

Level 3 Diploma in Shopfitting Joinery (6706-37)

September 2019 Version 3.0



Qualification at a glance

Subject area	Construction
City & Guilds number	6706-37
Age group approved	16-18, 19+
Entry requirements	None
Assessment	Multiple choice/assignment
Support materials	Centre handbook Assessor guidance Task manual
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

Title and level	GLH	TQT	City & Guilds number	Accreditation number
Level 3 Diploma in Shopfitting Joinery	470	510	6706-37	601/1284/0

Version and date	Change detail	Section
2.0 January 2014	Entry requirement information added	Centre requirements
2.1 July 2014	Centre staffing amended	Centre requirements
2.2 December 2015	Updated range for LO 1, 3 and 4 in unit 201/601	5. Units
3.0 September 2019	GLH & TQT added	To qualification at a glance



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1 Introduction

This document tells you what you need to do to deliver the qualification:

Area	Description
Who is the qualification for?	It is for learners who work or want to work as a Shopfitting Joiner in the construction sector.
What does the qualification cover?	<p>It allows learners to learn, develop and practise the skills required for employment and/or career progression in Bench Joinery.</p> <p>It covers the following skills:</p> <ul style="list-style-type: none">• Set up and use fixed and transportable machinery• Manufacture internal and external shopfitting products
Is the qualification part of a framework or initiative?	No
What opportunities for progression are there?	<p>It allows learners to progress into employment or to the following City & Guilds qualifications:</p> <ul style="list-style-type: none">• Level 3 NVQ Diploma in Wood Occupations

Structure

To achieve the **Level 3 Diploma in Shopfitting Joinery**, learners must achieve **51** credits from the mandatory units. Total GLH - 470

Unit accreditation number	City & Guilds unit number	Unit title	Credit value	GLH
Mandatory				
A/504/6719	Unit 201/601	Health, safety and welfare in construction	7	70
F/504/7029	Unit 301/701	Principles of organising, planning and pricing construction work	7	67
T/504/6766	Unit 308	Set up and use fixed and transportable machinery	13	110
M/505/5787	Unit 323	Manufacture internal shopfitting joinery products	10	95
M/505/5790	Unit 324	Manufacture external shopfitting joinery products	14	128



2 Centre requirements

Approval

The approval process for Construction qualifications is available at our website. Please visit www.cityandguilds.com/construction for further information.

Physical resources and site agreements

Centres will have well equipped workshops with a comprehensive range of hand and portable power tools that meet current industry standards. All powered equipment should be well maintained and PAT certified. A Bench Vice will be available to each candidate. Facilities for grinding and sharpening hand tools will be available. Centres are required to have a morticer, bandsaw, crosscut saw, rip saw, surface planer, thicknesser, (may be a combined machine) spindle moulding machine and router (may be inverted) together with suitable tooling, allowing candidates to practise the requirements of the units and carry out the Practical Assignments. All machinery shall be to industrial standards and comply with current regulations.

Centre staffing

All staff who assess (tutor/deliver) these qualifications must:

- have recent relevant experience in the specific area they will be teaching;
- be technically competent in the area for which they are delivering training and/or have experience of providing training;
- have a CV available demonstrating relevant experience and any qualifications held.

All staff who quality assure these qualifications must:

- have a good working knowledge and experience within the construction industry;
- have an established strategy and documentary audit trail of internal quality assurance;
- have a good working knowledge of quality assurance procedures;
- have a CV available demonstrating relevant experience and any qualifications held.

While the Assessor/Verifier (A/V) units/TAQA are valued as qualifications for centre staff, they are not currently a requirement for these QCF qualifications. However, we encourage trainers and assessors to qualify to the current TAQA standard.

Continuing Professional Development (CPD)

Centres must support their staff to ensure that they have current knowledge of the occupational area, that delivery, mentoring, training, assessment and verification is in line with best practice, and that it takes account of any national or legislative developments.

Candidate entry requirements

Whilst there are no formal entry requirements for this qualification, learners are advised to take the Level 1 and Level 2 Diplomas in order to ensure they have the right skills and knowledge for Level 3. Alternatively, the learner should provide evidence of significant industry experience, at the centres discretion.

Age restrictions

City & Guilds cannot accept any registrations for candidates under 16 as these qualifications are not approved for under 16s.



3 Delivering the qualification

Initial assessment and induction

An initial assessment of each learner should be made before the start of their programme to identify:

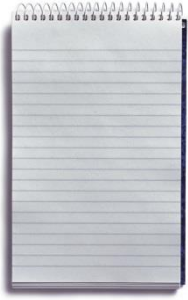
- if the learner has any specific training needs;
- support and guidance they may need when working towards their qualification;
- any units they have already completed, or credit they have accumulated, which are relevant to the qualification;
- the appropriate type and level of qualification.

We recommend that centres provide an induction programme so the learner fully understands the requirements of the qualification, their responsibilities as a learner and the responsibilities of the centre. This information can be recorded on a learning contract.

Support materials

The following resources are available for this qualification:

Description	How to access
Assessor guidance	www.cityandguilds.com
Task manual	www.cityandguilds.com
Qualification approval form	www.cityandguilds.com/construction



4 Assessment

Unit	Title	Assessment method	Where to obtain assessment materials
201/ 601	Health, safety and welfare in construction	City & Guilds e-volve multiple choice test or on demand externally marked paper. The test covers all of the knowledge in the unit.	Examinations provided on e-volve, or question papers ordered via Walled Garden.
301/ 701	Principles of organising, planning and pricing construction work	City & Guilds e-volve multiple choice test or on demand externally marked paper. The test covers all of the knowledge in the unit.	Examinations provided on e-volve, or question papers ordered via Walled Garden.
308	Set up and use fixed and transportable machinery	Multiple choice question paper, covering knowledge outcomes. Practical assignment, covering performance outcomes. Both assessments are set by City & Guilds, delivered and marked by the tutor/assessor, and will be externally verified by City & Guilds to make sure they are properly carried out.	www.cityandguilds.com

Unit	Title	Assessment method	Where to obtain assessment materials
323	Manufacture internal shopfitting joinery products	<p>Multiple choice question paper, covering knowledge outcomes.</p> <p>Practical assignment, covering performance outcomes.</p> <p>Both assessments are set by City & Guilds, delivered and marked by the tutor/assessor, and will be externally verified by City & Guilds to make sure they are properly carried out.</p>	www.cityandguilds.com
324	Manufacture external shopfitting joinery products	<p>Multiple choice question paper, covering knowledge outcomes.</p> <p>Practical assignment, covering performance outcomes.</p> <p>Both assessments are set by City & Guilds, delivered and marked by the tutor/assessor, and will be externally verified by City & Guilds to make sure they are properly carried out.</p>	www.cityandguilds.com

Test specifications

The way the knowledge is covered by each test is laid out in the tables below:

