



**ProQual 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. This qualification is regulated by the Office of Qualifications and Examinations Regulation (Ofqual) and the Council for the Curriculum Examinations and Assessment (CCEA) Regulation. The Regulated Qualifications Framework (RQF) includes those qualifications regulated by Ofqual and CCEA Regulation.

## Qualification Profile

Qualification title	<b>ProQual Level 2 NVQ Certificate in Wood Occupations (Construction)</b>
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 THREE of the Mandatory units, plus the required number of Mandatory and/or Optional units from one of the Pathways.

**Unit Endorsement** information is included in the qualification structure information below.

<b>Mandatory Units – candidates must complete all THREE units for all Pathways</b>			
<b>Unit Reference Number</b>	<b>Unit Title</b>	<b>Unit Level</b>	<b><i>CITB references provided for information only</i></b>
A/503/1170	Conforming to general health, safety and welfare in the workplace	1	641
J/503/1169	Conforming to productive working practices in the workplace	2	642
F/503/1171	Moving, handling and storing resources in the workplace	2	643

## Pathways

Pathway 1 – Wheelwrighting

Pathway 2 – Shopfitting Site Work

Pathway 3 – Shopfitting Bench Work

## Pathway 1 – Wheelwrighting

Optional Units – candidates must complete TWO units			
Unit Reference Number	Unit Title	Unit Level	CITB ref. for information only
K/616/9331	Producing setting out details for routine wheelwrighting products in the workplace <u>Unit Endorsements:</u> <i>Carriage Construction: wheels <b>plus at least one</b> from the following:</i> <i>Doors</i> <i>Wooden framed vehicles</i> <i>Shafts</i>	2	14Cv3
A/616/9334	Marking out from setting out details for routine wheelwrighting products in the workplace <u>Unit Endorsements:</u> <i>Carriage Construction: wheels <b>plus at least one</b> from the following:</i> <i>Doors</i> <i>Wooden framed vehicles</i> <i>Shafts</i>	2	15Cv3
J/616/9336	Manufacturing routine wheelwrighting products in the workplace <u>Unit Endorsements:</u> <i>Carriage Construction: wheels (including butt welding rim) <b>plus at least one</b> from the following:</i> <i>Doors</i> <i>Wooden framed vehicles</i> <i>Shafts</i>	2	16Cv3
D/615/2817	Setting up and using transportable cutting and shaping machines in the workplace <u>Unit Endorsements:</u> <b>Three</b> of the following endorsements required for cutting machines: <i>Drill</i> <i>Planer</i> <i>Biscuit joiner</i> <i>Disc cutter</i> <i>Morticer</i> <i>Saw – <b>three</b> of the following endorsements required: circular, chop, mitre, bench or table, jig, reciprocating, oscillating</i> <b>Plus two</b> of the following endorsements required for shaping machines: <i>Thicknesser</i> <i>Sander (orbital, belt, disc)</i> <i>Router</i> <i>Laminate trimmer</i> <i>Planer</i>	2	628v3

## Pathway 2 – Shopfitting Site Work

Optional Units – candidates must complete THREE units			
Unit Reference Number	Unit Title	Unit Level	CITB ref. for information only
R/616/9338	Installing shopfitting frames and finishings in the workplace <u>Unit Endorsements:</u> <b>Six of the following endorsements required:</b> <i>Door frames</i> <i>Hung doors</i> <i>Door sets</i> <i>Mouldings or trims</i> <i>Ironmongery</i> <i>Service encasement</i> <i>Linings</i> <i>Panelling or cladding</i> <i>Partition walling</i> <i>Staircase finishings and balustrades</i> <i>Staircases</i> <i>Bulkheads and soffits</i> <i>Units and fitments</i> <i>Window frames</i>	2	20v3
R/616/9341	Installing shopfitting fitments in the workplace <u>Unit Endorsements:</u> <b>Two of the following endorsements required:</b> <i>Counters</i> <i>Display units</i> <i>Shelving units</i> <i>Fixed seating</i>	2	21v3
T/616/9342	Installing shopfronts and finishings in the workplace <u>Unit Endorsements:</u> <b>Three of the following endorsements required:</b> <i>Shopfront surrounds</i> <i>Stall risers</i> <i>Mouldings or trims</i> <i>Window beds</i> <i>Fascias</i> <i>Specialist treatment and finishings</i> <i>Blind box</i>	2	22v3
K/616/9345	Install fire resisting timber door assemblies and door sets	2	358v3

Pathway 2 (Optional Units) continued on the next page

T/506/5172	<p>Setting up and using transportable cutting and shaping machines in the workplace</p> <p><u>Unit Endorsements:</u></p> <p><b>Three</b> of the following endorsements required for cutting machines:</p> <p>Drill  Planer  Biscuit joiner  Disc cutter  Morticer</p> <p>Saw – <b>three</b> of the following endorsements required: circular, chop, mitre, bench or table, jig, reciprocating</p> <p><b>plus</b></p> <p><b>Two</b> of the following endorsements required for power shaping machines:</p> <p>Thicknesser  Sander  Router  Laminate trimmer  Planer</p>	2	628v3
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## Pathway 3 – Shopfitting Bench Work

Mandatory Units – candidates must complete both Mandatory units plus ONE Optional Unit			
Unit Reference Number	Unit Title	Unit Level	CITB ref. for information only
T/616/9347	<p>Marking out from setting out details for routine shopfitting products in the workplace</p> <p><i>Unit Endorsements:</i>  <i>Shopfitting – Timber and/or timber based products and/or composite materials, and/or metal at least two items from the following:</i>  <i>Doors</i>  <i>Frames and linings</i>  <i>Shopfront sashes including associated elements</i>  <i>Panelling or cladding</i>  <i>Units and fitments</i></p>	2	15Bv3
A/616/9348	<p>Manufacturing routine shopfitting products in the workplace</p> <p><i>Unit Endorsements:</i>  <i>Shopfitting – Timber and/or timber based products and/or composite materials, and/or metal at least two items from the following:</i>  <i>Doors</i>  <i>Frames and linings</i>  <i>Shopfront sashes including associated elements</i>  <i>Panelling or cladding</i>  <i>Units and fitments</i></p>	2	16Bv3

