



**Level 2 NVQ Certificate in Wood Occupations
(Construction)**

Qualification Specification

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Introduction

The aim of this qualification is to recognise the knowledge, skills and competence of individuals who specialise in a wood-based occupation in the construction industry.

The awarding organisation for this qualification is ProQual Awarding Body and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual). The specification for these qualifications has been approved by the Welsh Government for use by centres in Wales and by the Council for the Curriculum Examinations and Assessment (CCEA) for use by centres in Northern Ireland.

This qualification has been accredited onto the Regulated Qualifications Framework (RQF).

Qualification Profile

Qualification title	ProQual Level 2 NVQ Certificate in Wood Occupations (Construction)
Ofqual qualification number	603/3069/7
Level	Level 2
Total qualification time	360 hours
Guided learning hours	170
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	15/3/2018
Qualification end date	

Entry Requirements

There are no formal entry requirements for this qualification.

Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

Qualification Structure

Candidates must complete ALL of the Mandatory units, plus the required number of Optional units from one of the Pathways.

Mandatory Units – candidates must complete all units for all Pathways			
Unit Reference Number	Unit Title	Unit Level	GLH
A/503/1170	Conforming to general health, safety and welfare in the workplace	1	7
J/503/1169	Conforming to productive working practices in the workplace	2	10
F/503/1171	Moving, handling and storing resources in the workplace	2	17

Pathways

- 1 – Wheelwrighting
- 2 – Shopfitting Site Work
- 3 – Shopfitting Bench Work

Pathway 1 – Wheelwrighting

Optional Units – candidates must complete TWO units			
Unit Reference Number	Unit Title	Unit Level	<i>CITB references provided for information only</i>
K/616/9331	Producing setting out details for routine wheelwrighting products in the workplace	2	14Cv2
A/616/9334	Marking out from setting out details for routine wheelwrighting products in the workplace	2	15Cv23
J/616/9336	Manufacturing routine wheelwrighting products in the workplace	2	16Cv2
D/615/2817	Setting up and using transportable cutting and shaping machines in the workplace	2	628v2

Pathway 2 – Shopfitting Site Work

Optional Units – candidates must complete TWO units			
Unit Reference Number	Unit Title	Unit Level	<i>CITB references provided for information only</i>
R/616/9338	Installing shopfitting frames and finishings in the workplace	2	20v2
R/616/9341	Installing shopfitting fitmens in the workplace	2	21v2
T/616/9342	Installing shopfronts and finishings in the workplace	2	22v2
K/616/9345	Install fire resisting timber door assemblies and door sets	2	358v2
T/506/5172	Setting up and using transportable cutting and shaping machines in the workplace	2	628v2

Pathway 3 – Shopfitting Bench Work

Optional Units – candidates must complete TWO units			
Unit Reference Number	Unit Title	Unit Level	<i>CITB references provided for information only</i>
M/616/9346	Producing setting out details for routine shopfitting products in the workplace	2	14Bv2
T/616/9347	Marking out from setting out details for routine shopfitting products in the workplace	2	15Bv2
A/616/9348	Manufacturing routine shopfitting products in the workplace	2	16Bv3
T/506/5172	Setting up and using transportable cutting and shaping machines in the workplace	2	628v2

Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

Staff

Staff delivering this qualification must be appropriately qualified and occupationally competent.

Assessors/Internal Quality Assurance

For each competence-based unit centres must be able to provide at least one assessor and one internal quality assurance verifier who are suitably qualified for the specific occupational area. Assessors and internal quality assurance verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or verifier qualifications, such as:

- Award in Assessing Competence in the Work Environment
- Award in Assessing Vocationally Related Achievement
- Certificate in Assessing Vocational Achievement
- Award in the Internal Quality Assurance of Assessment Processes and Practices
- Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

Assessment

Candidates must demonstrate the level of knowledge described in the unit. Assessment is the process of measuring a candidate's knowledge and understanding against the standards set in the qualification.

Assessment guidance is included to assure consistency.

Each candidate is required to produce evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

Evidence can include:

- assignments/projects/reports
- worksheets
- portfolio of evidence
- record of oral and/or written questioning
- candidate test papers

Learning outcomes set out what a candidate is expected to know, understand or be able to do.

Assessment criteria specify the standard a candidate must meet to show the learning outcome has been achieved.

Learning outcomes and assessment criteria for this qualification can be found from page 9.

Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

Certification

Candidates who achieve the requirements for qualifications will be awarded:

- A certificate listing the unit achieved, and
- A certificate giving the full qualification title -

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Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the requirements for a qualification. All certificates will be issued to the centre for successful candidates.

Replacement certificates

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

Title:	Conforming to general health, safety and welfare in the workplace.	
Unit Number:	M/508/6537	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
1 Comply with all workplace health, safety and welfare legislation requirements.	1.1	Comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area.
	1.2	Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements.
	1.3	Comply with statutory requirements, safety notices and warning notices displayed within the workplace and/or on equipment.
	1.4	State why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).
	1.5	State how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.
	1.6	State which types of health, safety and welfare legislation, notices and warning signs are relevant to the occupational area and associated equipment.
	1.7	State why health, safety and welfare legislation, notices and warning signs are relevant to the occupational area.
	1.8	State how to comply with control measures that have been identified by risk assessments and safe systems of work.
2 Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures.	2.1	Report any hazards created by changing circumstances within the workplace in accordance with organisational procedures.
	2.2	List typical hazards associated with the work environment and occupational area in relation to resources, substances, asbestos, equipment, obstructions, storage, services and work activities.
	2.3	List the current Health and Safety Executive top ten safety risks.

Title:	Conforming to general health, safety and welfare in the workplace.	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
2 continued	2.4	List the current Health and Safety Executive top five health risks.
	2.5	State how changing circumstances within the workplace could cause hazards.
	2.6	State the methods used for reporting changed circumstances, hazards and incidents in the workplace.
3 Comply with organisational policies and procedures to contribute to health, safety and welfare.	3.1	Interpret and comply with given instructions to maintain safe systems of work and quality working practices.
	3.2	Contribute to discussions by offering/providing feedback relating to health, safety and welfare.
	3.3	Contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures.
	3.4	Safely store health and safety control equipment in accordance with given instructions.
	3.5	Dispose of waste and/or consumable items in accordance with legislation.
	3.6	State the organisational policies and procedures for health, safety and welfare, in relation to: <ul style="list-style-type: none"> – dealing with accidents and emergencies associated with the work and environment – methods of receiving or sourcing information – reporting – stopping work – evacuation – fire risks and safe exit procedures – consultation and feedback.
	3.7	State the appropriate types of fire extinguishers relevant to the work.
	3.8	State how and when the different types of fire extinguishers are used in accordance with legislation and official guidance.

