

6806-36 Diploma in Bench Joinery at SCQF Level 6

September 2014 Version 1.1

PRACTICAL TASK MANUAL

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Task manual amendments

Amendments since version 1.0

Page 10 Unit 309, Task 2 duration updated.

Page 22 Unit 309, Figure 1 drawing information/specification updated.

Candidate details



This *Practical task manual* is a record of your achievement in practical assessments. You must keep it in good condition and it must be stored in a safe place by your Assessor.

Please fill in all of your details before you carry out any assessments.

Candidate Details

Surname		Forename(s)	
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City & Guilds enrolment number	
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Centre Details

Name		Centre No	
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I understand the requirements of the qualification and that all the work towards the assessments must be my own.

Candidate signature (please print)	
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Assessor name (please print)		Signed	
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Date	
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Unit assessment overview

Practical task completion record

To be completed by Assessor:

For each task, the points for each grade are
 Pass = 1, Merit = 2, and Distinction = 3 points.

Where there is a weighting given, (see *Assessor guide*: unit assessment overview) multiply the points by the weighting to be applied (eg to apply a weighting of 2, a distinction is: $3 \times 2 = 6$ points). Do not include pass/fail only tasks in the calculation, only graded.

Conversion chart	
Average	Overall Grade
1 – 1.5	Pass
1.6 – 2.5	Merit
2.6 – 3	Distinction

†All tasks must be passed for the unit to be achieved.

Unit 308 Set up and use fixed and transportable machinery

Task	Grade for task
1 Inspect, maintain and use fixed and transportable machinery efficiently and safely	P / X
End of unit knowledge test	P / X

Assessor signature and date:

Candidates must pass all tasks, and the end of unit knowledge test, for this unit to achieve a pass grade overall.

Overall grade

Unit 309 Manufacture shaped doors and frames

Task	Grade for task
1 Set out shaped frames	P / X
2 Manufacture shaped frames	P / M / D / X
End of unit knowledge test	P / X

Assessor signature and date:

The overall grade will be the same as the single graded task in this unit.

Overall grade

Unit 310 Manufacture stairs with turns

Task	Grade for task†	Weighting for task (if appropriate)	Weighted Points (graded tasks)
1 Set out stairs with turns	P / M / D / X	1	
2 Manufacture stairs with turns	P / M / D / X	2	
3 Assemble and finish stairs with turns	P / M / D / X	1	
End of unit knowledge test	P / X		
Total			
For graded tasks, divide total points by total of weightings			÷4
Average =			
Overall grade (see conversion chart)			

Assessor signature and date:

Authenticity and IQA/QC sampling

The assessor’s signature on individual tasks will be taken as assurance that the judgements recorded are made on authentic candidate work produced under appropriate conditions. Please complete the declaration below to confirm this is the case.

I confirm that all tasks were conducted under conditions designed to assure the authenticity of the candidate’s work, and am satisfied that, to the best of my knowledge, the work assessed was solely that of the candidate.	
I have judged all assessments against the relevant assessment and grading criteria and award the candidate the unit grades as calculated above.	
Assessor signature	Date
*IQA signature and date	*QC signature and date

*IQA and QC signatures attest to the evidence available on the recorded date(s).

Instructions to candidates

About this document

This *Practical task manual* contains all of the practical assessment for 6806-36 Diploma in Bench Joinery at SCQF Level 6.

Practical tasks

These tasks let you show your practical skills and are usually graded pass, merit or distinction – a few are pass only. These tasks will be assessed by your assessor watching how you carry out the tasks and checking your final pieces of work.

Before you carry out the task you will be told how it will be assessed and you should read the assessment criteria checklist at the end of each task so you know what you need to do to get each grade.

You can ask your assessor for help in understanding the task instructions, but all of the work must be your own.

Health and safety

You must use safe working practices at all times.

You are responsible for your own safety and the safety of others. If you behave in an unsafe way, you will be stopped and given a warning. If you do not meet all of the Health and Safety requirements, the assessment will be stopped. Your assessor will not be able to let you try the task again until they are sure you can work safely.

Time considerations

Each task shows how long it is likely to take. This is for guidance and so you can plan your work. If you have a good reason for needing more time you must explain this to your assessor as soon as possible so they can decide whether you can have more time.

Security

Where an assignment is taken over more than one session, all documentation, paperwork and work products must be labelled carefully with your name and kept securely at the centre. Your assessor will give you directions about how to leave your work.

Opportunities to repeat tasks

The tasks are 'end tests' so you will only be asked to take the assessment when you have had the chance to do all of the learning and practice you need. You will be able to try the whole task again if you do not pass, but you will not be able to take the assessment again just to try to get a better grade.

Feedback

As well as telling you the result for the task your assessor will give you feedback. They will give you a feedback sheet with details of what you could do to improve, and also what you did well in. This will help you to prepare for other assessments or to retake the assessment if you need to.