**Pathway 3 (Optional Units) on the next page**



Optional Units – candidates must complete ONE unit			
Unit Reference Number	Unit Title	Unit Level	CITB references for information only
M/616/9346	<p>Producing setting out details for routine shopfitting products in the workplace</p> <p><u>Unit Endorsements:</u></p> <p><u>Unit Endorsements:</u></p> <p><i>Shopfitting – Timber and/or timber based products and/or composite materials, and/or metal at least two items from the following:</i></p> <p><i>Doors</i></p> <p><i>Frames and linings</i></p> <p><i>Shopfront sashes including associated elements</i></p> <p><i>Panelling or cladding</i></p> <p><i>Units and fitments</i></p>	2	14Bv3
T/506/5172	<p>Setting up and using transportable cutting and shaping machines in the workplace</p> <p><u>Unit Endorsements:</u></p> <p><b>Three</b> of the following endorsements required for cutting machines:</p> <p><i>Drill</i></p> <p><i>Planer</i></p> <p><i>Biscuit joiner</i></p> <p><i>Disc cutter</i></p> <p><i>Morticer</i></p> <p><i>Saw – three of the following endorsements required: circular, chop, mitre, bench or table, jig, reciprocating</i></p> <p><b>plus</b></p> <p><b>Two</b> of the following endorsements required for power shaping machines:</p> <p><i>Thicknesser</i></p> <p><i>Sander</i></p> <p><i>Router</i></p> <p><i>Laminate trimmer</i></p> <p><i>Planer</i></p>	2	628v3

## 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

**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 13.*

## 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.

<b>Title:</b>	Conforming to general health, safety and welfare in the workplace.	
<b>Unit Number:</b>	A/503/1170	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>
	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.

<b>Title:</b>	Conforming to general health, safety and welfare in the workplace.	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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"> <li>– dealing with accidents and emergencies associated with the work and environment</li> <li>– methods of receiving or sourcing information</li> <li>– reporting</li> <li>– stopping work</li> <li>– evacuation</li> <li>– fire risks and safe exit procedures</li> <li>– consultation and feedback.</li> </ul>
	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.

<b>Title:</b>	Conforming to general health, safety and welfare in the workplace.	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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"> <li>– recognising when to stop work in the face of serious and imminent danger to self and/or others</li> <li>– contributing to discussions and providing feedback</li> <li>– reporting changed circumstances and incidents in the workplace</li> <li>– complying with the environmental requirements of the workplace.</li> </ul>
	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"> <li>– during the working day</li> <li>– on completion of the day’s work</li> <li>– for unauthorised personnel (other operatives and the general public)</li> <li>– for theft.</li> </ul>
	5.2	State how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources.

<b>Title:</b>	Conforming to general health, safety and welfare in the workplace.
<b>Additional information about this unit</b>	
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



<b>Title:</b>	Conforming to productive working practices in the workplace	
<b>Unit Number:</b>	J/503/1169	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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"> <li>– using resources for own and other’s work requirements</li> <li>– allocating appropriate work to employees</li> <li>– organising the work sequence</li> <li>– reducing carbon emissions.</li> </ul>
	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"> <li>– job cards</li> <li>– worksheets</li> <li>– material/resource lists</li> <li>– time sheets.</li> </ul>
	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.

<b>Title:</b>	Conforming to productive working practices in the workplace
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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"> <li>– individuals</li> <li>– customer and operative</li> <li>– operative and line management</li> <li>– own and other occupations.</li> </ul>
	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.

<b>Title:</b>	Conforming to Productive Working Practices in the Workplace
<b>Additional information about this unit</b>	
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

<b>Title:</b>	Moving, handling and storing resources in the workplace
<b>Unit Number</b>	F/503/1171
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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"> <li>– 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.</li> </ul>
	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.

<b>Title:</b>		Moving, handling and storing resources in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>		<b>Assessment criteria</b> <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 <b>and/or</b> 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"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>
		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"> <li>– lifting and handling aids</li> <li>– container(s)</li> <li>– fixing, holding and securing systems.</li> </ul>
		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.

<b>Title:</b>		Moving, handling and storing resources in the workplace
<b>Learning outcomes</b> <i>The learner will be able to:</i>		<b>Assessment criteria</b> <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"> <li>– progress charts, timetables and estimated times</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>
7	Comply with the given occupational resource information to move, handle <b>and/or</b> 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"> <li>– moving, positioning, storing, securing and/or using lifting aids and kinetic lifting techniques.</li> </ul>
		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"> <li>• – sheet material</li> <li>• – loose material</li> <li>• – bagged or wrapped material</li> <li>• - fragile material</li> <li>• - tools and equipment</li> <li>• – components</li> <li>• – liquids.</li> </ul>
		7.3 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them when moving, handling <b>and/or</b> storing occupational resources.
		7.4 Describe the needs of other occupations when moving, handling <b>and/or</b> storing resources.

<b>Title:</b>	Moving, handling and storing resources in the workplace
<b>Additional information about this unit</b>	
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

<b>Title:</b>	Producing setting out details for routine wheelwrighting products in the workplace
<b>Unit Number:</b>	K/616/9331
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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 relevant information from drawings, specifications, schedules, cutting lists, 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"> <li>– drawings, specifications, schedules, cutting lists, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, and current regulations (animal welfare) associated with the producing setting out details for routine wheelwrighting products.</li> </ul>
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 regarding potential accidents, health hazards and environment whilst working: <ul style="list-style-type: none"> <li>– in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.</li> </ul>
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company operative and vehicles.
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.
	2.4 Describe the types of fire extinguishers available when producing setting out details for routine wheelwrighting products and describe how and when they are used.



<b>Title:</b>	Producing setting out details for routine wheelwrighting products in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
3 Maintain safe and healthy working practices when producing setting out details for routine wheelwrighting products.	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 producing setting out details for routine wheelwrighting products.	
	3.2 Demonstrate compliance with given information and relevant legislation when producing setting out details for routine wheelwrighting products in relation to <ul style="list-style-type: none"> <li>– safe use of access equipment</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health</li> </ul>	
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, 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"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>	
	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 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"> <li>– timber metal, ironmongery, adhesives and fixings</li> <li>– marking and testing tools and equipment.</li> </ul>	
	4.3 Describe how to confirm that the resources and materials conform to specification including moisture and durability.	

<b>Title:</b>	Producing setting out details for routine wheelwrighting products in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
4 Continued	4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
	4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	4.6	Describe any potential hazards associated with the resources and methods of work.
	4.7	Describe how to calculate quantity, length, area and wastage associated with the method and procedure to produce setting out details for routine wheelwrighting products.
5 Minimise the risk of damage to the work and surrounding area when producing setting out details for routine wheelwrighting products.	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2	Maintain a clear and tidy 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 producing setting out details for routine wheelwrighting products.	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"> <li>– types of productivity targets and time scales</li> <li>– how times are estimated</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>

<b>Title:</b>	Producing setting out details for routine wheelwrighting products in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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: – measuring, marking out and drawing.	
	7.2 Use and maintain hand and power tools.	
	7.3 Produce setting out details and cutting lists for routine wheelwrighting products (carriage construction) to given working instructions; for one of the following: – doors – wooden framed vehicles – shafts	
	7.4 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 and cladding, staircases – produce wooden framed vehicles, shafts and wheels – take and record dimensions – proportion joints associated with the product and construction method – use marking and testing tools – requisition material – recognise and determine when specialist skills and knowledge are required and report accordingly – identify and follow the quality requirements – work with, around and in close proximity to plant and machinery – use hand tools and power tools – work at height – use access equipment.	
	7.5 Describe the needs of other occupations and how to effectively communicate within a team when producing setting out details for routine wheelwrighting products.	
	7.6 Describe how to maintain marking and testing tools, hand and power tools used when producing setting out details for routine wheelwrighting products.	