Title:	Conforming to general health, safety and welfare in the workplace.	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
4 Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area.	4.1	Demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare.
	4.2	State how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to: <ul style="list-style-type: none"> – recognising when to stop work in the face of serious and imminent danger to self and/or others – contributing to discussions and providing feedback – reporting changed circumstances and incidents in the workplace – complying with the environmental requirements of the workplace.
	4.3	Give examples of how the behaviour and actions of individuals could affect others within the workplace.
5 Comply with and support all organisational security arrangements and approved procedures.	5.1	Provide appropriate support for security arrangements in accordance with approved procedures: <ul style="list-style-type: none"> – during the working day – on completion of the day’s work – for unauthorised personnel (other operatives and the general public) – for theft.
	5.2	State how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources.

Title:	Conforming to general health, safety and welfare in the workplace.
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	7

Title:	Conforming to productive working practices in the workplace	
Unit Number:	T/508/6538	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
1 Communicate with others to establish productive work practices.	1.1	Communicate in an appropriate manner with line management, colleagues and/or customers to ensure that work is carried out productively.
	1.2	Describe the different methods of communicating with line management, colleagues and customers.
	1.3	Describe how to use different methods of communication to ensure that the work carried out is productive.
2 Follow organisational procedures to plan the sequence of work.	2.1	Interpret relevant information from organisational procedures in order to plan the sequence of work.
	2.2	Plan the sequence of work, using appropriate resources, in accordance with organisational procedures to ensure work is completed productively.
	2.3	Describe how organisational procedures are applied to ensure work is planned and carried out productively, in relation to: <ul style="list-style-type: none"> – using resources for own and other’s work requirements – allocating appropriate work to employees – organising the work sequence – reducing carbon emissions.
	2.4	Describe how to contribute to zero/low carbon work outcomes within the built environment.
3 Maintain relevant records in accordance with the organisational procedures.	3.1	Complete relevant documentation according to the occupation as required by the organisation.
	3.2	Describe how to complete and maintain documentation in accordance with organisational procedures, in relation to: <ul style="list-style-type: none"> – job cards – worksheets – material/resource lists – time sheets.
	3.3	Explain the reasons for ensuring documentation is completed clearly and within given timescales.
4 Maintain good working relationships when conforming to productive working practices.	4.1	Carry out work productively, to the agreed specification, in conjunction with line management, colleagues, customers and/or other relevant people involved in the work to maintain good working relationships.

Title:	Conforming to productive working practices in the workplace
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
	4.2 Apply the principles of equality and diversity and respect the needs of individuals when communicating and working with others.
	4.3 Describe how to maintain good working relationships, in relation to: <ul style="list-style-type: none"> – individuals – customer and operative – operative and line management – own and other occupations.
	4.4 Describe why it is important to work effectively with line management, colleagues and customers.
	4.5 Describe how working relationships could have an effect on productive working.
	4.6 Describe how to apply principles of equality and diversity when communicating and working with others.

Title:	Conforming to Productive Working Practices in the Workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Areas	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	10

Title:	Moving, handling and storing resources in the workplace
Unit Number	Y/508/6533
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
1 Comply with given information when moving, handling and/or storing resources.	1.1 Interpret the given information relating to moving, handling and/or storing resources, relevant to the given occupation.
	1.2 Interpret the given information relating to the use and storage of lifting aids and equipment.
	1.3 Describe the different types of technical, product and regulatory information, their source and how they are interpreted.
	1.4 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.5 Describe how to obtain information relating to using and storing lifting aids and equipment.
2 Know how to comply with relevant legislation and official guidance when moving, handling and/or storing resources.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> – in the workplace, in confined spaces, below ground level, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	2.3 Explain what the accident reporting procedures are and who is responsible for making the reports.
	2.4 State the appropriate types of fire extinguishers relevant to the work.
	2.5 Describe how and when the different types of fire extinguishers, relevant to the given occupation, are used in accordance with legislation and official guidance.
3 Maintain safe working practices when moving, handling and/or storing resources.	3.1 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when moving, handling and/or storing resources.
	3.2 Use lifting aids safely as appropriate to the work.

Title:	Moving, handling and storing resources in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
3 continued	3.3	Protect the environment in accordance with safe working practices as appropriate to the work.
	3.4	Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to moving, handling and/or storing resources, and the types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to: <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).
	3.5	Describe how the health and safety control equipment relevant to the work should be used in accordance with the given instructions.
	3.6	State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.
4 Select the required quantity and quality of resources for the methods of work to move, handle and/or store occupational resources.	4.1	Select the relevant resources to be moved, handled and/or stored, associated with own work.
	4.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the occupational resources in relation to: <ul style="list-style-type: none"> – lifting and handling aids – container(s) – fixing, holding and securing systems.
	4.3	Describe how the resources should be handled and how any problems associated with the resources are reported.
	4.4	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	4.5	Describe any potential hazards associated with the resources and methods of work.
5 Prevent the risk of damage to occupational resources and surrounding environment when moving, handling and/or storing resources.	5.1	Protect occupational resources and their surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2	Dispose of waste and packaging in accordance with legislation.

Title:	Moving, handling and storing resources in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
5 continued	5.3	Maintain a clean work space when moving, handling or storing resources.
	5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.5	Explain why the disposal of waste should be carried safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6 Complete the work within the allocated time when moving, handling and/or storing resources.	6.1	Demonstrate completion of the work within the allocated time.
	6.2	State the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> - progress charts, timetables and estimated times - organisational procedures for reporting circumstances which will affect the work programme.
7 Comply with the given occupational resource information to move, handle and/or store resources to the required guidance.	7.1	Demonstrate the following work skills when moving, handling and/or storing occupational resources: <ul style="list-style-type: none"> - moving, positioning, storing, securing and/or using lifting aids and kinetic lifting techniques.
	7.2	Move, handle and/or store occupational resources to meet product information and organisational requirements relating to three of the following: <ul style="list-style-type: none"> • - sheet material • - loose material • - bagged or wrapped material • - fragile material • - tools and equipment • - components • - liquids.
	7.3	Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them when moving, handling and/or storing occupational resources.
	7.4	Describe the needs of other occupations when moving, handling and/or storing resources.

Title:	Moving, handling and storing resources in the workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Areas	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	17

Title:	Producing setting out details for routine wheelwrighting products in the workplace
Unit Number:	K/616/9331
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
1 Interpret the given information relating to the work and resources when producing setting out details for routine wheelwrighting products.	1.1 Interpret and extract information from drawings, specifications, cutting lists, schedules, method statements, risk assessments and manufacturers' information.
	1.2 Comply with information and/or instructions derived from risk assessments and method statement.
	1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.4 Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> – drawings, specifications, schedules, cutting lists, method statements, risk assessments, manufacturers' information, component standards and current regulations (animal welfare).
2 Know how to comply with relevant legislation and official guidance when producing setting out details for routine wheelwrighting products.	2.1 Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> – in the workplace, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.