Unit 308 Set up and use fixed and transportable machinery

Task 1 Inspect, maintain and use fixed and transportable machinery efficiently and safely

Task coversheet

Expected time	6 hours
Task instructions	<ul style="list-style-type: none"> Inspect, maintain and use a rip saw, surface planer, thicknesser, cross cut saw, narrow bandsaw and morticer to produce components A and B. Cut wedges and glue blocks as shown in the drawing. Complete risk assessment. Work according to environmental and health and safety regulations.
Diagrams	Figure 1: Timber sections to be machined page 21

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1 4.1	completed the Risk Assessment form accurately, to meet current health and safety legislation	<input type="checkbox"/>		
2.2 2.6 4.3 4.8	cut material using a cross cut saw prior to use: <ul style="list-style-type: none"> checked the machine was isolated 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> checked for faults 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> checked sawblade 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> checked and adjusted the guard 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> checked the return mechanism 	<input type="checkbox"/>		
	cutting: <ul style="list-style-type: none"> timber is cut to length within 2 mm (not undersize) 	<input type="checkbox"/>		
2.2- 2.5 4.5 4.6	cut material using a surface planer and thicknesser accurately prior to use: <ul style="list-style-type: none"> checked the machine/s was isolated 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> checked for faults 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> removed knives 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> replacement knives set correctly (either surface planer or thicknesser) 	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
	<ul style="list-style-type: none"> Machine checked safe for use 	<input type="checkbox"/>		
	cut: <ul style="list-style-type: none"> Plane to width and thickness within 0.5 mm 	<input type="checkbox"/>		
2.2- 2.5 4.3 4.4	cut material using a rip saw prior to use: <ul style="list-style-type: none"> checked the machine was isolated 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> removed sawblade 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> replacement sawblade checked prior to fitting 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> replaced sawblade 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> sawblade tightened correctly 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> set riving knife to current ACoP 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> checked and replaced guard 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> crown guard set to current ACoP 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> checked for faults 	<input type="checkbox"/>		
	cutting: <ul style="list-style-type: none"> timber sawn to size within 0.5 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> push stick used 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> wedge is cut accurately to fit stair housing within 1 mm 	<input type="checkbox"/>		
2.2- 2.5 4.2	cut material using a narrow bandsaw prior to use: <ul style="list-style-type: none"> checked the machine was isolated 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> removed sawblade and folded 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> replaced sawblade 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> tensions correct 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> guides set correctly 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> thrustwheel set correctly 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> guards in place as per regulations 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> checked for faults 	<input type="checkbox"/>		
	cutting: <ul style="list-style-type: none"> workpiece cut as per specification within 2 mm (not undersize) 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> conforms to template shape within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> cut carried out safely 	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
2.2- 2.5 4.7	cut material using a morticer prior to use:	<input type="checkbox"/>		
	<ul style="list-style-type: none"> checked the machine was isolated 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> checked for faults 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> removed chisel and auger 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> replaced with different chisel and auger 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> chisel checked for square to fence 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> checked for correct clearance 	<input type="checkbox"/>		
	cutting:	<input type="checkbox"/>		
	<ul style="list-style-type: none"> through mortice cut to size within 1 mm (without breakout) 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> stub mortice cut to size within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> stub mortice cut to depth within 2 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> on completion chisel and auger removed and stored safely 	<input type="checkbox"/>		
2.6 4.8	followed current environmental and relevant health and safety regulations relating to inspecting and maintaining fixed and transportable machinery, to include: <ul style="list-style-type: none"> all machinery used safely, cleaned and stored away correctly Provision and Use of Work Equipment Regulations (PUWER) Personal Protective Equipment at work (PPE) Approved Code of Practice (ACoP) 	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a pass : every activity in the checklist must be successfully achieved.		
Assessor	Signature & Date	

Unit 309 Manufacture shaped doors and frames

Task 1 Set out shaped frames

Task coversheet

Expected time	9 hours
Task instructions	<ul style="list-style-type: none"> Set out a replacement traditional gothic headed window incorporating frame and sash. Complete risk assessment. Produce a cutting list. Work according to environmental and health and safety regulations.
Diagrams	Figure 1: Drop gothic frame page 22

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	completed the Risk Assessment form accurately, to meet current health and safety legislation	<input type="checkbox"/>		
2.2	set out shaped frames	<input type="checkbox"/>		
	<ul style="list-style-type: none"> rod accurate lines clean (no double lines) 	<input type="checkbox"/>		
2.3	produced templates/jigs for curved components	<input type="checkbox"/>		
4.5	<ul style="list-style-type: none"> sash template is accurate when dropped onto the rod sash template with clean curves (no deviations exceeding 1mm) glazing bar formers with clean curves (no deviations exceeding 1mm) 	<input type="checkbox"/>		
2.4	correctly completed a cutting list	<input type="checkbox"/>		
	<ul style="list-style-type: none"> cutting list includes all named components required; nominal and finished sizes 	<input type="checkbox"/>		
2.5	followed current environmental and relevant health and safety regulations in relation to setting out shaped frames	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a pass : every activity in the checklist must be successfully achieved.		
Assessor	Signature & Date	