<b>Title:</b>	Producing setting out details for routine wheelwrighting products in the workplace
<b>Additional information about this unit</b>	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the Construction Skills 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>The following endorsements are required:  Wheelwrighting - Carriage construction: wheels</p> <p><b>plus</b> at least <b>one</b> item from the following:</p> <ul style="list-style-type: none"> <li>Doors</li> <li>Wooden framed vehicles</li> <li>Shafts</li> </ul>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	77
Assessment hours	10

<b>Title:</b>	Marking out from setting out details for routine wheelwrighting products in the workplace	
<b>Unit Number:</b>	A/616/9334	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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, cutting lists, 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"> <li>– drawings, specifications, schedules, cutting lists, method statements, risk assessments, manufacturers' information, component standards, oral and written instructions, sketches, electronic data, official guidance (animal welfare) and current building regulations associated with marking out from setting out details for routine wheelwrighting products.</li> </ul>
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 regarding potential accidents, health hazards and environment whilst working: <ul style="list-style-type: none"> <li>– in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.</li> </ul>
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.
	2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
	2.4	Describe the types of fire extinguishers available when producing setting out details for routine wheelwrighting products and describe how and when they are used.

<b>Title:</b>	Marking out from setting out details for routine wheelwrighting products in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
3 Maintain safe and healthy working practices when marking out from setting out details for routine wheelwrighting products.	3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when marking out from setting out details for routine wheelwrighting products.	
	3.2 Demonstrate compliance with given information and relevant legislation when marking out from setting out details for routine wheelwrighting products for two of the following: <ul style="list-style-type: none"> <li>– safe use of access equipment</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health.</li> </ul>	
	3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, 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: <ul style="list-style-type: none"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>	
	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 mark out from setting out details for routine wheelwrighting products.	4.1 Select resources associated with own work in relation to materials, components, fixings, marking and testing 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"> <li>– timber, timber based products, composite materials, metal, ironmongery, adhesives and fixings</li> <li>– marking and testing tools and equipment</li> <li>– hand and power tools.</li> </ul>	

<b>Title:</b>	Marking out from setting out details for routine wheelwrighting products in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
4 Continued	4.3	Describe how to confirm that the resources and materials conform to specification including moisture and durability.
	4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
	4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	4.6	Describe any potential hazards associated with the resources and methods of work.
	4.7	Describe how to calculate quantity, length, area and wastage associated with the method and procedure to mark out from setting out details for routine wheelwrighting products.
5 Minimise the risk of damage to the work and surrounding area when marking out from setting out details for routine wheelwrighting products.	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2	Maintain a clear and tidy 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 marking out from setting out details for routine wheelwrighting products.	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"> <li>– types of productivity targets and time scales</li> <li>– how times are estimated</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>

<b>Title:</b>	Marking out from setting out details for routine wheelwrighting products in the workplace
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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 Use and maintain marking and testing tools, hand and power tools.
	7.3 Mark out from setting out rods (template) routine wheelwrighting products (timber and/or timber based products and/or composite materials, metal) to given working instructions; one of the following: – doors – frames – wooden framed vehicles – shafts wheels.
	7.4 Describe how to apply safe and healthy 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 non-glazed), windows with opening lights, linings, units, fitments and panelling and cladding, staircases – produce wooden framed vehicles, shafts and wheels – transfer and mark dimensions – proportion joints associated with the product and construction method – use marking and testing tools – requisition material – recognise and determine when specialist skills and knowledge are required and report accordingly – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance – identify and follow the quality requirements – work with, around and in close proximity to plant and machinery – use hand tools and power tools – work at height – use access equipment.



<b>Title:</b>	Marking out from setting out details for routine wheelwrighting products in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
7 Continued	7.5	Describe the needs of other occupations and how to communicate within a team when marking out from setting out details for routine wheelwrighting products.
	7.6	Describe how to maintain the tools and equipment used when marking out from setting out details for routine wheelwrighting products.

<b>Title:</b>	Marking out from setting out details for routine wheelwrighting products in the workplace
<b>Additional information about this unit</b>	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the Construction Skills 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>The following endorsements are required: Wheelwrighting - Carriage construction: wheels</p> <p><b>plus at least one</b> item from the following: Doors Wooden framed vehicles Shafts</p>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	70
Assessment hours	10

<b>Title:</b>	Manufacturing routine wheelwrighting products in the workplace	
<b>Unit Number:</b>	J/616/9336	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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, 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"> <li>– drawings, specifications, schedules, cutting lists, method statements, risk assessments, manufacturers' information, component standards, oral and written instructions, sketches, electronic data, official guidance (animal welfare) and current regulations (animal welfare) and building regulations associated with manufacturing routine wheelwrighting products.</li> </ul>
2 Know how to comply with relevant legislation and official guidance when manufacturing routine wheelwrighting products.	2.1	Describe their responsibilities regarding potential accidents, health hazards and environment whilst working: <ul style="list-style-type: none"> <li>– in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.</li> </ul>
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative and vehicles.
	2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
	2.4	Describe the types of fire extinguishers available when manufacturing routine wheelwrighting products and describe how and when they are used.