Test 1: Unit 201/601 Health, safety and welfare in construction

Duration: 60 minutes

Unit	Outcome	Number of questions	%
201/601	1 Know the health and safety regulations, roles and responsibilities	7	17.5
	2 Know accident and emergency reporting procedures and documentation	5	12.5
	3 Know how to identify hazards in the workplace	7	17.5
	4 Know about health and welfare in the workplace	3	7.5
	5 Know how to handle materials and equipment safely	2	5
	6 Know about access equipment and working at heights	3	7.5
	7 Know how to work with electrical equipment in the workplace	4	10
	8 Know how to use personal protective equipment (PPE)	5	12.5
	9 Know the cause of fire and fire emergency procedures	4	10
	Total	40	100

Test 2: Unit 301/701 Principles of organising, planning and pricing construction work

Duration: 60 minutes

Unit	Outcome	Number of questions	%
301/701	1 Understand different types of drawn information in construction	7	17.5
	2 Understand energy efficiency and sustainable materials for construction	8	20
	3 Understand how to estimate quantities and price work for construction	10	25
	4 Understand how to plan work activities for construction	6	15
	5 Understand how to communicate effectively in the workplace	9	22.5
	Total	40	100

Test 3: Unit 308 Set up and use fixed and transportable machinery

Duration: 40 minutes

Unit	Outcome	Number of questions	%
308	1 Understand how to inspect and maintain fixed and transportable machinery	13	52
	3 Understand how to use fixed and transportable machinery efficiently and safely	12	48
	Total	25	100

Test 4: Unit 323 Manufacture internal shopfitting joinery products

Duration: 30 minutes

Unit	Outcome	Number of questions	%
323	1 Understand how to set out internal shopfitting joinery products	9	45
	3 Understand how to manufacture internal shopfitting joinery products	8	40
	5 Understand how to assemble and finish internal shopfitting joinery products	3	15
	Total	20	100

Test 5: Unit 324 Manufacture external shopfitting joinery products

Duration: 30 minutes

Unit	Outcome	Number of questions	%
324	1 Understand how to set out external shopfitting joinery products	9	45
	3 Understand how to manufacture external shopfitting joinery products	8	40
	5 Understand how to assemble and finish external shopfitting joinery products	3	15
	Total	20	100



5 Units

Availability of units

The following units can also be obtained from The Register of Regulated Qualifications: <http://register.ofqual.gov.uk/Unit>

Structure of units

These units each have the following:

- City & Guilds reference number
- unit accreditation number (UAN)
- title
- level
- credit value
- guided learning hours
- unit aim
- learning outcomes which are comprised of a number of assessment criteria.

Range explained

Range gives further scope on what areas within assessment criteria must be covered. The range in a unit **must** be taught to learners and parts of the range will be assessed.

Glossary of terms

Term	Definition
Acrylic	A clear plastic. It resembles glass, but is stronger and lighter.
Adhesives	A substance that when applied to two surfaces bonds them together.
Adjustable feet	A fitting used on the underside of a unit which allows it to be levelled.
Aluminium	A material commonly used in the fabrication of shopfront and entrance door components, generally with a painted or anodised finish.
Angle finder	A tool which can be set to an unknown angle giving a reading in degrees.
Astragal	A standard common moulding section.
Back fitments	Display or storage units fixed to the rear of a point of sale counter.
Balusters	A vertical member, plain or decorative, that acts as the infill between the handrail and string capping on a staircase.

Band saw	A fixed machine which houses continuous band of metal with teeth along one edge. Used to cut curved components.
Bed moulding	A decorative embellishment set below the surface between a panel and its framing.
Bevel edge chisel	A chisel with the edges ground to a bevel to lighten the chisel and allow better access when paring back to the shoulders when dovetailing.
Bevel	An edge planed at an angle not across the full thickness of the timber.
Blind box	A box above the shopfront which contains the sun blind.
Block planes	A small plane that can easily be used with one hand and used for cleaning up end grain.
Blue stain	A blue fungal discolouration in the sapwood, which does not reduce its strength.
Bolection moulding	A decorative embellishment which stands proud and runs around the inside edge of panelled framework.
Bowing	A defect where the board has started to curve along its length.
Box square	A tool allowing lines to be squared over a moulding on the edge of a length of timber.
Broken details	A method used to show full size details, but with a written dimension between them so a long rod is not required.
Building regulations	These contain the rules for building work in new and altered buildings to make them safe, accessible, limit waste and environmental damage.
Case hardening	Case hardening is caused by timber being kiln dried too rapidly, leaving the outside dry but the centre still wet.
Chamfer	A 45 degrees bevel planed across the corner of a piece of timber.
Claw hammer	A heavy weight hammer with a claw on one end of the head which can be used to withdraw large nails.
Collapse	Irregular or excessive shrinkage during the drying of timber.
Combination plane	A large plough plane that is able to take a range of ploughing and moulding cutters.
Combination square	A square that enables both 90 degree and 45 degree angles to be marked.
Computer aided design CAD	The use of a computer drawing package to assist in the creation, modification of drawings used by architects and Setter out to produce drawings.
Coping saw	A saw with a thin, narrow blade used for cutting round sharp curves.
Corner post/bars	The corner member of a shopfront where it returns around a corner.

Cramp heads	Loose cramp shoes which can be used over a wooden bar of any length to assemble long items.
Crosscut saw	A saw used to cut across the width of a board.
Cupping	A defect where the width of the board has become hollow.
Cut string	A stair string with the top edge cut away to follow the shape of the steps.
Dividers	A tool similar to a compass but with two points, used to step off equal dimensions along a line.
Division	A vertical dividing panel in a unit.
Door closer	An item of ironmongery fixed to a door and frame allowing the controlled closing of a door.
Door selectors	A item of ironmongery which holds the slave door of a pair open until the master door has closed, then the device allows the slave door to close.
Dovetail saw	Small saw fine-toothed saw used for cutting dovetails and other fine work.
Dowel	A round wooden peg used to secure joints.
Draw-bore pins	A tapered metal pin used to pull up a tenon joint through offset holes in the tenon and mortice.
Drawer runners	An item of ironmongery fitted to drawers to allow them to run smoothly and even self-close.
Drawers	A removable box within a unit used for storage.
Drawing board	The board that hand drawings are produced on.
Drill /drivers	A portable power tool that can bore holes and drive screws.
Enclosure	An area behind a shopfront used to display goods.
European red wood	A commonly used softwood for grounds and structural work not seen.
Fascia	The area directly above the shopfront displaying the shop name.
F-cramp	A steel F-shaped screw cramp used for holding two materials together.
Flaws	A term used to describe a fault in a material.
Flush bolts	Bolts which are recessed flush into the edge of a door commonly used to hold the slave door closed on a pair of doors.
Foreign body	A term used to describe something buried in a tree and has continued to grow around it. It is not discovered until the timber has been cut.
Frieze	The upper area of a wall above door height.