Unit 309 Manufacture shaped doors and frames

Task 2 Manufacture shaped frames

Task coversheet

Expected time	24 hours
Task instructions	<ul style="list-style-type: none"> • Make a gothic headed sash as per setting out in Task 1. • Complete risk assessment • Work according to environmental and health and safety regulations.
Diagrams	Figure 1: Drop gothic frame page 22

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
4.1 6.1	completed the Risk Assessment form accurately, to meet current health and safety legislation (note: where a risk assessment has been carried out for a previous task, the same form may be added to for this criteria)	<input type="checkbox"/>		
4.2	selected materials for manufacturing shaped doors and frames <ul style="list-style-type: none"> • materials correctly selected- grain configuration appropriate for curved sections 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • straight grained timber without knots selected for laminates 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • face and edge correctly selected and marked on all pieces 	<input type="checkbox"/>		
4.3	used machines to produce materials from cutting list timber produced: <ul style="list-style-type: none"> • Square 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • To size 	<input type="checkbox"/> ± 0.75 mm	<input type="checkbox"/> ± 0.50 mm	<input type="checkbox"/> ± 0.25 mm
4.4	marked out materials from setting out details <ul style="list-style-type: none"> • marked out from rod accurately within 1mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • lines clean (no double lines) 	<input type="checkbox"/>		
4.6	used machines to form joints <ul style="list-style-type: none"> • mortices clean without breakout 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • no bandsaw overrun 	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
	<ul style="list-style-type: none"> haunches tight, with no gaps 	<input type="checkbox"/> exceeding 2 mm	<input type="checkbox"/> exceeding 1 mm	<input type="checkbox"/> exceeding 0.5 mm
4.7	used spindle moulder and/or router to profile materials <ul style="list-style-type: none"> no drop-ins/bumps in mouldings exceeding 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> no drop-ins/bumps in rebates exceeding 1 mm 	<input type="checkbox"/>		
4.8	followed current environmental and relevant health and safety regulations in relation to manufacturing shaped frames	<input type="checkbox"/>		
6.3	cleaned up the inside edges of components	<input type="checkbox"/>		
6.2 6.4 6.5	selected and set up appropriate cramping techniques/Assemble with adhesive and cramp <ul style="list-style-type: none"> laminated bar section without thick glue lines exceeding 	<input type="checkbox"/> 1 mm	<input type="checkbox"/> 0.5 mm	<input type="checkbox"/> 0.25 mm
	<ul style="list-style-type: none"> glued and wedged together with no gaps in the joints 	<input type="checkbox"/> exceeding 1 mm	<input type="checkbox"/> exceeding 0.5 mm	<input type="checkbox"/> 0 mm
	<ul style="list-style-type: none"> dowelled loose tenon joint with no gaps 	<input type="checkbox"/> exceeding 1 mm	<input type="checkbox"/> exceeding 0.5 mm	<input type="checkbox"/> 0 mm
	<ul style="list-style-type: none"> dowelled bridled mortice and tenon joints with no gaps 	<input type="checkbox"/> exceeding 1 mm	<input type="checkbox"/> exceeding 0.5 mm	<input type="checkbox"/> 0 mm
	<ul style="list-style-type: none"> stub mortice and tenon joints with no gaps 	<input type="checkbox"/> exceeding 1 mm	<input type="checkbox"/> exceeding 0.5 mm	<input type="checkbox"/> 0 mm
6.6	carried out quality checks <ul style="list-style-type: none"> square (to springing line) 	<input type="checkbox"/> within 2 mm	<input type="checkbox"/> within 1 mm	<input type="checkbox"/> within 0.5 mm
	<ul style="list-style-type: none"> overall width (450 mm) 	<input type="checkbox"/> within 3 mm	<input type="checkbox"/> within 2 mm	<input type="checkbox"/> within 1 mm
	<ul style="list-style-type: none"> overall height (710 mm) 	<input type="checkbox"/> within 4 mm	<input type="checkbox"/> within 3 mm	<input type="checkbox"/> within 2 mm
6.7	prepared products to receive finishes as in given specifications <ul style="list-style-type: none"> planed and sanded to a varnish standard 	<input type="checkbox"/>		
6.8	followed current environmental and relevant health and safety regulations in relation to assembling and finishing shaped frames	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a pass : every activity in the checklist must be successfully achieved.		
To award a merit : in addition to the above, 7 out of 10 graded activities in the checklist must be achieved to at least a merit standard.		
To award a distinction : 6 out of 10 graded activities in the checklist must be achieved to at least a distinction standard, and 4 of the remaining graded activities must be achieved to at least a merit standard.		
Assessor	Signature & Date	

