	Confirming work activities and resources for an occupational work area in the workplace	10		
344	3	Manufacturing bespoke architectural joinery products in the workplace	25		
501	5	Developing and maintaining good occupational working relationships in the workplace	8		
614	2	Marking out from setting out details for routine architectural joinery products in the workplace	12		
651	2	Manufacturing routine architectural joinery products in the workplace	19		
727	2	Producing setting out details for routine architectural joinery products in the workplace	14		
Optional units					
329	3	Producing CAD setting out details in the workplace	30		
342	3	Producing setting out details for bespoke architectural joinery products in the workplace	20		
336	3	Setting up and using fixed machinery in the workplace	24		

To achieve the **Level 3 NVQ Diploma in Wood Occupations (Construction) – Wheelwrighting (6571-29)**, you must achieve **130** credits in total; **110** 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		
301	3	Confirming the occupational method of work in the workplace	11		
302	3	Confirming work activities and resources for an occupational work area in the workplace	10		
326	3	Manufacturing bespoke wheelwrighting products in the workplace	29		
501	5	Developing and maintaining good occupational working relationships in the workplace	8		
603	2	Manufacturing routine wheelwrighting products in the workplace	24		
606	2	Marking out from setting out details for routine wheelwrighting products in the workplace	12		
719	2	Producing setting out details for routine wheelwrighting products in the workplace	14		
Optional units					
334	3	Producing setting out details for bespoke wheelwrighting products in the workplace	20		
336	3	Setting up and using fixed machinery in the workplace	24		

To achieve the **Level 3 NVQ Diploma in Wood Occupations (Construction) – Shopfitting Site Work (6571-30)**, you must achieve a total of **104** 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		
277	2	Installing shopfitting fitments in the workplace	13		
278	2	Installing shopfitting frames and finishings in the workplace	23		
279	2	Installing shopfronts and finishings in the workplace	13		
301	3	Confirming the occupational method of work in the workplace	11		
336	3	Setting up and using fixed machinery in the workplace	24		
501	5	Developing and maintaining good occupational working relationships in the workplace	8		

To achieve the **Level 3 NVQ Diploma in Wood Occupations (Construction) – Shopfitting Bench Work (6571-31)**, you must achieve **121** credits in total; **101** 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		
301	3	Confirming the occupational method of work in the workplace	11		
302	3	Confirming work activities and resources for an occupational work area in the workplace	10		
325	3	Manufacturing bespoke shopfitting products in the workplace	25		
501	5	Developing and maintaining good occupational working relationships in the workplace	8		
605	2	Marking out from setting out details for routine shopfitting products in the workplace	12		
652	2	Manufacturing routine shopfitting products in the workplace	19		
718	2	Producing setting out details for routine shopfitting products in the workplace	14		
Optional units					
329	3	Producing CAD setting out details in the workplace	30		
333	3	Producing setting out details for bespoke shopfitting products in the workplace	20		
336	3	Setting up and using fixed machinery in the workplace	24		
680	2	Producing wood and wood based products using Computer Numerically Controlled/Numerically Controlled (CNC/NC) machinery in the workplace	22		

To achieve the **Level 3 NVQ Diploma in Wood Occupations (Construction) – Structural Post and Beam Carpentry (6571-32)**, you must achieve **96** credits in total; **66** credits must be achieved from the mandatory units and a minimum of **30** 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		
301	3	Confirming the occupational method of work in the workplace	11		
302	3	Confirming work activities and resources for an occupational work area in the workplace	10		
305	3	Designing and fabricating structural timber connections in the workplace	35		
501	5	Developing and maintaining good occupational working relationships in the workplace	8		
Optional units					
304	3	Conserving or restoring heavy timber framework in the workplace	32		
315	3	Fabricating post and beam components in the workplace	33		
329	3	Producing CAD setting out details in the workplace	30		
680	2	Producing wood and wood-based products using Computer Numerically Controlled/Numerically Controlled (CNC/NC) machinery in the workplace	22		

To achieve the **Level 3 NVQ Diploma in Wood Occupations (Construction) – Timber Frame Erection (6571-33)**, learners must achieve **421** credits in total.

Unit no.	UAN	Unit level	Unit title	Credit value	GLH
Mandatory units					
715	R/506/3929	2	Slinging and signalling the movement of loads (secondary role) in the workplace	10	33

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		
247	2	Erecting timber roof structures in the workplace	23		
248	2	Erecting timber walls and floors in the workplace	23		
301	3	Confirming the occupational method of work in the workplace	11		
302	3	Confirming work activities and resources for an occupational work area in the workplace	10		
313	3	Erecting complex roof structure carcassing components in the workplace	26		
348	3	Co-ordinating and confirming the dimensional control requirements of the work in the workplace	8		
501	5	Developing and maintaining good occupational working relationships in the workplace	8		
715	2	Slinging and signalling the movement of loads suspended loads in the workplace			

5.6 On site assessment plan/feedback



Portfolio e vidence reference:

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:

Assessorfeedback:

(Use Assessor continuation sheet if required)

Forward Planning:

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

5.7 On site observation report



Portfolio e vidence reference:

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

5.8 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:

5.9 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:

5.10 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:

5.11 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:

5.12 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:

5.13 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

Witnesses relationship to candidateeg supervisor, customer, lecturer, assessor	Name	Signature	Date

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, to 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 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 when the different types of fire extinguishers are used in accordance with legislation and off 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 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

22 credits

Level: 2
UAN: D/506/4985

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. fittings							
	l. fixings and associated ancillary items							
	m. 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 organisation's 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 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 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 relating 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.							
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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 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 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

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 personal skills when involved with fires, spillages, injuries and other task 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 method 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 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 277 Installing shopfitting fitments in the workplace

Level: 2

Unit aim:

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

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- preparing and fixing timber and/or non-ferrous metal internal shopfitting counters, units and fixed seating arrangements

*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 shopfitting fitments.								
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 installing shopfitting fitments.								
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. 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	state the types of fire extinguishers available when installing shopfitting fitments and describe how and when they are used.							

3. Maintain safe working practices when installing shopfitting fitments.							
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 installing shopfitting fitments							
3.2 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing shopfitting fitments, 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 w 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 install shopfitting fitments.								
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. manufactured sheet material							
	c. metals							
	d. plastics							
	e. fabrics							
	f. counters							
	g. display units							
	h. shelving units							
	i. fixed seating							
	j. adhesives							
	k. sealants							
	l. fixings and 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 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 install shopfitting fitments.							
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5. Minimise the risk of damage to the work and surrounding area when installing shopfitting fitments.							
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 state 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 installing shopfitting fitments.							
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 install shopfitting fitments 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 shopfitting fitments:							
a. measuring							
b. marking out							
c. fitting							
d. finishing							
e. positioning							
f. securing							
7.2 install two of the following in timber and/or non-ferrous metal to given working instructions:							
a. counters							
b. display units							
c. shelving units							
d. fixed seating							
7.3 safely use and handle materials							
7.4 safely use hand tools, portable power tools and ancillary equipment							
7.5 safely store the materials, tools and equipment used when installing shopfitting fitments							
7.6 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. prepare and fix timber and/or non-ferrous metal counters, display units, shelving units and fixed seating							
b. form joints associated with shopfitting							
c. use hand tools, power tools and equipment							
d. work at height							
e. use access equipment							

7.7	describe the needs of other occupations and how to effectively communicate within a team when installing shopfitting fitments						
7.8	describe the methods of sharpening the hand tools used when installing shopfitting fitments						
7.9	describe how to maintain the tools and equipment used when installing shopfitting fitments.						

Unit 277 Installing shopfitting fitments 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 278 Installing shopfitting frames and finishings 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 internal timber and/or non-ferrous metal shopfitting frames and finishings

*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 shopfitting frames and finishings.							
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 and regulations governing buildings.							

2. Know how to comply with relevant legislation and official guidance when installing shopfitting frames and finishings.								
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. 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	state the types of fire extinguishers available when installing shopfitting frames and finishings and describe how and when they are used.							

