



SVQ in WOOD PRODUCTS MANUFACTURING AT SCQF LEVEL 5

Qualification Number: GK1M 45

Qualification Specification

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EXECUTIVE SUMMARY

The primary purpose of the qualification is to enable individuals to demonstrate trade specific competence and knowledge appropriate for the day to day activities in a manufacturing environment using wood and wood-based materials to create products and components for the construction and engineered wood sector and furniture for domestic, commercial and industrial use.

The SVQ in Wood Products Manufacturing at SCQF Level 5 is a national qualification consisting of mandatory and optional units. The mandatory units cover the knowledge of wood as a material, health and safety, effectiveness, handling materials and using technical information. Individuals then choose units that match their job role which may be about marking out, tooling or using machinery, fabrication, finishing using CAD – anything from preparation and marking out to dispatch. These job-specific units confirm both skills competence and the necessary related job knowledge.

To achieve the qualification, learners need to successfully complete 8 units in total - 6 mandatory units plus two job specific units.

Programmes leading to the qualification can be organised and delivered by providers who have gained Centre and qualification approval from PIABC. To achieve this they need to complete the PIABC centre and qualification approval procedures available from www.piabc.org.uk. In completing the documentation and the approval visit, centres need to demonstrate their ability to deliver high quality education leading to the qualification.

Centres are expected to employ robust quality assurance processes. PIABC will appoint its own moderators to ensure the effective operation of these processes and the maintenance of standards of quality.

There is no necessity for any formal entry requirement to this qualification beyond the basic literacy and numeracy expected from anyone entering the manufacturing industry.

Success in this qualification enables learners to progress to higher level qualifications, for example the *SVQ in Wood Products Manufacturing at SCQF Level 6*.

AIM

This national qualification is competence based and aims to confirm job specific competence and job knowledge in producing wood products.

The *SVQ in Wood Products Manufacturing at SCQF Level 5* is intended for those wishing to pursue a career in the timber or related industries, or for those who are already in the industry and who wish to extend their knowledge and expertise. The qualification is also the main component of the Modern Apprenticeship in the Wood and Timber Industries.

OUTCOMES

In setting out a clearly-defined level of achievement, this qualification will:

1. Enable individuals to demonstrate trade specific competence and knowledge appropriate for the day to day activities in a manufacturing environment using wood.
2. Enhance the knowledge and job satisfaction of learners - providing them with a means of progression to higher level job roles and qualifications.
3. Provide employers with an open and transparent basis for judging the suitability of learners for employment and promotion.
4. Facilitate job movement throughout the timber sector and other related areas of the timber industry.

Specific outcomes for the qualification are listed under the individual unit description.

TARGET GROUP

This qualification is appropriate for those working in manufacturing, wanting to gain recognition for the competencies and understanding in one of the following job roles:

Job role	Type of company
<p><i>For example:</i></p> <ul style="list-style-type: none">• Machinist• Fabricator• Assembler• Finisher• Sprayer <p><i>Other roles involving:</i></p> <ul style="list-style-type: none">• Preparing for manufacture• Moving and handling resources• Storage• Delivery preparation	<p>Producer, Manufacturer, Fabricator of doors, windows, stairs, other related items and components</p>

ENTRY REQUIREMENTS

There are no entry qualifications or age limits required for this qualification.

Assessment for this qualification is open to any learner who has the potential to reach the standards laid down for this qualification. An initial assessment of past experience and current skills, knowledge and understanding should be carried out prior to commencement, to determine suitability for this qualification.

Aids or appliances, which are designed to alleviate disability, may be used during assessment, providing they do not compromise the standard required.

PROGRESSION

Success in this qualification prepares learners for further study such as the SVQ in Wood Products Manufacturing at SVQF Level 6 and progression in the timber industry. Learners may have the opportunity to progress into supervisory and management roles taking suitable related qualifications. Learners are encouraged to consider long term goals such as belonging to a professional institute or similar. Centres are encouraged to make learners aware of relevant associations and related professional bodies.

QUALIFICATION STRUCTURE

The qualification has been credit rated against the Scottish Credit and Qualifications Framework (SCQF).

The qualification is made up of mandatory and 'optional' units. The mandatory units cover those areas which have a common approach, such as safety and the principle learning outcomes for the job role. The optional units offer a choice that can be combined to meet the needs of an individual's specific job role together with the organisations and learners preferences.

Credit values are determined by the total notional learning hours (teaching + demonstrations + practice + reflection + assessment - including developing competence in the work environment etc) divided by 10. For example 4 credits reflect a total learning time of 40 hours. Learning time is usually much greater than direct tutor contact. Credit values have been calculated unit by unit - in isolation of each other - such that the unit is a standalone unit; therefore centres may find that where learners are completing a number of units to achieve the complete qualification, actual learning time will reduce (i.e. the actual learning time for the entire qualification is unlikely to be a sum total of the credits of the individual units taken).

Learning time will clearly be reduced if learners hold credits from prior learning. Learners will be expected to carry out additional reading, practice and other work to complete each unit and prepare for assessment.

Structure

To achieve the qualification, learners need to successfully complete 8 units in total - 6 mandatory units plus two job specific units.