Unit 310 Manufacture stairs with turns

Task 1 Set out stairs with turns

Task coversheet

Expected time	5 hours
Task instructions	<ul style="list-style-type: none"> • Set out a full size plan of the quarter turn stair with tapered steps as shown. • Draw auxiliary elevations of the two wall strings. • Complete a cutting list. • Complete risk assessment. • Work according to environmental and health and safety regulations.
Diagrams	Figure 1: 3/5 Scale winding stair drawing page 23

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	completed the Risk Assessment form accurately, to meet current health and safety legislation	<input type="checkbox"/>		
2.2	set out stairs with turns			
	<ul style="list-style-type: none"> • full size plan drawn accurately 	<input type="checkbox"/> ± 2 mm	<input type="checkbox"/> ± 1 mm	<input type="checkbox"/> ± 0.5 mm
	<ul style="list-style-type: none"> • auxiliary elevations drawn accurately 	<input type="checkbox"/> ± 2 mm	<input type="checkbox"/> ± 1 mm	<input type="checkbox"/> ± 0.5 mm
	<ul style="list-style-type: none"> • cutting sheet completed accurately 	<input type="checkbox"/> ± 2 mm	<input type="checkbox"/> ± 1 mm	<input type="checkbox"/> ± 0.5 mm
2.3	<ul style="list-style-type: none"> • produced templates for stairs with turns for pitch board accurately 	<input type="checkbox"/> ± 1 mm	<input type="checkbox"/> ± 0.5 mm	<input type="checkbox"/> 0 mm
2.4	correctly completed a cutting list			
	<ul style="list-style-type: none"> • all components listed correctly 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • all component sizes listed correctly 	<input type="checkbox"/>		
2.5	followed current environmental and relevant health and safety regulations in relation to setting out stairs with turns	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a pass : every activity in the checklist must be successfully achieved.		
To award a merit : in addition to the above, all 4 graded activities in the checklist must be achieved to at least a merit standard.		
To award a distinction : in addition to both of the above, all 4 graded activities in the checklist must be achieved to a distinction standard.		
Assessor	Signature & Date	

Unit 310 Manufacture stairs with turns

Task 2 Manufacture stairs with turns

Task coversheet

Expected time	21 hours
Task instructions	<ul style="list-style-type: none"> • Select appropriate sized materials. • Set up and use machines to produce materials. • Mark out components. • House strings (9 mm deep) and form mortice and tenon (13mm). • Complete risk assessment. • Work according to environmental and health and safety regulations.
Diagrams	Figure 1: 3/5 Scale winding stair drawing page 23

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
4.1	completed the Risk Assessment form accurately, to meet current health and safety legislation (note: where a risk assessment has been carried out for a previous task, the same form may be added to for this criteria)	<input type="checkbox"/>		
4.2	completed a resource checklist and selected materials correctly	<input type="checkbox"/>		
4.3	set up and used machines to produce materials from cutting list cross cut set up safely; <ul style="list-style-type: none"> • checked for faults • checked saw blade • checked and adjusted the guard • checked the return mechanism 	<input type="checkbox"/>		
	rip saw set up safely; <ul style="list-style-type: none"> • checked the machine was isolated prior to setting up • removed saw blade • replacement saw blade checked prior to fitting • replaced saw blade • saw blade tightened correctly • set riving knife to current ACoP • checked and replaced guard • crown guard set to current ACoP • checked for faults 	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
	surface planer/thicknesser set up safely; <ul style="list-style-type: none"> checked machine/s was isolated checked for faults removed knives replacement knives set correctly (either surface planer or thicknesser) machine checked safe for use 	<input type="checkbox"/>		
	bandsaw set up safely; <ul style="list-style-type: none"> checked machine was isolated removed saw blade and folded replaced saw blade tensions correct guides set correctly thrustwheel set correctly guards in place as per regulations checked for faults 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> strings prepared to size accurately 	<input type="checkbox"/> ±2 mm	<input type="checkbox"/> ±1 mm	<input type="checkbox"/> ±0.5 mm
	<ul style="list-style-type: none"> newel prepared to size accurately 	<input type="checkbox"/> ±2 mm	<input type="checkbox"/> ± 1 mm	<input type="checkbox"/> ±0.5 mm
	<ul style="list-style-type: none"> risers prepared to size accurately 	<input type="checkbox"/> ±2 mm	<input type="checkbox"/> ±1 mm	<input type="checkbox"/> ±0.5 mm
	<ul style="list-style-type: none"> winder/tread prepared accurately 	<input type="checkbox"/> ±2 mm	<input type="checkbox"/> ±1 mm	<input type="checkbox"/> ±0.5 mm
4.4	marked out materials from setting out details <ul style="list-style-type: none"> strings marked out accurately 	<input type="checkbox"/> ±2 mm	<input type="checkbox"/> ±1 mm	<input type="checkbox"/> ± 0.5 mm
	<ul style="list-style-type: none"> newel marked out accurately 	<input type="checkbox"/> ±2 mm	<input type="checkbox"/> ±1 mm	<input type="checkbox"/> ± 0.5 mm
	<ul style="list-style-type: none"> winders/tread marked out accurately 	<input type="checkbox"/> ±2 mm	<input type="checkbox"/> ±1 mm	<input type="checkbox"/> ± 0.5 mm
4.5	manufactured stair components to given specifications as per drawing <ul style="list-style-type: none"> strings housed out accurately 	<input type="checkbox"/> ±2 mm	<input type="checkbox"/> ±1 mm	<input type="checkbox"/> ±0.5 mm
	<ul style="list-style-type: none"> strings shaped accurately 	<input type="checkbox"/> ±2 mm	<input type="checkbox"/> ±1 mm	<input type="checkbox"/> ±0.5 mm
	<ul style="list-style-type: none"> winders shaped accurately 	<input type="checkbox"/> ±2 mm	<input type="checkbox"/> ±1 mm	<input type="checkbox"/> ±0.5 mm