3. Maintain safe working practices when installing shopfitting frames and finishings.								
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 installing shopfitting frames and finishings							
3.2	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing shopfitting frames and finishings, 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 w 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 install shopfitting frames and finishings.								
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. non-ferrous metals								
d. plastics								
e. fabrics								
f. door frames								
g. linings								
h. doors								
i. panelling/cladding								
j. staircases								
k. mouldings/trims								
l. ironmongery								
m. adhesives								
n. sealants								
o. fixings								
p. associated ancillary items								
q. 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 install shopfitting frames and finishings.						

5. Minimise the risk of damage to the work and surrounding area when installing shopfitting frames and finishings.							
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	state 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 installing shopfitting frames and finishings.							
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 install shopfitting frames and finishings 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 shopfitting frames and finishings:							
a. measuring							
b. marking out							
c. fitting							
d. finishing							
e. positioning							
f. securing							
7.2 install three of the following in timber and/or non-ferrous metal to given working instructions:							
a. door frames							
b. linings							
c. hung doors							
d. door sets							
e. mouldings/trim							
f. ironmongery							
g. service encasement							

h. wall panelling/cladding							
i. partition walling							
j. staircase finishings and balustrading							
k. staircases							
l. bulkheads and soffits							
7.3 safely use and handle materials							
7.4 safely use:							
a. hand tools							
b. portable power tools							
c. ancillary equipment							
7.5 safely store the materials, tools and equipment used when installing shopfitting frames and finishings							
7.6 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. prepare and fix timber and/or non-ferrous metal: door frames, linings, hung doors (fire resisting and fire resisting), door sets, ironmongery, architraves, skirtings, dado rails, trims, panelling/cladding, service encasement partition walling, staircase finishings and balustrades, staircases, bulkheads and soffits							
b. form joints associated with shopfitting							
c. use hand tools, power tools and equipment							
d. work at height							
e. use access equipment							
7.7 describe the needs of other occupations and how to effectively communicate within a team when installing shopfitting frames and finishings							
7.8 describe the methods of sharpening the hand tools used when installing shopfitting frames and finishings							
7.9 describe how to maintain the tools and equipment used when installing shopfitting frames and finishings							

Unit 278 Installing shopfitting frames and finishings 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 279

Installing shopfronts and finishings 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 internal timber and/or non-ferrous metal shopfitting frames and finishings

*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 shopfronts and finishings.							
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. specification						
	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 installing shopfronts and finishings.							
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. 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	state the types of fire extinguishers available when installing shopfronts and finishings and describe how and when they are used.						

3. Maintain safe working practices when installing shopfronts and finishings.								
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 installing shopfronts and finishings							
3.2	explain why and when health and safety control equipment, identified by the principles of protection, should be used relating to installing shopfronts and finishings, 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 ofresources for the methods of work to install shopfronts and finishings.								
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 inre to:							
	a. timber							
	b. manufactured sheet material							
	c. non-ferrous metals							
	d. plastics							
	e. shopfront surrounds							
	f. stall risers							
	g. mouldings/trims							
	h. window beds							
	i. fascias							
	j. signs							
	k. adhesives							
	l. sealants							
	m. fixingsand associated ancillary items							
	n. 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 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 install shopfronts and finishings.							

5. Minimise the risk of damage to the work and surrounding area when installing shopfronts and finishings.							
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 state 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 installing shopfronts and finishings.							
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 install shopfronts and finishings 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 shopfronts and finishings:							
a. measuring							
b. marking out							
c. fitting							
d. finishing							
e. positioning							
f. securing							
7.2 install three of the following in timber and/or non -ferrous metal to given working instructions:							
a. shopfront surrounds							
b. stall risers							
c. mouldings/trims							
d. window beds							
e. fascias							
f. specialist treatment and finishing of non -ferrous metal (applies to non -ferrous metal only)							
7.3 safely use and handle materials							

7.4	safely use:							
	a. hand tools							
	b. portable power tools							
	c. ancillary equipment							
7.5	safely store the materials, tools and equipment used when installing shopfronts and finishings							
7.6	describe how to apply safe work practices, follow procedures, report problems and establish the authority to rectify them, to:							
	a. prepare and fix timber and/or nonferrous metal shopfront surrounds, stall risers, mouldings/trims, window beds fascias and signs							
	b. form joints associated with shopfitting							
	c. treat and finish nonferrous metal							
	d. use hand tools, power tools and equipment							
	e. work at height							
	f. use access equipment							
7.7	describe the needs of other occupations and how to effectively communicate within a team when installing shopfronts and finishings							
7.8	describe the methods of sharpening the hand tools used when installing shopfronts and finishings							
7.9	describe how to maintain the tools and equipment used when installing shopfronts and finishings.							

Unit 279 Installing shopfronts and finishings 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 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 d.

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 Declaration

Confirming the occupational method of 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 specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 302

Confirming work activities and resources for an occupational work area in the workplace

Level: 3

Unit aim:

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

- interpret information
- adopt safe and healthy working practices
- identify resources to carry out the work
- confirm work programme/schedule for own occupational area of work being carried out.

*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. Identify work activities, assess required resources and plan the sequence of work.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 identify work activities, assess required resources and plan the sequence of work							
1.2 identify work activities and formulate a plan for your own sequence of work							
1.3 explain the types of work relative to the occupational area and how to identify different work activities							
1.4 explain methods of assessing the resources needed from a range of available information							
1.5 explain the required information and the different methods used to prepare a work programme relative to the occupational area.							

2. Obtain clarification and advice where the resources required are not available.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 seek advice and clarity from appropriate sources on resources available and the alternatives that can be used for the work when required resources are not available							
2.2 explain the different sources and methods that can be used to obtain clarification and advice when the required resources are not available.							

3. Evaluate the work activities and the requirements of any significant external factors against the project requirements.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 assess progress of work against project requirements, taking into account external factors relating to:							
a. other occupations and /or customers							
b. resources							
c. weather conditions							
d. health and safety requirements							
3.2 explain different methods of evaluating work activities against the following project requirements:							
a. contract conditions							
b. contract programme							
c. health and safety requirements of operatives							
3.3 evaluate the requirements of significant external factors that could affect the progress of work, in relation to:							
a. other related programmes							
b. special working conditions							
c. weather conditions							
d. other occupations/people							
e. resources							
f. health and safety requirements.							

4. Identify work activities which influence each other and make the best use of there sources available.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 determine work activities that have an influence on each other							
4.2 evaluate which work activities make the best use of available resources in relation to:							
a. occupations and/or customers associated with the work							
b. tools, plant and/or ancillary equipment							
c. materials and components							
4.3 explain different methods and sources that can identify which work activities influence each other							
4.4 describe how to determine the sequence of work activities and how long each work activity will take							
4.5 describe what zero and low carborequirements are							
4.6 explain how work activities and different ways of using resources can impact on zero and low carbon requirements, and make a positive contribution to the environment.							

5. Identify changed circumstances that require alterations to the work programme and justify them to decision makers							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 evaluate project progress against the work programme to identify any changed circumstances							
5.2 inform line management and/or customers on the type and extent of any required changes to the work programme							
5.3 explain how to identify possible alterations to the work programme to meet changed circumstances relating to							
a. action lists							
b. method statements							
c. duration							
d. schedules							
e. occupation specific requirements							
5.4 explain how to assess contractual/work effects resulting from alterations to the work programme							
5.5 explainthe methods used to justify to decision makers on the effects resulting from alterations to the work programme.							

Unit 302 Confirming work activities and resources for an occupational work area 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 305

Designing and fabricating structural timber connections in the workplace

Level: 3

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
- designing, preparing and fabricating structural pegged timber connections.

*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 designing and fabricating structural timber connections.							
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. manufacturers' information							
1.2 comply with information and/or instructions derived from risk assessments and method statements							

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 designing and fabricating structural timber connections.								
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 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 designing and fabricating structural timber connections and describe how and when they are used.						

3. Maintain safe working practices when designing and fabricating structural timber connections.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	use health and safety control equipment and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when designing and fabricating structural timber connections							
3.2	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to designing and fabricating structural timber connections, 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 design and fabricate structural timber connections.									
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. measuring and marking equipment									
b. draw pins or podgers, wedges, clamps and trestles									
c. lifting equipment and ancillaries									
d. hand tools and hand-held powered tools, specialist power tools/machines 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 design and fabricate structural timber connections.									

