

6806-37 Diploma in Shopfitting Joinery at SCQF Level 6

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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:

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 the task, and the end of unit knowledge test, for this unit to achieve a pass grade overall.

Overall grade

Unit 323 Manufacture internal shopfitting joinery products

Task	Grade for task
1 Set out a shaped counter	P / X
2 Manufacture, assemble and finish a shaped counter	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 324 Manufacture external shopfitting joinery products

Task	Grade for task
1 Set out a shaped shopfront	P / X
2 Manufacture, assemble and finish Window A of the shaped shopfront	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

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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 the 6706-37 Diploma in Shopfitting 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 observation 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. 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"> • Complete a risk assessment. • 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. • 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"/>		
4.5 4.6 2.2- 2.5	plane the 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"/>		
4.3 4.4 2.2- 2.5	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"/>		
4.2 2.2- 2.5	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 current ACoP 	<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 1mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> cut carried out safely 	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
4.7 2.2- 2.5	cut material using a morticer 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"> 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: <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. This includes <ul style="list-style-type: none"> all machinery used safely, cleaned and stored away correctly (as appropriate) 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 323 Manufacture internal shopfitting joinery products

Task 1 Set out a shaped counter

Task coversheet

Expected time	8 hours
Task instructions	<ul style="list-style-type: none"> • Complete a risk assessment. • Complete a tools and equipment list. • Set out the rod for a shaped counter. • Produce a glass template. • Produce a former for the back of the drawer. • Complete a cutting list. • Work according to environmental and health and safety regulations
Diagrams	Figure 1 Elevations and plan view of counter page 22 Figure 2 Section and joint details of counter page 23

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	carried out a risk assessment for setting out a shaped counter	<input type="checkbox"/>		
2.2	completed a tools and equipment list and selected appropriate tools and equipment for setting out a shaped counter	<input type="checkbox"/>		
2.3	set out a shaped counter	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • overall height of counter correct within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • overall height of plinth correct within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • overall depth of counter correct within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • plan radius of counter correct within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • overall width of counter correct within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • section sizes of height section through front and back drawn correctly within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • section sizes through plan section drawn correctly within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • joint proportions and positions shown correctly within 1 mm 	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
	<ul style="list-style-type: none"> glass template, with an all round clearance of 1 mm, produced accurately within 1 mm (not oversized) 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> drawer former produced accurately within 1 mm 	<input type="checkbox"/>		
2.4	correctly completed a cutting list	<input type="checkbox"/>		
2.5	followed current environmental and relevant health and safety regulations in relation to setting out a shaped counter	<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 323 Manufacture internal shopfitting joinery products

Task 2 Manufacture, assemble and finish a shaped counter

Task coversheet

Expected time	24 hours
Task instructions	<ul style="list-style-type: none"> • Complete a risk assessment. • Mark out from the rod. • Manufacture and assemble a shaped counter. • Clean up counter to receive a clear finish. • Work according to environmental and health and safety regulations.
Diagrams	Figure 1 Elevations and plan view of counter page 22 Figure 2 Section and joint details of counter page 23

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
4.1 6.1	carried out risk assessment for manufacturing, assembling and finishing a shaped counter (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 a shaped counter <ul style="list-style-type: none"> • face and edge correctly selected and marked on all pieces 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • veneered panels selected with flame of the grain pointing upwards 	<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"> • mitred bridles to top frame marked out correctly within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • tongued housing to drawer back marked out correctly within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • stopped housings for shelf and pot board marked out correctly within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • sections correctly indicated 	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
	<ul style="list-style-type: none"> lines clean (no double lines) 	<input type="checkbox"/>		
4.5	used tools and machines to form joints to manufacture a shaped counter	<input type="checkbox"/>		
4.6	set up and used machines and tools to profile timber to manufacture a shaped counter	<input type="checkbox"/>		
	<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 and grooves exceeding 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> groove sizes correct within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> rebate sizes correct within 1 mm 	<input type="checkbox"/>		
6.2	dry fitted to check the joints for tight fit and overall finished size and shape	<input type="checkbox"/>		
6.3	cleaned up the inside face of components	<input type="checkbox"/>		
6.4	assembled with adhesive and cramps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> gaps in bridled mitres to top frame not exceeding 0.5 mm (gaps which exceed 0.5 mm must not exceed 1 mm) 	2 out of 4 joints	3 out of 4 joints	4 out of 4 joints
	<ul style="list-style-type: none"> gaps in drawer joints not exceeding 0.5 mm (gaps which exceed 0.5 mm must not exceed 1 mm) 	2 out of 4 joints	3 out of 4 joints	4 out of 4 joints
	<ul style="list-style-type: none"> laminates assembled without thick glue lines exceeding 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> gaps in carcass housings not exceeding 0.5 mm (gaps which exceed 0.5 mm must not exceed 1 mm) 	2 out of 4 joints	3 out of 4 joints	4 out of 4 joints
	<ul style="list-style-type: none"> gaps in plinth joints not exceeding 0.5 mm (gaps which exceed 0.5 mm must not exceed 1 mm) 	2 out of 4 joints	3 out of 4 joints	4 out of 4 joints
	<ul style="list-style-type: none"> front panel securely bonded to carcass 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> without cramp marks 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> excess glue cleaned off 	<input type="checkbox"/>		
6.5	carried out quality checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> square 	within 3 mm	within 2 mm	within 1 mm
	<ul style="list-style-type: none"> out of wind 	within 2 mm	within 1 mm	0 mm
	<ul style="list-style-type: none"> overall height of counter correct 	within 3 mm	within 2 mm	within 1 mm