<b>Title:</b>	Manufacturing routine wheelwrighting products in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
<p>3 Maintain safe and healthy working practices when manufacturing routine wheelwrighting products.</p>	<p>3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when manufacturing routine wheelwrighting products.</p>	
	<p>3.2 Demonstrate compliance with given information and relevant legislation when manufacturing routine wheelwrighting products for at least two of the following:</p> <ul style="list-style-type: none"> <li>– safe use of access equipment</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health.</li> </ul>	
	<p>3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, 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"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>	
	<p>3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.</p>	
	<p>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.</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"> <li>– timber, timber based products, composite materials, pre-machined components, setting out rods, metal, fabric, metal and rubber rims, glass, ironmongery and adhesives</li> <li>– fixings and fittings</li> <li>– hand and power tools</li> </ul>	

<b>Title:</b>	Manufacturing routine wheelwrighting products in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
4 Continued	4.3	Describe how to confirm that the resources and materials conform to the specification including suitability, moisture and durability.
	4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
	4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	4.6	Describe any potential hazards associated with the resources and methods of work.
	4.7	Describe how to calculate quantity, length, area and wastage associated with the method and procedure to manufacture routine wheelwrighting products.
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	Maintain a clear and tidy 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 manufacturing routine wheelwrighting products.	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"> <li>– types of productivity targets and time scales</li> <li>– how time are estimated</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>

<b>Title:</b>	Manufacturing routine wheelwrighting products in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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"> <li>– measuring, marking out, fitting, finishing, positioning and securing.</li> </ul>
	7.2	Use and maintain hand and power tools.
	7.3	Fit and assemble to form routine manufactured wheelwrighting products (carriage construction) to given working instructions, wheels (including butt welded rim) and at least one of the following: <ul style="list-style-type: none"> <li>– doors</li> <li>– wooden framed vehicles</li> <li>– shafts.</li> </ul>
	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"> <li>– fit and assemble routine products</li> <li>– produce straight in plan and elevation: doors, windows with opening lights, units, fitments and panelling and cladding, staircases</li> <li>– produce wooden framed vehicles, shafts and wheels</li> <li>– produce metal carriage components</li> <li>– check and work to marked dimensions</li> <li>– form joints associated with the product and construction method</li> <li>– recognise and determine when specialist skills and knowledge are required and report accordingly</li> <li>– determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance</li> <li>– identify and follow the installation quality requirements</li> <li>– work with, around and in close proximity to plant and machinery</li> <li>– use hand and power tools</li> <li>– work at height</li> <li>– use access equipment.</li> </ul>

<b>Title:</b>	Manufacturing routine wheelwrighting products in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
7 Continued	7.5	Describe the needs of other occupations and how to effectively communicate within a team when manufacturing routine wheelwrighting products.
	7.6	Describe how to maintain the tools and equipment used when manufacturing routine wheelwrighting products.
	7.7	Describe how to sharpen the hand tools used when manufacturing routine wheelwrighting products.

<b>Title:</b>	Manufacturing routine wheelwrighting products in the workplace
<b>Additional information about this unit</b>	
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>The following endorsements are required:</p> <p>Wheelwrighting - Carriage construction: wheels (including butt welding rim)</p> <p><b>plus</b> at least <b>one</b> item from the following:</p> <p>Doors Wooden framed vehicles Shafts</p>
Sector Subject Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	93
Assessment hours	10



<b>Title:</b>	Setting up and using transportable cutting and shaping machines in the workplace
<b>Unit Number:</b>	D/615/2817
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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"> <li>– drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current building regulations associated with setting up and using transportable cutting and shaping machines.</li> </ul>
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 regarding potential accidents health hazards and environment whilst working: <ul style="list-style-type: none"> <li>– in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.</li> </ul>
	2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.
	2.4 Describe the types of fire extinguishers available when setting up and using transportable cutting and shaping machines and describe how and when they are used.

<b>Title:</b>	Setting up and using transportable cutting and shaping machines in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
3 Maintain safe and healthy 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"> <li>– safe use of access equipment</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health.</li> </ul>
	3.3	Explain why and when health and safety control equipment, identified by the principles of prevention, 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"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>
	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 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"> <li>– accessories</li> <li>– attachments</li> <li>– hand and power tools.</li> </ul>

<b>Title:</b>	Setting up and using transportable cutting and shaping machines in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
4 Continued	4.3	Describe how to confirm that the resources and materials conform to the specification including suitability, moisture and durability.
	4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
	4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	4.6	Describe any potential hazards associated with the resources and methods of work.
	4.7	Describe how to calculate quantity, length, area and wastage associated with the method and procedure to process materials when setting up and using 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	Maintain a clear and tidy 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"> <li>– types of productivity targets and time scales</li> <li>– how times are estimated</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>

<b>Title:</b>	Setting up and using transportable cutting and shaping machines in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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 hand and power tools.	
	7.3 Set up and use at least three of the following powered cutting machines to given working instructions: – saw (at least three from the following: circular, chop, mitre, bench or table, jig, reciprocating, oscillating) – drill – planer – biscuit jointer – disc cutter – morticer.	
	7.4 Set up and use at least two of the following powered shaping machines to given working instructions: – thicknesser – sander (orbital, belt, disc) – router – laminate trimmer – planer	

<b>Title:</b>	Setting up and using transportable cutting and shaping machines in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
7 Continued	7.5 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> <li>– check powered transportable cutting and shaping machines (fuel and electric mains and battery) for serviceability</li> <li>– set up machines in preparation for use</li> <li>– check voltage requirements, safety cut offs and circuit breakers</li> <li>– check fuel, type, mix and additives</li> <li>– fix and secure work</li> <li>– select and ensure safety guards are in place in accordance with machine instructions</li> <li>– select accessories for the machine and the work</li> <li>– identify maintenance requirements for accessories, sharpening and aligning</li> <li>– cut and shape materials to agreed tolerances</li> <li>– change accessories: drill bits, router bits, discs, planner blades, saw blades, tools, abrasives <ul style="list-style-type: none"> <li>– use templates, profiles and jigs</li> </ul> </li> <li>– recognise and determine when specialist skills and knowledge are required and report accordingly</li> <li>– use hand and power tools</li> <li>– work at height</li> <li>– use access equipment.</li> </ul>	7.6 Describe the needs of other occupations and how to effectively communicate within a team when setting up and using transportable cutting and shaping machines.
	7.7 Describe how to maintain the tools, accessories and equipment used when setting up and using transportable cutting and shaping machines.	

<b>Title:</b>	Setting up and using transportable cutting and shaping machines in the workplace
<b>Additional information about this unit</b>	
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>The following endorsements are required:</p> <p><b>Three</b> of the following cutting machines:</p> <ul style="list-style-type: none"> <li>Saw – three from the following: circular, chop, mitre, bench or table, jig, reciprocating, oscillating</li> <li>Drill</li> <li>Planer</li> <li>Biscuit jointer</li> <li>Disc cutter</li> <li>Morticer</li> </ul> <p><b>PLUS</b></p> <p><b>Two</b> of the following shaping machines:</p> <ul style="list-style-type: none"> <li>Thicknesser</li> <li>Sander (orbital, belt, disc)</li> <li>Router</li> <li>Laminate trimmer</li> <li>Planer</li> </ul>
Sector Subject Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	120
Assessment hours	10

<b>Title:</b>	Installing shopfitting frames and finishings in the workplace	
<b>Unit Number:</b>	R/616/9338	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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 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"> <li>– drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current building regulations associated with installing shopfitting frames and finishings.</li> </ul>
2 Know how to comply with relevant legislation and official guidance when installing shopfitting frames and finishings.	2.1	Describe their responsibilities regarding potential accidents, health hazards and environment whilst working: <ul style="list-style-type: none"> <li>– in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.</li> </ul>
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.
	2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
	2.4	Describe the types of fire extinguishers available when installing shopfitting frames and finishings and describe how and when they are used.