5. Minimise the risk of damage to the work and surrounding area when designing and fabricating structural timber connections.							
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 state 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 designing and fabricating structural timber connections.							
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 design and fabricate structural timber connections to the required specification.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when designing and fabricating structural timber connections:								
a. designing								
b. measuring								
c. marking out								
d. cutting								
e. fitting								
f. finishing								
g. positioning								
h. securing								
7.2 design and fabricate the following structural pegged timber connections for post and beam floor, roof, wall or cross frames to given working instructions:								
a. mortice and tenon								
b. barefaced tenon								
c. stopped tenon								
d. bevelled -shoulder tenon								
e. dovetailed tenon								
f. bridle joint								
g. tusk tenon								
h. pegged scarf joint for top plate, cill plate, purlin and tie beam								
i. dovetailed, secret dovetailed or coggled lap joint								
j. free/slip tenon or spline joint								
7.3 safely use and handle materials								

7.4	safely use :						
	a. hand tools						
	b. portable power tools						
	c. ancillary equipment						
7.5	safely store the materials, tools and equipment used when designing and fabricating structural timber connections						
7.6	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:						
	a. design pegged post and beam connections suitable for frames						
	b. identify loads that will act on a frame (dead, live and wind)						
	c. identify the effects of loads on a frame (sustained load, load duration, purlin load, floor joist loads, braces)						
	d. identify the types of stress acting on a frame (compression, tension, shear and bending)						
	e. identify criteria to determine peg hole size and position						
	f. identify changes that will occur to connections with shrinkage						
7.7	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:						
	a. apply the theorem of Pythagoras						
	b. determine geometrical angles						
	c. determine graded timber tree anatomy and growth rates, shrinkage and defects						
	d. ensure safe and practical erection of components						
	e. work with lifting and hoisting equipment (an awareness of the necessity for user certification)						
	f. use hand tools, power tools and equipment						
	g. work at height						
	h. use access equipment						
7.8	describe the needs of other occupations and how to effectively communicate within a team when designing and fabricating structural timber connections						
7.9	describe how to maintain the tools and equipment used when designing and fabricating structural timber connections.						

Unit 305

Designing and fabricating structural timber connections 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 325

Manufacturing bespoke shopfitting products in the workplace

Level: 3

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
- fitting and assembling 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 manufacturing 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	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							
	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 bespoke shopfitting products.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	describe their responsibilities under current legislation and official guidance while working:							
	a. in the workplace							
	b. with tools and equipment							
	c. with materials and substances							
	d. 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 manufacturing bespoke shopfitting products and describe how and when they are used.							

3. Maintain safe working practices when manufacturing 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 manufacturing bespoke shopfitting products							
3.2	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to manufacturing 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)							
3.3	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 w 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 manufacture 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. manufactured sheet material										
c. pre-machined components										
d. setting out rods										
e. non-ferrous metals										
f. glass										
g. plastics										
h. fabrics										
i. veneers										
j. ironmongery										
k. adhesives										
l. sealants										
m. fixings										
n. associated ancillary items										
o. 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 manufacturing bespoke shopfitting products.						

5. Minimise the risk of damage to the work and surrounding area when manufacturing 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	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 manufacturing 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	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 manufacture 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 manufacturing bespoke shopfitting products :								
a. measuring								
b. marking out								
c. fitting								
d. finishing								
e. positioning								
f. securing								
7.2 fit and assemble to form bespoke manufactured shopfitting products (timber and/or non -ferrous metal and/or composite materials) to given working instructions; four of the following:								
a. doors								
b. frames and linings								
c. shopfront sashes, including associated elements								
d. panelling/cladding								
e. wall and floor units								
f. products incorporating any of the following: glass, fabrics, veneers								
g. staircases								
h. handrails and balustrades								
i. shopfitting products with single curvature features								
j. shopfitting products with double curvature features								
k. soffits and bulkheads								
7.3 safely use and handle materials								

7.4	safely use:							
	a. hand tools							
	b. portable power tools							
	c. ancillary equipment							
7.5	safely store the materials, tools and equipment used when manufacturing shopfitting bespoke products							
7.6	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. fit and assemble bespoke products							
	b. produce straight in plan and elevation; door sets, doors, sliding sash windows, units and fitments and panelling/cladding							
	c. produce staircases, handrails and balustrades straight and with turns							
	d. produce veneers— hand and machine							
	e. produce products with single and double curvature features							
	f. produce bespoke products that incorporate associated materials (glass, plastics, fabrics, etc)							
7.7	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. take site and workplace dimensions							
	b. proportion joints associated with the product and construction method							
	c. use hand tools, power tools and equipment							
	d. requisition material							
7.8	describe the needs of other occupations and how to effectively communicate within a team when manufacturing shopfitting bespoke products							
7.9	describe how to sharpen hand tools used when manufacturing bespoke shopfitting products							
7.10	describe how to maintain the tools and equipment used when manufacturing bespoke shopfitting products.							

Unit 325

Manufacturing bespoke shopfitting 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 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 326

Manufacturing bespoke wheelwrighting products in the workplace

Level: 3

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
- fitting and assembling plain and circular bespoke products for wheelwrighting (carriage construction)

*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 bespoke wheelwrighting 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	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						
	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 bespoke wheelwrighting products.							
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. with tools and equipment						
	c. with materials and substances						
	d. 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 manufacturing bespoke wheelwrighting products and describe how and when they are used.						

3. Maintain safe working practices when manufacturing bespoke wheelwrighting 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 manufacturing bespoke wheelwrighting products									
3.2	explain why and when health and safety control equipment should be used, relating to manufacturing bespoke wheelwrighting 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)									
3.3	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 manufacture bespoke wheelwrighting 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, 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 metals							
	f. glass							
	g. plastics							
	h. fabrics							
	i. ironmongery							
	j. metal and rubber wheel rims							
	k. adhesives							
	l. sealants							
	m. fixings							
	n. associated ancillary items							
	o. 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 manufacturing bespoke wheelwrighting products.							

5. Minimise the risk of damage to the work and surrounding area when manufacturing bespoke wheelwrighting 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 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 bespoke wheelwrighting 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 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 manufacture bespoke wheelwrighting 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 bespoke wheelwrighting products :							
	a. measuring							
	b. marking out							
	c. fit ting							
	d. finishing							
	e. positioning							
	f. securing							
7.2	fit and assemble wheels to given working instructions							
7.3	fit and assemble to form bespoke manufactured wheelwrighting products (carriage construction) to given working instructions; two of the following:							
	a. doors							
	b. frames							
	c. woo den framed vehicles							
	d. shafts							
	e. but t welding rims							
	f. metal and/or rubber tyreing							
	g. wooden framed vehicles with single curvature features							
	h. woo den framed vehicles with double curvature features							
7.4	safely use and handle materials							
7.5	safely use:							
	a. hand tools							
	b. portable power tools							
	c. ancillary equipment							
7.6	safely store the materials, tools and equipment used when manufacturing bespoke wheelwrighting products							

7.7	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. fit and assemble bespoke products							
	b. produce straight in plan and elevation; door sets, doors, sliding sash windows, units and fittings and panelling/cladding							
	c. wooden framed vehicles, shafts, wheels, welded carriage components, metal and rubber tyreing							
	d. produce staircases, handrails and balustrades straight and with turns							
	e. produce products with single and double curvature features							
	f. produce bespoke products that incorporate associated materials (glass, plastics, fabrics, etc)							
	g. take site and workplace dimensions							
	h. proportion joints associated with the product and construction method							
	i. use hand tools, power tools and equipment							
	j. requisition material							
7.8	describe the needs of other occupations and how to effectively communicate within a team when manufacturing bespoke wheelwrighting products							
7.9	describe how to sharpen hand tools used when manufacturing bespoke wheelwrighting products							
7.10	describe how to maintain the tools and equipment used when manufacturing bespoke wheelwrighting products.							

Unit 326 Manufacturing bespoke wheelwrighting products in the workplace

Declaration

I confirm that the evidence supplied for the above unit is ~~not~~ 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 336 Setting up and using fixed machinery in the workplace

Level: 3

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
- setting up fixed machinery and working 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 setting up and using fixed machinery.								
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. cutting lists							
	e. schedules							
	f. manufacturers' information							
	g. operating instructions							
1.2	comply with information and/or instructions derived from risk assessments and method statements							

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						
	g. manufacturers' information and regulations governing the use of machinery to work timber or non-ferrous metal.						