Reference	6 Mandatory Units	SCQF Level	SCQF Credit
PROHSS1	Make sure your own actions reduce risks to health and safety	5	8
PROSM001	Contribute to the effectiveness of work in a commercial setting	5	5
PROGEN09	Locate, handle and position materials or components	5	6
PROWTM05	Advise customers on the selection and application of timber and timber based products	5	10
PROWPM07	Interpret and use supporting technical information	5	6
PROGEN04	Assess the quality of materials	6	7
Reference	Group A - Candidates must take 2 units from this group	SCQF Level	SCQF Credit
PROWPM01	Maintain tools and equipment used in wood products manufacturing	6	6
PROFM37	Produce and maintain jigs and templates	6	7
PROWPM13	Set up and operate woodworking machinery	5	11
PROWPM19	Manufacture routine wood components	5	12
PROWPM09	Assemble routine components	6	5
PROWPM11	Attach fittings to wood products	5	5
PROGEN11	Prepare products for storage and delivery	4	6
PROWPM14	Prepare and programme CNC machinery	6	15
PROWPM06	Prepare location for assembly and placement of wood products	4	6
PROWPM32	Finish wood products by hand	5	7
PROWPM33	Finish wood products by spraying	5	4
PROWPM35	Pack and store wood products and components	4	6
PROWPM23	Use machinery to produce sawn wood	5	13
PROAWO30	Produce machine finished routine timber based products	5	8
PROPGSF8	Fabricate glass framing systems by joining	5	7
PROPGSF9	Fabricate glass framing systems by assembly	5	7
PROGLAZE15	Glaze fire resistant glazing installations	6	4
PROWPF26	Operate CAD equipment	6	11

QUALIFICATION LEVEL

This Scottish Vocational Qualification is at level 5 on the Scottish Credit and Qualifications Framework (SCQF).

Generally, learners will demonstrate basic knowledge and understanding of processes, materials and terminology - relating knowledge to practical contexts and vice versa.

Learners may be working alone or as part of a team and will show an awareness of the role of others associated with the job role

PROGRAMME ORGANISATION

Programmes for this qualification can be organised and delivered by providers who have gained centre and qualification approval from PIABC. To achieve this they need to complete the PIABC centre and qualification approval procedures available from www.piabc.org.uk. In completing the documentation and the approval visit, centres need to demonstrate their ability to deliver high quality education leading to the qualification. Centres are expected to employ robust quality assurance processes. PIABC will appoint its own moderators to ensure the effective operation of these processes and the maintenance of standards of quality.

The organisation of the qualification is at the discretion of the centre and will take into account the aims, aspirations and experience of the learners.

Centres are encouraged to choose the most suitable curriculum model for their learners. Whilst the sequential delivery of parts of the unit is a possibility and may provide the most straightforward way of determining completion, it may be that some degree of integration of elements will occur, or that other methods of delivery are more appropriate to meet the needs of learners. It should be noted however that the whole unit and all the learning outcomes will be assessed.

Centres must ensure that adequate arrangements are in place for supporting learners. This could be either through separate tutorial sessions or through the use of time within structured study sessions. Centres using on-line or other forms of open learning must ensure that appropriate tutorial support is provided for learners.

The employer's engagement in learning and assessment opportunities will be paramount in securing timely achievement and a participative role should be encouraged.

In relevant circumstances, centres are recommended to provide career related information and guidance to their learners.

GUIDANCE ON LEARNING AND TEACHING

Learners employed in the timber and related industries will come to the qualification with varying levels of existing knowledge and/or practical experience of some parts of the qualification requirements. Training needs should be identified and gaps in knowledge and competency should be filled with a planned delivery of an individual learning plan. This should be utilised in preparing for teaching and assessment. The sharing of knowledge which has the potential to lead to a high level of understanding should be encouraged by the use of staff with direct experience in the role and related industries. This must, of course, be balanced against a sound understanding of the theoretical understanding.

The relationship between theory and practice is a theme that should be reflected in the assessments for the programme. Therefore in structured learning and individual work, learners should be aware of the requirement to develop a theoretical understanding to their practical work and a practical application to their theoretical understanding.

Those developing learning programmes should expect to achieve all the performance and knowledge criteria.

QUALIFICATION DESCRIPTION

This qualification follows the quality criteria for NOS for designing units and qualifications and contains the features listed as follows;

- Unit reference number, title, level and credit value.
- Each unit consists of;-
 - Performance Criteria: This describes what a learner needs to be able to do as a result of the process of learning.
 - Knowledge and understanding: These are the things learners are expected to know and understand as a result of the process of learning.

UNIT CONTENT

This qualification is a nationally recognised qualification which requires the learner to possess or acquire the competencies and knowledge in one of either: Wood Machining Fabricating, Assembly, Finishing, Spraying, Preparing for manufacture, Moving and handling resources, Storage, Delivery preparation.

MAKE SURE YOUR OWN ACTIONS REDUCE THE RISKS TO HEALTH AND SAFETY

Unit No: PROHSS1

Unit Level: 5

Unit Credits: 8

Overview

This unit is about the health and safety responsibilities for everyone at work. It describes the competences required to make sure that:

1. your own actions do not create any health and safety hazards
2. you do not ignore significant risks at work, and
3. you take sensible action to put things right, including: reporting situations which pose a danger to people at work and seeking advice

Fundamental to this unit is an understanding of the terms "hazard", "risk" and "control".