<b>Title:</b>	Installing shopfitting frames and finishings in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
<p>3 Maintain safe and healthy working practices when installing shopfitting frames and finishings.</p>	<p>3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when installing shopfitting frames and finishings.</p>	
	<p>3.2 Demonstrate compliance with give information and relevant legislation when installing shopfitting frames and finishings for two of the following:</p> <ul style="list-style-type: none"> <li>– safe use of access equipment</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health</li> </ul>	
	<p>3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, 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"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>	
	<p>3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.</p>	
	<p>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.</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"> <li>– timber, timber based products, composite materials, metals, plastics, fabrics, door frames, linings, doors, panelling and cladding, staircases, mouldings and trims, ironmongery, adhesives and sealants– fittings and fixings</li> <li>– hand and powered tools</li> </ul>	



<b>Title:</b>		Installing shopfitting frames and finishings in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>		<b>Assessment criteria</b> <i>The learner can:</i>	
4 Continued		4.3	Describe how to confirm that the resources and materials conform to the specification including suitability, moisture and durability.
		4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
		4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
		4.6	Describe any potential hazards associated with the resources and methods of work.
		4.7	Describe how to calculate quantity, length, area and wastage associated with the method and procedure to install shopfitting frames and finishings.
5 Minimise the risk of damage to the work and surrounding area when installing shopfitting frames and finishings.		5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
		5.2	Maintain a clear and tidy 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	Describe the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> <li>– types of productivity targets and time scales</li> <li>– how times are estimated</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>

<b>Title:</b>	Installing shopfitting frames and finishings in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
7 Comply with the given contract information to install shopfitting frames and finishings to the required specification.	7.1	Demonstrate the following work skills when installing shopfitting frames and finishings: <ul style="list-style-type: none"> <li>– measuring, marking out, fitting, finishing, positioning and securing.</li> </ul>
	7.2	Use and maintain hand and power tools.
	7.3	Install at least six of the following in timber, timber based products and/or composite materials and/or metal to given working instructions: <ul style="list-style-type: none"> <li>– door frames</li> <li>– hung doors</li> <li>– door sets</li> <li>– mouldings or trims</li> <li>– ironmongery</li> <li>– service encasement</li> <li>– linings</li> <li>– panelling or cladding</li> <li>– partition walling</li> <li>– staircase finishings and balustrades</li> <li>– staircases</li> <li>– bulkheads and soffits</li> <li>– units and fitments</li> <li>– window frames.</li> </ul>

<b>Title:</b>	Installing shopfitting frames and finishings in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
7 Continued	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> <li>– prepare and fix timber and/or metal: door frames hung doors (fire resisting and non-fire resisting), door sets, ironmongery, trims, mouldings, panelling and cladding, service encasements, partition walling, staircase finishings and balustrades, staircases, baulkheads and soffits</li> <li>– form joints associated with shopfitting</li> <li>– recognise and determine when specialist skills and knowledge are required and report accordingly</li> <li>– determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance</li> <li>– identify and follow the installation quality requirements</li> <li>– work with, around and in close proximity to plant and machinery</li> <li>– use hand and power tools</li> <li>– work at height</li> <li>– use access equipment.</li> </ul>	
	7.5 Describe the needs of other occupations and how to effectively communicate within a team when installing shopfitting frames and finishings.	
	7.6 Describe how to maintain the tools and equipment used when installing shopfitting frames and finishings.	
	7.7 Describe how to sharpen the hand tools used when installing shopfitting frames and finishes.	

<b>Title:</b>	Installing shopfitting frames and finishings in the workplace
<b>Additional information about this unit</b>	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the Construction Skills 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>The following endorsements are required:</p> <p><b>Six of the following:</b></p> <ul style="list-style-type: none"> <li>Door frames</li> <li>Hung doors</li> <li>Door sets</li> <li>Mouldings or trims</li> <li>Ironmongery</li> <li>Service encasement</li> <li>Linings</li> <li>Panelling or cladding</li> <li>Partition walling</li> <li>Staircase finishings and balustrades</li> <li>Staircases</li> <li>Bulkheads and soffits</li> <li>Units and fitments</li> <li>Window frames</li> </ul>
Sector subject area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	117
Assessment hours	10

<b>Title:</b>	Installing shopfitting fitments in the workplace	
<b>Unit Number:</b>	R/616/9341	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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 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"> <li>– drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current building regulations associated with installing shopfitting fitments.</li> </ul>
2 Know how to comply with relevant legislation and official guidance when installing shopfitting fitments.	2.1	Describe their responsibilities regarding potential accidents, health hazards and environment whilst working: <ul style="list-style-type: none"> <li>– in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.</li> </ul>
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.
	2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
	2.4	Describe the types of fire extinguishers available when installing shopfitting fitments and describe how and when they are used.

<b>Title:</b>	Installing shopfitting fitments in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
<p>3 Maintain safe and healthy working practices when installing shopfitting fitments.</p>	<p>3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with legislation and organisational requirements when installing shopfitting fitments.</p>	
	<p>3.2 Demonstrate compliance with give information and relevant legislation when installing shopfitting fitments for two of the following:</p> <ul style="list-style-type: none"> <li>– safe use of access equipment</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health.</li> </ul>	
	<p>3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, 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"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>	
	<p>3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.</p>	
	<p>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.</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"> <li>– timber, timber based products, composite materials, metals, plastics, fabrics, counters, display units, shelving units, fixed seating, adhesives and sealants</li> <li>– fittings and fixings</li> <li>– hand and power tools.</li> </ul>	
	<p>4.3 Describe how to confirm that the resources and materials conform with the specification including suitability, moisture and durability.</p>	

<b>Title:</b>	Installing shopfitting fitments in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
4 Continued	4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
	4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	4.6	Describe any potential hazards associated with the resources and methods of work.
	4.7	Describe how to calculate quantity, length, area and wastage associated with the method and procedure to install shopfitting fitments.
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	Maintain a clear and tidy 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"> <li>– types of productivity targets and time scales</li> <li>– how times are estimated</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>

<b>Title:</b>	Installing shopfitting fitments in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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 Use and maintain hand and power tools.	
	7.3 Install at least two of the following in timber timber based materials and/or composite materials and/or metal to given working instructions: – counters – display units – shelving units – fixed seating.	
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: – prepare and fix timber, timber based products, composite materials and metal, counters, display units, shelving units and fixed seating. – form joints associated with shopfitting including but not limited to housings, dovetail dowel, cam and stud biscuit – recognise and determine when specialist skills and knowledge are required and report accordingly – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance – identify and follow the installation quality requirements – work with, around and in close proximity to plant and machinery – use hand and power tools – work at height – use access equipment.	