2. Know how to comply with relevant legislation and official guidance when setting up and using fixed machinery.							
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. 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	state the types of fire extinguishers available when setting up and using fixed machinery and describe how and when are used.						

3. Maintain safe working practices when setting up and using fixed machinery.								
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 setting up and using fixed machinery							
3.2	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to setting up and using fixed machinery, and the types, purpose and limitations of each type the work situation 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 w involved with							
	a. fires							
	b. spillages							
	c. injuries							
	d. other taskrelated hazards.							

4. Carry out prestart preparation inspections on power tools and equipment in accordance with approved procedures when setting up and using machinery.													
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD
4.1 carry out pre -use checks on power tools and equipment/machinery in accordance with legislation, official guidance and/or organisational requirements													
4.2 explain what the accident reporting procedures are and who is responsible for making reports.													

5. Understand the required quantity and quality of resources for the methods of work to set up and use fixed machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 describe the quality, uses, sustainability, limitations and defects associated with the resources in relation to:							
a. accessories							
b. tools							
c. ancillary equipment							
5.2 describe how the resources should be used correctly and how problems associated with the resources are reported							
5.3 describe any potential hazards associated with the resources and method of operation							
5.4 describe how to calculate:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to set up and use fixed machinery.							

6. Minimise the risk of damage to the work and surrounding area when setting up and using fixed machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 protect the machine and its surrounding area from damage in accordance with safe working practice s and organisational procedures							
6.2 minimise damage and maintain a clean work space							
6.3 dispose of waste in accordance with legislation							
6.4 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							

6.5 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.							

7. Complete the work within the allocated time when setting up and using fixed machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate completion of the work within the allocated time							
7.2 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.							

8. Carry out operations using power tools and equipment in accordance with safe working practices to achieve the work outcome when setting up and using fixed machinery.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
8.1 demonstrate the following work skills when setting up and using fixed machinery:							
a. measuring							
b. marking out							
c. fitting							
d. finishing							
e. positioning							
f. securing							

8.2	set up and operate six of the following machines :							
	a. circular saw							
	b. planer							
	c. thicknesser							
	d. bandsaw							
	e. morticer							
	f. tenoner							
	g. spindle moulder							
	h. drill							
	i. grinder							
	j. sander							
8.3	safely use and handle materials							
8.4	safely use :							
	a. tools							
	b. ancillary equipment							
	c. safety aids							
8.5	safely store the materials, tools and equipment used when setting up and using fixed machinery							
8.6	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them to:							
	a. set up machines: circular saw, planer, thicknesser, bandsaw, morticer, tenoner, spindle moulder, drill, grinder and sander							
	b. check the operation of machines							
	c. cut material to size and shape							
	d. plane materials to size							
	e. change sawblades (circular and band), planer knives, morticer tooling, tenoner and spindle moulder cutting blocks							

8.7	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. mortice materials							
	b. change drills and taps							
	c. change discs							
	d. cut sections straight and shaped							
	e. grind, finish and texture surfaces							
	f. drill and tap materials							
	g. use tools and equipment							
8.8	describe the needs of other occupations and how to effectively communicate within a team when setting up and using fixed machinery							
8.9	describe how to maintain the safety aids, tools and ancillary equipment used when setting up and using fixed machinery.							

Unit 336 Setting up and using fixed machinery 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 344

Manufacturing bespoke architectural joinery products in the workplace

Level: 3

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
- fitting and assembling plain and circular bespoke 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 bespoke 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. 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 bespoke architectural joinery products.							
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. with tools and equipment							
c. with materials and substances							
d. 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 bespoke architectural joinery products and describe how and when they are used.							

3. Maintain safe and healthy working practices when manufacturing bespoke 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 bespoke architectural joinery products							
3.2	demonstrate compliance with given information and relevant legislation when							
	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 bespoke architectural joinery products, and the types, purpose and limitations of each type, 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							
	d. other task-related activities							

4. Select the required quantity and quality of resources for the methods of work to manufacture bespoke 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 metals								
f. glass								
g. plastics								
h. fabrics								
i. veneers								
j. ironmongery								
k. adhesives								
l. sealants								
m. fixings								
n. associated ancillary items								
o. 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 manufacturing bespoke architectural joinery products.							

5. Minimise the risk of damage to the work and surrounding area when manufacturing bespoke 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 bespoke 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 bespoke 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 bespoke architectural joinery products:							
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 fit and assemble to form bespoke manufactured architectural joinery products to given working instructions, three of the following:							
a. door sets							
b. doors							
c. sliding sash windows							
d. units and/or fittings							
e. panelling/cladding							

f. joinery products incorporating any of the following: glass, non-ferrous metal, fabrics, veneers and laminates							
g. staircases (straight and with turns)							
h. handrails and balustrades							
i. joinery products with single curvature features							
j. joinery products with double curvature features							
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 bespoke products							
b. produce straight in plan and elevation; door sets, door opening windows, units and fitments and panelling/cladding							
c. produce staircases, handrails and balustrades straight and with turns							
d. produce veneers– hand and machine							
e. produce products with single and double curvature features							
f. produce bespoke products that incorporate associated materials (glass, plastics, fabrics, etc.)							
7.5 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. take site and workplace dimensions							
b. proportion joints associated with the product and construction method							
c. use hand tools portable power tools and equipment							
d. requisition material							
7.6 describe the needs of other occupations and how to effectively communicate within a team when manufacturing bespoke architectural joinery products							
7.7 describe how to sharpen hand tools used when manufacturing bespoke architectural joinery products							
7.8 describe how to maintain the tools and equipment used when manufacturing bespoke architectural joinery products.							

Unit 344 Manufacturing bespoke 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 346

Installing bespoke first fixing components in the workplace

Level: 3

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
- preparing and carrying out first fixing

*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 bespoke first fixing components.							
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. regulations governing buildings.						

2. Know how to comply with relevant legislation and official guidance when installing bespoke first fixing components.													
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. below ground level													
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.													
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 installing bespoke first fixing components and describe how and when they are used.						
3. Maintain safe working practices when installing bespoke first fixing components.							
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 bespoke first fixing components						
3.2	demonstrate compliance with given information and relevant legislation when installing bespoke first fixing components in relation to:						
	a. safe use of access equipment/working platforms						
	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 installing bespoke first fixing components, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:						
	collective protective measures						
	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 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 tasks.						

4. Select the required quantity and quality ofresources for the methods of work to install bespoke first fixing components.								
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. metals							
	d. frames							
	e. linings							
	f. staircases							
	g. adhesives							
	h. sealants							
	i. fixings							
	j. associatedancillary items							
	k. hand andor 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 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. wastageassociated with the method/procedure to install bespoke first fixing components.							

5. Minimise the risk of damage to the work and surrounding area when installing bespoke first fixing components.							
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							
e. official guidance							

6. Complete the work within the allocated time when installing bespoke first fixing components.							
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 install bespoke first fixing components 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 bespoke first fixing components:							
a. measuring							
b. marking out							
c. fit ting							
d. finishing							
e. positioning							
f. securing							
7.2 use and maintain hand tools, portable power tools and ancillary equipment							
7.3 install three of the following to given working instructions:							
a. bespoke frames (door and/or window)							
b. shaped linings (door and/or hatch)							
c. partitions (with openings and change of direction)							
d. staircases (with turns)							
7.4 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. prepare and fix bespoke door and window frames, window boards, shaped linings, partitions full or partial height (with openings and change of direction), plasterboard, staircases (with turns)							
b. form joints associated with bespoke first fixing							
c. use hand tools, power tools and equipment							
d. work at height							
e. use access equipment.							
7.5 describe the needs of other occupations and how to effectively communicate within a team when installing bespoke first fixing components							

7.6	describe the methods of sharpening the hand tools used when installing bespoke first fixing components							
7.7	describe how to maintain the tools and equipment used when installing bespoke first fixing components.							

Unit 346 Installing bespoke first fixing components 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 347

Installing bespoke second fixing components in the workplace

Level: 3

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
- preparing and carrying out second fixing

*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 bespoke second fixing components.										
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 and regulations governing buildings.							