AC	The candidate has	Pass	Merit	Distinction
	morticer set up safely; prior to use: <ul style="list-style-type: none"> checked machine was isolated checked for faults removed chisel and auger replaced with different chisel and auger chisel checked for square to fence checked for correct clearance 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> mortice and tenon positioned accurately 	<input type="checkbox"/> ±2 mm	<input type="checkbox"/> ±1 mm	<input type="checkbox"/> ±0.5 mm
4.6	followed current environmental and relevant health and safety regulations in relation to manufacturing stairs with turns, to include: <ul style="list-style-type: none"> all power tools used safely, cleaned and stored away correctly Provision and Use of Work Equipment Regulations (PUWER) Personal Protective Equipment at work (PPE) Approved Code of Practice (ACoP) 	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a pass : every activity in the checklist must be successfully achieved.		
To award a merit : in addition to the above, 8 out of 11 graded activities in the checklist must be achieved to at least a merit standard.		
To award a distinction : 8 out of 11 graded activities in the checklist must be achieved to at least a distinction standard, and 3 of the remaining graded activities must be achieved to at least a merit standard.		
Assessor	Signature & Date	

Unit 310 Manufacture stairs with turns

Task 3 Assemble and finish stairs with turns

Task coversheet

Expected time	10 hours
Task instructions	<ul style="list-style-type: none"> • Fit up and dry assemble all component parts. • Clean up inside faces for a paint finish. • Assemble stair, wedge steps and draw bore tenon. • Flush wedges and dowels. • Complete risk assessment. • Work according to environmental and health and safety regulations.
Diagrams	Figure 1: 3/5 Scale winding stair drawing page 23

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
6.1	completed the Risk Assessment form accurately, to meet current health and safety legislation (note: where a risk assessment has been carried out for a previous task, the same form may be added to for this criteria)	<input type="checkbox"/>		
6.2	dry fit to check the joints, finished size and shape <ul style="list-style-type: none"> • joints dry fitted 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • winders correct shape to rod 	<input type="checkbox"/> ± 2 mm	<input type="checkbox"/> ± 1 mm	<input type="checkbox"/> ± 0.5 mm
	<ul style="list-style-type: none"> • wedges fitted and numbered 	<input type="checkbox"/>		
6.3	<ul style="list-style-type: none"> • cleaned up the inside edges of components (all machine marks sanded out) 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • arrises removed 	<input type="checkbox"/>		
6.4	selected and set up appropriate cramping techniques <ul style="list-style-type: none"> • string to newel joint draw dowelled 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • corner housing joint to string prepared for assembly with screws. 	<input type="checkbox"/>		
6.5	assembled with adhesive, cramps and wedges <ul style="list-style-type: none"> • all cramps positioned and used appropriately 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • all riser wedges driven 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • all tread wedges driven 	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
	<ul style="list-style-type: none"> all glue blocks placed 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> all screws driven 	<input type="checkbox"/>		
6.6	Carried out quality checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> overall width 400mm 	±2 mm	±1 mm	±0.5 mm
	<ul style="list-style-type: none"> total rise 480mm 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		±2 mm	±1 mm	±0.5 mm
	<ul style="list-style-type: none"> corner square 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		±2 mm	±1 mm	±0.5 mm
	<ul style="list-style-type: none"> gaps around square winder within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> gaps around kite winder within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> gaps around skew winder within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> gaps around tread within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> gaps at tenon joint within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> gaps at corner housing within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> easings to wall strings to finish level at corner 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		±3 mm	±2 mm	±1 mm
6.7	prepared products to receive finishes as in given specification			
	<ul style="list-style-type: none"> all external surfaces prepared to receive painted finish 	<input type="checkbox"/>		
6.8	followed current environmental and relevant health and safety regulations in relation to assembling and finishing stairs with turns, to include:	<input type="checkbox"/>		
	<ul style="list-style-type: none"> all power tools used safely, cleaned and stored away correctly Provision and Use of Work Equipment Regulations (PUWER) Personal Protective Equipment at work (PPE) Approved Code of Practice (ACoP) 			