Title:	Producing setting out details for routine wheelwrighting products in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
3 Maintain safe working practices when producing setting out details for routine wheelwrighting products.	3.1	Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when producing setting out details for routine wheelwrighting products.
	3.2	Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to producing setting out details for routine wheelwrighting products, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).
	3.3	Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.
	3.4	State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.
4 Select the required quantity and quality of resources for the methods of work to produce setting out details for routine wheelwrighting products.	4.1	Select resources associated with own work in relation to materials, components, fixings, tools and equipment.
	4.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> – timber, manufactured sheet material, paper for rods, glass, plastic, fabric, non-ferrous metal, ironmongery, adhesives, fixings and associated ancillary items – marking and testing tools and equipment.
	4.3	Describe how the resources should be used correctly and how problems associated with the resources are reported.
	4.4	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	4.5	Describe any potential hazards associated with the resources and method of work.
	4.6	Describe how to calculate quantity, length, area and wastage associated with the method/procedure to produce setting out details for routine wheelwrighting products.

Title:	Producing setting out details for routine wheelwrighting products in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
5 Minimise the risk of damage to the work and surrounding area when producing setting out details for routine wheelwrighting products.	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2	Minimise damage and maintain a clean work space.
	5.3	Dispose of waste in accordance with legislation.
	5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6 Complete the work within the allocated time when producing setting out details for routine wheelwrighting products.	6.1	Demonstrate completion of the work within the allocated time.
	6.2	State the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Producing setting out details for routine wheelwrighting products in the workplace
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
7 Comply with the given contract information to produce setting out details for routine wheelwrighting products to the required specification.	7.1 Demonstrate the following work skills when producing setting out details for routine wheelwrighting products: <ul style="list-style-type: none"> – measuring, marking out and drawing.
	7.2 Produce setting out details and cutting lists for wheels to given working instructions.
	7.3 Produce setting out details and cutting lists for routine wheelwrighting products (carriage construction) to given working instructions; for one of the following: <ul style="list-style-type: none"> – doors – frames – wooden framed vehicles – shafts.
	7.4 Safely use and handle materials.
	7.5 Safely use marking and testing tools and ancillary equipment.
	7.6 Safely store the materials, tools and equipment used when producing setting out details for routine wheelwrighting products.
	7.7 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> – set out and produce cutting lists for routine products – produce straight in plan and elevation: doors, frames (glazed and non-glazed), windows with opening lights, linings, units, fitments and panelling/cladding, staircases – produce wooden framed vehicles, shafts and wheels – take site and workplace dimensions – proportion joints associated with the product and construction method – use marking and testing tools – requisition material.
	7.8 Describe the needs of other occupations and how to communicate within a team when producing setting out details for routine wheelwrighting products.
	7.9 Describe how to maintain the tools and equipment used when producing setting out details for routine wheelwrighting products.

Title:	Producing setting out details for routine wheelwrighting products in the workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	47

Title:	Marking out from setting out details for routine wheelwrighting products in the workplace	
Unit Number:	A/616/9334	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when marking out from setting out details for routine wheelwrighting products.	1.1	Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments, cutting lists and manufacturers' information.
	1.2	Comply with information and/or instructions derived from risk assessments and method statement.
	1.3	State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> – drawings, specifications, schedules, method statements, risk assessments, cutting lists, manufacturers' information, component standards and regulations governing buildings (animal welfare).
2 Know how to comply with relevant legislation and official guidance when marking out from setting out details for routine wheelwrighting products.	2.1	Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> – in the workplace, with tools and equipment, with materials and substances, with movement/ storage of materials and by manual handling and mechanical lifting.
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	2.3	Explain what the accident reporting procedures are and who is responsible for making reports.

Title:	Marking out from setting out details for routine wheelwrighting products in the workplace		
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>		
<p>3 Maintain safe working practices when marking out from setting out details for routine wheelwrighting products.</p>	<p>3.1 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when marking out from setting out details for routine wheelwrighting products.</p>	<p>3.2 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to marking out from setting out details for routine wheelwrighting products, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:</p> <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV). 	
	<p>3.3 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.</p>	<p>3.4 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.</p>	
	<p>4 Select the required quantity and quality of resources for the methods of work to mark out from setting out details for routine wheelwrighting products.</p>	<p>4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.</p>	<p>4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> – timber, manufactured sheet material, setting out rods, glass, plastic, fabric, non-ferrous metal, ironmongery, adhesives, fixings and associated ancillary items – marking and testing tools and equipment.
		<p>4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.</p>	<p>4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.</p>
<p>4.5 Describe any potential hazards associated with the resources and method of work.</p>		<p>4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to mark out from setting out details for routine wheelwrighting products.</p>	

Title:	Marking out from setting out details for routine wheelwrighting products in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
5 Minimise the risk of damage to the work and surrounding area when marking out from setting out details for routine wheelwrighting products.	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2	Minimise damage and maintain a clean work space.
	5.3	Dispose of waste in accordance with legislation.
	5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6 Complete the work within the allocated time when marking out from setting out details for routine wheelwrighting products.	6.1	Demonstrate completion of the work within the allocated time.
	6.2	State the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Marking out from setting out details for routine wheelwrighting products in the workplace
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
7 Comply with the given contract information to mark out from setting out details for routine wheelwrighting products to the required specification.	7.1 Demonstrate the following work skills when marking out from setting out details for routine wheelwrighting products: – measuring, marking out and drawing.
	7.2 Mark out from setting out rods (template) routine wheelwrighting products (carriage construction) to contractor’s working instructions; one of the following: – doors – frames – wooden framed vehicles – shafts wheels.
	7.3 Safely use and handle materials.
	7.4 Safely use marking and testing tools and ancillary equipment.
	7.5 Safely store the materials, tools and equipment used when marking out from setting out details for routine wheelwrighting products.
	7.6 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – mark out from setting out details and cutting lists – produce straight in plan and elevation: doors and frames (glazed and/or non-glazed), windows with opening lights, linings, units, fitments and panelling/cladding, staircases – produce wooden framed vehicles, shafts and wheels – take site and/or workplace dimensions – proportion joints associated with the product and construction method – use marking and testing tools – requisition material.
	7.7 Describe the needs of other occupations and how to communicate within a team when marking out from setting out details for routine wheelwrighting products.
	7.8 Describe how to maintain the tools and equipment used when marking out from setting out details for routine wheelwrighting products.