AC	The candidate has	Pass	Merit	Distinction
	<ul style="list-style-type: none"> height of plinth correct 	<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 width correct 	<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 depth correct 	<input type="checkbox"/> within 3 mm	<input type="checkbox"/> within 2 mm	<input type="checkbox"/> within 1 mm
	<ul style="list-style-type: none"> shaped components match rod within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> glass template fits in rebate with a maximum 3 mm margin 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> drawer dimensions correct 	<input type="checkbox"/> within 3 mm	<input type="checkbox"/> within 2 mm	<input type="checkbox"/> within 1 mm
	<ul style="list-style-type: none"> drawer runs smoothly 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> drawer front fitted and fixed with equal margin not exceeding 2 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> plinth secured with brackets to correct margin as per drawing 	<input type="checkbox"/> within 3 mm	<input type="checkbox"/> within 2 mm	<input type="checkbox"/> within 1 mm
	<ul style="list-style-type: none"> shelf position correct (must be parallel) 	<input type="checkbox"/> within 3 mm	<input type="checkbox"/> within 2 mm	<input type="checkbox"/> within 1 mm
6.6	<p>prepared to receive finishes</p> <ul style="list-style-type: none"> joints and lippings flushed using smoothing plane, without tram lines and tearing 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> panel veneer not damaged or sanded through 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> faces sanded to receive clear finish and arrises removed 	<input type="checkbox"/>		
4.7 6.7	tools kept sharp and stored safely after use	<input type="checkbox"/>		
4.6 4.7 6.7 6.8	<p>followed current environmental and relevant health and safety regulations in relation to manufacturing, assembling and finishing a shaped counter. This includes</p> <ul style="list-style-type: none"> Control of Substances Hazardous to Health Regulations (COSHH) Provision and Use of Work Equipment Regulations (PUWER) Approved Code of Practice (ACoP) Personal Protective Equipment at work (PPE) 	<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, 10 out of 14 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, 10 out of 14 graded activities in the checklist must be achieved to a distinction standard and the 4 remaining graded activities must be achieved to at least a merit standard.	
Assessor Signature & Date	

Unit 324 Manufacture external shopfitting joinery products

Task 1 Set out a shaped shopfront

Task coversheet

Expected time	8 hours
Task instructions	<ul style="list-style-type: none"> • Complete a risk assessment. • Complete a tools and equipment list. • Set out the rod for the complete shaped shopfront. • Complete a cutting list. • Work according to environmental and health and safety regulations.
Diagrams	Figure 1 Elevation and plan view of shopfront page 24 Figure 2 Section details of shopfront page 25 Figure 3 Window A detail page 26

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	carried out a risk assessment for setting out a shaped shopfront	<input type="checkbox"/>		
2.2	completed a resource checklist and selected tools and equipment for setting out a shaped shopfront	<input type="checkbox"/>		
2.3	set out a shaped shopfront	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • overall height of shopfront correct within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • overall width of shopfront correct within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • all section sizes correct to within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • all section profiles correct to within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • joint proportions and positions shown correctly within 1 mm 	<input type="checkbox"/>		
	elevation of shaped part correct	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • radius centre correct within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • corner radius correct within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • internal radius of circular bar correct within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • radial bars positioned correctly within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • circular bar jointing detail drawn as shown in Figure 	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
	<ul style="list-style-type: none"> templates produced for shaped components 	<input type="checkbox"/>		
2.4	correctly completed a cutting list	<input type="checkbox"/>		
2.5	followed current environmental and relevant health and safety regulations in relation to setting out a shaped shopfront	<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 324 Manufacture external shopfitting joinery products

Task 2 Manufacture, assemble and finish Window A of the shaped shopfront

Task coversheet

Expected time	24 hours
Task instructions	<ul style="list-style-type: none"> • Complete a risk assessment. • Set up and use machines to produce materials. • Mark out from the rod. • Set up and use machines to manufacture Window A of the shaped shopfront. • Assemble Window A. • Clean up to receive a clear finish. • Work according to environmental and health and safety regulations.
Diagrams	Figure 1 Elevation and plan view of shopfront page 24 Figure 2 Section details of shopfront page 25 Figure 3 Window A detail page 26

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
4.1 6.1	carried out a risk assessment for manufacturing, assembling and finishing Window A (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 Window A <ul style="list-style-type: none"> • grain parallel to the tangent of the curve 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • face and edge correctly selected and marked on all pieces 	<input type="checkbox"/>		
4.3	set up and used machines to produce materials from the cutting list cross cut set up safely; <ul style="list-style-type: none"> • checked for faults 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • checked saw blade 	<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"/>		
	rip saw set up safely; <ul style="list-style-type: none"> • checked the machine is isolated prior to setting up 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • removed saw blade 	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
	<ul style="list-style-type: none"> replacement saw blade checked prior to fitting 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> replaced saw blade 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> saw blade 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"/>		
	surface planer/thicknesser set up safely; <ul style="list-style-type: none"> checked machine was isolated prior to maintenance 	<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"/>		
	<ul style="list-style-type: none"> machine checked safe for use 	<input type="checkbox"/>		
	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"> mortices and tenons marked out correctly to within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> tenon shoulders marked out correctly to within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> segments marked out from templates 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> sections correctly indicated 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> lines clean (no double lines) 	<input type="checkbox"/>		
4.5	set up and used machines and tools to form joints to manufacture Window A morticer set up safely; prior to use: <ul style="list-style-type: none"> checked machine was isolated prior to maintenance 	<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"/>		