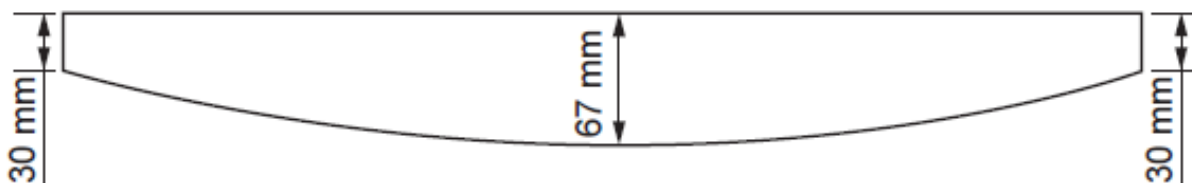
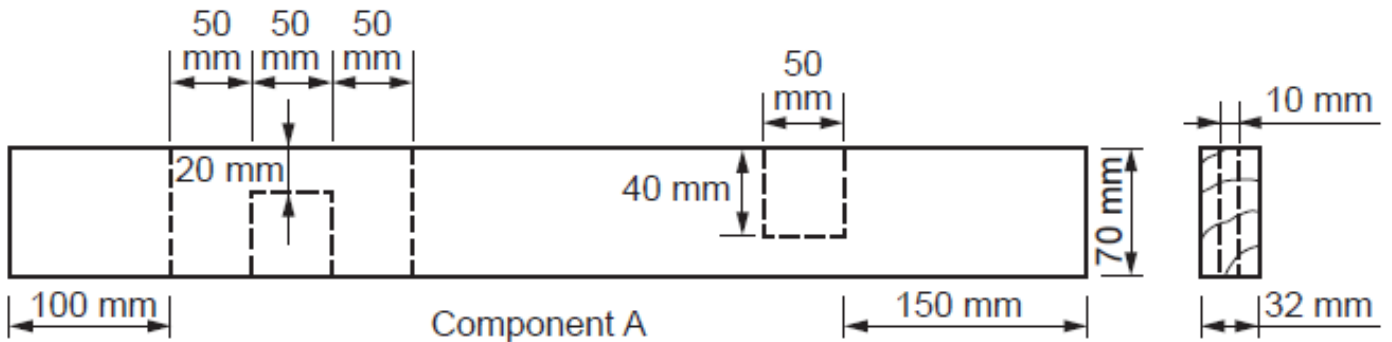
Task grading rules		Task grade:
To award a pass : every activity in the checklist must be successfully achieved.		
To award a merit : in addition to the above, all 5 graded activities in the checklist must be achieved to at least a merit standard.		
To award a distinction : in addition to both of the above, all 5 graded activities in the checklist must be achieved to a distinction standard.		
Assessor	Signature & Date	

Drawings and diagrams

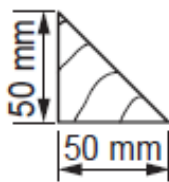
Unit 308 Set up and use fixed and transportable machinery

Task 1 Inspect, maintain and use fixed and transportable machinery efficiently and safely

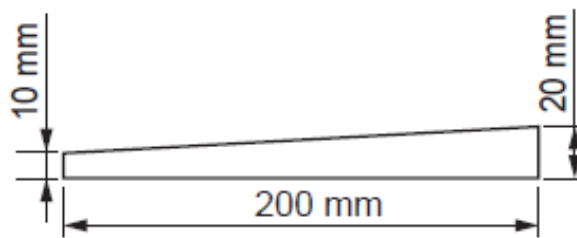
Figure 1: Timber sections to be machined