Performance Criteria

You must be able to:

Identify the hazards and evaluate the risks at work

- P1 identify which workplace instructions are relevant to your job
- P2 identify those working practices in your job which may harm you or others
- P3 identify those aspects of your work which could harm you or others
- P4 check which of the potentially harmful working practices and aspects of your work present the highest risks to you or to others
- P5 deal with hazards in accordance with workplace instructions and legal requirements
- P6 correctly name and locate the people responsible for health and safety at work

Reduce the risks to health and safety at work

- P7 control those health and safety risks within your capability and job responsibilities
- P8 carry out your work in accordance with your level of competence, workplace instructions, suppliers or manufacturer's instructions and legal requirements
- P9 pass on suggestions for reducing risks to health and safety to the responsible people
- P10 make sure your behaviour does not endanger the health and safety of you or others at work
- P11 follow the workplace instructions and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
- P12 report any differences between workplace instructions and suppliers' or manufacturers' instructions
- P13 make sure that your personal presentation and behaviour at work:
 1. protects the health and safety of you and others,
 2. meets any legal responsibilities, and
 3. is in accordance with workplace instructions

Knowledge and Understanding

You need to know and understand:

- K1 what "hazards" and "risks" are
- K2 your responsibilities and legal duties for health and safety in the workplace
- K3 your responsibilities for health and safety as required by the law covering your job role
- K4 the hazards which exist at work and the safe working practices which you must follow
- K5 the particular health and safety hazards which may be present in your own job and the precautions you must take
- K6 the importance of remaining alert to the presence of hazards in the whole workplace
- K7 the importance of dealing with, or promptly reporting, risks

- K8 the responsibilities for health and safety in your job description
- K9 the safe working practices for your own job
- K10 the responsible people you should report health and safety matters to
- K11 where and when to get additional health and safety assistance
- K12 your scope and responsibility for controlling risks
- K13 workplace instructions for managing risks which you are unable to deal with
- K14 suppliers' and manufacturers' instructions for the safe use of equipment, materials and products which you must follow
- K15 the importance of personal presentation in maintaining health and safety at work
- K16 the importance of personal behaviour in maintaining the health and safety of you and others

Glossary

Control(s): the means by which the risks identified are eliminated or reduced to acceptable levels.

Hazard: a hazard is something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work management)

Notice: includes all types of enforceable statutory document which may be drafted and served on a duty holder, such as improvement, prohibition and deferred prohibition notices, notices of taking into possession or to leave undisturbed, notices under the Food and Environment Protection Act and the Control of Major Accident Hazards Regulations, as well as approvals and licences, and associated notices of withdrawal, amendment or extension

Personal presentation: this includes personal hygiene, use of personal protective equipment, clothing and accessories suitable to the particular workplace

Procedures: a series of steps, instructions and/or decisions, a task. This includes the documentation prepared by the employer about the procedures to be followed for health, safety and welfare matters. Instructions covering, for example:

1. the use of safe working methods and equipment
2. the safe use of hazardous substances
3. smoking, eating, drinking and drugs
4. what to do in the event of an emergency
5. personal presentation

Risk: a risk is the likelihood of potential harm from that hazard being realised. The extent of the risk depends on:

1. the likelihood of that harm occurring;
2. the potential severity of that harm, i.e. of any resultant injury or adverse health effect; and
3. the population which might be affected by the hazard, i.e. the number of people who might be exposed.

Stakeholders: is any person(s) or group with an interest in an organisation, which may include, employees (at any level), duty holders, employee representatives, contractors, customers, community

CONTRIBUTE TO THE EFFECTIVENESS OF WORK IN A COMMERCIAL SETTING

Unit No: PROSM001

Unit Level: 5

Unit Credits: 5

Overview

This unit covers the skills and knowledge required to contribute to the effectiveness of work in a commercial setting. In particular to plan and organise own work, work effectively with other team members and make a contribution to problem solving and suggesting improvements.

Performance Criteria

Plan and organise own work

You must be able to:

- P1 ensure that you have the required authority to complete the required activity
- P2 comply with current legislation, including working safely
- P3 check that you understand the particular work activity and your role within it
- P4 check that the work area is clean, tidy and free from hazards before starting work
- P5 check that the required resources and equipment are ready for use, before starting work
- P6 check the job documentation, prior to starting work
- P7 complete the activity as planned and without any undue delay
- P8 complete all the required documentation accurately and legibly and pass it on to the next stage

Work effectively with other team members

You must be able to:

- P9 communicate with others, using the appropriate method/s
- P10 give constructive support and feedback to appropriate personnel
- P11 receive support and feedback from personnel
- P12 treat others with respect, at all times

Contribute to problem solving and improvement

You must be able to:

- P13 respond to any problems that occur during a work activity
- P14 report any problems that occur and the actions taken
- P15 identify and share opportunities for improving workplace practices and procedures, using appropriate methods

Knowledge and Understanding

Plan and organise own work

You need to know and understand:

- K1 your job roles, responsibilities and levels of authority
- K2 the current, relevant legislation and how it applies to your job role
- K3 the work activity and your role within that activity
- K4 how to check the work area is clean, tidy and free from hazards, including a list of the hazards and possible consequences of each
- K5 the list of resources that are required for the activity
- K6 how to check that equipment is ready for use
- K7 the relevant documentation and how it should be used

- K8 the relevant workplace procedures for monitoring the progress of the activity and how to keep others informed
- K9 how to complete the relevant documentation and what the next stages are

Work effectively with other team members

You need to know and understand:

- K10 the available methods of communication to use and when to use them
- K11 when assistance may be required and how this may be given
- K12 why it is important to give constructive feedback and support
- K13 how to give constructive feedback and support
- K14 why it is important to receive constructive feedback and support
- K15 why treating other people with respect contributes to workplace efficiency

Contribute to problem solving and improvement

You need to know and understand:

- K16 the most common problems that may occur and how these are resolved
- K17 the reporting procedure for problems that arise
- K18 how to identify opportunities for improvements
- K19 how suggestions for improvements should be made and to whom
- K20 how identifying and making improvements can benefit both you and the organisation

LOCATE, HANDLE AND POSITION MATERIALS OR COMPONENTS

Unit No: PROGEN09

Unit Level: 5

Unit Credits: 6

Overview

This unit covers the locating, handling and positioning of materials or components. You will need to identify what type and quantity of materials or components are required and then locate them. You will have to handle the materials or components safely and position them for use in their work activities.