G-cramp	A steel G-shaped screw cramp used for holding two materials together.
Gentsaw	Small saw fine-toothed saw used for fine work, it usually has a file small pad saw shaped handle.
Glazing bars	Vertical and horizontal members used to divide a large glass are up into smaller sections, mainly used for design reasons: i.e. to give a 'Georgian' look.
Glazing beads	Small sections of timber or aluminium used to hold glass in place.
Glue blocks	Triangular blocks of timber used to strengthen a joint at internal corners.
Gouge	A hollow chisel which can be ground on either the outside (carving gouge) or the inside (scribing gouge).
Hand rail	The guard rail on a flight of stairs.
Handles	A piece of ironmongery used to provide a means of opening a door or drawer.
Handrail bolts	A metal rod which is threaded at each end. A square (or captured) nut is used at one end and a castellated (slotted allowing or tightening) nut at the other. It is used between two handrail joints usually on wreathed handrails.
Handrail brackets	A decorative metal bracket used to support a handrail at the wall side of a staircase.
Handsaw	Often used to describe a large (6-8 points /25mm) cross cutting saw.
Head	A term used to describe the upper most member of a frame.
Hinges	Ironmongery used to hang doors.
Intermediate	A term given to a member between the outside of a frame or unit.
Ironmongery	A collective term for hinges, handles and other items of metalwork used in shopfitting joinery.
Jack plane	A large plane for removing excess material, by hand, commonly used to shoot (fit) doors to frames.
Jambs	The outermost vertical members of a frame.
Jigs	A ready-made or handmade device allowing repetitive tasks to be carried out consistently and efficiently.
Jigsaw	A portable power tool made to cut freehand curves.
Job Sheets	A sheet accompanying a drawing giving instruction and information of the task to be made.
Joiners dogs	A small "staple" shaped device, designed to straddle a joint, and pull the joint tightly together during the assembly process, also called a 'Pinch Dog'.

Kicking plate	A metal plate screwed to the bottom of a door to provide protection from damage during use.
Knots	A term used to describe where a branch shows on the face or edge of timber.
Laminated glass	Two thicknesses of glass sandwiching a poly-vinyl butyl interlayer, providing a strong and secure glazing.
Letter plates	An item of ironmongery fitted to a door or frame allowing the delivery of letters etc.
Lobby	The name given to an entranceway or foyer to a building.
Mahogany	A reddish brown central American hardwood.
Manufactured boards	Plywood, mdf and chipboard are examples of this.
Manufacturer's catalogues	These display items produced or sold by a company.
Marking gauge	A tool used to mark a line parallel to an edge of timber.
Measuring tape	Generally in a case (cassette) it can be pulled out and will spring back.
Medium density fibre board	A type of manufactured board, which is made from wood fibres glued under heat and pressure.
Mitre square	More correctly known as a set mitre used to mark lines at 45° onto timber.
Mortice chisel	A heavyweight chisel used to chop mortices by hand.
Mortice gauge	Similar to a marking gauge but marks two lines at a set width in one operation.
Morticer	A fixed machine used to mechanically produce mortices.
Mullion	An intermediate vertical component in glazed framework.
Muntin	An intermediate vertical component in panelled framework.
Nail Punch	Sometimes called a nail set. This is a metal tool allowing nails to be punched or set below the surface. The hole produced will then be concealed with a filler.
Nail gun	A power tool which is able to drive nails using a gas charge.
Newel	A post used at the ends of staircases supporting the strings and handrail.
Nosing	The front edge of a step.
Oak	A decorative light brown decorative and durable hardwood.
Ogee	A standard moulding shape.
Orbital sander	A power tool used to abrade (sand) the surface of a finished product.
Overhead router	A fixed woodworking machine where the router is mounted above the machine table.
Ovolo	A standard moulding profile.

Panel saw	A medium length handsaw with 8-10 teeth per 25mm generally used for cutting manufactured boards.
Panic bolts	Used on emergency exit doors. A waist height bar can be depressed to allow exit in case of an emergency
Paring chisel	A long bevel edged or firmer chisel used to pare long housings.
Pilasters	A slightly projecting column (or facing) applied to the face of the party walls between shopfronts
Pin Hammer	A light weight hammer (75g) used to drive short veneer and panel pins.
Pitch board	A triangular templet used to mark out the housings on stair strings
Pith	A name given to the heart of a tree also known as the medulla.
Planer	A portable power tool used to plane the face and edges of timber
Plinth	The lowest part of a unit or counter, it is usually set back from the face to allow closer access to the counter/unit.
Plywood	A manufactured board made from a sandwich of opposing veneers. There is always an odd number so that the grain follows the same direction on both faces.
Protractor	An instrument allowing you to measure angles.
Push/finger plate	A thin hard wearing decorative plate (either metal or plastic) screwed to the face of a door where there is a high traffic area to protect it from wear due to its constant use.
Rails	The name given to horizontal components in panelled framework.
Rebate	A section removed from the corner of a component generally to create better holding strength.
Resin pockets	A defect in softwoods; consists of an opening in the grain that contains pitch or resin. Also called a pitch pocket.
Rip saw	The largest of the handsaw categories. The teeth are designed specifically for cutting down the grain.
Risers	The name given to the vertical face of a step in a staircase.
Rod	The name given to any full sized setting out.
Router	A very versatile portable power tool used to mould, rebate, groove and recess timber. Many purpose made jigs are available which extend the range of work that can be produced with it.
Sash cramp	A light weight bar cramp used for assembly of lighter joinery.

Scale drawings	Drawings produced to a reduced size where it cannot be shown full size on a sheet of paper.
Schedules	Information give in a precise way such as a time schedule or an ironmongery schedule.
Scotia	A standard moulding profile.
Seasoning defects	Defects occurring during the drying process of timber.
Set squares	Plastic drawing instruments use to draw set angle. Eg 30, 45 and 60 degrees.
Shakes	A general term for a variety of split shapes that can occur along the length of the timber.
Shelves	A horizontal surface for the storage of general or specific items.
Shopfront sash	The term for the glazed area of a shopfront.
Shoulder	These form the end grain of the male part of the joint which abuts its apposing female part.
Shutters	Often contained in a box similar to a blind box , but containing a security shutter.
Sill	Traditionally spelt 'Cill', the lowest member of a frame.
Site survey	This is carried out to measure for a job along with any other information that needs to be collected from site to enable to manufacture of shopfitting products.
Sliding bevel	A marking out tool which can be set to any angle.
Sloping grain	Where the grain of timer does not run parallel to its edge or face.
Smoothing Plane	Used for the flushing off of the surface joints prior to finishing with abrasive paper.
Soffit	The underside of a surface generally set lower than the ceiling height. Eg a window enclosure soffit.
Specification	A document which provides written information about the product and how it is to be made. This will supplement the drawings.
Spindle moulder	A fixed woodworking machine used to run heavy section profiles.
Springing	The term used to describe the point where a curve will start on a shaped item of shopfitting.
Stairs strings	The inclined members which carry the steps of a staircase.
Stall riser	The area directly below the shopfront sash.
Standards	Sometimes known as ends, these form the outside of a unit.
Stiles	The vertical components on the outside of any panelled construction.