Component B



Glue blocks



Stair wedge

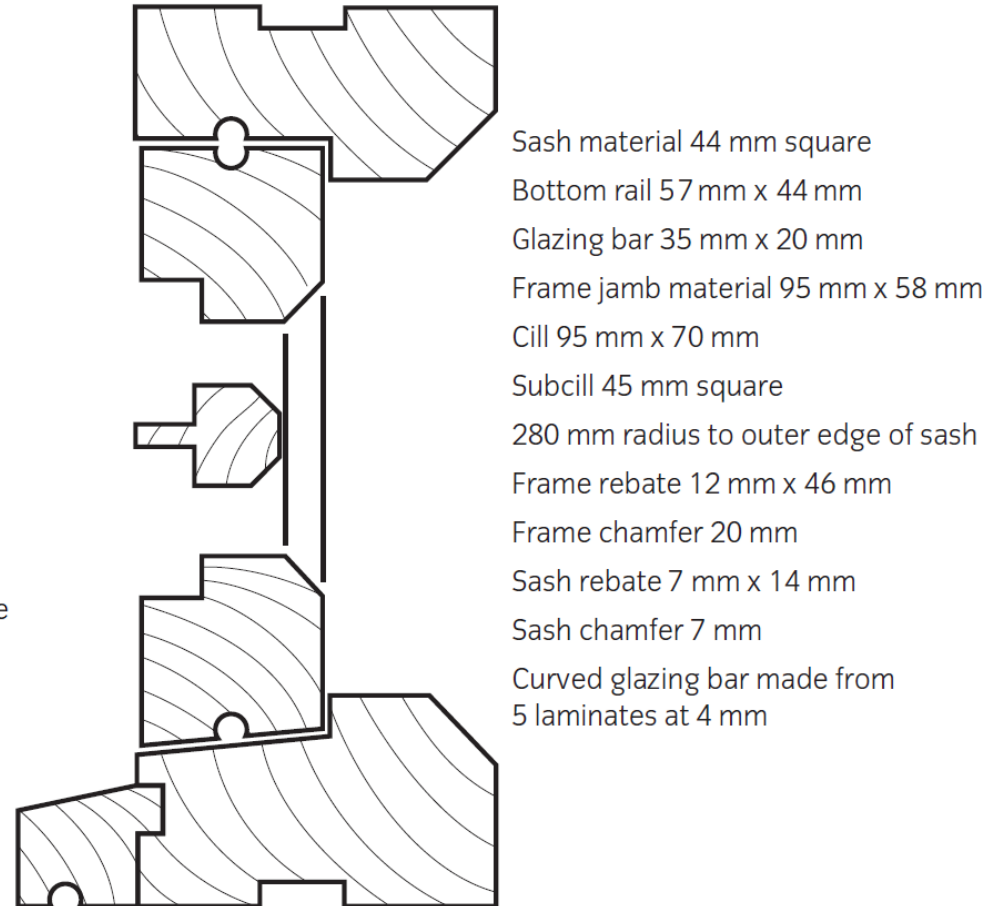
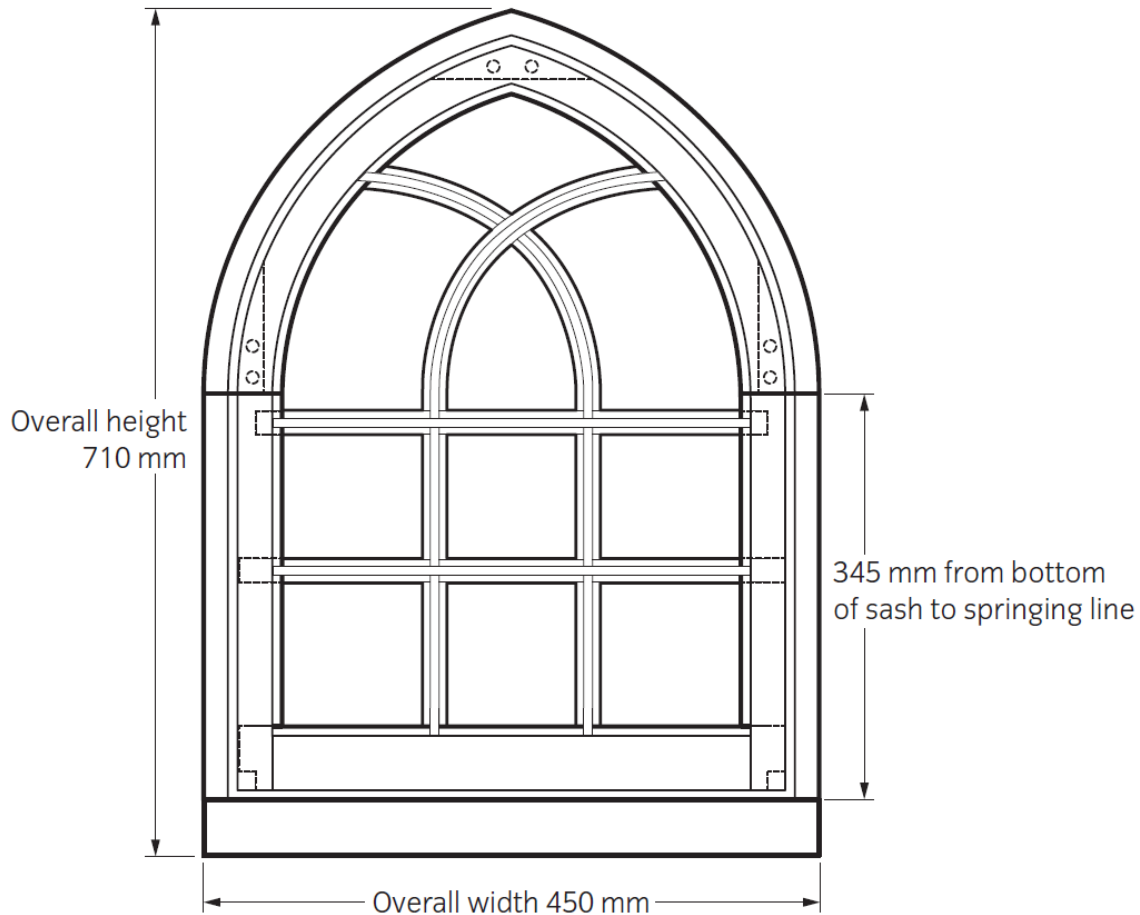
50 mm x 50 mm to be supplied to cut glue blocks,
18 mm thick timber to be supplied to cut 8 No
stair wedges as shown centre to supply appropriate jig + saddle