AC	The candidate has	Pass	Merit	Distinction
	<ul style="list-style-type: none"> checked for correct clearance 	<input type="checkbox"/>		
	mortices clean without breakout	<input type="checkbox"/>		
	bandsaw set up safely; <ul style="list-style-type: none"> checked machine was isolated prior to maintenance 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> removed saw blade and folded 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> replaced saw blade 	<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"> thrust wheels set correctly 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> guards in place as per regulations 	<input type="checkbox"/>		
	checked for faults	<input type="checkbox"/>		
	no bandsaw overrun	<input type="checkbox"/>		
4.6	set up and used machines and tools to profile timber to manufacture Window A <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"/>		
	<ul style="list-style-type: none"> rebate sizes correct within 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> through scribes cut with a tenon saw without breakout 	<input type="checkbox"/>		
6.2	dry fitted to check the joints for tight fit and overall finished size and shape	<input type="checkbox"/>		
6.3	cleaned up the inside face of components	<input type="checkbox"/>		
6.4	assembled with adhesive and cramps <ul style="list-style-type: none"> gaps in shoulders not exceeding 0.5 mm (gaps which exceed 0.5 mm must not exceed 1 mm) 	<input type="checkbox"/> 10 out of 22 joints	<input type="checkbox"/> 14 out of 22 joints	<input type="checkbox"/> 18 out of 22 joints
	<ul style="list-style-type: none"> no mortice gaps exceeding 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> bridle fit correct with no gaps exceeding 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> laminates assembled without thick glue lines exceeding 1 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> segment joints to circular bar tight within 0.5 mm (gaps which exceed 0.5 mm must not exceed 1 mm) 	<input type="checkbox"/> 10 out of 24 joints	<input type="checkbox"/> 15 out of 24 joints	<input type="checkbox"/> 20 out of 24 joints
	<ul style="list-style-type: none"> segment joints to quadrant tight within 0.5 mm 	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
	<ul style="list-style-type: none"> glued, wedged and draw bored together with no gaps in the joints exceeding 0.5 mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> without cramp marks 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> excess glue cleaned off 	<input type="checkbox"/>		
6.5	carried out quality checks <ul style="list-style-type: none"> square 	<input type="checkbox"/> within 3 mm	<input type="checkbox"/> within 2 mm	<input type="checkbox"/> within 1 mm
	<ul style="list-style-type: none"> out of wind 	<input type="checkbox"/> within 2 mm	<input type="checkbox"/> within 1 mm	<input type="checkbox"/> 0 mm
	<ul style="list-style-type: none"> overall height correct (not undersized) 	<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 width correct (not undersized) 	<input type="checkbox"/> within 3 mm	<input type="checkbox"/> within 2 mm	<input type="checkbox"/> within 1 mm
	<ul style="list-style-type: none"> shaped components match rod within 1 mm 	<input type="checkbox"/>		
6.6	prepared Window A to receive finishes <ul style="list-style-type: none"> joints flushed using smoothing plane, without tram lines and tearing 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> faces sanded to receive clear finish and arrises removed 	<input type="checkbox"/>		
4.7 6.7	tools kept sharp and stored safely after use	<input type="checkbox"/>		
4.6 4.7 6.7 6.8	followed current environmental and relevant health and safety regulations in relation to manufacturing, assembling and finishing Window A. This includes <ul style="list-style-type: none"> Control of Substances Hazardous to Health Regulations (COSHH) Provision and Use of Work Equipment Regulations (PUWER) Approved Code of Practice (ACoP) Personal Protective Equipment at work (PPE) 	<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, 5 out of 7 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, 5 out of 7 graded activities in the checklist must be achieved to a distinction standard and the 2 remaining graded activities must be achieved to at least a merit standard.	
Assessor Signature & Date	