Title:	Marking out from setting out details for routine wheelwrighting products in the workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Areas	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	40

Title:	Manufacturing routine wheelwrighting products in the workplace	
Unit Number:	J/616/9336	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when manufacturing routine wheelwrighting products.	1.1	Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments, cutting lists, s and manufacturers' information.
	1.2	Comply with information and/or instructions derived from risk assessments and method statement.
	1.3	State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> – drawings, specifications, schedules, method statements, risk assessments, cutting lists, manufacturers' information, component standards and regulations governing buildings (animal welfare).
2 Know how to comply with relevant legislation and official guidance when manufacturing routine wheelwrighting products.	2.1	Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> – in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
	2.4	State the types of fire extinguishers available when manufacturing routine wheelwrighting products and describe how and when they are used.

Title:	Manufacturing routine wheelwrighting products in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
<p>3 Maintain safe working practices when manufacturing routine wheelwrighting products.</p>	<p>3.1 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when manufacturing routine wheelwrighting products.</p>	
	<p>3.2 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to manufacturing routine wheelwrighting products, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:</p> <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV). 	
	<p>3.3 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.</p>	
	<p>3.4 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.</p>	
<p>4 Select the required quantity and quality of resources for the methods of work to manufacture routine wheelwrighting products.</p>	<p>4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.</p>	
	<p>4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> – timber, manufactured sheet material, pre-machined components, setting out rods, non-ferrous metal, fabric, metal and rubber rims, glass, plastic, ironmongery, adhesives, fixings and associated ancillary items – hand and/or powered tools and equipment. 	
	<p>4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.</p>	
	<p>4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.</p>	
	<p>4.5 Describe any potential hazards associated with the resources and method of work.</p>	
	<p>4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to manufacture routine wheelwrighting products.</p>	

Title:	Manufacturing routine wheelwrighting products in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
5 Minimise the risk of damage to the work and surrounding area when manufacturing routine wheelwrighting products.	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2	Minimise damage and maintain a clean work space.
	5.3	Dispose of waste in accordance with legislation.
	5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6 Complete the work within the allocated time when manufacturing routine wheelwrighting products.	6.1	Demonstrate completion of the work within the allocated time.
	6.2	State the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Manufacturing routine wheelwrighting products in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
7 Comply with the given contract information to manufacture routine wheelwrighting products to the required specification.	7.1	Demonstrate the following work skills when manufacturing routine wheelwrighting products: <ul style="list-style-type: none"> – measuring, marking out, fitting, finishing, positioning and securing.
	7.2	Fit and assemble wheels (including butt welding rim) to given working instructions.
	7.3	Fit and assemble to form routine manufactured wheelwrighting products (carriage construction) to given working instructions; one of the following: <ul style="list-style-type: none"> – doors – frames – wooden framed vehicles – shafts.
	7.4	Safely use and handle materials.
	7.5	Safely use hand tools, portable power tools and ancillary equipment.
	7.6	Safely store the materials, tools and equipment used when manufacturing routine wheelwrighting products.
	7.7	Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> – fit and assemble routine products – produce straight in plan and elevation: doors, windows with opening lights, units, fitments and panelling/cladding, staircases – produce wooden framed vehicles, shafts and wheels – produce welded carriage components – take site and workplace dimensions – form joints associated with the product and construction method – use hand tools, power tools and equipment – requisition material.
	7.8	Describe the needs of other occupations and how to effectively communicate within a team when manufacturing routine wheelwrighting products.
	7.9	Describe the methods of sharpening the hand tools used when manufacturing routine wheelwrighting products.
	7.10	Describe how to maintain the tools and equipment used when manufacturing routine wheelwrighting products.

Title:	Manufacturing routine wheelwrighting products in the workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector subject area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	80

Title:	Setting up and using transportable cutting and shaping machines in the workplace	
Unit Number:	D/615/2817	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when setting up and using transportable cutting and shaping machines.	1.1	Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.
	1.2	Comply with information and/or instructions derived from risk assessments and method statements.
	1.3	Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and regulations associated with operating machines.
2 Know how to comply with relevant legislation and official guidance when setting up and using transportable cutting and shaping machines.	2.1	Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
	2.4	State the types of fire extinguishers available when setting up and using transportable cutting and shaping machines and describe how and when they are used.

Title:	Setting up and using transportable cutting and shaping machines in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
3 Maintain safe working practices when setting up and using transportable cutting and shaping machines.	3.1	Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when setting up and using transportable cutting and shaping machines.
	3.2	Demonstrate compliance with given information and relevant legislation when setting up and using transportable cutting and shaping machines in relation to <ul style="list-style-type: none"> – safe use of access equipment – safe handling of materials – safe use and storage of materials, tools, equipment and ancillaries – specific risks to health
	3.3	Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to setting up and using transportable cutting and shaping machines, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).
	3.4	Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.
	3.5	Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.
4 Select the required quantity and quality of resources for the methods of work to set up and use transportable cutting and shaping machines.	4.1	Select resources associated with own work in relation to materials, components and fixings, tools, equipment and accessories.
	4.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> – accessories – tools and equipment.

Title:	Setting up and using transportable cutting and shaping machines in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
4 continued	4.3	Describe how the resources should be used correctly and how problems associated with the resources are reported.
	4.4	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	4.5	Describe any potential hazards associated with the resources and method of work.
	4.6	Describe how to calculate quantity, length, area and wastage associated with the method/procedure to set up and use transportable cutting and shaping machines.
5 Minimise the risk of damage to the work and surrounding area when setting up and using transportable cutting and shaping machines.	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2	Minimise damage and maintain a clean work space.
	5.3	Dispose of waste in accordance with current legislation.
	5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6 Complete the work within the allocated time when setting up and using transportable cutting and shaping machines.	6.1	Demonstrate completion of the work within the allocated time.
	6.2	Describe the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Setting up and using transportable cutting and shaping machines in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
7 Comply with the given contract information to set up and use transportable cutting and shaping machines to the required specification.	7.1 Demonstrate the following work skills when setting up and using transportable cutting and shaping machines: – measuring, marking out, fitting, fixing, positioning, securing and operating.	
	7.2 Use and maintain tools, accessories and ancillary equipment.	
	7.3 Set up and use three of the following powered cutting machines to given working instructions: – saw (three from the following: circular, chop, mitre, bench, jig, reciprocating, alligator or scroll) – drill – planer – biscuit jointer – disc cutter.	
	7.3 Set up and use two of the following powered shaping machines to given working instructions: – planer – sander (orbital, belt, disc) – router – laminate trimmer	
	7.4 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – check powered transportable cutting and shaping machines (fuel and electric mains/battery) for serviceability – check voltage requirements, safety cut offs and circuit breakers – set up machines in preparation for use – fix and secure work – select and ensure safety guards are in place in accordance with machine instructions – select accessories for the machine and the work – identify maintenance requirements for accessories.	