2. Know how to comply with relevant legislation and official guidance when installing bespoke second fixing components.							
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 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 installing second fixing components and describe how and when they are used.							
3.	Maintain safe working practices when installing bespoke second fixing components.							
	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 (if applicable) safely to carry out the activity in accordance with legislation and organisational requirements when installing bespoke second fixing components							
3.2	demonstrate compliance with given information and relevant legislation when installing bespoke second fixing components in relation to :							
	a. safe use of access equipment/working platforms							
	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 installing bespoke second fixing components, 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	state how emergencies should be responded to in accordance with organisational authorisation and personal skills w 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 install bespoke second fixing components.								
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. timber boarding								
d. plastics								
e. metals								
f. doors								
g. mouldings								
h. ironmongery								
i. wall and floor units/fitments								
j. adhesives								
k. sealants								
l. fixings								
m. associated ancillary items								
n. 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 install bespoke second fixing components.						

5. Minimise the risk of damage to the work and surrounding area when installing bespoke second fixing components.							
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 installing bespoke second fixing components.							
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 and the required specification to install bespoke second fixing components.										
You must be able to:				*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate the following work skills when installing bespoke second fixing components:										
a. measuring										
b. marking out										
c. fit ting										
d. finishing										
e. positioning										
f. securing										
7.2 use and maintain hand tools, portable power tools and ancillary equipment										
7.3 install to given working instructions:										
a. side hung doors (double or pairs)										
b. ironmongery (in pair or sets)										
c. mouldings (detailed architrave, skirting)										
Plus at least one of the following:										
a. accessible service encasement										
b. bespoke wall and floor units/fitments										
c. panelling										
d. stair components (balustrades, handrails, spindles with turns)										
7.4 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:										
a. prepare and fix internal and external side hung doors (double or pairs), fire resisting and fire resisting doors, door closers, ironmongery (in pairs or sets), detailed architraves, skirting, dado rails, picture rails, internal and external panelling, accessible service encasements, bespoke wall and floor units/fitments and stair components (with turns)										
b. form joints associated with bespoke second fixing										

c. use hand tools, power tools and equipment							
d. work at height							
e. use access equipment							
7.5 describe the needs of other occupations and how to effectively communicate within a team when installing bespoke second fixing components							
7.6 describe the methods of sharpening the hand tools used when installing bespoke second fixing components							
7.7 describe how to maintain the tools and equipment used when installing bespoke second fixing components.							

Unit 347

Installing bespoke second fixing components 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 348 Co-ordinating and Confirming Dimensional Control Requirements of the Work in the Workplace

Level: 3

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
- Co-ordinating and confirming dimensional control requirement.

*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. Co-ordinate with and communicate accurate work information to work colleague.							
You must be able to:		*PER	SO	OQ	WQ	WT	PS PD
1.1	source accurate dimensional work information to allow the work being carried out to be positioned, aligned and levelled						
1.2	provide work colleagues with accurate dimensional work information to allow conformance with contract specifications						
1.3	explain different methods of co-ordinating with work colleagues in order to enable them to position, align and level the work						
1.4	explain the different methods of communicating dimensional information with work colleagues						

2. Confirm and measure dimensional controls and maintain them to the specified work requirements.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 identify, establish and confirm a range of dimensional controls, setting out points, lines and profiles to meet contract specifications.							
2.2 maintain accurate dimensional controls, setting out points, lines and profile in accordance with contract specifications.							
2.3 explain the different methods of measuring the following dimensional controls and setting out points, lines and profiles:							
a. lines							
b. levels							
c. angles							
d. distances							
e. curves							
f. calibrations							
g. tolerances							
2.4 describe different methods of confirming and maintaining dimensional control, setting out points, lines and profiles.							

3. Check and adjust measuring and recording equipment to the specified accuracy.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 undertake checks and adjustments to a range of measuring and recording equipment relative to the occupational work environment or project type							
3.2 explain the methods used to check mechanical, optical and electronic measuring and recording equipment applicable to the occupational area.							
describe how to apply manufacturers' tolerances to adjust equipment to maintain the specified accuracy.							

4. Identify any deviations in dimensional controls and ensure they are corrected in accordance with work requirements.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 locate and establish possible deviations in dimensional control on a range of work being undertaken							
4.2 plan and implement corrective action that allows the work to meet project requirements							
4.3 describe the methods used to identify deviations in positioning, aligning and levelling, arising from:							
a. transfer of lines and levels							
b. use of wrong lines and levels							
4.4 explain the different methods of correcting deviations in position, level and alignment to meet work requirements.							

5. Identify circumstances and conditions that require revision of work practices.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 investigate and establish ongoing work and compare to the contract specifications							
5.2 explain how to identify circumstances and conditions associated with the following that may affect the work and require revisions to the work procedure/practice:							
a. land							
b. water							
c. obstacles							
d. climate variation							
e. live conditions							
f. utilities							
g. health and safety.							

Unit 348

Co-ordinating and Confirming Dimensional Control Requirements of the 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 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 501

Developing and maintaining good occupational working relationships in the workplace

Level: 5

Unit aim:

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

- interpreting information
- adopting safe and healthy working practices
- working with, informing and supporting people
- developing and maintaining good occupational working relationships.

*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. Develop, maintain and encourage working relationships to promote good will and trust.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
1.1	give appropriate advice and information to relevant people about the occupational work activities and/or associated occupations involved							
1.2	apply the principles of equality and diversity by considering the needs of individuals when working and communicating with others							
1.3	explain the methods and techniques used and personal attributes required to encourage and maintain working relationships that promote goodwill and trust with relevant people							
1.4	explain the principles of equality and diversity and how to apply them when working and communicating with others.							

2. Inform relevant people about work activities in an appropriate level of detail, with the appropriate level of urgency.										
You must be able to:				*PER	SO	OQ	WQ	WT	PS	PD
2.1	communicate on the following work activity information to relevant people following organisational procedures:									
	a. appropriate timescales									
	b. health and safety requirements									
	c. co-ordination of work procedures									
2.2	explain the different methods and techniques used to inform relevant people about work activities									
2.3	explain the effects of not informing relevant people with the expected level of urgency									
2.4	explain the different types of work activity related information and to what level of detail the following people would expect to receive:									
	a. colleagues									
	b. employers									
	c. customers									
	d. contractors									
	e. suppliers of products and services									
	f. other people affected by the work/project.									

3. Offer advice and help to relevant people about work activities and encourage questions/requests for clarification and comments.										
You must be able to:				*PER	SO	OQ	WQ	WT	PS	PD
3.1	give appropriate advice and information to relevant people about the different methods of carrying out occupational work activities to achieve the required outcome									
3.2	explain the techniques of encouraging questions and/or requests for clarification and comments									
3.3	explain the different ways of offering advice and help to different people about work activities, in relation to:									
	a. progress									
	b. results									
	c. achievements									
	d. occupational problems									
	e. occupational opportunities									
	f. health and safety requirements									
	g. co-ordinated work.									

4. Clarify proposals with relevant people and discuss alternative suggestions.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
4.1	engage regular discussions with relevant people about the occupational work activity and/or other occupations involved													
4.2	explain the methods of clarifying alternative proposals with relevant people													
4.3	explain the methods of suggesting alternative proposals.													

5. Resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect.													
You must be able to:						*PER	SO	OQ	WQ	WT	PS	PD	
5.1	examine and agree the work activities that satisfy all people involved and will meet the required outcome of the proposed method of work												
5.2	explainthe methods and techniques used to resolve differences of opinion in ways which minimise offence and maint goodwill, trust and respect.												

Unit 501 Declaration

Developing and maintaining good occupational working relationships 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 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 specific conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 603

Manufacturing routine wheelwrighting 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 wheelwrighting (carriage construction)

*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 wheelwrighting 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 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							
	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 wheelwrighting products.								
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. 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	state the types of fire extinguishers available when manufacturing routine wheelwrighting products and describe how and when they are used.							
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3. Maintain safe working practices when manufacturing routine wheelwrighting 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 manufacturing routine wheelwrighting products							
3.2	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to manufacturing routine wheelwrighting 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)							
3.3	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 manufacture routine wheelwrighting products.								
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. manufactured sheet material							
	c. pre-machined components							
	d. setting out rods							
	e. non-ferrous metal							
	f. fabric							
	g. metal and rubber rims							
	h. glass							
	i. plastic							
	j. ironmongery							
	k. adhesives							
	l. fixings							
	m. associated ancillary items							
	n. 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 wheelwrighting products.							