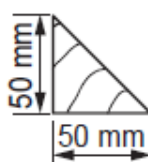
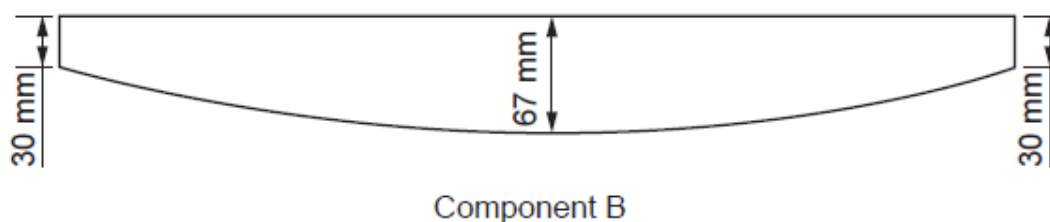
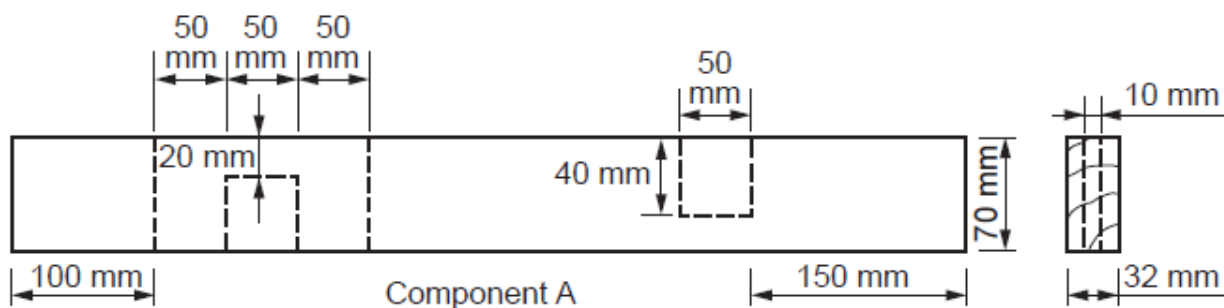
Drawings and diagrams

Unit 308 Set up and use fixed and transportable machinery

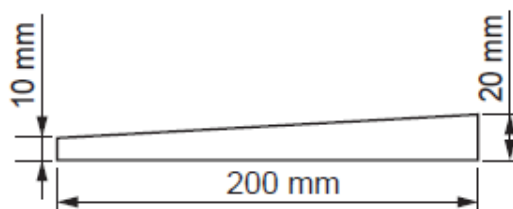
Task 1 Inspect, maintain and use fixed and transportable machinery efficiently and safely