Title:	Setting up and using transportable cutting and shaping machines in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
7 continued	7.5	Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> – cut and shape materials to agreed tolerances – change saw blades: circular, chop, mitre, bench, jig, reciprocating, alligator and scroll – change accessories: drill bits, router bits, discs, planner blades, abrasives. – use templates, profiles and jigs – operate fixed machines – use tools, accessories and equipment – work at height – use access equipment.
	7.6	Describe the needs of other occupations and how to effectively communicate within a team when setting up and using powered transportable cutting and shaping machines.
	7.7	Describe how to maintain the tools, accessories and ancillary equipment used when setting up and using transportable cutting and shaping machines.

Title:	Setting up and using transportable cutting and shaping machines in the workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ Structure.</p> <p><u>ProQual Level 2 NVQ Certificate in Wood Occupations (Construction):</u></p> <p>Three of the following endorsements required for cutting machines:</p> <ul style="list-style-type: none"> Drill Planer Biscuit joiner Disc cutter <p>Saw – three of the following endorsements required: circular, chop, mitre, bench, jig, reciprocating, alligator or scroll</p> <p>PLUS</p> <p>Two of the following endorsements required for powered shaping machines:</p> <ul style="list-style-type: none"> Thicknesser Sander Router Laminate trimmer
Sector Subject Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	80

Title:	Installing shopfitting frames and finishings in the workplace	
Unit Number:	R/616/9338	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when installing shopfitting frames and finishings.	1.1	Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.
	1.2	Comply with information and/or instructions derived from risk assessments and method statement.
	1.3	State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> – drawings, specifications, schedules, method Statements, risk assessments, manufacturers' information and regulations governing buildings.
2 Know how to comply with relevant legislation and official guidance when installing shopfitting frames and finishings.	2.1	Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> – in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
	2.4	State the types of fire extinguishers available when installing shopfitting frames and finishings and describe how and when they are used.

Title:	Installing shopfitting frames and finishings in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
<p>3 Maintain safe working practices when installing shopfitting frames and finishings.</p>	<p>3.1 Use health and safety control equipment and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when installing shopfitting frames and finishings.</p>	
	<p>3.2 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing shopfitting frames and finishings, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:</p> <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV). 	
	<p>3.3 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.</p>	
	<p>3.4 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.</p>	
<p>4 Select the required quantity and quality of resources for the methods of work to install shopfitting frames and finishings.</p>	<p>4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.</p>	
	<p>4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> – timber, manufactured sheet material, non-ferrous metals, plastics, fabrics, door frames, linings, doors, panelling/cladding, staircases, mouldings/trims, ironmongery, adhesives, sealants, fixings and associated ancillary items – hand and/or powered tools and equipment. 	
	<p>4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.</p>	
	<p>4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.</p>	
	<p>4.5 Describe any potential hazards associated with the resources and method of work.</p>	
	<p>4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install shopfitting frames and finishings.</p>	

Title:		Installing shopfitting frames and finishings in the workplace	
Learning outcomes <i>The learner will be able to:</i>		Assessment criteria <i>The learner can:</i>	
5	Minimise the risk of damage to the work and surrounding area when installing shopfitting frames and finishings.	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
		5.2	Minimise damage and maintain a clean work space.
		5.3	Dispose of waste in accordance with legislation.
		5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
		5.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6	Complete the work within the allocated time when installing shopfitting frames and finishings.	6.1	Demonstrate completion of the work within the allocated time.
		6.2	State the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Installing shopfitting frames and finishings in the workplace
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
<p>7 Comply with the given contract information to install shopfitting frames and finishings to the required specification.</p>	<p>7.1 Demonstrate the following work skills when installing shopfitting frames and finishings:</p> <ul style="list-style-type: none"> – measuring, marking out, fitting, finishing, positioning and securing.
	<p>7.2 Install three of the following in timber and/or non-ferrous metal to given working instructions:</p> <ul style="list-style-type: none"> – door frames – linings – hung doors – door sets – mouldings/trims – ironmongery – service encasement – wall panelling/cladding – partition walling – staircase finishings and balustrades – staircases – bulkheads and soffits.
	<p>7.3 Safely use and handle materials.</p>
	<p>7.4 Safely use hand tools, portable power tools and ancillary equipment.</p>
	<p>7.5 Safely store the materials, tools and equipment used when installing shopfitting frames and finishings.</p>
	<p>7.6 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</p> <ul style="list-style-type: none"> – prepare and fix timber and/or non-ferrous metal: door frames, linings, hung doors (fire resisting and non-fire resisting), door sets, ironmongery, architraves, skirtings, dado rails, trims, panelling/cladding, service encasements, partition walling, staircase finishings and balustrades, staircases, baulkheads and soffits – form joints associated with shopfitting – use hand tools, power tools and equipment – work at height – use access equipment.
	<p>7.7 Describe the needs of other occupations and how to effectively communicate within a team when installing shopfitting frames and finishings.</p>
	<p>7.8 Describe the methods of sharpening the hand tools used when installing shopfitting frames and finishings.</p>
	<p>7.9 Describe how to maintain the tools and equipment used when installing shopfitting frames and finishings.</p>

Title:	Installing shopfitting frames and finishings in the workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ Structure.</p> <p><u>ProQual Level 2 NVQ Certificate in Wood Occupations (Construction)</u></p> <p>One of the following endorsements required: Timber Non-ferrous metal</p>
Sector subject area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	77

Title:	Installing shopfitting fitments in the workplace	
Unit Number:	R/616/9341	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when installing shopfitting fitments.	1.1	Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.
	1.2	Comply with information and/or instructions derived from risk assessments and method statement.
	1.3	State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and regulations governing buildings.
2 Know how to comply with relevant legislation and official guidance when installing shopfitting fitments.	2.1	Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> – in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
	2.4	State the types of fire extinguishers available when installing shopfitting fitments and describe how and when they are used.

Title:	Installing shopfitting fitments in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
<p>3 Maintain safe working practices when installing shopfitting fitments.</p>	<p>3.1 Use health and safety control equipment and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when installing shopfitting fitments.</p>	
	<p>3.2 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing shopfitting fitments, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:</p> <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV). 	
	<p>3.3 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.</p>	
	<p>3.4 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.</p>	
<p>4 Select the required quantity and quality of resources for the methods of work to install shopfitting fitments.</p>	<p>4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.</p>	
	<p>4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> – timber, manufactured sheet material, metals, plastics, fabrics, counters, display units, shelving units, fixed seating, adhesives, sealants, fixings and associated ancillary items – hand and/or powered tools and equipment. 	
	<p>4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.</p>	
	<p>4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.</p>	
	<p>4.5 Describe any potential hazards associated with the resources and method of work.</p>	
	<p>4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install shopfitting fitments.</p>	