5. Minimise the risk of damage to the work and surrounding area when manufacturing routine wheelwrighting 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 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 wheelwrighting 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 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.							
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7. Comply with the given contract information to manufacture routine wheelwrighting 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 wheelwrighting products:							
a. measuring							
b. marking out							
c. fit ting							
d. finishing							
e. positioning							
f. securing							
7.2 fit and assemble wheels (including butt welding rim) to given working instructions							
7.3 fit and assemble to form routine manufactured wheelwrighting products (carriage construction) to given working instructions; one of the following:							
a. doors							
b. frames							
c. woo den framed vehicles							
d. shafts							
7.4 safely use and handle materials							
7.5 safely use:							
a. hand tools							

b. portable power tools							
c. ancillary equipment							
7.6 safely store the materials, tools and equipment used when manufacturing routine wheelwrighting products							
7.7 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. produce wooden framed vehicles, shafts and wheels							
d. produce welded carriage components							
e. take site and workplace dimensions							
f. form joints associated with the product and construction method							
g. use hand tools, power tools and equipment							
h. requisition material							
7.8 describe the needs of other occupations and how to effectively communicate within a team when manufacturing routine wheelwrighting products							
7.9 describe the methods of sharpening the hand tools used when manufacturing routine wheelwrighting products							
7.10 describe how to maintain the tools and equipment used when manufacturing routine wheelwrighting products.							

Unit 603

Manufacturing routine wheelwrighting 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 605

Marking out from setting out details for routine shopfitting 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
- marking out from routine product setting out 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 marking out from setting out details for routine 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 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						
	g. manufacturers' information						
	h. component standards and regulations governing buildings (animal welfare).						

2. Know how to comply with relevant legislation and official guidance when marking out from setting out details for routine fitting products.							
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. with tools and equipment						
	c. with materials and substances						
	d. 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 marking out from setting out details for routine 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 marking out from setting out details for routine shopfitting products							
3.2	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to marking out from setting out details for routine shopfitting products, and the types, purpose and limitations 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 howthe relevant health and safety control equipment should be used in accordance with the given instruction							
3.4	state how emergencies should be responded to in accordance with organisational authorisation and personal skills w 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 mark out from setting out details for routine 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. manufactured sheet material							
	c. setting out rods							
	d. glass							
	e. plastic							
	f. fabric							
	g. non-ferrous metal							
	h. ironmongery							
	i. adhesives							
	j. fixings							
	k. associated ancillary items							
	l. marking and testing 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 mark out from setting out details for routine shopfitting products.							

5. Minimise the risk of damage to the work and surrounding area when marking out from setting out details for routine 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	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 marking out from setting out details for routine 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	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 mark out from setting out details for routine 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 marking out from setting out details for routine shopfitting products:							
	a. measuring							
	b. marking out							
	c. drawing							
7.2	mark out from setting out rods (template) routine shopfitting products (timber and/or non-ferrous metal based) to given working instructions; two of the following:							
	a. shop doors							
	b. frames and linings							
	c. shopfront sashes including associated elements							
	d. panelling/cladding							
	e. wall and floor units							
7.3	safely use and handle materials							
7.4	safely use:							
	a. marking and testing tools							
	b. ancillary equipment							
7.5	safely store the materials, tools and equipment used when marking out from setting out details for routine shopfitting products							
7.6	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. mark out from setting out details and cutting lists							
	b. produce straight in plan and elevation: doors, frames (glazed and/or glazed), windows with opening lights, linings units, fitments and panelling/cladding, staircases							
	c. take site and/or workplace dimensions							
	d. proportion joints associated with the product and construction method							
	e. use marking and testing tools							
	f. requisition material							

7.7	describe the needs of other occupations and how to effectively communicate within a team when marking out from setting out details for routine shopfitting products							
7.8	describe how to maintain the tools and equipment used when marking out from setting out details for routine shopfitting products.							

Unit 605 Marking out from setting out details for routine shopfitting 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 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 606

Marking out from setting out details for routine wheelwrighting 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
- marking out from routine product setting out for wheelwrighting (carriage construction)

*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 marking out from setting out details for routine wheelwrighting 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 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							
	g. manufacturers' information							
	h. component standards and regulations governing buildings (animal welfare).							

2. Know how to comply with relevant legislation and official guidance when marking out from setting out details for routine window products.								
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. with tools and equipment							
	c. with materials and substances							
	d. 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 marking out from setting out details for routine wheelwrighting 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 marking out from setting out details for routine wheelwrighting products							
3.2	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to marking out from setting out details for routine wheelwrighting products, and the types, purpose and limitat 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 howthe relevant health and safety control equipment should be used in accordance with the given instruction							
3.4	state how emergencies should be responded to in accordance with organisational authorisation and personal skills w 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 mark out from setting out details for routine wheelwrighting 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. setting out rods								
d. glass								
e. plastic								
f. fabric								
g. non-ferrous metal								
h. ironmongery								
i. adhesives								
j. fixings								
k. associated ancillary items								
l. marking and testing 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 mark out from setting out details for routine wheelwrighting products.								

5. Minimise the risk of damage to the work and surrounding area when marking out from setting out details for routine wheelwrighting 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 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 marking out from setting out details for routine wheelwrighting 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	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 mark out from setting out details for routine wheelwrighting 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 marking out from setting out details for routine wheelwrighting products:							
	a. measuring							
	b. marking out							
	c. drawin g							
7.2	mark out from setting out rods (template) routine wheelwrighting products (carriage construction) to contractor's working instructions; one of the following :							
	a. doors							
	b. frames							
	c. wooden framed vehicles							
	d. shafts wheels							
7.3	safely use and handle materials							
7.4	safely use:							
	a. marking and testing tools							
	b. ancillary equipment							
7.5	safely store the materials, tools and equipment used when marking out from setting out details for routine wheelwrighting products							
7.6	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. mark out from setting out details and cutting lists							
	b. produce straight in plan and elevation: doors and frames (glazed and/or-glazed), windows with opening lights, linings, units, fitments and panelling/cladding, staircases							
	c. produce wooden framed vehicles, shafts and wheels							
	d. take site and/or workplace dimensions							
	e. proportion joints associated with the product and construction method							
	f. use marking and testing tools							
	g. requisition material							

7.7	describe the needs of other occupations and how to communicate within a team when marking out from setting out details for routine wheelwrighting products							
7.8	describe how to maintain the tools and equipment used when marking out from setting out details for routine wheelwrighting products.							

Unit 606

Marking out from setting out details for routine wheelwrighting 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 614 Marking out from setting out details for 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
- marking out from routine product setting out 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 marking out from setting out details for 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 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. 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 marking out from setting out details for 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. with tools and equipment							
	c. with materials and substances							
	d. 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 and healthy working practices when marking out from setting out details for routine architectural joinery products.
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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 marking out from setting out details for routine architectural joinery products							
3.2	demonstrate compliance with given information and relevant legislation when marking out from setting out details for routine architectural joinery products							
	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 marking out from setting out details for 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 instructions							
3.5	state how emergencies should be responded to in accordance with organisational authorisation and personal skills w involved with							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related activities.							

4. Select the required quantity and quality of resources for the methods of work to mark out from setting out details for 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. setting out rods													
d. glass													
e. plastic													
f. fabric													
g. non-ferrous metal													
h. ironmongery													
i. adhesives													
j. fixings and associated ancillary items													
k. marking and testing 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 mark out from setting out details for routine architectural joinery products.													

5. Minimise the risk of damage to the work and surrounding area when marking out from setting out details for 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. Completethe work within the allocated time when marking out from setting out details for 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 describethe 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 mark out from setting out details for 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 marking out from setting out details for routine architectural joinery products:							
	a. measuring							
	b. marking out							
	c. drawing							
7.2	use and maintain marking and testing tools and ancillary equipment							
7.3	mark out from setting out rods (template) routine architectural joinery products to given working instructions; two of the following :							
	a. doors							
	b. windows with opening lights							
	c. units and/or fitments (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. mark out from setting out details and cutting lists							
	b. produce straight in plan and elevation: doors, frames (glazed and glazed), windows with opening lights, linings, units, fitments and panelling/cladding, staircases							
	c. take site and workplace dimensions							
	d. proportion joints associated with the product and construction method							
	e. use marking and testing tools							
	f. requisition material							
7.5	describe the needs of other occupations and how to communicate within a team when marking out from setting out details for routine architectural joinery products							
7.6	describe how to maintain the tools and equipment used when marking out from setting out details for routine architectural joinery products.							