String capping	This sits on the top edge of a string increasing its width and allowing for the fixing of the thicker balusters.
Surface planer	A fixed woodworking machine used to prepare a flat surface to the face of timber and produce a square edge to the face.
Table router	A portable router mounted upside down in a table.
Tee square	A drawing square used against the edge of a drawing board and provides a platform for the use of set squares.
Tenon saw	A backed saw larger than a dovetail saw used for general cutting of joints.
Thickneser	A fixed woodworking machine used to bring timber to both width and thickness.
Top	The upper most surface of an product.
Torus	A standard moulding profile.
Toughened	A term given where glass has been hardened for additional protection or security.
Tower bolt	A lightweight face fixed bolt.
Transom	The intermediate horizontal component in a frame usually at door height.
Tread	The name given to the horizontal part of a step.
Try square	A marking out tool used to mark square lines around timber.
Twist	A seasoning defect in timber.
Upset	A flaw in timber caused by a heavy blow or impact that splits fibers across the grain.
Vice	A cramping device generally affixed to a joiners bench.
Waney edge	A waney edge is the edge that follows the natural curve of the tree. Basically a bark edge. Known as 'waney edged' timber.
Wedges	Tapered pieces of timber used to secure through mortice and tenon joints.
Winding	A term given to a twist in assembled framework.

Unit 201/601 Health, safety and welfare in construction

UAN:	A/504/6719
Level:	2
Credit value:	7
GLH:	70
Endorsement by a sector or regulatory body:	This unit is endorsed by Construction Skills, the Sector Skills Council for the construction industry.
Aim:	The aim of this unit is to provide the learner with the knowledge to carry out safe working practices in construction, in relation to sourcing relevant safety information and using the relevant safety procedures at work

Learning outcome
The learner will:
1. know the health and safety regulations, roles and responsibilities
Assessment criteria
The learner can:
1.1 identify health and safety legislation relevant to and used in the construction environment
1.2 state employer and employee responsibilities under the Health and Safety at Work Act (HASWA)
1.3 state roles and responsibilities of the Health and Safety Executive (HSE)
1.4 identify organisations providing relevant health and safety information
1.5 state the importance of holding on-site safety inductions and toolbox talks.

Range
Health and safety legislation
Health and Safety at Work Act, Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), Control of Substances Hazardous to Health (COSHH), Construction, Design and Management (CDM) regulations , Provision and Use of Work Equipment Regulations (PUWER), manual handling operations Regulations, Personal Protective Equipment (PPE) at Work Regulations, Work at Height Regulations, Control of Noise at Work Regulations, Control of Vibration at Work

Regulations , Electricity at Work Regulations, Lifting operations and Lifting Equipment Regulations (LOLER)

Employer responsibilities

Safe working environment, adequate staff training, health and safety information, site inductions, toolbox talks, risk assessment, supervision, PPE, reporting hazards, accidents and near misses, sections 2 to 9 of Health and Safety at Work Act, CDM reg's, construction phase plans, welfare, display public liability Insurance and health and safety law poster.

Employee responsibilities

Working safely, working in partnership with the employer, reporting hazards, accidents and near misses, following organisational procedures as per Sections 2 to 9 of Health and Safety at Work Act.

Roles and responsibilities:

Enforcement (including fees for intervention), legislation and advice, inspection, investigation eg site investigations.

Organisations

Health and Safety Executive (HSE) website, Institute of Occupational Safety and Health, British Safety Council, 'manufacturer', ROSPA.

Learning outcome

The learner will:

2. know accident and emergency reporting procedures and documentation

Assessment criteria

The learner can:

- 2.1 state legislation used for reporting accidents
- 2.2 state major **types of emergencies** that could occur in the workplace
- 2.3 identify reportable injuries, diseases and dangerous occurrences as per RIDDOR
- 2.4 state main types of **records** used in the event of an accident, emergency and near miss and reasons for reporting them
- 2.5 identify **authorised personnel** involved in dealing with accident and emergency situations
- 2.6 state **actions** to take when discovering an accident.

Range

Types of emergencies

Fires, security incidents, gas leaks.

Records:

Accident book, first aid records, organisational records and documentation.

Authorised personnel

First aiders, supervisors/managers, health and safety executive, emergency services, safety officer.

Actions

Area made safe, call for help, emergency services.

Learning outcome

The learner will:

3. know how to identify hazards in the workplace

Assessment criteria

The learner can:

- 3.1 state the importance of **good housekeeping**
- 3.2 state reasons for risk assessments and method statements
- 3.3 identify **types of hazards** in the workplace
- 3.4 state the importance of the correct storage of combustibles and chemicals on site
- 3.5 identify different **signs and safety notices** used in the workplace.

Range**Good housekeeping:**

Cleanliness, tidiness, use of skips and chutes, segregation of materials, clear access to fire escapes, clear access to fire extinguishers.

Types of hazards:

Fires, slips, trips and falls, hazardous substances (relating to inhalation, absorption, exposure, ingestion, cross-contamination), electrical, asbestos, manual handling, plant and vehicle movement, adverse weather.

Signs and safety notices:

Prohibition, mandatory, warning, safe condition, supplementary.

Learning outcome

The learner will:

4. know about health and welfare in the workplace

Assessment criteria

The learner can:

- 4.1 identify requirements for welfare facilities in the workplace as per Construction Design Management (CDM)
- 4.2 state health effects of noise and **precautions** that can be taken
- 4.3 state **risks** associated with drugs, alcohol and medication which could affect performance in the workplace.

Range**Precautions**

Reducing noise at source, PPE, isolation, exposure time.

Risks

Reduced risk perception, loss of concentration, balance problems, absenteeism and reduced productivity.

Learning outcome

The learner will:

5. know how to handle materials and equipment safely

Assessment criteria

The learner can:

- 5.1 identify legislation relating to safe handling of materials and equipment
- 5.2 state procedures for safe lifting and manual handling activities in accordance with guidance and legislation
- 5.3 state the importance of using **lifting aids** when handling materials and equipment.

Range**Lifting aids**

Wheelbarrow, sack barrow, mechanical lifting aids, pallet truck.

Learning outcome

The learner will:

6. know about access equipment and working at heights

Assessment criteria

The learner can:

- 6.1 identify legislation relating to working at heights
- 6.2 identify types of **access equipment**
- 6.3 state **safe methods** of use for **access equipment**
- 6.4 identify **dangers** of working at height.

Range**Access equipment:**

Stepladders, ladders (pole, extension), trestles, hop-ups, proprietary scaffolding, podium, stilts

Safe methods

Regular inspection, check for broken, damaged or missing components, responsible use, consideration of adverse weather conditions, good housekeeping

Dangers

Falling tools, falling equipment, falling materials, persons falling from height (injuries to themselves and others).

Learning outcome
The learner will: 7. know how to work with electrical equipment in the workplace
Assessment criteria
The learner can: 7.1 state precautions to take to avoid risks to self and others when working with electrical equipment 7.2 state dangers of using electrical equipment 7.3 identify voltages and voltage colour coding that are used in the workplace 7.4 state methods of storing electrical equipment.

Range
Precautions Check leads, check plugs, use of cable hangers, check tools and equipment, current valid PAT certificate
Dangers: Burns, electrocution, fire.
Voltages Battery powered, 110/115 volts, 230/240 volts and 415 volts.
Methods Components present, equipment cleaned, checked for damage, stored in a clean and secure location.