Title:		Installing shopfitting fitments in the workplace	
Learning outcomes <i>The learner will be able to:</i>		Assessment criteria <i>The learner can:</i>	
5	Minimise the risk of damage to the work and surrounding area when installing shopfitting fitments.	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
		5.2	Minimise damage and maintain a clean work space.
		5.3	Dispose of waste in accordance with legislation.
		5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
		5.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6	Complete the work within the allocated time when installing shopfitting fitments.	6.1	Demonstrate completion of the work within the allocated time.
		6.2	State the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Installing shopfitting fitments in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
7 Comply with the given contract information to install shopfitting fitments to the required specification.	7.1	Demonstrate the following work skills when installing shopfitting fitments: – measuring, marking out, fitting, finishing, positioning and securing.
	7.2	Install two of the following in timber and/or non-ferrous metal to given working instructions: – counters – display units – shelving units – fixed seating.
	7.3	Safely use and handle materials.
	7.4	Safely use hand tools, portable power tools and ancillary equipment.
	7.5	Safely store the materials, tools and equipment used when installing shopfitting fitments.
	7.6	Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – prepare and fix timber and/or non-ferrous metal counters, display units, shelving units and fixed seating – form joints associated with shopfitting – use hand tools, power tools and equipment – work at height – use access equipment.
	7.7	Describe the needs of other occupations and how to effectively communicate within a team when installing shopfitting fitments.
	7.8	Describe the methods of sharpening the hand tools used when installing shopfitting fitments.
	7.9	Describe how to maintain the tools and equipment used when installing shopfitting fitments.

Title:	Installing shopfitting fitments in the workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ Structure.</p> <p><u>ProQual Level 2 NVQ Certificate in Wood Occupations (Construction)</u></p> <p>One of the following endorsements required: Timber Non-ferrous metal</p>
Sector Subject Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	43

Title:	Installing shopfronts and finishings in the workplace	
Unit Number:	Y/616/9342	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when installing shopfronts and finishings.	1.1	Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.
	1.2	Comply with information and/or instructions derived from risk assessments and method statement.
	1.3	State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> – drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and regulations governing buildings.
2 Know how to comply with relevant legislation and official guidance when installing shopfronts and finishings.	2.1	Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> – in the workplace, at height, with tools and equipment, with materials and substances, with movement/ storage of materials and by manual handling and mechanical lifting.
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
	2.4	State the types of fire extinguishers available when installing shopfronts and finishings and describe how and when they are used.

Title:	Installing shopfronts and finishings in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
<p>3 Maintain safe working practices when installing shopfronts and finishings.</p>	<p>3.1 Use health and safety control equipment and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when installing shopfronts and finishings.</p>	
	<p>3.2 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing shopfronts and finishings, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:</p> <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV). 	
	<p>3.3 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.</p>	
	<p>3.4 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.</p>	
<p>4 Select the required quantity and quality of resources for the methods of work to install shopfronts and finishings.</p>	<p>4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.</p>	
	<p>4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> – timber, manufactured sheet material, non-ferrous metals, plastics, shopfront surrounds, stall risers, mouldings/trims, window beds, fascias, signs, adhesives, sealants, fixings and associated ancillary items – hand and/or powered tools and equipment. 	
	<p>4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.</p>	
	<p>4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.</p>	
	<p>4.5 Describe any potential hazards associated with the resources and method of work.</p>	
	<p>4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install shopfronts and finishings.</p>	

Title:	Installing shopfronts and finishings in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
5 Minimise the risk of damage to the work and surrounding area when installing shopfronts and finishings.	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2	Minimise damage and maintain a clean work space.
	5.3	Dispose of waste in accordance with legislation.
	5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6 Complete the work within the allocated time when installing shopfronts and finishings.	6.1	Demonstrate completion of the work within the allocated time.
	6.2	State the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Installing shopfronts and finishings in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
7 Comply with the given contract information to install shopfronts and finishings to the required specification.	7.1	Demonstrate the following work skills when installing shopfronts and finishings: – measuring, marking out, fitting, finishing, positioning and securing.
	7.2	Install three of the following in timber and/or non-ferrous metal to given working instructions: – shopfront surrounds – stall risers – mouldings/trims – window beds – fascias – specialist treatment and finishing of non-ferrous metal (applies to non-ferrous metal only).
	7.3	Safely use and handle materials.
	7.4	Safely use hand tools, portable power tools and ancillary equipment.
	7.5	Safely store the materials, tools and equipment used when installing shopfronts and finishings.
	7.6	Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – prepare and fix timber and/or non-ferrous metal shopfront surrounds, stall risers, mouldings/trims, window beds, fascias and signs – form joints associated with shopfitting – treat and finish non-ferrous metal – use hand tools, power tools and equipment – work at height – use access equipment.
	7.7	Describe the needs of other occupations and how to effectively communicate within a team when installing shopfronts and finishings.
	7.8	Describe the methods of sharpening the hand tools used when installing shopfronts and finishings.
	7.9	Describe how to maintain the tools and equipment used when installing shopfronts and finishings.

Title:	Installing shopfronts and finishings in the workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ Structure.</p> <p><u>ProQual Level 2 NVQ Certificate in Wood Occupations (Construction)</u></p> <p>One of the following endorsements required: Timber Non-ferrous metal</p>
Sector Subject Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	43

Title:	Installing fire resisting timber door assemblies and doorsets in the workplace	
Unit Number:	K/616/9342	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when installing fire resisting timber door assemblies and doorsets.	1.1	Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments, fire performance documentation/certification and manufacturers' information.
	1.2	Comply with information and/or instructions derived from risk assessments and method statements.
	1.3	Describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> – drawings, specifications, schedules, method statements risk assessments, work instructions, fire performance documentation/certification, manufacturers' information, official guidance, current regulations governing buildings, Codes of Practice and guidance documents.
2 Know how to comply with relevant legislation and official guidance when installing fire resisting timber door assemblies and doorsets..	2.1	Describe their responsibilities regarding potential accidents, health hazards and the environment, whilst working: <ul style="list-style-type: none"> – in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
3 Maintain safe and healthy working practices when installing fire resisting timber door assemblies and doorsets.	3.1	Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing fire resisting timber doorsets.

Title:	Installing fire resisting timber door assemblies and doorsets in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
3 continued	3.2 Demonstrate compliance with given information and relevant legislation when installing fire resisting timber door assemblies and doorsets in relation to the following: <ul style="list-style-type: none"> – safe use of access equipment/working platforms – safe use, storage and handling of materials, tools and equipment – specific risks to health. 	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention should be used, relating to installing fire resisting timber doorsets, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV)
	3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.	3.5 Describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities..
4 Select the required quantity and quality of resources for the methods of work to install fire resisting timber door assemblies and doorsets.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.	4.2 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> – manufacturer’s installation instructions – fire doors – fire door frames – fixings, ironmongery and furniture – intumescent seals and cold smoke seals – hand tools, portable power tools and equipment.
	4.3 Describe how to check that all the correct materials and components conform to the fire performance documentation/certificates.	4.4 Describe how the resources should be used correctly, how problems associated with the resources are reported.