Performance criteria

You must be able to:

- P1 confirm the requirements for materials or components
- P2 identify the correct location for materials or components
- P3 check that the materials or components match their markings
- P4 select the appropriate type and quantity of products, materials or components according to the job specification
- P5 handle materials or components in a way that prevents damage to them and their surrounding environment
- P6 position materials or components according to standard operating procedures
- P7 safely handle the products, materials or components using approved handling techniques
- P8 use handling equipment that is suitable and minimise wear and tear on the equipment
- P9 identify any problems relating to the locating, handling or positioning of materials or components and deal with them according to standard operating procedures
- P10 record information on the handling of materials or components in the appropriate information systems

Knowledge and understanding

You need to know and understand:

- K1 the relevant health and safety responsibilities and obligations
- K2 the relevant health and safety procedures that need to be followed
- K3 the different types of products, materials or components that are used
- K4 the identification markings for the range of products, materials or components that on the site
- K5 the normal locations of products, materials or components and the potential alternative locations when these are not available
- K6 how to check that the materials or components match their markings
- K7 the type of problems that could occur with the products, materials or components and the standard operating procedures for dealing with them
- K8 how different types of material or components should be handled
- K9 where to position different types of material or components
- K10 what is the type of damage that can occur as a result of handling products, materials or components incorrectly
- K11 which handling equipment should be used and its capabilities and capacities
- K12 the authority or licences are necessary to use the handling equipment
- K13 which information systems should be used
- K14 why it is important to use the information systems

ADVISE CUSTOMERS ON THE SELECTION AND APPLICATION OF TIMBER AND TIMBER BASED PRODUCTS

Unit No: PROWTM05

Unit Level: 5

Unit Credits: 10

Performance Criteria

You must be able to:

- P1 demonstrate knowledge of the products and materials your company sells and advise customers accordingly
- P2 use appropriate questioning techniques to get information from customers
- P3 advise customers on the suitable uses for the different products in your organisation
- P4 advise customers on the types of adhesives to use
- P5 explain the limitations of products to customers
- P6 provide technical information on products to customers
- P7 provide information on wood treatments to customers
- P8 find out what the customer is using the product for

Knowledge and Understanding

You need to know and understand:

- K1 the products and materials your company sells and how to advise customers accordingly
- K2 where information on products is stored and how to access this
- K3 the key features, advantages and limitations of the different timbers and timber based products sold at your company and where to access this information
- K4 the differences between softwood and hardwood
- K5 the major commercial species and their countries of origin for hardwoods and softwoods
- K6 how knots are formed
- K7 the difference between a live and dead knot
- K8 what is meant by natural durability in timber
- K9 the main trade sizes for sawn square-edged timber
- K10 the factors that influence the pricing of timber
- K11 how to calculate prices for timber purchases and sales
- K12 the difference between the principle systems for grading sawn timber
- K13 the end use applications for strength graded timber and appearance graded timber
- K14 the reasons for drying timber
- K15 the moisture content in wood the effects this has
- K16 the recommended moisture content for end uses of timber
- K17 the methods used to improve the durability of timber
- K18 types of timber preservation
- K19 manufacturing processes and construction of the main types of wood based products
- K20 categories of adhesives used
- K21 how the grading systems for wood based panels relate to their properties and application
- K22 the differences between carcassing and joinery timber
- K23 load bearing timbers and their functions
- K24 strength reducing characteristics in timber
- K25 visual strength grading
- K26 the principles involved in machine strength grading
- K27 the key differences between a strength grade and a strength class
- K28 the purpose of Chain of Custody and why this is important
- K29 who needs Chain of Custody Certificates
- K30 the different Chain of Custody schemes and the differences between the standards
- K31 the purpose of the CE Mark and this is important
- K32 the methods for clarifying and confirming customers requirements
- K33 the main geographical sources of supply of timber and timber based materials and products

INTERPRET AND USE SUPPORTING TECHNICAL INFORMATION

Unit No: PROWPM07

Unit Level: 5

Unit Credits: 6

Overview

This unit addresses the competences required to make effective use of text, numeric and graphical information by using technical information found in a wood product manufacturing environment.

This involves:

1. converting general data into job-specific data for own use or to communicate to others
2. identifying appropriate information sources such as sketches, drawings, cutting lists, setting out rods, technical manuals, schedules, templates, charts, specifications.
3. creating job-specific data such as sketches, patterns, charts, cutting lists, setting out rods
4. working in ways which maintain your own and others' safety

The unit is aimed at operatives who prepare drawings and specifications in manufacturing wood products.