Learning outcome
The learner will: 8. know how to use Personal Protective Equipment (PPE)
Assessment criteria
The learner can: 8.1 state the legislation governing use of Personal Protective Equipment (PPE) 8.2 state types of PPE used in the workplace 8.3 state the importance of PPE 8.4 state why it is important to store, maintain and use PPE correctly 8.5 state the importance of checking and reporting damaged PPE.

Range
PPE: Head protection, eye protection, ear protection, face/dust masks, breathing apparatus, high visibility clothing, safety footwear, gloves, sun protection, barrier cream, water proofs, knee pads, overalls/disposable clothing

Learning outcome
The learner will: 9. know the cause of fire and fire emergency procedures
Assessment criteria
The learner can: 9.1 state elements essential to creating a fire 9.2 identify methods of fire prevention 9.3 state actions to be taken on discovering a fire 9.4 state types of fire extinguishers and their uses.

Range
Elements Oxygen, fuel, heat.
Types of fire extinguishers: Water, foam, CO2, dry powder.

Unit 301/701 Principles of organising, planning and pricing construction work

UAN:	F/504/7029
Level:	3
Credit value:	7
GLH:	67
Endorsement by a sector or regulatory body:	This unit is endorsed by ConstructionSkills
Aim:	<p>The aim of this unit is to provide the learner with the knowledge of building methods and construction technology in relation to:</p> <ul style="list-style-type: none"> • understanding a range of building materials used within the construction industry and their suitability to the construction of modern buildings. • organising the building process and communicating the design to work colleagues and others.

Learning outcome
The learner will: 10. understand different types of drawn information in construction
Assessment criteria
<p>The learner can:</p> <p>10.1 compare advantages and disadvantages of computer-aided design (CAD) programs to traditional drawing methods</p> <p>10.2 explain information required to produce orthographic projection drawings</p> <p>10.3 explain the process and purpose of producing a schedule from a drawing</p> <p>10.4 explain the benefits of isometric projection drawings</p> <p>10.5 explain information required to produce isometric projection drawings.</p>

Range
Information (AC1.2) Room dimensions, heights, width, sizes, heights and positions of walls, doors and window specifications, building regulations

Benefits

Pictorial view of an object, assembly or design.
Helps the client, customer, supplier or non-technical person understand how the finished product will look or what is required.

Information (AC1.5)

Isometric axis, positioning and required view of the object, lines or surfaces relative to isometric axis. Object dimensions and scale.

Learning outcome

The learner will:

11. understand energy efficiency and sustainable materials for construction

Assessment criteria

The learner can:

- 11.1 evaluate the uses of thermally insulated **materials**
- 11.2 describe **construction methods** used to insulate against heat loss and gain
- 11.3 compare thermal values of **wall construction**
- 11.4 explain the purpose of an Energy Performance Certificate (EPC)
- 11.5 describe **sustainable materials** and their use in construction.

Range**Materials**

Polyisocyanurate (PIR), expanded polystyrene (EP) fibre glass, sheep wool, mineral wool, double glazed units, multi-foil insulation.

Construction methods

location of insulation, selection of materials, compliance with Building Regulations

Wall construction

Cavity, solid and timber frame

Sustainable materials

Locally sourced, managed timber (FSC), recycled materials.

Learning outcome

The learner will:

12. understand how to estimate quantities and price work for construction

Assessment criteria

The learner can:

- 12.1 describe how to estimate quantities of construction materials
- 12.2 describe **information required** to prepare a materials list using a schedule
- 12.3 explain the purpose of preferred suppliers lists when ordering materials
- 12.4 explain the purpose of the Bill of quantities

<p>12.5 explain the purpose of the tendering process</p> <p>12.6 explain the difference between quoting and estimating</p> <p>12.7 calculate waste percentages for a construction task</p> <p>12.8 describe the information required to prepare a quote.</p>

Range
<p>information required (AC3.2) Quantity, quality, colour, dimensions, location, installation details</p> <p>Information required (AC3.8) Labour, operational costs, VAT, material cost</p>

Learning outcome
<p>The learner will:</p> <p>13. understand how to plan work activities for construction</p>
Assessment criteria
<p>The learner can:</p> <p>13.1 outline the benefits of planning the sequence of material and labour requirements</p> <p>13.2 outline advantages and disadvantages of purchasing or hiring plant and equipment</p> <p>13.3 identify planning methods</p> <p>13.4 identify information required to produce a GANTT chart for a building project.</p>

Range
<p>Planning Programmes of work, stock systems, critical path analysis, lead times, schedules, GANTT chart.</p> <p>Planning methods GANTT chart, critical path analysis.</p>

Learning outcome
<p>The learner will:</p> <p>14. understand how to communicate effectively in the workplace</p>
Assessment criteria
<p>The learner can:</p> <p>14.1 explain the purpose of site documentation</p> <p>14.2 identify information to create an agenda for a meeting</p> <p>14.3 explain information required to prepare a toolbox talk and site induction</p> <p>14.4 explain the purpose of a site survey and the information required to prepare a defects list</p> <p>14.5 describe information required to prepare written communications to resolve problems.</p>

Range**Site documentation**

Organisation chart, method statement, risk assessment, manufacturers' technical information, delivery notes, variation orders, permits to work, diaries, minutes, memos

Defects

Poor standard of work, poor quality of materials, damaged materials, human error

Problems

Delivery, materials, quality, human resources.

Unit 308

Set up and use fixed and transportable machinery

UAN:	T/504/6766
Level:	3
Credit value:	13
GLH:	110
Endorsement by a sector or regulatory body:	This unit is endorsed by ConstructionSkills
Aim:	<p>The aim of this unit is to provide the learner with the skills to:</p> <ul style="list-style-type: none">• set up, perform basic maintenance on, and use fixed and transportable machinery• make checks before start-up to ensure efficiency and safety. <p>The skills developed by the learner include the ability to:</p> <ul style="list-style-type: none">• use circular saws, planers, thicknessers, bandsaws, morticers• use associated safety aids• produce joinery components.

Learning outcome
The learner will: 1. understand how to inspect and maintain fixed and transportable machinery
Assessment criteria
The learner can: 1.1 describe the components of fixed and transportable machinery 1.2 interpret information relating to fixed and transportable machinery 1.3 describe the process of inspecting for faults and maintaining fixed and transportable machinery 1.4 explain the procedures for changing fixed and transportable machinery tooling safely 1.5 explain actions taken upon finding faults to fixed and transportable machinery .

Range
Components Rip saws: guards, extraction points, fences, riving knife, bed, blade, information plate, mouth and packing piece, on/off button, adjusting mechanisms

Crosscut saws: guards, fence, length stops, bed, retracting and adjusting mechanisms, information plate, blade, on/off button, extraction points

Surface planer: infeed, outfeed table, fence, guarding, adjustment mechanism, cutter block, information plate, on/off button, extraction points

Thicknesser: infeed, offeed rollers, anti-kickback fingers, pressure bar, cutter block, extraction points, on/off button, adjustment mechanism, feed speed adjustment

Narrow bandsaws: bed, throat, thrust wheel, guides, guards, tracking and tensioning adjustment mechanism, information plate, on/off button, extraction points

Morticers: bed, cramp, adjustment, depth stop, collar, chuck, collet, lever handle

Machinery

Saws (crosscut, rip), surface planer and thicknesser, narrow bandsaws, morticers

Information

Manufacturers' literature, schedules, regulations

Faults

Damage, DIY repair, missing riving knife, badly fitting or missing guards, poor wiring, lack of maintenance, inadequate or blocked extraction, unsafe work area, inadequate braking, blunt tooling

Maintaining

Grease points, moving parts, tensions, belts, tooling

Tooling

Bandsaw and circular saw blades, knives, mortice chisel and auger bits

Actions

Isolate, record, take the appropriate action, repair if appropriate.