Title:		Installing fire resisting timber door assemblies and doorsets in the workplace	
Learning outcomes <i>The learner will be able to:</i>		Assessment criteria <i>The learner can:</i>	
4 continued		4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
		4.4	Describe any potential hazards associated with the resources and methods of work.
		4.5	Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install fire resisting timber door assemblies and doorsets.
5 Minimise the risk of damage to the work and surrounding area when installing fire resisting timber door assemblies and doorsets.		5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
		5.2	Maintain a clean work space.
		5.3	Dispose of waste in accordance with current legislation.
		5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
		5.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6 Complete the work within the allocated time when installing fire resisting timber door assemblies and doorsets.		6.1	Demonstrate completion of the work within the allocated time.
		6.2	Describe the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.
7 Comply with the given contract information to install fire resisting timber door assemblies and doorsets. to the required specification.		7.1	Demonstrate the following work skills when installing fire resisting timber doorsets: <ul style="list-style-type: none"> – measuring, marking out, drilling, fixing, sealing, cutting, fitting, finishing, positioning and securing.
		7.2	Use and maintain hand tools, portable power tools and ancillary equipment.
		7.3	Prepare and install fire resisting timber door assemblies and door sets to given working instructions and to specification.

Title:	Installing fire resisting timber door assemblies and doorsets in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
7 continued	7.4	Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> – ensure compliance with fire performance documentation/certification – ensure no alterations have been carried out which may affect the fire certification of the door – ensure surrounding construction is to specification – check all component parts are undamaged – install doorframes to specification with defined fixings and seals – install intumescent protection into void, (wall and frame) as per specification – install door-leaves to specification with defined fixings and seals – install cold smoke seals according to specification – install intumescent seals to specification – confirm specified intumescent protection is fitted to ironmongery/furniture – fit specified ironmongery/furniture ensuring the use of a compliant fixing regime – recognise and determine when specialist skills and knowledge are required and report accordingly – work with, around and in close proximity to plant and machinery – use hand tools, portable power tools and equipment – use access equipment.
	7.5	Describe the fire resisting requirements when installing fire resisting timber doorsets.
	7.6	Describe the implications of incorrect installation.
	7.7	Describe the needs of other occupations and how to communicate effectively within a team when installing fire resisting timber doorsets.
	7.8	Describe how to maintain the tools and equipment used when installing fire resisting timber doorsets.

Title:	Installing fire resisting timber door assemblies and doorsets in the workplace
Additional information about this unit	
Assessment guidance	<p>This unit must be assessed in a work environment and in accordance with the ConstructionSkills 'Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	370

Title:	Producing setting out details for routine shopfitting products in the workplace	
Unit Level:	M/616/9346	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when producing setting out details for routine shopfitting products.	1.1	Interpret and extract relevant information from drawings, specifications, cutting lists, schedules, method statements, risk assessments and manufacturers' information.
	1.2	Comply with information and/or instructions derived from risk assessments and method statement.
	1.3	State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> – drawings, specifications, schedules, cutting lists, method statements, risk assessments, manufacturers' information, component standards and regulations governing buildings (animal welfare).
2 Know how to comply with relevant legislation and official guidance when producing setting out details for routine shopfitting products.	2.1	Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> – in the workplace, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	2.3	Explain what the accident reporting procedures are and who is responsible for making reports.

Title:	Producing setting out details for routine shopfitting products in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
<p>3 Maintain safe working practices when producing setting out details for routine shopfitting products.</p>	3.1 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when producing setting out details for routine shopfitting products.	
	<p>3.2 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to produce setting out details for routine shopfitting products, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:</p> <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV). 	
	3.3 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.	
	3.4 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.	
<p>4 Select the required quantity and quality of resources for the methods of work to produce setting out details for routine shopfitting products.</p>	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.	
	<p>4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> – timber, manufactured sheet material, paper for rods, glass, plastic, fabric, non-ferrous metal, ironmongery, adhesives, fixings and associated ancillary items – marking and testing tools and equipment. 	
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.	
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.	
	4.5 Describe any potential hazards associated with the resources and method of work.	
	4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to produce setting out details for routine shopfitting products.	

Title:	Producing setting out details for routine shopfitting products in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
5 Minimise the risk of damage to the work and surrounding area when producing setting out details for routine shopfitting products.	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2	Minimise damage and maintain a clean work space.
	5.3	Dispose of waste in accordance with legislation.
	5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.5	Explain why the disposal of waste should be carried out in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6 Complete the work within the allocated time when producing setting out details for routine shopfitting products.	6.1	Demonstrate completion of the work within the allocated time.
	6.2	State the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Producing setting out details for routine shopfitting products in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
7 Comply with the given contract information to produce setting out details for routine shopfitting products to the required specification.	7.1 Demonstrate the following work skills when producing setting out details for routine shopfitting products: – measuring, marking out and drawing.	
	7.2 Produce setting out details and cutting lists for routine shopfitting products (timber and/or non-ferrous metal based) to given working instructions; for two of the following: – doors – frames and linings – shopfront sashes including associated elements – panelling/cladding – wall and floor units.	
	7.3 Safely use and handle materials.	
	7.4 Safely use marking and testing tools and ancillary equipment.	
	7.5 Safely store the materials, tools and equipment used when producing setting out details for routine shopfitting products to the required specification.	
	7.6 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – set out and produce cutting lists for routine products – produce straight in plan and elevation: doors, frames (glazed and non-glazed), windows with opening lights, linings, units, fitments and panelling/cladding, staircases – take site and workplace dimensions – proportion joints associated with the product and construction method – use marking and testing tools – requisition material.	
	7.6 Describe the needs of other occupations and how to effectively communicate within a team when producing setting out details for routine shopfitting products.	
	7.7 Describe how to maintain the tools and equipment used when producing setting out details for routine shopfitting products.	

Title:	Producing setting out details for routine shopfitting products in the workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy</p> <p>Workplace evidence of skills cannot be simulated.</p> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ Structure.</p> <p><u>ProQual Level 2 NVQ Certificate in Wood Occupations (Construction)</u></p> <p>One of the following endorsements required: Timber Non-ferrous metal</p>
Sector Subject Areas	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	47

Title:	Marking out from setting out details for routine shopfitting products in the workplace	
Unit Number:	T/616/9347	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when marking out from setting out details for routine shopfitting products.	1.1	Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments, cutting lists and manufacturers' information.
	1.2	Comply with information and/or instructions derived from risk assessments and method statement.
	1.3	State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> – drawings, specifications, schedules, method statements, risk assessments, cutting lists, manufacturers' information, component standards and regulations governing buildings (animal welfare).
2 Know how to comply with relevant legislation and official guidance when marking out from setting out details for routine shopfitting products.	2.1	Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> – in the workplace, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	2.3	Explain what the accident reporting procedures are and who is responsible for making reports.