<b>Title:</b>	Installing shopfitting fitments in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
7 Continued	7.5	Describe the needs of other occupations and how to effectively communicate within a team when installing shopfitting fitments.
	7.6	Describe how to maintain the tools and equipment used when installing shopfitting fitments.
	7.7	Describe how to sharpen the hand tools used when installing shopfitting fitments.

<b>Title:</b>	Installing shopfitting fitments in the workplace
<b>Additional information about this unit</b>	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the Construction Skills 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>The following endorsements are required:</p> <p><b>Two</b> of the following:  Counters  Display units  Shelving units  Fixed seating</p>
Sector subject area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	73
Assessment hours	10

<b>Title:</b>	Installing shopfronts and finishings in the workplace	
<b>Unit Number:</b>	T/616/9342	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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 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"> <li>– drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current building regulations associated with installing shopfronts and finishings.</li> </ul>
2 Know how to comply with relevant legislation and official guidance when installing shopfronts and finishings.	2.1	Describe their responsibilities regarding potential accidents, health hazards and environment whilst working: <ul style="list-style-type: none"> <li>– in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.</li> </ul>
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.
	2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
	2.4	Describe the types of fire extinguishers available when installing shopfronts and finishings and describe how and when they are used.

<b>Title:</b>	Installing shopfronts and finishings in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
<p>3 Maintain safe and healthy working practices when installing shopfronts and finishings.</p>	<p>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 shopfronts and finishings.</p>	
	<p>3.2 Demonstrate compliance with give information and relevant legislation when installing shopfronts and finishings for at least two of the following:</p> <ul style="list-style-type: none"> <li>– safe use of access equipment</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health</li> </ul>	
	<p>3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, 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"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>	
	<p>3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.</p>	
	<p>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.</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"> <li>– timber, timber based products, composite materials and metals, plastics, shopfront surrounds, stall risers, mouldings and trims, window beds, fascias, signs, adhesives and sealants</li> <li>– fittings and fixings</li> <li>– hand and power tools</li> </ul>	

<b>Title:</b>		Installing shopfronts and finishings in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>		<b>Assessment criteria</b> <i>The learner can:</i>	
4	Continued	4.3	Describe how to confirm that the resources and materials conform with the specification including suitability, moisture and durability.
		4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
		4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
		4.6	Describe any potential hazards associated with the resources and methods of work.
		4.7	Describe how to calculate quantity, length, area and wastage associated with the method and procedure to install shopfronts and finishings.
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	Maintain a clear and tidy 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	Describe the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> <li>– types of productivity targets and time scales</li> <li>– how times are estimated</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>

<b>Title:</b>	Installing shopfronts and finishings in the workplace
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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: <ul style="list-style-type: none"> <li>– measuring, marking out, fitting, finishing, positioning and securing.</li> </ul>
	7.2 Use and maintain hand and power tools.
	7.3 Install at least three of the following in timber and/or timber based products and/or composite materials and/or metal to given working instructions: <ul style="list-style-type: none"> <li>– shopfront surrounds</li> <li>– stall risers</li> <li>– mouldings or trims</li> <li>– window beds</li> <li>– fascias</li> <li>– specialist treatment and finishing</li> <li>– blind box.</li> </ul>
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> <li>– prepare and fix timber, timber based products, composite materials and metal shopfront surrounds, stall risers, mouldings and trims, window beds, fascias, blind boxes and signs.</li> <li>– form joints associated with shopfitting</li> <li>– treat and finish timber, timber based products, composite materials and metal</li> <li>– recognise and determine when specialist skills and knowledge are required and report accordingly</li> <li>– determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance</li> <li>– identify and follow the installation quality requirements</li> <li>– work with, around and in close proximity to plant and machinery</li> <li>– use hand and power tools</li> <li>– work at height</li> <li>– use access equipment.</li> </ul>

<b>Title:</b>	Installing shopfronts and finishings in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
7 Continued	7.5	Describe the needs of other occupations and how to effectively communicate within a team when installing shopfronts and finishings.
	7.6	Describe how to maintain the tools and equipment used when installing shopfronts and finishings.
	7.7	Describe how to sharpen the hand tools used when installing shopfronts and finishings

<b>Title:</b>	Installing shopfronts and finishings in the workplace
<b>Additional information about this unit</b>	
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>ProQual Level 2 NVQ Certificate in Wood Occupations (Construction):</p> <p>The following endorsements required:</p> <p><b>Three</b> of the following:</p> <ul style="list-style-type: none"> <li>Shopfront surrounds</li> <li>Stall risers</li> <li>Mouldings or trims</li> <li>Window beds</li> <li>Fascias</li> <li>Specialist treatment and finishings</li> <li>Blind box</li> </ul>
Sector subject area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	83
Assessment hours	10



<b>Title:</b>	Installing fire resisting timber door assemblies and doorsets in the workplace	
<b>Unit Number:</b>	K/616/9345	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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"> <li>– 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.</li> </ul>
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"> <li>– 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.</li> </ul>
	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.

<b>Title:</b>	Installing fire resisting timber door assemblies and doorsets in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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"> <li>– safe use of access equipment/working platforms</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health.</li> </ul>	
	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"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV)</li> </ul>	
	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"> <li>– manufacturer’s installation instructions</li> <li>– fire doors</li> <li>– fire door frames</li> <li>– fixings, ironmongery and furniture</li> <li>– intumescent seals and cold smoke seals</li> <li>– hand tools, portable power tools and equipment.</li> </ul>	
	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.	

<b>Title:</b>	Installing fire resisting timber door assemblies and doorsets in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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.
	4.6	Describe any potential hazards associated with the resources and methods of work.
	4.7	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"> <li>- types of progress charts, timetables and estimated times</li> <li>- organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>
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"> <li>- measuring, marking out, drilling, fixing, sealing, cutting, fitting, finishing, positioning and securing.</li> </ul>
	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.

<b>Title:</b>	Installing fire resisting timber door assemblies and doorsets in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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"> <li>– ensure compliance with fire performance documentation/certification</li> <li>– ensure no alterations have been carried out which may affect the fire certification of the door</li> <li>– ensure surrounding construction is to specification</li> <li>– check all component parts are undamaged</li> <li>– install doorframes to specification with defined fixings and seals</li> <li>– install intumescent protection into void, (wall and frame) as per specification</li> <li>– install door-leaves to specification with defined fixings and seals</li> <li>– install cold smoke seals according to specification</li> <li>– install intumescent seals to specification</li> <li>– confirm specified intumescent protection is fitted to ironmongery/furniture</li> <li>– fit specified ironmongery/furniture ensuring the use of a compliant fixing regime</li> <li>– recognise and determine when specialist skills and knowledge are required and report accordingly</li> <li>– work with, around and in close proximity to plant and machinery</li> <li>– use hand tools, portable power tools and equipment</li> <li>– use access equipment.</li> </ul>	
	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.	