Unit 614

Marking out from setting out details for routine architectural joinery products in the workplace

products in the

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 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
- manufacture routine architectural joinery products.

*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 manufacturers' information						
	g. 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 your 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.						

3. Maintain safe 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 to carry out the activity in accordance with 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	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 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 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 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 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 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 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							
f. 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 fitments (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 652

Manufacturing routine shopfitting products in the workplace

Level: 2

Unit aim:

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

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- fitting and assembling 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 manufacturing routine 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 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						
	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 shopfitting products.							
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. 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	state the types of fire extinguishers available when manufacturing routine shopfitting products and describe how and when they are used.							
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3. Maintain safe working practices when manufacturing routine 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 manufacturing routine shopfitting products							
3.2	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to manufacturing routine 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)							
3.3	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 w 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 manufacture routine 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. 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 shopfitting products.							

5. Minimise the risk of damage to the work and surrounding area when manufacturing routine 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 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 manufacturing routine 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 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 manufacture routine 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 manufacturing routine shopfitting products:							
a. measuring							
b. marking out							
c. fitting							
d. finishing							
e. positioning							
f. securing							
7.2 fit and assemble to form routine manufactured shopfitting products (timber and/or non -ferrous metal based) to given working instructions; two of the following:							
a. shop doors							
b. frames and linings							
c. shopfront sashes including associated elements							
d. panelling/cladding							
e. wall and floor units							

7.3	safely use and handle materials							
7.4	safely use:							
	a. hand tools							
	b. portable power tools							
	c. ancillary equipment							
7.5	safely store the materials, tools and equipment used when manufacturing routine shopfitting products							
7.6	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							
7.7	describe the needs of other occupations and how to effectively communicate within a team when manufacturing routine shopfitting products							
7.8	describe the methods of sharpening the hand tools used when manufacturing routine shopfitting products							
7.9	describe how to maintain the tools and equipment used when manufacturing routine shopfitting products.							

Unit 652 Manufacturing routine shopfitting 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 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 information from:							
	a. drawings							
	b. specifications							
	c. schedules							
	d. method statements							
	e. 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 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 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 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 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 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							
	d. other task-related activities							

4. Select the required quantity and quality of resources 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								
c. fixings								
d. tools								
e. equipment								
f. accessories								
4.2 describe the 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 method of work								
4.6 describe how to calculate								
a. quantity								
b. length								
c. area								
d. 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 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							
e. 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 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 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							
	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 cutting machines to given working instructions:							
	a. saw (three from the following):							
	• circular							
	• chop							
	• mitre							
	• bench							
	• jig							
	• reciprocating							
	• alligator							
	• scroll							
	b. drill							
	c. morticer							
	d. tenoner							
	e. biscuit jointer							

f. disc cutter							
7.4 set up and use two of the following 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							
• 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 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 specific conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 715

Slinging and hand signalling the movement of suspended loads 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 for and slinging and signalling the movement of suspended loads

*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 preparation for and the slinging and signalling of loads.							
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. risk assessments							
e. method statements (lift plans)							
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. lift plans						
	g. work instructions						
	h. manufacturers' information, approved procedures and codes of practice.						

2. Organise with others the sequence and operation in which the slinging and signalling of loads is to be carried out.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 organise the work according to given information or instructions							
2.2 describe how to communicate ideas between team members							
2.3 organise and communicate with team members and other associated occupations							
2.4 describe how to organise resources prior to and when slinging and signalling of loads.							

3. Know how to comply with relevant legislation and official guidance to carry out slinging and signalling of loads.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 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/storage of materials and by manual handling and mechanical lifting							
3.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative							
3.3 explain what the accident reporting procedures are and who is responsible for making reports.							

4. Maintain safe and healthy working practices when preparing for and slinging and signalling loads.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when slinging and signalling loads							
4.2 demonstrate compliance with given information and relevant legislation when carrying out the slinging and signalling of loads in relation to at least three of the following:							
a. safe use and storage of tools and equipment							
b. safe use, storage and handling of lifting accessories							
c. safe use of access equipment							
d. specific risks to health							

4.3	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to slinging and signalling of loads, 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)						
4.4	describe how the relevant health and safety control equipment should be used in accordance with the given working instructions						
4.5	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						

5. Select the required quantity and quality of resources to prepare for and when slinging and signalling loads.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
5.1	select resources associated with slinging/signalling in relation to lifting accessories/aids, hand tools and ancillary equipment							
5.2	describe the characteristics, quality, usesustainability,limitations and defects associated with the resources, and how they should be used correctly, relating to:							
	a. lifting accessories							
	b. signalling and communication equipment							
	c. handtools and ancillary equipment							
5.3	describe how the resources should be used correctly, and how problems associated with the resources are reported							
5.4	explain why the organisational procedures have been developed and how they are used for selection of required resources							
5.5	describe any potential hazards associated with the resources and method of work							
5.6	describehow to identify weight, quantity, length and area associated with the method/procedures to carry o slinging/signalling.							

6. Minimise the risk of damage to the work and surrounding area when preparing to and slinging and signalling loads.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures							
6.2 prevent damage and maintain a clean work space							
6.3 dispose of waste in accordance with current legislation							
6.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions							
6.5 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.							

7. Complete the work within the allocated time when preparing to and slinging and signalling loads							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 demonstrate completion of the work within the allocated time							
7.2 describe the purpose of the work programme and describe 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							

8. Comply with the given contract information to prepare to and sling and signal suspended loads for movement to the required specification.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
8.1	demonstrate the following work skills when preparing to and slinging and signalling loads:							
	a. measuring							
	b. gauging							
	c. estimating							
	d. calculating							
	e. fitting							
	f. fixing							
	g. testing							
	h. balancing							
	i. interpreting							
	j. inspecting							
	k. judging							
	l. explaining							
	m. preparing							
	n. indicating							
	o. informing							
	p. instructing							
	q. signing							
	r. positioning							
	s. adjusting							
	t. configuring							
	u. moving							

v. securing							
w. signalling							
x. relaying							
8.2 use and maintain lifting accessories, lifting aids and equipment							
8.3 inspect and prepare lifting accessories prior to slinging							
8.4 prepare to and attach suspended loads to lifting equipment, using appropriate lifting accessories and load securing methods, to given working instructions for three of the following:							
a. balanced							
b. unbalanced							
c. loose							
d. bundled							
e. container							
f. drum							
g. a load where the machine operator cannot observe its full movement path.							
8.5 guide, move and place suspended loads to specified destinations, using hand signals, to given working instructions for three of the following:							
a. balanced							
b. unbalanced							
c. loose							
d. bundled							
e. container							
f. drum							
g. a load where the machine operator cannot observe its full movement path.							