Performance criteria

You must be able to:

- P1 check that you have a complete and clear understanding of the instruction or specification
- P2 gather all relevant information sources necessary to produce job specific data and/or product
- P3 select tools, materials and equipment to produce supporting technical information
- P4 extract supporting technical information from drawings and other information sources
- P5 obtain additional information from alternative sources where there are gaps and deficiencies
- P6 make decisions within the scope of your responsibilities
- P7 seek clarification and help when you have difficulties determining the information required
- P8 follow safe working procedures
- P9 prepare tools, materials and equipment to produce job-specific data or product
- P10 apply extracted source information to produce job-specific data or product
- P11 ensure that you have given sufficient information for its intended use
- P12 produce complete, accurate and legible information
- P13 carry out checks to ensure accuracy resulting from the transfer of data
- P14 promptly report any deviations from expected progress which are outside your control and/or not your responsibility
- P15 seek clarification and help when you have difficulties applying the information to the new data or products
- P16 record and communicate information clearly

Knowledge and understanding

You need to know and understand:

- K1 the meaning of terms used in the instructions and/or specification for the identification of technical information
- K2 types of organisational information and supporting technical information
- K3 how information sources interrelate
- K4 the meaning of symbols and abbreviations contained in information
- K5 relevant scales used in drawings
- K6 how to identify that the information source is relevant and up to date
- K7 the system for document control in your organisation
- K8 how to extract information from information sources

- K9 where to find organisational and technical sources of information and the associated procedures for accessing them
- K10 relevant tools, materials and equipment used in the production and/or adaptation of technical information
- K11 how to identify the appropriate people to help when you have difficulties with information sources
- K12 the care, sharpening and maintenance procedures of marking tools materials and equipment used in the production of job-specific data or product
- K13 typical sources of errors in the transference of data
- K14 the advantages of using free hand sketches as an aid to communicating information
- K15 how to detail and annotate sketches
- K16 the advantages of producing full size templates
- K17 the advantages of referring to formal drawings and other source documents
- K18 the systems of metric and imperial units of measurement
- K19 the need for making copies of sketches, lists, schedules you have produced
- K20 the implications for your work of the relevant regulations, including where to find out about relevant risk assessment details and control measures that have been set by your organisation

ASSESS THE QUALITY OF MATERIALS

Unit No: PROGEN04

Unit Level: 6

Unit Credits: 7

Overview

This unit is concerned with being able to make an assessment of the quality of materials/components. You will need to be able to identify the main characteristics of the materials/components that you work with, and to ensure that the materials/components match the specifications required by the work being undertaken.

You need to be able to detect any obvious variations that could affect the work. You also need to be able to identify the most likely causes of these variations, and make recommendations to correct them to the appropriate people.

Performance criteria

You must be able to:

- P1 select the appropriate method and equipment to assess materials
- P2 ensure the equipment used to assess quality is functioning correctly
- P3 assess the materials/components using appropriate equipment and methods
- P4 identify the main characteristics and features of the materials/ components
- P5 check that the materials/components accord with the information on them
- P6 report any discrepancies to the appropriate people according to standard operating procedures
- P7 obtain the correct specification for the materials/components
- P8 examine the materials/components for variations in quality using the appropriate methods
- P9 ensure the equipment used in the examination process is appropriate
- P10 identify correctly any variation between the quality of the materials/ components and the specification
- P11 ensure the quality assurance results are recorded in the appropriate information systems
- P12 access all relevant information on the causes of the variation in materials/components
- P13 identify the most likely causes of the variation, and prioritise investigation accordingly
- P14 identify the causes of the variation
- P15 obtain expert assistance when the causes of the variation cannot be identified
- P16 identify suitable solutions for rectifying the causes of the variation
- P17 ensure quality assurance results are recorded correctly in the appropriate information systems

Knowledge and understanding

You need to know and understand:

- K1 the relevant health and safety responsibilities and obligations
- K2 the relevant health and safety procedures that need to be followed
- K3 what quantity of materials/components should be used for different work activities
- K4 the type of materials/components are required for different jobs
- K5 how to confirm the specification of materials/components
- K6 the types of variation in quality that could occur
- K7 the indications of the variations in quality
- K8 the most appropriate types of information for identifying causes of a variation
- K9 the likelihood of a variation occurring in different materials/components
- K10 the types of corrective action that can be carried out
- K11 how to make recommendations for correcting variations in quality
- K12 the importance of quality checks and the possible implications if they are not carried out

- K13 the methods that can be used for verifying whether the correct cause of a variation has been identified
- K14 when it is appropriate to bring in additional expertise, and the consequences on the organisation and the customer
- K15 the types of solution that are possible for different quality assurance problems
- K16 what information systems should be used
- K17 why it is important to use the information systems

MAINTAIN TOOLS AND EQUIPMENT USED IN WOOD PRODUCTS MANUFACTURING

Unit No: PROWPM01

Unit Level: 6

Unit Credits: 6

Overview

This unit addresses the competence required to maintain hand tools and equipment used in wood products manufacturing. This involves:

1. checking the condition of tools
2. carrying out routine maintenance
3. bringing tools into working condition
4. working in ways which maintains your own and others' safety

The unit is aimed at operatives manufacturing wood products.