Figure 1: Timber sections to be machined

Diagram not to scale



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

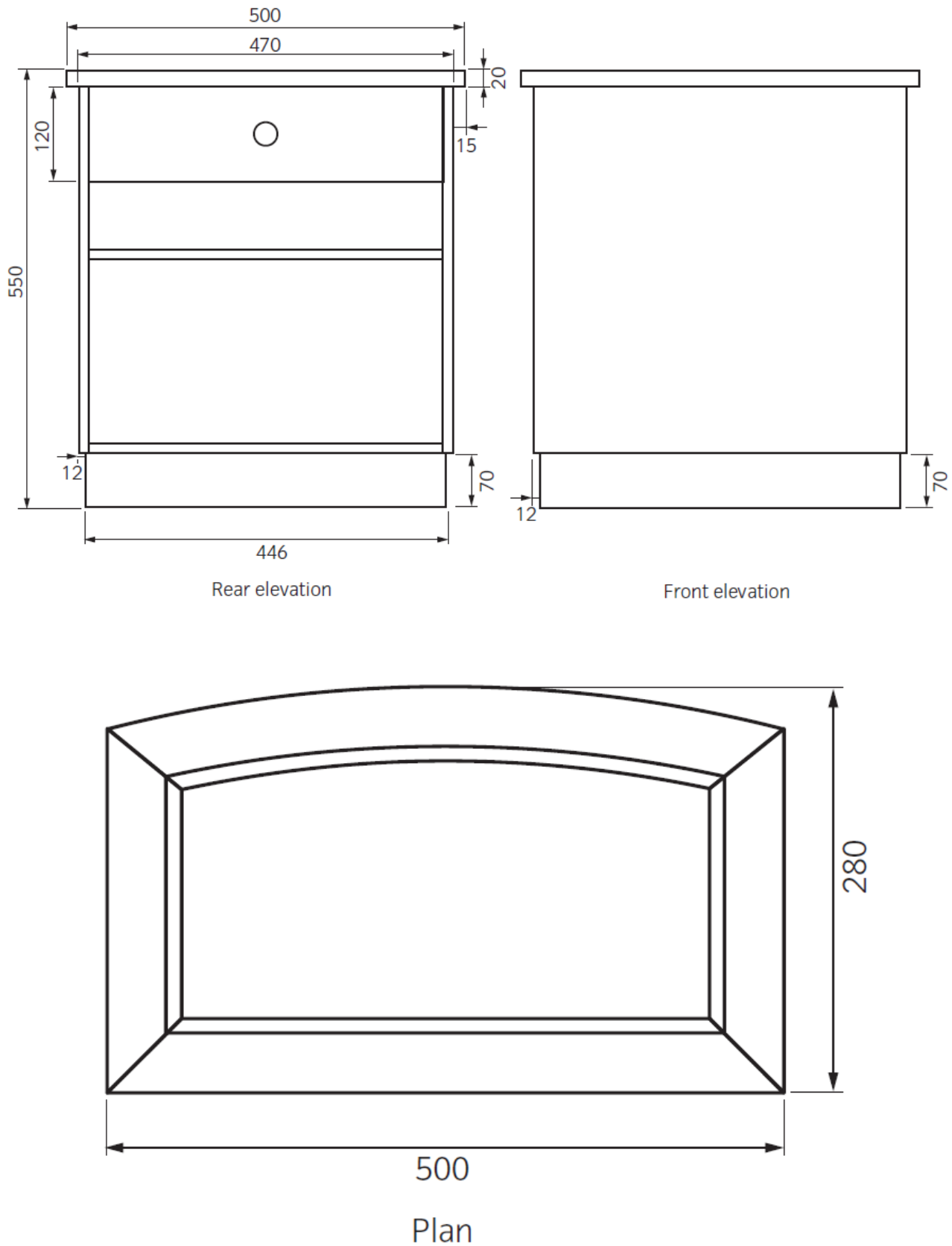
Drawings and diagrams

Unit 323 Manufacture internal shopfitting joinery products

Task 1 Set out a shaped counter