8.6	describe how to apply safe and healthy work practices, follow procedures, report problems and establish authority needed to rectify, to:						
	a. identify the differences between: slinging and signalling, directing and guiding movement of vehicles, plant and machinery, and directing and guiding operations of plant and machinery not being used for lifting operations						
	b. confirm the authority, duties and responsibilities allocated						
	c. identify characteristics of lifting equipment and lifting accessories						
	d. identify and interpret valid certification for maintenance, inspection and thorough examination						
	e. lift and transfer people						
	f. sling balanced, unbalanced, loose, live, bundled, container drum loads and loads that are blind to the equipment operator						
	g. communicate using hand signals, hand signalling equipment (lights, wands, fluorescent gloves, flags) and electronic communication equipment (loud hailer, radios)						
	h. confirm methods of communication						
	i. recognise blind-spots, potential crush zones and other limitations to driver visibility						
	j. consider the load characteristics including centre of gravity and lifting points to determine the method of slinging						
	k. determine and check the route of the load before and during the lift including distances, clearances and landing position						

l. select, handle, inspect and use (assemble, set up and adjust) lifting accessories and aids							
m. identify rejection criteria for removing lifting accessories from service							
n. recognise and determine when specific skills and knowledge are required and report accordingly							
o. attach lifting accessories and sling loads securely							
p. ensure balance and stability of loads							
q. attach and use load guidance equipment (tag lines)							
r. guide and place suspended loads by recognised methods of communication and agreed operational procedures							
s. land and position loads safely and securely							
t. remove and store lifting accessories							
u. use hand tools and ancillary equipment.							
8.7 describe the needs of other occupations and how to communicate within a team when preparing to and slinging and signalling loads							
8.8 describe how to maintain the lifting accessories, lifting aids and signalling and communication equipment used to sling and signal loads							

Unit 715 Slinging and signalling the movement of suspended loads 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 718 Producing setting out details for routine shopfitting products 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
- producing plain setting out details for shop-fitting 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 routine 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. cutting lists							
d. schedules							
e. method statements							
f. risk assessments							
g. 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. cutting lists							
	e. method statements							
	f. risk assessments							
	g. manufacturers' information							
	h. component standards and regulations governing buildings (animal welfare).							

2. Know how to comply with relevant legislation and official guidance when producing setting out details for routine shopfittings.								
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. with tools and equipment							
	c. with materials and substances							
	d. 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 producing setting out details for routine 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 routine shopfitting products							
3.2	explain why and when health and safety control equipment, identified by the principles of protection, should be used relating to produce setting out details for routine 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)							
3.3	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 produce setting out details for routine 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							
	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. paper for rods							
	d. glass							
	e. plastic							
	f. fabric							
	g. non-ferrous metal							
	h. ironmongery							
	i. adhesives							
	j. fixings							
	k. associated ancillary items							
	l. marking and testing 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 produce setting out details for routine shopfitting products.							

5. Minimise the risk of damage to the work and surrounding area when producing setting out details for routine 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 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 producing setting out details for routine 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 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 produce setting out details for routine 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 routine shopfitting products:							
a. measuring							
b. marking out							
c. drawing							
7.2 produce setting out details and cutting lists for routine shopfitting products (timber and/or non -ferrous metal based) to given working instructions; for two of the following:							
a. doors							
b. frames and linings							
c. shopfront sashes including associated elements							
d. panelling/cladding							
e. wall and floor units							
7.3 safely use and handle materials							
7.4 safely use marking and testing tools and ancillary equipment							
7.5 safely store the materials, tools and equipment used when producing setting out details for routine shopfitting products to the required specification							

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 produce cutting lists for routine products							
	b. produce straight in plan and elevation: doors, frames (glazed and non-glazed), windows with opening lights, linings, units, fitments and panelling/cladding, staircases							
	c. take site and workplace dimensions							
	d. proportion joints associated with the product and construction method							
	e. use marking and testing tools							
	f. requisition material							
7.7	describe the needs of other occupations and how to effectively communicate within a team when producing setting out details for routine shopfitting products							
7.8	describe how to maintain the tools and equipment used when producing setting out details for routine shopfitting products.							

Unit 718 Producing setting out details for routine shopfitting 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 specific conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	

Unit 719

Producing setting out details for routine wheelwrighting products 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
- producing plain setting out details for wheelwrighting (carriage construction)

*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 routine wheelwrighting products.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract information from:							
a. drawings							
b. specifications							
c. cutting lists							
d. schedules							
e. method statements							
f. risk assessments							
g. 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. cutting lists							
	e. method statements							
	f. risk assessments							
	g. manufacturers' information							
	h. component standards and current regulations (animal welfare).							

2. Know how to comply with relevant legislation and official guidance when producing setting out details for routine wheelwright products.								
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. with tools and equipment							
	c. with materials and substances							
	d. 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 producing setting out details for routine wheelwrighting 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 routine wheelwrighting products							
3.2	explain why and when health and safety control equipment, identified by the principles of protection, should be used relating to producing setting out details for routine wheelwrighting 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)							
3.3	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							
	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 routine wheelwrighting 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								
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. paper for rods								
d. glass								
e. plastic								
f. fabric								
g. non-ferrous metal								
h. ironmongery								
i. adhesives								
j. fixings								
k. associated ancillary items								
l. marking and testing 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 produce setting out details for routine wheelwrighting products.							

5. Minimise the risk of damage to the work and surrounding area when producing setting out details for routine wheelwrighting 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 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 routine wheelwrighting 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 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 produce setting out details for routine wheelwrighting 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 routine wheelwrighting products:							
a. measuring							
b. marking out							
c. drawing							
7.2 produce setting out details and cutting lists for wheels to given working instructions							
7.3 produce setting out details and cutting lists for routine wheelwrighting products (carriage construction) to given working instructions; for one of the following:							
a. doors							
b. frames							
c. wooden framed vehicles							
d. shafts							
7.4 safely use and handle materials							
7.5 safely use marking and testing tools and ancillary equipment							
7.6 safely store the materials, tools and equipment used when producing setting out details for routine wheelwrighting products							

7.7	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. set out and produce cutting lists for routine products							
	b. produce straight in plan and elevation: doors, frames (glazed and non-glazed), windows with opening lights, linings, units, fitments and panelling/cladding, staircases							
	c. produce wooden framed vehicles, shafts and wheels							
	d. take site and workplace dimensions							
	e. proportion joints associated with the product and construction method							
	f. use marking and testing tools							
	g. requisition material							
7.8	describe the needs of other occupations and how to communicate within a team when producing setting out details for routine wheelwrighting products							
7.9	describe how to maintain the tools and equipment used when producing setting out details for routine wheelwrighting products.							

Unit 719 Producing setting out details for routine wheelwrighting 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 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 727

Producing setting out details for routine architectural joinery products 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
- producing plain setting out details for bench 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 producing setting out details for 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. cutting lists									
	d. schedules									
	e. method statements									
	f. risk assessments									
	g. 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. cutting lists							
e. method statements							
f. risk assessments							
g. manufacturers' information							
h. component standards and regulations governing buildings (animal welfare).							

2. Know how to comply with relevant legislation and official guidance when producing setting out details for routine architectural joinery products							
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. with tools and equipment							
c. with materials and substances							
d. 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 producing setting out details for 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 to carry out the activity in accordance with legislation and organisational requirements when producing setting out details for routine architectural joinery products							
3.2	demonstrate compliance with given information and relevant legislation when producing setting out details for 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 producing setting out details for routine architectural joinery products, 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)							
3.4	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							
	d. other task-related activities							

4. Select the required quantity and quality ofresources for the methods of work to produce setting out details for 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 materials, components, fixings, tools and equipment									
4.2	describe the characteristics, quality, usesustainability, limitations and defects associated with the resources in relation to:									
	a. timber									
	b. manufactured sheet material									
	c. paper for rods									
	d. glass									
	e. plastic									
	f. fabric									
	g. non-ferrous metal									
	h. ironmongery									
	i. adhesives									
	j. fixings and associated ancillary items									
	k. marking and testing 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 theorganisational 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. wastageassociated with the method/procedure to produce setting out details for routine architectural joinery products.									

5. Minimise the risk of damage to the work and surrounding area when producing setting out details for 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 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 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 produce setting out details for 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 producing setting out details for routine architectural joinery products:													
	a. measuring													
	b. marking out													
	c. drawing													
7.2	use and maintain marking and testing tools and ancillary equipment													
7.3	produce setting out details and cutting lists for routine architectural joinery products to given working instructions; for two of the following :													
	a. doors													
	b. windows with opening lights													
	c. units and/or fitments (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. set out and produce cutting lists for routine products													
	b. produce straight in plan and elevation: doors, frames (glazed and glazed), windows with opening lights, linings, units, fitments and panelling/cladding, staircases													
	c. take site and workplace dimensions													
	d. proportion joints associated with the product and construction method													
	e. use marking and testing tools													
	f. requisition material													
7.5	describe the needs of other occupations and how to effectively communicate within a team when producing setting out details for routine architectural joinery products													
7.6	describe how to maintain the tools and equipment used when producing setting out details for routine architectural joinery products.													

Unit 727 Producing setting out details for 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:	

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.

City & Guilds
Believe you can



www.cityandguilds.com

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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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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