Performance criteria

You must be able to:

- P1 check the condition of tools on a regular basis
- P2 sharpen cutting edges to keep them in effective working condition as required for your craft
- P3 oil and grease tools as required to prevent them being damaged and to maintain their effectiveness
- P4 keep tools clean and free from dust and debris
- P5 accurately identify tools that are damaged and remove them for repair
- P6 make sure that tools are stored away safely and tidily in the designated locations when not in use
- P7 follow safe working practices when handling tools, equipment, oils and greases
- P8 wear the appropriate personal protective equipment (PPE) for the work you are doing
- P9 make an accurate assessment of what needs to be done to bring the tool back into working condition
- P10 promptly report any tools which are beyond repair
- P11 use the appropriate equipment and techniques to achieve the required tolerances
- P12 use suitable tests to check the condition of the tool
- P13 confirm that the tool is of the required sharpness and performance accuracy before returning it as ready for use

Knowledge and understanding

You need to know and understand:

- K1 the different sorts of tools that are used
- K2 what to look for when checking the condition of different sorts of tools
- K3 the implications of not keeping cutting edges sharp
- K4 where and how often to oil and grease tools and what sorts of oils/greases to use
- K5 the implications of not keeping tools clean and free of dust and debris
- K6 why it is important to put tools away properly
- K7 how to recognise tools that are damaged and need more than routine maintenance to bring them into working condition
- K8 the types of damage that can occur to tools and how to recognise them
- K9 the implications for your work of the relevant regulations, including where to find out about relevant risk assessment and control measures that have been set by your organisation
- K10 the potential hazards that can arise from defective and faulty tools
- K11 the different sorts of tools that are used in making wood products by hand
- K12 what needs to be done to bring tools into a working state

- K13 the purpose of different materials and techniques and when to use them
- K14 how to recognise damage that can be repaired as well as damage that cannot be repaired
- K15 how to test tools for sharpness and performance accuracy

PRODUCE AND MAINTAIN JIGS AND TEMPLATES

Unit No: PROFM37

Unit Level: 6

Unit Credits: 7

Overview

This unit addresses the competence required to produce and maintain jigs and templates for use within furniture production. This involves:

1. measuring and marking out accurately
2. maintenance of surfaces and edges
3. using cutting and shaping tools and equipment
4. working in ways that ensure your own and others' safety

There is also a scope statement which defines the coverage of this unit.

Performance criteria

You must be able to:

- P1 make sure that you have an accurate and complete work specification to follow
- P2 select materials of a suitable size for the item to be produced
- P3 be accurate in measuring and marking out
- P4 make efficient use of materials and minimise wastes
- P5 handle jigs and templates in ways that protect them from damage
- P6 cut, shape and finish jigs and templates to the specified requirements
- P7 work efficiently in ways that avoid having to re-work areas of the jig or template
- P8 store completed jigs and templates under suitable conditions to keep them in good order
- P9 keep clear and accurate records of the details of completed jigs and templates
- P10 follow safe and effective working practices at all times, in line with current health and safety legislation
- P11 routinely examine jigs and templates for signs of damage
- P12 use the correct specifications to check jigs and templates
- P13 take account of feedback from users when assessing whether or not jigs and templates are suitable for continuing use
- P14 accurately identify damage that affects the use of a jig or template
- P15 deal safely and promptly with damage that can be effectively repaired
- P16 clean jigs and templates using methods and equipment that are suited to that purpose
- P17 remove and report jigs and templates which are damaged beyond use
- P18 follow safe and effective working practices at all times, in line with current health and safety legislation
- P19 keep accurate, clear and up to date records of jig and template checks and maintenance

Knowledge and understanding

You need to know and understand:

- K1 how to read and interpret technical specifications, including drawings, correctly, including the meanings of abbreviations, symbols and units of measurement
- K2 what different materials are used in the furniture, furnishings and interiors sector to produce jigs and templates for cutting, laying up and shaping wood and metal components
- K3 how to establish a suitable datum so that your measurements are accurate in all dimensions
- K4 what techniques are used to produce jigs and templates
- K5 why the sequence of actions used to produce a jig or template is important to efficiency
- K6 what steps to take to protect jigs and templates from common forms of damage and why it is important to do this

- K7 how to protect jigs and templates and what sort of conditions they require to be kept in if they are to stay in good order
- K8 what sorts of records need to be kept and why it is important that they are accurate and clear
- K9 the implications for your work of the HASAWA and COSHH Regulations, including where to find out about relevant risk assessment details and control measures that have been set by your organisation
- K10 why it is important to examine jigs and templates on a routine basis
- K11 how to read and interpret technical specifications, including drawings, correctly, including the meanings of abbreviations, symbols and units of measurement
- K12 what sorts of damage can occur to jigs and templates used with different types of furniture production equipment
- K13 what the tolerance levels are that you must work to when assessing if a jig or template is beyond use
- K14 what sort of damage you are competent to repair and when to seek assistance
- K15 why it is important to use appropriate solvents, cleaning materials and cleaning agents when cleaning jigs and templates

Scope

Damage: Problems and faults may occur in the production or maintenance of jigs and templates. Some problems may be serious enough to mean that the jig or template cannot be used as intended; other problems may simply mean some additional maintenance is needed before it can be used (e.g. cleaning). Solving problems may require direct action by the individual carrying out the work or reference to an authority within the organisation.

Jigs: A jig is used for guiding a tool, such as a cutting blade, so that the position of a cut or drill hole (for example) is positionally accurate. Jigs may be simple, (e.g. straight lines, limited numbers of positions), or complex (e.g. complicated angles and curves, and multiple positions).

Materials: Jigs and templates may be made of wood, metal or plastic.

Templates: Templates are used in the furniture industry to ensure that shapes can consistently be reproduced to accurate dimensions. A template is only as good as its ability to reproduce the required shape and size over a specified number of occasions. Some templates are intended for single use, but the majority are used on numerous occasions. As with jigs, templates may be used for the reproduction of simple shapes or complex ones.