Task 2 Manufacture, assemble and finish a shaped counter

Figure 1: Elevations and plan view of counter



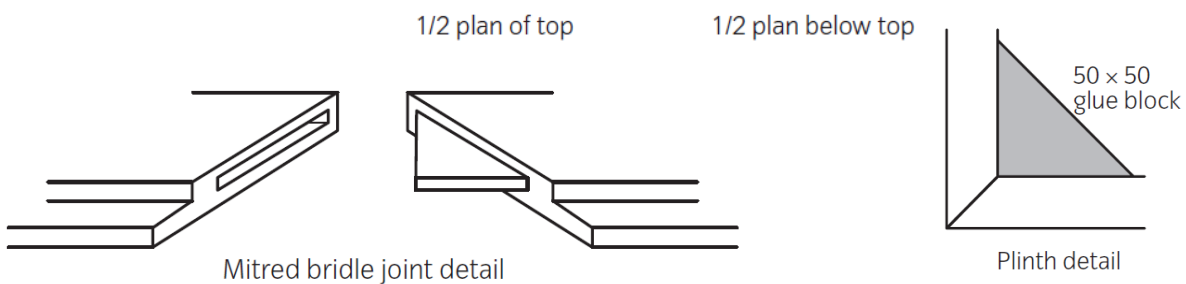
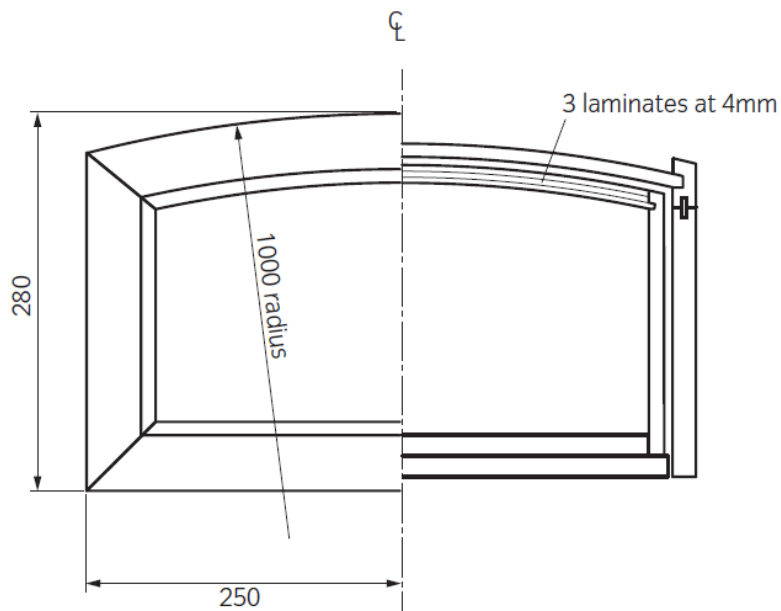
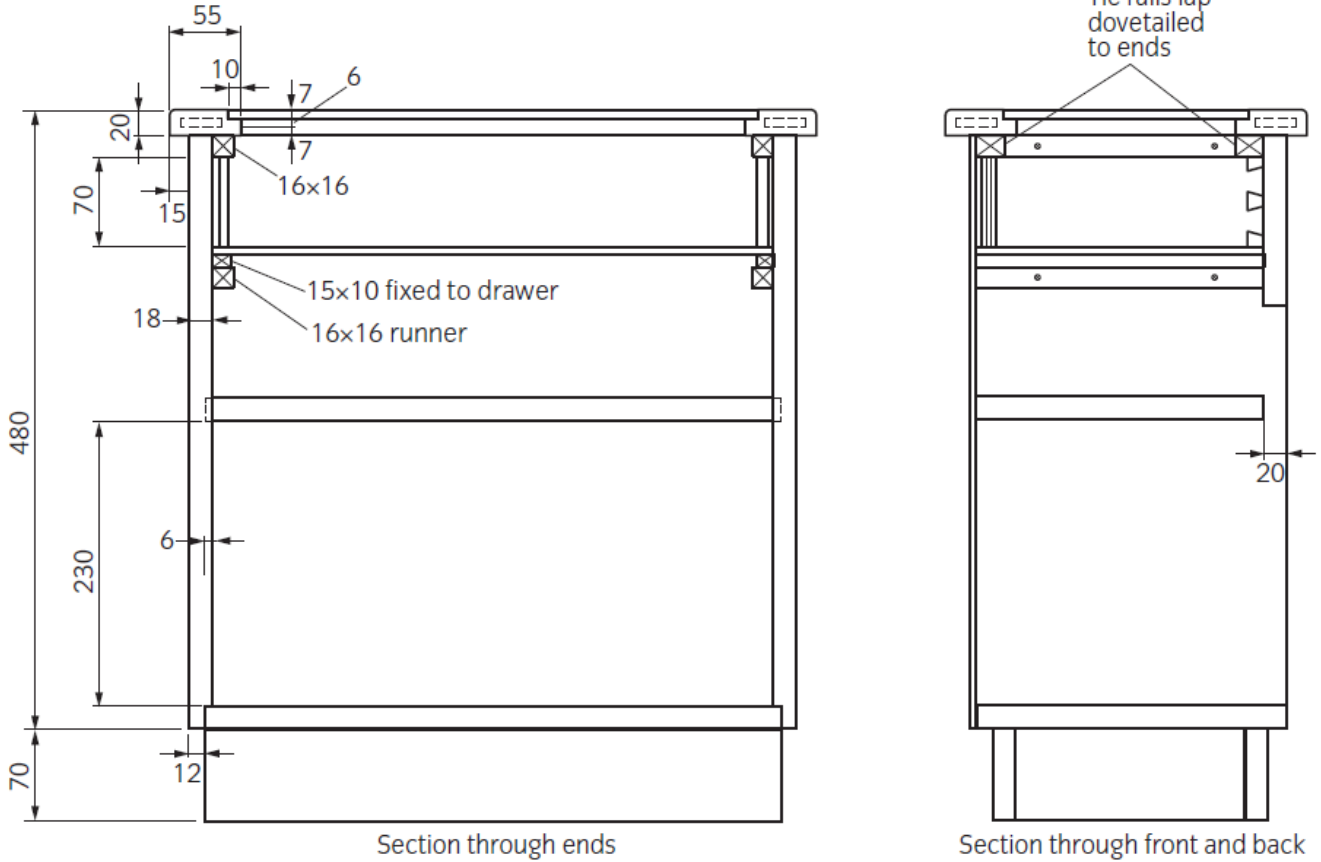
Drawings and diagrams