<b>Title:</b>	Installing fire resisting timber door assemblies and doorsets in the workplace
<b>Additional information about this unit</b>	
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	190

<b>Title:</b>	Producing setting out details for routine shopfitting products in the workplace	
<b>Unit Number:</b>	M/616/9346	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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, schedules, cutting lists 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"> <li>– drawings, specifications, schedules, cutting lists, method statements, risk assessments, manufacturers' information, component standards, oral and written instructions, sketches, electronic data, official guidance and current regulations associated with producing setting out details for routine shopfitting products.</li> </ul>
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 regarding potential accidents, health hazards and environment whilst working: <ul style="list-style-type: none"> <li>– in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.</li> </ul>
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.
	2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
	2.4	Describe the types of fire extinguishers available when producing setting out details for routine shopfitting products and describe how and when they are used.

<b>Title:</b>	Producing setting out details for routine shopfitting products in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
<p>3 Maintain safe and healthy working practices when producing setting out details for routine shopfitting products.</p>	<p>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 producing setting out details for routine shopfitting products.</p>	
	<p>3.2 Demonstrate compliance with given information and relevant legislation when producing setting out details for routine shopfitting products in relation to</p> <ul style="list-style-type: none"> <li>– safe use of access equipment</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health.</li> </ul>	
	<p>3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to producing 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"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>	
	<p>3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.</p>	
	<p>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.</p>	
<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>	<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"> <li>– timber, metal, ironmongery, adhesives and fixings</li> <li>– marking and testing tools and equipment.</li> </ul>	
	<p>4.3 Describe how to confirm that the resources and materials conform to specification including moisture and durability.</p>	

<b>Title:</b>	Producing setting out details for routine shopfitting products in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
4 Continued	4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
	4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	4.6	Describe any potential hazards associated with the resources and methods of work.
	4.7	Describe how to calculate quantity, length, area and wastage associated with the method and procedure to produce setting out details for routine shopfitting products.
5 Minimise the risk of damage to the work and surrounding area when producing setting out details for routine shopfitting products.	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2	Maintain a clear and tidy 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 producing setting out details for routine shopfitting products.	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"> <li>– types of productivity targets and time scales</li> <li>– how times are estimated</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>



<b>Title:</b>	Producing setting out details for routine shopfitting products in the workplace
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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: <ul style="list-style-type: none"> <li>– measuring, marking out and drawing.</li> </ul>
	7.2 Use and maintain hand and power tools.
	7.3 Produce setting out details and cutting lists for routine shopfitting products (timber and/or timber based products and/or composite materials, and/or metal) to given working instructions; for two of the following: <ul style="list-style-type: none"> <li>– doors</li> <li>– frames and linings</li> <li>– shopfront sashes including associated elements</li> <li>– panelling or cladding</li> <li>– units and fitments.</li> </ul>
	7.4 Describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> <li>– set out and produce cutting lists for routine shopfitting products</li> <li>– produce straight in plan and elevation: doors, frames (glazed and non-glazed), windows with opening lights, linings, units, fitments and panelling and cladding, staircases</li> <li>– take and record dimensions</li> <li>– proportion joints associated with the product and construction method</li> <li>– use marking and testing tools</li> <li>– requisition material</li> <li>– recognise and determine when specialist skills and knowledge are required and report accordingly</li> <li>– identify and follow the quality requirements</li> <li>– work with, around and in close proximity to plant and machinery</li> <li>– use hand tools and power tools</li> <li>– work at height</li> <li>– use access equipment.</li> </ul>

<b>Title:</b>	Producing setting out details for routine shopfitting products in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
7 Continued	7.5	Describe the needs of other occupations and how to effectively communicate within a team when producing setting out details for routine shopfitting products.
	7.6	Describe how to maintain marking and testing the tools, hand and power tools used when producing setting out details for routine shopfitting products.

<b>Title:</b>	Producing setting out details for routine shopfitting products in the workplace
<b>Additional information about this unit</b>	
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>The following endorsements are required:</p> <p>Shopfitting - Timber and/or timber based products and/or composite materials, and/or metal <b>at least two</b> items from the following:</p> <ul style="list-style-type: none"> <li>Doors</li> <li>Frames and linings</li> <li>Shopfront sashes including: <ul style="list-style-type: none"> <li>Associated elements</li> <li>Panelling and/or cladding</li> <li>Units and fitments</li> </ul> </li> </ul>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	77
Assessment	10

<b>Title:</b>	Marking out from setting out details for routine shopfitting products in the workplace	
<b>Unit Number:</b>	T/616/9347	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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, cutting lists, 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"> <li>– drawings, specifications, schedules, cutting lists, method statements, risk assessments, manufacturers' information, component standards, oral and written instructions, sketches, electronic data, official guidance and current building regulations associated with marking out from setting out details for routine products.</li> </ul>
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 regarding potential accidents, health hazards and environment whilst working: <ul style="list-style-type: none"> <li>– in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting.</li> </ul>
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.
	2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
	2.4	Describe the types of fire extinguishers available when producing setting out details for routine shopfitting products and describe how and when they are used.

<b>Title:</b>	Marking out from setting out details for routine shopfitting products in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
3 Maintain safe and healthy working practices when marking out from setting out details for routine shopfitting products.	3.1	Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when marking out from setting out details for routine shopfitting products.
	3.2	Demonstrate compliance with given information and relevant legislation when marking out from setting out details for routine shopfitting products for at least two of the following <ul style="list-style-type: none"> <li>– safe use of access equipment</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health.</li> </ul>
	3.3	Explain why and when health and safety control equipment, identified by the principles of prevention, 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"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>
	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 mark out from setting out details for routine shopfitting products.	4.1	Select resources associated with own work in relation to materials, components, fixings, marking and testing 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"> <li>– timber, timber based products, composite materials, metal, ironmongery, adhesives and fixings</li> <li>– marking and testing tools and equipment</li> <li>– hand and power tools.</li> </ul>

<b>Title:</b>	Marking out from setting out details for routine shopfitting products in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
4 Continued	4.3	Describe how to confirm that the resources and materials conform to specification including moisture and durability.
	4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
	4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	4.6	Describe any potential hazards associated with the resources and method of work.
	4.7	Describe how to calculate quantity, length, area and wastage associated with the method and procedure to mark out from setting out details for routine shopfitting products.
5 Minimise the risk of damage to the work and surrounding area when marking out from setting out details for routine shopfitting products.	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.
	5.2	Maintain a clear and tidy 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 marking out from setting out details for routine shopfitting products.	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"> <li>– types of productivity targets and time scales</li> <li>– how times are estimated</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>