SET UP AND OPERATE WOODWORKING MACHINERY

Unit No: PROWPM13

Unit Level: 5

Unit Credits: 11

Overview

This unit covers the skills and knowledge required to make timber and timber based products using wood working machinery. This involves:

1. interpreting information
2. planning, organising and adopting safe working practices
3. selecting and maximising resources
4. preparing and setting up machinery to work timber and timber-based materials to a specification

The unit is aimed at operatives manufacturing wood products.

Performance criteria

You must be able to:

- P1 comply with health and safety requirements and procedures at all times
- P2 check that you have the required tools, equipment and fitting to achieve the work specification
- P3 obtain and clarify all necessary information
- P4 obtain and check the resources to make sure they are suitable for the work and meet the information requirements
- P5 take the necessary corrective action when resources are incomplete or unsuitable
- P6 set up the machinery to enable it to be used safely and effectively and to meet the information requirements
- P7 confirm that the machinery is ready and able to carry out the relevant machining operations on the specified materials
- P8 identify when repairs to machinery are necessary and/or when replacement is required
- P9 ensure that support personnel are in place before and during operations
- P10 operate and maintain the machinery in compliance with manufacturer's recommendations and industry codes of practice
- P11 produce finished machined products which conform to the information requirements
- P12 complete the machining operations within the allocated times and operational constraints
- P13 take the necessary corrective action in the event of machinery malfunction or material fault
- P14 carry out work practices to keep areas clean, and free from debris and waste, in accordance with the given information
- P15 identify potential hazards arising from your work practices, which might affect yourself and others, and take the necessary corrective action
- P16 carry out work practices to comply with the given information, to maintain safe and healthy working conditions

Knowledge and understanding

You need to know and understand:

- K1 the relevant health and safety responsibilities and obligations
- K2 the relevant health and safety procedures that need to be followed
- K3 the relevant health and safety legislation required for the particular machines to be used
- K4 what sources of information to use
- K5 which lines and methods of effective communication to use
- K6 the location of resources you will need
- K7 relevant dimensional control aids and their uses

- K8 how to run the machine operating systems
- K9 how to achieve the correct positioning and securing of tooling
- K10 the names, characteristics, uses and limitations of timber and timber-based materials
- K11 the compatibility of materials with machines
- K12 common defects and discrepancies in materials and machines and how to identify them
- K13 the correct use of relevant lubricants
- K14 relevant Personal Protective Equipment (PPE) to use and how to use it
- K15 risk assessment techniques that should be followed
- K16 what environment control equipment is used with the machines
- K17 documentation requirements you need to follow
- K18 the particular machine to be used
- K19 how to interpret specifications
- K20 the names, characteristics, uses and limitations of sawing, planing and morticing machines
- K21 lines and methods of effective communication to use
- K22 how to run the machine operating systems
- K23 how damage can be caused to materials and machines and how to avoid it
- K24 how to dispose of waste in accordance with current legislation
- K25 safe methods that exist for removal and disposal of waste materials/components relating to your occupation and associated occupations from the work area

MANUFACTURE ROUTINE WOOD COMPONENTS

Unit No: PROWPM19

Unit Level: 5

Unit Credits: 12

Overview

This unit covers the skills and knowledge required to manufacture routine wood components. In order to manufacture products such as:

1. panels
2. stairs
3. pallets
4. flooring systems
5. frames
6. fire doors
7. windows
8. external doors
9. internal doors (non-fire doors)
10. architectural woodworking products
11. kitchens

This involves:

1. selecting the required quantity and quality of materials, machinery and tools for the methods of work to manufacture components
2. complying with the given information to manufacture components to the required specification.

The unit is aimed at operatives manufacturing wood products.

Performance criteria

You must be able to:

- P1 comply with relevant health and safety legislation
- P2 interpret and extract information from drawings, specifications, schedules, cutting lists, risk assessments and manufacturers' information
- P3 comply with information and/or instructions derived from risk assessments and method statements
- P4 select resources in relation to materials, components, tools, tooling and equipment and dimensional control aids following company procedures
- P5 protect the work, equipment and its surrounding area from damage in accordance following company procedures
- P6 demonstrate the following work skills when manufacturing components
1. measuring
 2. marking out
 3. adjusting
 4. fitting
 5. finishing
 6. positioning and securing
- P7 prepare, set up, operate and maintain machines, as appropriate, to manufacture components to given working instructions following company procedures and manufacturer's instructions
- P8 set up and change tooling to meet requirements following company procedures and manufacturer's instructions

- P9 safely use and store hand tools and ancillary equipment following company procedures and manufacturer's instructions
- P10 clear waste from work area and premises in accordance with legislation

Knowledge and understanding

You need to know and understand:

- K1 the relevant health and safety responsibilities and obligations
- K2 relevant health and safety procedures that need to be followed
- K3 the relevant regulations in relation to the products that you are manufacturing
- K4 how to interpret drawings, specifications, schedules, cutting lists, risk assessments and company' information and procedures related to the work to be carried out
- K5 how to handle resources associated with own work following company procedures
- K6 the procedures for checking timber for suitability for use in production
- K7 how to prepare timber for use including measuring, marking out, adjusting, fitting, fittings, finishing positioning and securing
- K8 how to prepare and set up the machine following manufacturer's instructions and company procedures
- K9 how to operate machinery and monitor the machinery and quality of the finished product following company procedures and manufacturer's instructions
- K10 how to set up appropriate tooling to meet requirements following manufacturer's instructions and company procedures
- K11 how to maintain machinery and handle ancillary equipment following company procedures and manufacturer's instructions and the limits of your responsibility
- K12 ancillary products and components
- K13 adhesives used
- K14 difficulties that can occur with the process and how to correct them,
- K15 who to report difficulties to outside your control
- K16 what information systems should be used
- K17 why it is important to use the information systems
- K18 the basic properties of timber that is in use within the wood industry
- K19 the different species of commonly used timber
- K20 how the company ensures that the timber is legal and sustainable and why this is important
- K21 the main geographical sources of supply of timber and timber based materials

ASSEMBLE ROUTINE COMPONENTS

Unit No: PROWPM09

Unit Level: 6

Unit Credits: 5

Overview

This unit covers the skills and knowledge required to assemble routine components to manufacture wood products. This involves:

1. using appropriate methods and techniques
2. checking the completed assembly
3. working in ways which maintain your own and others' safety

The unit is aimed at operatives manufacturing wood products.