Unit 323 Manufacture internal shopfitting joinery products

Task 1 Set out a shaped counter

Task 2 Manufacture, assemble and finish a shaped counter

Figure 2: Section and joint details of counter



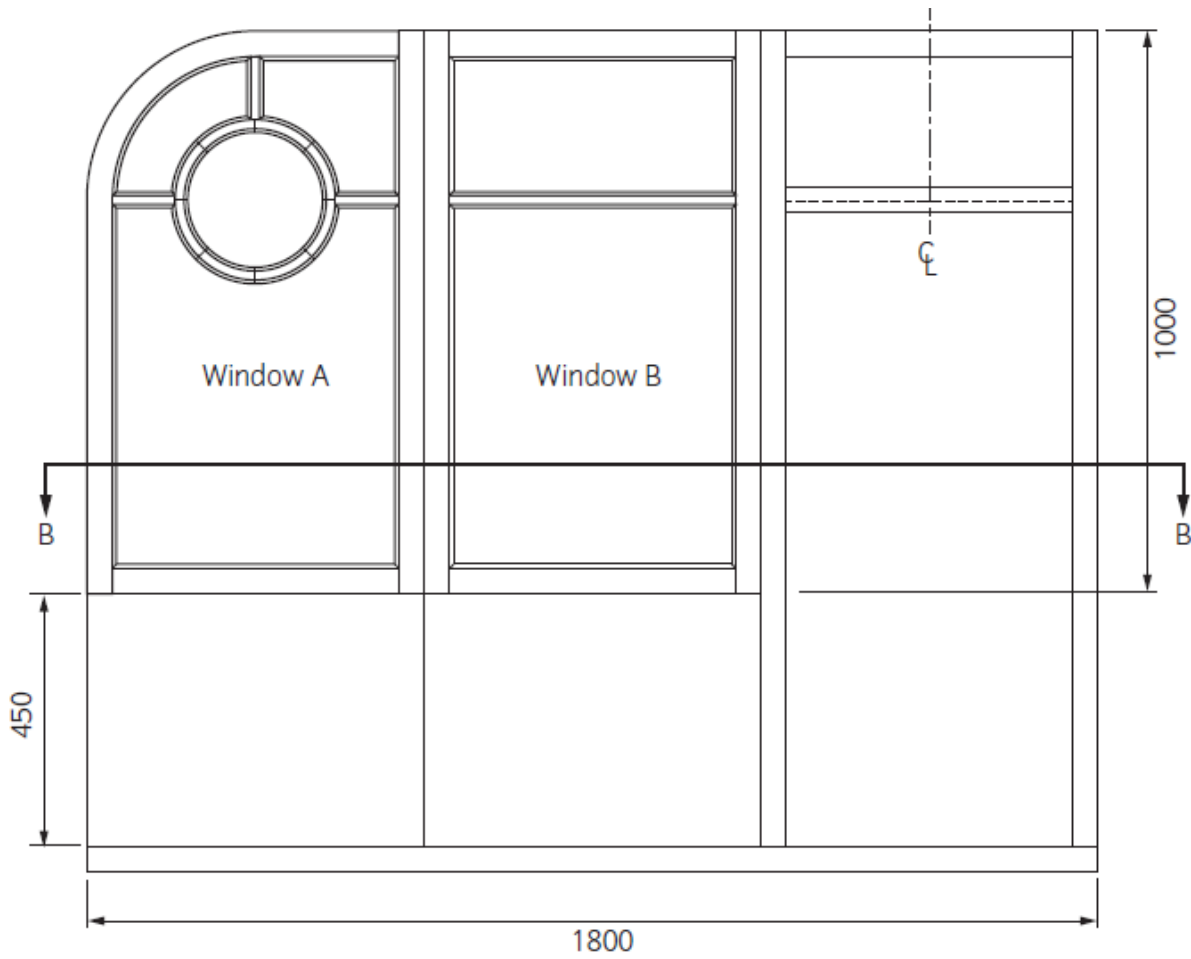
Drawings and diagrams

Unit 324 Manufacture external shopfitting joinery products

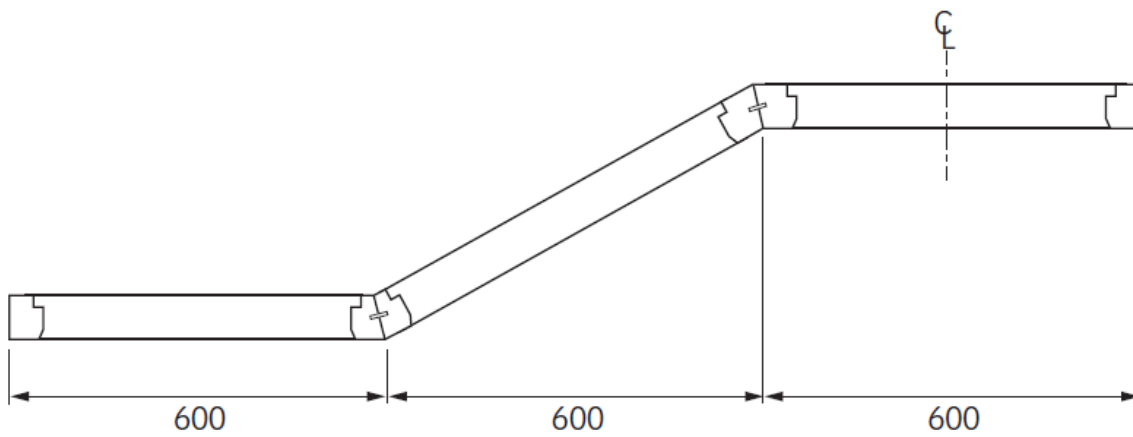
Task 1 Set out a shaped shopfront

Task 2 Manufacture, assemble and finish Window A of the shaped shopfront

Figure 1: Elevation and plan view of shopfront



Elevation of shopfront



Plan of shopfront

Plan section on B-B