Drawings and diagrams

Unit 309 Manufacture shaped doors and frames

Task 1 and 2 Set out shaped frames

Figure 1: Drop gothic frame



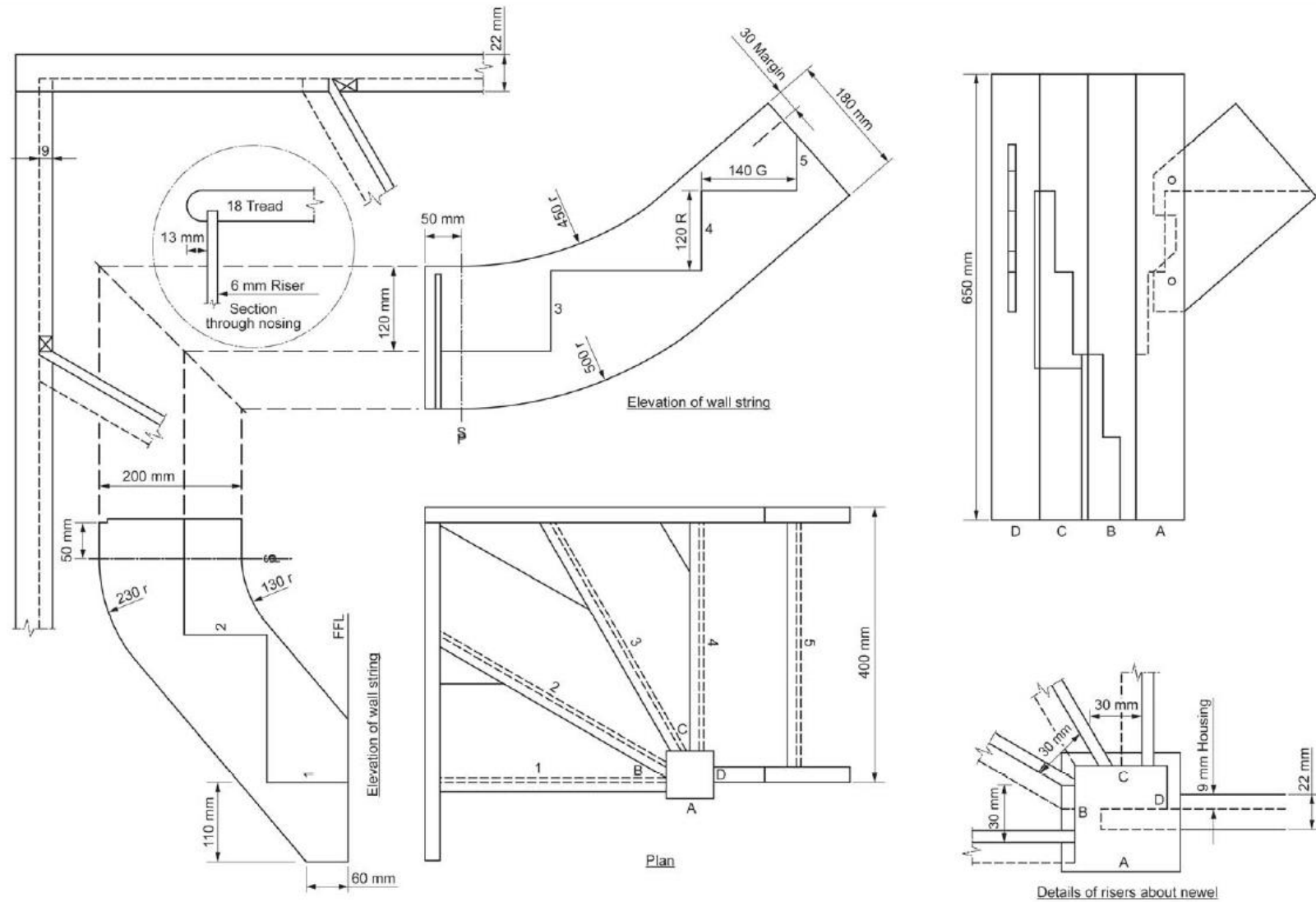
Drawings and diagrams

Unit 310 Manufacture stairs with turns

Task 1, 2 and 3 Set out stairs with turns

Figure 1: 3/5 Scale winding stair drawing

The drawing shows a quarter turn of tapered steps (traditionally known as winders).



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