Learning outcome

The learner will:

2. be able to inspect and maintain fixed and transportable machinery

Assessment criteria

The learner can:

- 2.1 carry out risk assessment for inspecting and maintaining fixed and transportable **machinery**
- 2.2 inspect machinery and ensure it is in good running order
- 2.3 follow the appropriate **actions** on identification of **faults** in machinery
- 2.4 **maintain** machinery in accordance with manufacturers' instructions and regulations
- 2.5 change **tooling** and adjust **components** on fixed and transportable machinery
- 2.6 follow current environmental and relevant health and safety **regulations** relating to inspecting and maintaining fixed and transportable machinery.

Range
Machinery Saws (crosscut, rip), surface planer and thicknesser, narrow bandsaws, morticers
Actions Isolate, record, inform the appropriate people, repair if appropriate
Faults Damage, DIY repair, missing riving knife, badly fitting or missing guards, poor wiring, lack of maintenance, inadequate or blocked extraction, unsafe work area, inadequate braking, blunt or inappropriate tooling
Maintain Grease points, moving parts, tensions, belts
Tooling Bandsaw and circular saw blades, knives, mortice chisel and auger bits
Components Rip saw: guards, riving knife, mouth and packing piece Crosscut saw: guards Surface planer: infeed, outfeed table, guarding, cutter block Thicknesser, cutter block, narrow bandsaws, thrust wheel, guides, guards, tracking and tensioning adjustment mechanism Morticers: collar, chuck, collet
Regulations Provision and Use of Work Equipment Regulations (PUWER), Approved Code of Practice (ACoP), Personal Protective Equipment at Work (PPE), Control of Substances Hazardous to Health (COSHH), Vibration at Work Regulations, Control of Noise at Work Regulations, current environmental.

Learning outcome
The learner will: 3. understand how to use fixed and transportable machinery efficiently and safely
Assessment criteria
The learner can: 3.1 describe fixed and transportable machinery tooling 3.2 describe potential hazards when using fixed and transportable machinery 3.3 describe methods of using fixed and transportable machinery safely 3.4 describe methods of supporting materials when using fixed and transportable machinery.

Range
Tooling

Bandsaw and circular saw blades, knives, mortice chisel and auger bits

Hazards

Missing, faulty or incorrectly set guarding, blunt or incorrectly fitted tooling, untidy work environments (dust, off cuts)

Machinery

Fixed - saws (crosscut, rip), surface planer and thicknesser, narrow bandsaws, morticers

Transportable - saws (chop, hand held circular and jigsaw), planer, router, drills, sanders

Methods

Use of the outfeed table, rollers, additional manual support.

Learning outcome

The learner will:

- 4. be able to use fixed and transportable machinery efficiently and safely

Assessment criteria

The learner can:

- 4.1 carry out risk assessment for using fixed and transportable machinery
- 4.2 **cut** material using a narrow bandsaw
- 4.3 **cut** material using a crosscut saw
- 4.4 **cut** material using a rip saw
- 4.5 **cut** material using a surface planer
- 4.6 **cut** material using a thicknesser
- 4.7 **cut** material using a morticer
- 4.8 follow current environmental and relevant health and safety **regulations** relating to using fixed and transportable machinery efficiently and safely.

Range

Cut (4.2)

Straight, curved, angled

Cut (4.3)

Straight

Cut (4.4)

Straight, bevel, taper using push sticks, jigs (saddle, wedge)

Cut (4.5)

Face side, face edge

Cut (4.6)

Width, thickness, bevel, taper

Cut (4.7)

Through, stub, haunched mortice

Regulations

Provision and Use of Work Equipment Regulations (PUWER), Approved Code of Practice (ACoP), Personal Protective Equipment at Work (PPE), Control of Substances Hazardous to Health (COSHH), Vibration at Work

Regulations, Control of Noise at Work Regulations, current environmental.

Unit 323

Manufacture internal shopfitting joinery products

UAN:	M/505/5787
Level:	3
Credit value:	10
GLH:	95
Endorsement by a sector or regulatory body:	This unit is endorsed by ConstructionSkills
Aim:	The aim of this unit is to provide the learner with the skills to: <ul style="list-style-type: none">• produce setting out details prior to manufacture of internal shopfitting joinery products• produce details of internal shopfitting joinery items.

Learning outcome
The learner will: 1. understand how to set out internal shopfitting joinery products
Assessment criteria
The learner can: 1.1 describe component parts of internal shopfitting joinery products 1.2 describe information used for setting out internal shopfitting joinery products 1.3 explain what information is collected from a site survey 1.4 describe tools and equipment used for carrying out a site survey for internal shopfitting joinery products 1.5 describe how to set out geometrical stairs 1.6 explain the procedure to follow if discrepancies in information are identified

Range
Component parts <i>Stairs:</i> strings, treads (tapered and straight), risers, string capping, balusters, newel, hand rail, nosing, wedges, glue blocks, <i>Units and counters:</i> ends, sides, shelves, top, standards, plinth, rails (top, front, fascia), division, drawers, back panels, doors, counter flap, cappings, pilasters and panels

Internal shopfitting joinery products

Shaped display units (circular, semi-circular, segmental, elliptical), counters (straight and shaped), geometrical stairs (helical, wreathed string), screens/partitions (straight and shaped, full and dado height)

Information (1.2)

Scale drawings, job sheets, specifications, schedules, Building Regulations, manufacturer's catalogues, site survey

Information (1.3)

Establish datums, floor levels, overall height and width, obstructions, services, existing structure for future fixing points, access and transportation issues

Tools and equipment (1.4)

Levels (laser, water, spirit), lines, measuring equipment, plumb bob, storey rod, pinch stick, recording equipment (photographic, profile comb), chalk line, trammel, templates, builders square

Set out

Rod, drum, geometrical development, joint details (mortice and tenon, housing, dovetails, tongued housing, widening joints, fixings, dowels, handrail bolt, counter cramp, grooved, tongue and grooved)

Discrepancies

Between information sources in 1.2 and 1.3

Learning outcome

The learner will:

2. Be able to set out internal shopfitting joinery products

Assessment criteria

The learner can:

- 2.1 carry out risk assessment for setting out **internal shopfitting joinery products**
- 2.2 select **tools and equipment** for setting out **internal shopfitting joinery products**
- 2.3 set out internal shopfitting joinery products
- 2.4 produce a cutting list
- 2.5 follow current environmental and relevant health and safety **regulations** in relation to setting out **internal shopfitting joinery products**