<b>Title:</b>	Marking out from setting out details for routine shopfitting products in the workplace
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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 Use and maintain marking and testing tools, hand and power tools.
	7.3 Mark out from setting out rods (template) routine shopfitting products (timber and/or timber based products and/or composite materials, metal) to given working instructions, for at least two of the following: – doors – frames and linings – shopfront sashes including associated elements – panelling or cladding – units and fitments.
	7.4 Describe how to apply safe and healthy 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 non-glazed), windows with opening lights, linings, units, fitments and panelling and cladding, staircases – transfer and mark dimensions – proportion joints associated with the product and construction method – use marking and testing tools – requisition material – recognise and determine when specialist skills and knowledge are required and report accordingly – determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance – identify and follow the quality requirements – work with, around and in close proximity to plant and machinery – use hand tools and power tools – work at height – use access equipment.
	7.5 Describe the needs of other occupations and how to communicate within a team when marking out from setting out details for routine shopfitting products.
	7.6 Describe how to maintain the tools and equipment used when marking out from setting out details for routine shopfitting products.

<b>Title:</b>	Marking out from setting out details for routine shopfitting products in the workplace
<b>Additional information about this unit</b>	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the Construction Skills 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>The following endorsements are required:</p> <p>Shopfitting - Timber and/or timber based products and/or composite materials, and/or metal <b>at least two items</b> from the following:</p> <ul style="list-style-type: none"> <li>Doors</li> <li>Frames and linings</li> <li>Shopfront sashes including associated elements</li> <li>Panelling or cladding</li> <li>Units and fitments</li> </ul>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	70
Assessment hours	10



<b>Title:</b>	Manufacturing routine shopfitting products in the workplace	
<b>Unit Number:</b>	A/616/9348	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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, 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"> <li>– drawings, specifications, schedules, cutting lists, method statements, risk assessments, manufacturers' information, component standards, oral and written instructions, sketches, electronic data, official guidance and current regulations and building regulations associated with manufacturing routine shopfitting products.</li> </ul>
2 Know how to comply with relevant legislation and official guidance when manufacturing routine shopfitting products.	2.1	Describe their responsibilities regarding potential accidents, health hazards and environment whilst working: <ul style="list-style-type: none"> <li>– in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials and by manual handling and mechanical lifting.</li> </ul>
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.
	2.3	Explain what the accident reporting procedures are and who is responsible for making reports.
	2.4	Describe the types of fire extinguishers available when manufacturing routine shopfitting products and describe how and when they are used.

<b>Title:</b>	Manufacturing routine shopfitting products in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
<p>3 Maintain safe and healthy working practices when manufacturing routine shopfitting products.</p>	<p>3.1 Use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when manufacturing routine shopfitting products.</p>	
	<p>3.2 Demonstrate compliance with given information and relevant legislation when manufacturing routine shopfitting products for at least two of the following:</p> <ul style="list-style-type: none"> <li>– safe use of access equipment</li> <li>– safe use, storage and handling of materials, tools and equipment</li> <li>– specific risks to health.</li> </ul>	
	<p>3.3 Explain why and when health and safety control equipment, identified by the principles of prevention, 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"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>	
	<p>3.4 Describe how the relevant health and safety control equipment should be used in accordance with the given working instructions.</p>	
	<p>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.</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"> <li>– timber, timber based products, composite materials, pre-machined components, setting out rods, metal, fabric, metal and rubber rims, glass, ironmongery and adhesives</li> <li>– fixings and fittings</li> <li>– hand and power tools</li> </ul>	

<b>Title:</b>	Manufacturing routine shopfitting products in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
4 Continued	4.3	Describe how to confirm that the resources and materials conform to the specification including suitability, moisture and durability
	4.4	Describe how the resources should be used correctly and how problems associated with the resources are reported.
	4.5	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.
	4.6	Describe any potential hazards associated with the resources and methods of work.
	4.7	Describe how to calculate quantity, length, area and wastage associated with the method and procedure to manufacture routine shopfitting products.
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	Maintain a clear and tidy 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 manufacturing routine shopfitting products.	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"> <li>– types of productivity targets and time scales</li> <li>– how time are estimated</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>

<b>Title:</b>	Manufacturing routine shopfitting products in the workplace	
<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <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"> <li>– measuring, marking out, fitting, finishing, positioning and securing.</li> </ul>
	7.2	Use and maintain hand and power tools
	7.3	Fit and assemble to form routine manufactured shopfitting products (timber, timber based products and/or composite materials and/or metal) to given working instructions: for at least two of the following: <ul style="list-style-type: none"> <li>– doors</li> <li>– frames and linings</li> <li>– shopfront sashes</li> <li>– panelling and cladding</li> <li>– units and fitments.</li> </ul>
	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"> <li>– fit and assemble routine products</li> <li>– produce straight in plan and elevation: doors, windows with opening lights, units, fitments and panelling and cladding, staircases</li> <li>– check and work to marked dimensions</li> <li>– form joints associated with the product and construction method</li> <li>– recognise and determine when specialist skills and knowledge are required and report accordingly</li> <li>– determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance</li> <li>– identify and follow the installation quality requirements</li> <li>– work with, around and in close proximity to plant and machinery</li> <li>– use hand and power tools</li> <li>– work at height</li> <li>– use of access equipment.</li> </ul>

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<b>Learning outcomes</b> <i>The learner will be able to:</i>	<b>Assessment criteria</b> <i>The learner can:</i>	
7 Continued	7.5	Describe the needs of other occupations and how to effectively communicate within a team when manufacturing routine shopfitting products.
	7.6	Describe how to maintain the tools and equipment used when manufacturing routine shopfitting products.
	7.7	Describe how to sharpen the hand tools used when manufacturing routine shopfitting products.

<b>Title:</b>	Manufacturing routine shopfitting products in the workplace
<b>Additional information about this unit</b>	
Assessment Guidance	<p>This unit must be assessed in a work environment, in accordance with the Construction Skills 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>The following endorsements are required:</p> <p>Shopfitting - Timber and/or timber based products and/or composite materials, and/or metal at <b>least two items</b> from the following:</p> <ul style="list-style-type: none"> <li>Doors</li> <li>Frames and linings</li> <li>Shopfront sashes including associated elements</li> <li>Panelling and cladding</li> <li>Units and fitments</li> </ul>
Sector Subject Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	93
Assessment hours	10



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