Title:	Marking out from setting out details for routine shopfitting products in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
3 Maintain safe working practices when marking out from setting out details for routine shopfitting products.	3.1	Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when marking out from setting out details for routine shopfitting products.
	3.2	Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to marking out from setting out details for routine shopfitting products, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV).
	3.3	Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.
	3.4	State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.
4 Select the required quantity and quality of resources for the methods of work to mark out from setting out details for routine shopfitting products.	4.1	Select resources associated with own work in relation to materials, components, fixings, tools and equipment.
	4.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> – timber, manufactured sheet material, setting out rods, glass, plastic, fabric, non-ferrous metal, ironmongery, adhesives, fixings and associated ancillary items – marking and testing tools and equipment.
	4.3	Describe how the resources should be used correctly and how problems associated with the resources are reported.
	4.4	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	4.5	Describe any potential hazards associated with the resources and method of work.
	4.6	Describe how to calculate quantity, length, area and wastage associated with the method/procedure to mark out from setting out details for routine shopfitting products.

Title:	Marking out from setting out details for routine shopfitting products in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
5 Minimise the risk of damage to the work and surrounding area when marking out from setting out details for routine shopfitting products.	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2	Minimise damage and maintain a clean work space.
	5.3	Dispose of waste in accordance with legislation.
	5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
	5.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6 Complete the work within the allocated time when marking out from setting out details for routine shopfitting products.	6.1	Demonstrate completion of the work within the allocated time.
	6.2	State the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Marking out from setting out details for routine shopfitting products in the workplace
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
7 Comply with the given contract information to mark out from setting out details for routine shopfitting products to the required specification.	7.1 Demonstrate the following work skills when marking out from setting out details for routine shopfitting products: – measuring, marking out and drawing.
	7.2 Mark out from setting out rods (template) routine shopfitting products (timber and/or non-ferrous metal based) to given working instructions; two of the following: – shop doors – frames and linings – shopfront sashes including associated elements – panelling/cladding – wall and floor units.
	7.3 Safely use and handle materials.
	7.4 Safely use marking and testing tools and ancillary equipment.
	7.5 Safely store the materials, tools and equipment used when marking out from setting out details for routine shopfitting products.
	7.6 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – mark out from setting out details and cutting lists – produce straight in plan and elevation: doors, frames (glazed and/or non-glazed), windows with opening lights, linings, units, fitments and panelling/cladding, staircases – take site and/or workplace dimensions – proportion joints associated with the product and construction method – use marking and testing tools – requisition material.
	7.7 Describe the needs of other occupations and how to effectively communicate within a team when marking out from setting out details for routine shopfitting products.
	7.8 Describe how to maintain the tools and equipment used when marking out from setting out details for routine shopfitting products.

Title:	Marking out from setting out details for routine shopfitting products in the workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p> <p>This unit must be assessed against the endorsements detailed within the relevant NVQ Structure.</p> <p><u>ProQual Level 2 NVQ Certificate in Wood Occupations (Construction)</u></p> <p>One of the following endorsements required: Timber Non-ferrous metal</p>
Sector Subject Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	40

Title:	Manufacturing routine shopfitting products in the workplace	
Unit Number:	A/616/9348	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
1 Interpret the given information relating to the work and resources when manufacturing routine shopfitting products.	1.1	Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments, cutting lists and manufacturers' information.
	1.2	Comply with information and/or instructions derived from risk assessments and method statement.
	1.3	State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.
	1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> – drawings, specifications, schedules, method statements, risk assessments, cutting lists manufacturers' information, component standards and regulations governing buildings (animal welfare).
2 Know how to comply with relevant legislation and official guidance when manufacturing routine shopfitting products.	2.1	Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> – in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting.
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.
	2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
	2.4	State the types of fire extinguishers available when manufacturing routine shopfitting products and describe how and when they are used.

Title:	Manufacturing routine shopfitting products in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
<p>3 Maintain safe working practices when manufacturing routine shopfitting products.</p>	<p>3.1 Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when manufacturing routine shopfitting products.</p>	
	<p>3.2 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to manufacturing routine shopfitting products, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:</p> <ul style="list-style-type: none"> – collective protective measures – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV). 	
	<p>3.3 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.</p>	
	<p>3.4 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.</p>	
<p>4 Select the required quantity and quality of resources for the methods of work to manufacture routine shopfitting products.</p>	<p>4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.</p>	
	<p>4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> – timber, manufactured sheet material, pre-machined components, setting out rods, non-ferrous metal, fabric, glass, plastic, ironmongery, adhesives, fixings and associated ancillary items – hand and/or powered tools and equipment. 	
	<p>4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.</p>	
	<p>4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.</p>	
	<p>4.5 Describe any potential hazards associated with the resources and method of work.</p>	
	<p>4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to manufacture routine shopfitting products.</p>	

Title:		Manufacturing routine shopfitting products in the workplace	
Learning outcomes <i>The learner will be able to:</i>		Assessment criteria <i>The learner can:</i>	
5	Minimise the risk of damage to the work and surrounding area when manufacturing routine shopfitting products.	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
		5.2	Minimise damage and maintain a clean work space.
		5.3	Dispose of waste in accordance with legislation.
		5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.
		5.5	Explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.
6	Complete the work within the allocated time when manufacturing routine shopfitting products.	6.1	Demonstrate completion of the work within the allocated time.
		6.2	State the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> – types of progress charts, timetables and estimated times – organisational procedures for reporting circumstances which will affect the work programme.

Title:	Manufacturing routine shopfitting products in the workplace	
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>	
7 Comply with the given contract information to manufacture routine shopfitting products to the required specification.	7.1	Demonstrate the following work skills when manufacturing routine shopfitting products: <ul style="list-style-type: none"> – measuring, marking out, fitting, finishing, positioning and securing.
	7.2	Fit and assemble to form routine manufactured shopfitting products (timber and/or non-ferrous metal based) to given working instructions; two of the following: <ul style="list-style-type: none"> – shop doors – frames and linings – shopfront sashes including associated elements – panelling/cladding – wall and floor units.
	7.3	Safely use and handle materials.
	7.4	Safely use hand tools, portable power tools and ancillary equipment.
	7.5	Safely store the materials, tools and equipment used when manufacturing routine shopfitting products.
	7.6	Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> – fit and assemble routine products – produce straight in plan and elevation: doors, windows with opening lights, units, fitments and panelling/cladding, staircases – take site and workplace dimensions – form joints associated with the product and construction method – use hand tools, power tools and equipment – requisition material.
	7.7	Describe the needs of other occupations and how to effectively communicate within a team when manufacturing routine shopfitting products.
	7.8	Describe the methods of sharpening the hand tools used when manufacturing routine shopfitting products.
	7.9	Describe how to maintain the tools and equipment used when manufacturing routine shopfitting products.

Title:	Manufacturing routine shopfitting products in the workplace
Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	63