Range

Internal shopfitting joinery products

Circular display unit, shaped counter, helical stairs

Tools and equipment

Set squares, dividers, drawing board, tee square, pitch board and templates, trammel heads and beam

Regulations

Provision and Use of Work Equipment Regulations (PUWER), Personal Protective Equipment at Work (PPE), building regulations, manual handling regulations, current environmental

Learning outcome

The learner will:

3. understand how to manufacture internal shopfitting joinery products

Assessment criteria

The learner can:

- 3.1 describe how **materials** are **selected** when manufacturing **internal shopfitting joinery products**
- 3.2 describe **jigs** and their purposes
- 3.3 describe **methods** used to produce curved products
- 3.4 explain the process of setting up and using **machines** to produce materials from cutting list
- 3.5 explain the process of forming spindle moulder jigs from templates to meet current regulations
- 3.6 explain the process of setting up and using **machines** to form joints
- 3.7 explain the process of setting up and using spindle moulder and table router to profile materials

Range

Materials

Timber: softwoods (European red wood, white wood, Douglas fir) and hardwoods (oak, mahogany, beech, ash, walnut)

Manufactured boards: medium density fibre board (MDF), plywood, chipboard, hardboard, melamine faced chipboard (MFC), veneered boards, fire resistant boards, flexible boards

Other: acrylic sheets, toughened and laminated glass, adhesives

Internal shopfitting joinery products

Shaped display units (circular, semi-circular, segmental, elliptical), counters (straight and shaped), geometrical stairs (helical, wreathed string), screens/partitions (straight and shaped, full and dado height)

Selected

Avoid defects (short grain (curved work)), consider grain characteristics, cost, stability, durability

Jigs

Spindle moulder, router

Methods

By hand and by machine

Machines (3.4)

Crosscut and rip saw, surface planer, thicknesser and combination planer

Machines (3.6)

Bandsaw, morticer, tenoner

Learning outcome

The learner will:

4. be able to manufacture internal shopfitting joinery products

Assessment criteria

The learner can:

- 4.1 carry out risk assessment for manufacturing **internal shopfitting joinery products**
- 4.2 **select** materials for manufacturing **internal shopfitting joinery products**
- 4.3 use **machines** to produce materials from cutting list
- 4.4 mark out materials from setting out details
- 4.5 use tools and **machines** to form joints to manufacture **internal shopfitting joinery products**
- 4.6 use tools and **machines** to profile timber to manufacture **internal shopfitting joinery products**
- 4.7 **maintain** tools and work area during joinery work
- 4.8 follow current environmental and relevant health and safety **regulations** in relation to manufacturing **internal shopfitting joinery products**

Range

Internal shopfitting joinery products

Shaped counter

Select

Avoid defects, consider grain characteristics

Machines (4.3)

Crosscut and rip saw, surface planer and thicknesser

Machines (4.5)

Morticer, bandsaw

Machines (4.6)

Spindle moulder, table router

Maintain

Keeping tools sharp, clean and in good repair, keep work area safe

Regulations

Provision and Use of Work Equipment Regulations (PUWER), Personal Protective Equipment at Work (PPE), building regulations, manual handling regulations, current environmental, Control of Substances Hazardous to Health (COSHH)

Learning outcome

The learner will:

5. understand how to assemble and finish internal shopfitting joinery products

Assessment criteria

The learner can:

- 5.1 explain the reasons for dry fitting and **checking internal shopfitting joinery products** prior to assembly
- 5.2 describe **cramping techniques**
- 5.3 describe the process of assembling and finishing shaped work

Range

Checking

Check the joints for fit, wind and square, finished size and shape against full sized rod, access and transportation issues

Internal shopfitting joinery products

shaped display units (circular, Semi-circular, segmental, elliptical), counters (straight and shaped), geometrical stairs (helical, wreathed string), screens/partitions (straight and shaped, full and dado height)

Cramping techniques

jigs/formers and cramps, draw-bore pins and Dowels, cramping heads, joiners dogs, straps

Learning outcome

The learner will:

6. be able to assemble and finish internal shopfitting joinery products

Assessment criteria

The learner can:

- 6.1 carry out risk assessment for assembling and finishing **internal shopfitting joinery products**
- 6.2 dry fit to check the joints, finished size and shape
- 6.3 clean up the inside face of components
- 6.4 assemble with adhesive and cramp
- 6.5 carry out **quality checks**
- 6.6 prepare products to receive finishes as in given specifications
- 6.7 **maintain** tools and work area during joinery work
- 6.8 follow current environmental and relevant health and safety **regulations** in relation to assembling and finishing **internal shopfitting joinery products**

Range**Internal shopfitting joinery products**

Shaped counter

Quality checks

Square, wind, size, shape

Maintain

Keeping tools sharp, clean and in good repair, keep work area safe

Regulations

Provision and Use of Work Equipment Regulations (PUWER), Personal Protective Equipment at Work (PPE), building regulations, manual handling regulations, current environmental, Control of Substances Hazardous to Health (COSHH)

Unit 324

Manufacture external shopfitting joinery products

UAN:	M/505/5790
Level:	3
Credit value:	14
GLH:	128
Endorsement by a sector or regulatory body:	This unit is endorsed by ConstructionSkills
Aim:	The aim of this unit is to provide the learner with the skills to: <ul style="list-style-type: none">• produce setting out details prior to manufacture of external shopfitting joinery products• produce details of external shopfitting joinery items.

Learning outcome
The learner will: 1. understand how to set out external shopfitting joinery products
Assessment criteria
The learner can: 1.1 describe component parts of external shopfitting joinery products 1.2 describe information used for setting out external shopfitting joinery products 1.3 explain what information is collected from a site survey 1.4 describe tools and equipment used for carrying out a site survey for external shopfitting joinery products 1.5 describe tools and equipment used for setting out for external shopfitting joinery products 1.6 describe joint details required for external shopfitting joinery products 1.7 explain the procedure to follow if discrepancies in information are identified

Range
Component parts Head, sill, jambs, transom, mullion, stiles, rails (bottom, middle, top, frieze intermediate), glazing bars, corner post/bars, muntin, panels,

glazing beads, bed and bolection mouldings, stall riser, fascia, pilasters, soffit, blind box, enclosure wings

External shopfitting joinery products

Revolving doors and their enclosures, shaped shopfronts and entrances (in elevation, plan)

Information (1.2)

Scale drawings, job sheets, specifications, schedules, Building Regulations, manufacturer's catalogues, site survey, local authority requirements (minimum heights and projections of hoardings and shop blinds)

Information (1.3)

Establish datums, floor levels, overall height and width, obstructions, services, existing structure for future fixing points, access and transportation issues

Tools and equipment (1.4)

Levels (laser, water, spirit), lines, measuring equipment, plumb bob, storey rod, pinch stick, recording equipment, (photographic, profile comb), chalk line, trammel, templates

Tools and equipment (1.5)

Set squares, dividers, drawing board, tee square, patterns, trammel heads and beam, measuring equipment, CAD, templates

Joint details

Timber: mortice and tenon, housing, widening and lengthening joints, fixings, dowels, built up and laminated (for shaped work), bridle, loose tenon, hammer headed key, handrail bolt,