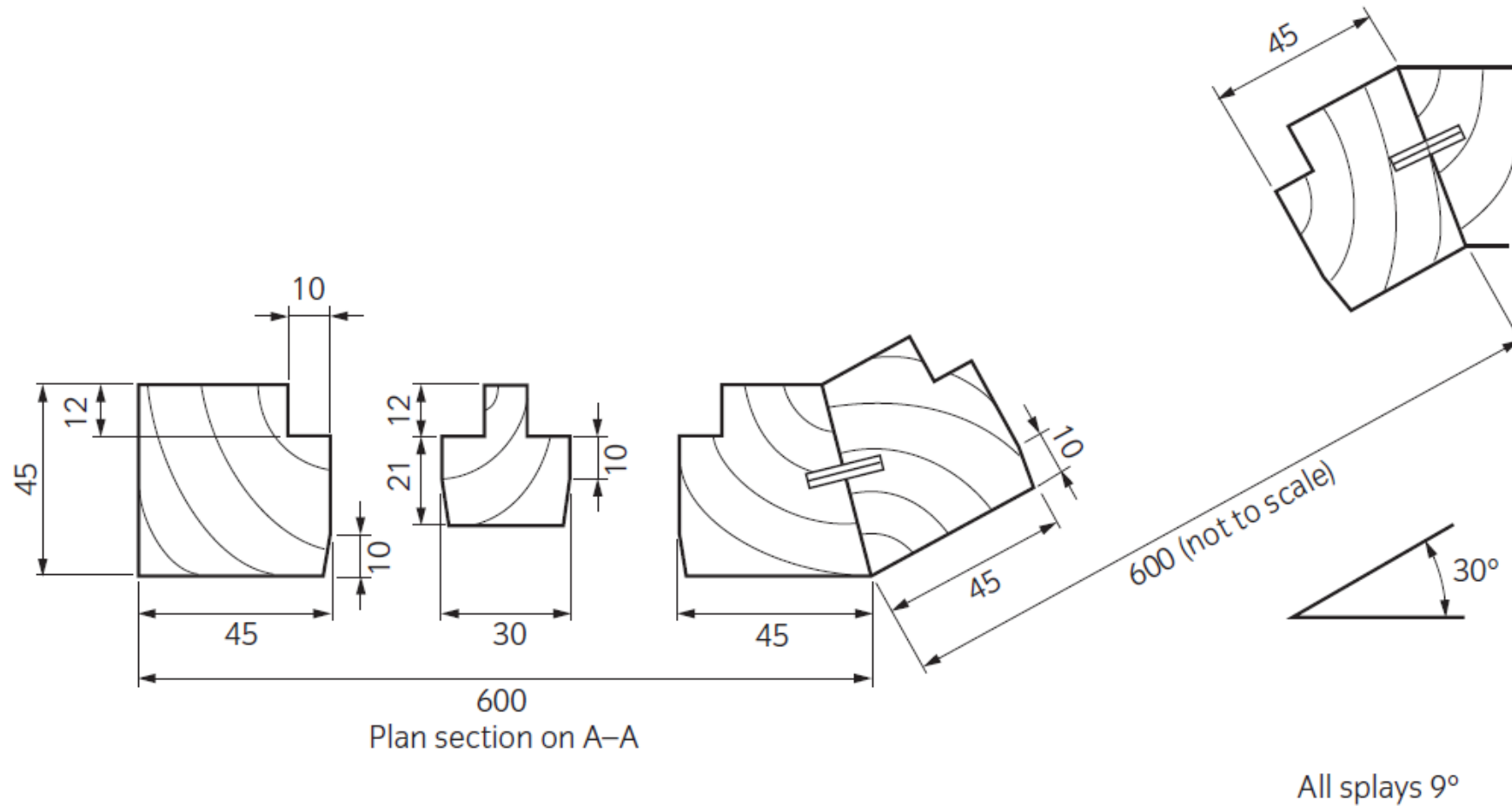
Drawings and diagrams

Unit 324 Manufacture external shopfitting joinery products

Task 1 Set out a shaped shopfront

Task 2 Manufacture, assemble and finish Window A of the shaped shopfront

Figure 2: Section details of shopfront



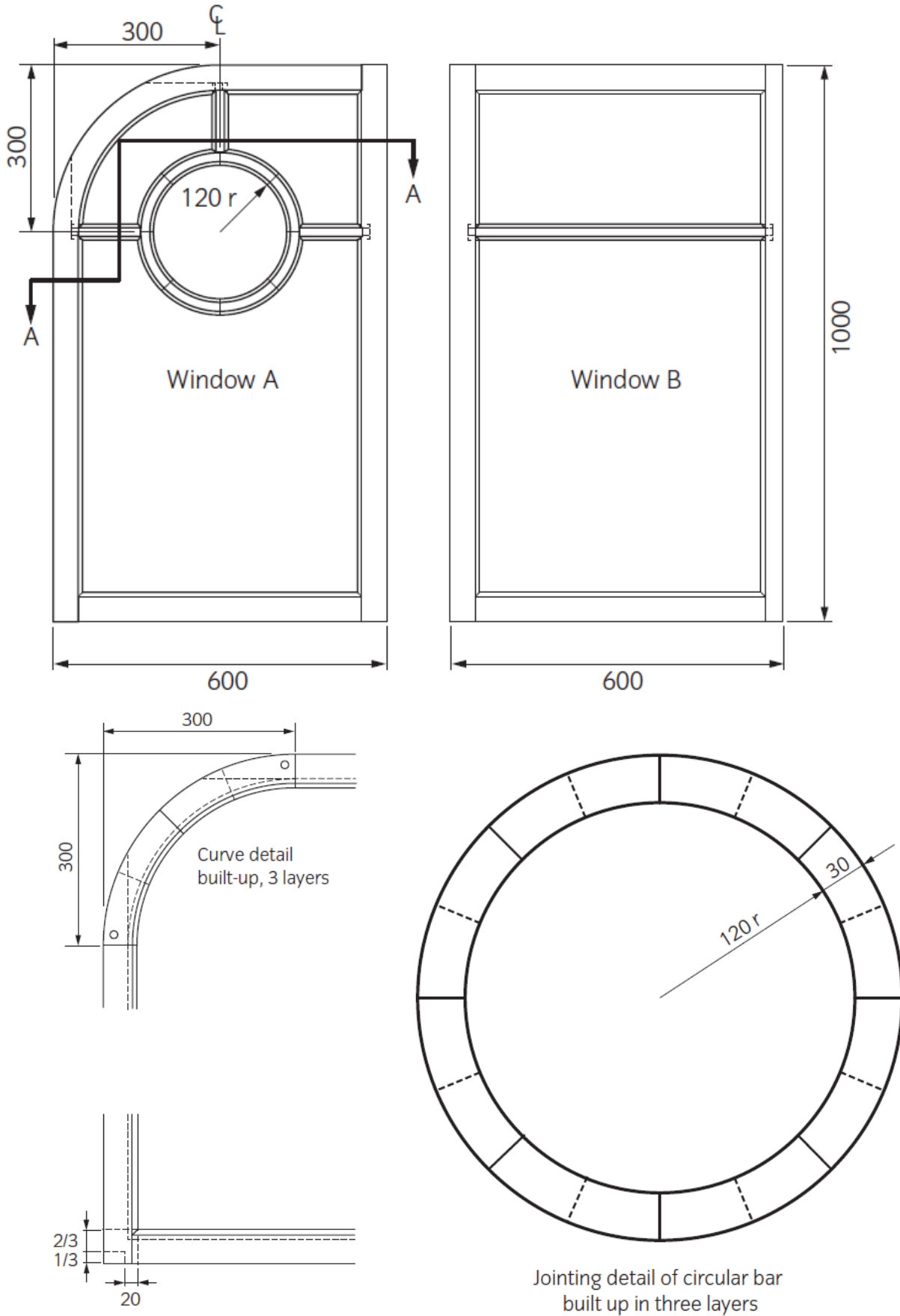
Drawings and diagrams

Unit 324 Manufacture external shopfitting joinery products

Task 1 Set out a shaped shopfront

Task 2 Manufacture, assemble and finish Window A of the shaped shopfront

Figure 3: Window A detail



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