Metals and plastics: welding, screw spline, brackets, bolted

Discrepancies

Between information sources in 1.2 and 1.3

Learning outcome

The learner will:

2. be able to set out external shopfitting joinery products

Assessment criteria

The learner can:

- 2.1 carry out risk assessment for setting out **external shopfitting joinery products**
- 2.2 select **tools and equipment** for setting out **external shopfitting joinery products**
- 2.3 set out **external shopfitting joinery products**
- 2.4 produce a cutting list
- 2.5 follow current environmental and relevant health and safety **regulations** in relation to setting out **external shopfitting joinery products**

Range**External shopfitting joinery products**

Shaped shopfronts and entrances (in elevation, plan)

Tools and equipment

Set squares, dividers, drawing board, tee square, patterns, trammel heads and beam, measuring equipment

Regulations

Provision and Use of Work Equipment Regulations (PUWER), Personal Protective Equipment at Work (PPE), building regulations, manual handling regulations, current environmental

Learning outcome

The learner will:

3. understand how to manufacture external shopfitting joinery products

Assessment criteria

The learner can:

- 3.1 describe how **materials** are **selected** when manufacturing **external shopfitting joinery products**
- 3.2 describe **jigs** and their purposes
- 3.3 describe **ironmongery** used for **external shopfitting joinery products**
- 3.4 describe **methods** used to produce curved products
- 3.5 explain the process of setting up and using **machines** to produce materials from cutting list
- 3.6 explain the process of forming **jigs** from templates to meet current regulations
- 3.7 explain the process of setting up and using **machines** to form joints
- 3.8 explain the process of setting up and using spindle moulder and table router to profile materials

Range**Materials**

timber: softwoods (European red wood, white wood, Douglas fir) and hardwoods (oak, mahogany)

manufactured boards: medium density fibre board (MDF), plywood, veneered boards, fire resistant boards

other: acrylic sheets, shopfront sections (aluminium, stainless steel, UPVC), toughened and laminated glass, adhesives, cladding materials (marble, granite)

External shopfitting joinery products

Shaped shopfronts and entrances (in elevation, plan)

Selected

Avoid defects, consider grain characteristics, short grain (curved work)

Jigs

Spindle moulder, router, saws (circular, band)

Ironmongery

Hinges (friction, butt) , floor and transom spring, pivot centres, handles, screws, locks, door closers, selectors, panic pads/bars, push, kick, letter plates, tower and flush bolts

Methods

By hand and by machine

Machines (3.5)

Crosscut and rip saw, surface planer and thicknesser

Machines (3.7)

Bandsaw, morticer, tenoner

Learning outcome

The learner will:

4. be able to manufacture external shopfitting joinery products

Assessment criteria

The learner can:

- 4.1 carry out risk assessment for manufacturing **external shopfitting joinery products**
- 4.2 **select** materials for manufacturing **external shopfitting joinery products**
- 4.3 set up and use **machines** to produce materials from cutting list
- 4.4 mark out materials from setting out details
- 4.5 set up and use **machines** and tools to form joints to manufacture **external shopfitting joinery products**
- 4.6 set up and use **machines** and tools to profile timber to manufacture **external shopfitting joinery products**
- 4.7 **maintain** tools and work area during joinery work
- 4.8 follow current environmental and relevant health and safety **regulations** in relation to manufacturing **external shopfitting joinery products**

Range**External shopfitting joinery products**

Shaped shopfronts and entrances (in elevation, plan)

Select

Avoid defects, consider grain characteristics, short grain (curved work)

Machines (4.3)

Crosscut and rip saw, surface planer and thicknesser

Machines (4.5)

Morticer, bandsaw

Machines (4.6)

Spindle moulder, table router

Maintain

Keeping tools sharp, clean and in good repair, keep work area safe

Regulations

Provision and Use of Work Equipment Regulations (PUWER), Personal Protective Equipment at Work (PPE), building regulations, manual handling regulations, current environmental, Control of Substances Hazardous to Health (COSHH)

Learning outcome

The learner will:

5. understand how to assemble and finish external shopfitting joinery products

Assessment criteria

The learner can:

- 5.1 explain the reasons for dry fitting and **checking external shopfitting joinery products** prior to assembly
- 5.2 describe **cramping techniques**
- 5.3 describe the process of assembling and finishing shaped work

Range**Checking**

Check the joints for fit, wind and square, finished size and shape against full sized rod, access and transportation issues

External shopfitting joinery products

Shaped shopfronts and entrances (in elevation, plan)

Cramping techniques

Jigs/formers and cramps, draw-bore pins and dowels, cramping heads, joiners dogs, straps

Learning outcome

The learner will:

6. be able to assemble and finish external shopfitting joinery products

Assessment criteria

The learner can:

- 6.1 carry out risk assessment for assembling and finishing **external shopfitting joinery products**
- 6.2 dry fit to check the joints, finished size and shape
- 6.3 clean up the inside face of components
- 6.4 assemble with adhesive and cramp
- 6.5 carry out **quality checks**
- 6.6 prepare products to receive finishes as in given specifications
- 6.7 **maintain** tools and work area during joinery work
- 6.8 follow current environmental and relevant health and safety **regulations** in relation to assembling and finishing **external shopfitting joinery products**

Range**External shopfitting joinery products**

Shaped shopfronts and entrances (in elevation, plan)

Quality checks

Square, wind, size, shape

Maintain

Keeping tools sharp, clean and in good repair, keep work area safe

Regulations

Provision and Use of Work Equipment Regulations (PUWER), Personal Protective Equipment at Work (PPE), building regulations, manual handling regulations, current environmental, Control of Substances Hazardous to Health (COSHH)



Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on www.cityandguilds.com.

Centre Manual - Supporting Customer Excellence contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

Our Quality Assurance Requirements encompasses all of the relevant requirements of key regulatory documents such as:

- Regulatory Arrangements for the Qualifications and Credit Framework (2008)
- SQA Awarding Body Criteria (2007)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

Access to Assessment & Qualifications provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information on such things as:

- **Walled Garden:** how to register and certificate candidates on line
- **Qualifications and Credit Framework (QCF):** general guidance about the QCF and how qualifications will change, as well as information on the IT systems needed and FAQs
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

Useful contacts

UK learners General qualification information	T: +44 (0)844 543 0033 E: learnersupport@cityandguilds.com
International learners General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413 E: intcg@cityandguilds.com
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 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	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: singlesubjects@cityandguilds.com
International awards Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com
Walled Garden Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: walledgarden@cityandguilds.com
Employer Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	T: +44 (0)121 503 8993 E: business@cityandguilds.com
Publications Logbooks, Centre documents, Forms, Free literature	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

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City & Guilds Group

The City & Guilds Group operates from three major hubs: London (servicing Europe, the Caribbean and Americas), Johannesburg (servicing Africa), and Singapore (servicing Asia, Australia and New Zealand). The Group also includes the Institute of Leadership & Management (management and leadership qualifications), City & Guilds Licence to Practice (land-based qualifications), the Centre for Skills Development (CSD works to improve the policy and practice of vocational education and training worldwide) and Learning Assistant (an online e-portfolio).

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