Performance criteria

You must be able to:

- P1 comply with relevant health and safety procedures when assembling routine components
- P2 ensure that you have the required work specification and that everything you need to achieve it is available
- P3 follow instructions, assembly drawings and other relevant specifications
- P4 ensure that the specified components are available and that they are in a suitable condition
- P5 use the appropriate methods and techniques to assemble the routine components in their correct positions
- P6 secure the components using the specified connectors and securing devices
- P7 check the completed routine assembly to ensure that all operations have been completed and the finished assembly meets the required specification
- P8 deal promptly and effectively with problems within your control and report those that cannot be solved

Knowledge and understanding

You need to know and understand:

- K1 health and safety legislation, regulations, safe working practices and procedures
- K2 assembly drawings and related specifications
- K3 assembly methods and techniques
- K4 quality control procedures and recognition of assembly defects
- K5 handling equipment and procedures
- K6 preparation methods and techniques
- K7 tool and equipment care and control procedures
- K8 reporting lines and procedures

ATTACH FITTINGS TO WOOD PRODUCTS

Unit No: PROWPM11

Unit Level: 5

Unit Credits: 5

Overview

This unit covers the skills and knowledge required to attach fittings to routine production wood products. This involves:

1. checking and preparing fittings against specifications
2. attach the fitting to match specifications
3. working in ways which maintain your own and others' safety

The unit is aimed at operatives manufacturing wood products.

Performance criteria

You must be able to:

- P1 comply with health and safety requirements and procedures at all times
- P1 check that you have the required tools, equipment and fitting to achieve the work specification
- P2 check that the fittings to be used conform to the specification
- P3 replace and discard any fittings which are of unacceptable quality
- P4 position the fittings for correctness of fit within the required tolerances
- P5 ensure that surfaces to which the fittings are to be attached are in a suitable condition
- P6 securely attach the fittings using the required method
- P7 follow safe working procedures when setting up and operating powered equipment
- P8 follow regulations and procedures when handling adhesives
- P9 complete the preparations within the required time

Knowledge and understanding

You need to know and understand:

- K1 the relevant health and safety responsibilities and obligations
- K2 the relevant health and safety procedures that need to be followed
- K3 the meaning of terms used in technical specifications
- K4 the different types of fittings used and their purpose
- K5 the quality checks to be made before fittings are used and the consequences of not doing these
- K6 the consequences of incorrect positioning of fittings
- K7 the consequences of not securing fittings correctly
- K8 when and why different methods for attaching fittings are used
- K9 the functions and uses of the different types of equipment used in assembly
- K10 how to handle powered tools safely in ways that protect yourself and others from risk
- K11 how to dispose of waste in accordance with current legislation
- K12 the basic properties of timber that is in use within the wood industry
- K13 the different species of commonly used timber
- K14 how the company ensures that the timber is legal and sustainable and why this is important
- K15 the main geographical sources of supply of timber and timber based materials and products

PREPARE PRODUCTS FOR STORAGE AND DELIVERY

Unit No: PROGEN11

Unit Level: 4

Unit Credits: 6

Overview

This unit covers the preparation of products for storage and delivery. The products need to be packed, and protected from damage. They also have to be marked with the correct instructions. This could involve the use of labels, stencils or tags.

Performance criteria

You must be able to:

- P1 comply with health and safety requirements and procedures at all times
- P2 use packing materials and equipment that are suitable to the products and the type of transportation or storage
- P3 obtain suitable packing materials that are undamaged and sufficient to meet requirements
- P4 ensure the products and packing materials are handled in a way that prevents damage to them
- P5 assemble the correct packing materials and prepare them according to standard operating procedures
- P6 ensure products are packed in a way that prevents damage to them and other contents
- P7 use appropriate marking methods for the products and packing
- P8 ensure products are marked clearly with the correct instructions
- P9 ensure the products are undamaged by the markings
- P10 identify any problems and deal with them according to standard operating procedures
- P11 record information in the appropriate information systems

Knowledge and understanding

You need to know and understand:

- K1 the relevant health and safety responsibilities and obligations
- K2 the relevant health and safety procedures that need to be followed
- K3 which packing materials and equipment should be used for different requirements
- K4 where to obtain suitable packing materials
- K5 how products and packing materials should be handled in a way that prevents damage to them
- K6 how different types of packing materials are assembled
- K7 how products are packed in a way that prevents damage to them and other contents
- K8 what authority or licences are necessary to use the packing equipment
- K9 the marking methods for different types of product or packaging
- K10 how to ensure the correct instructions are attached
- K11 how to check that the products have not been damaged by the marking method
- K12 types of problems that can occur and the standard operating procedures for dealing with them
- K13 what information systems should be used
- K14 why it is important to use the information systems

PREPARE AND PROGRAMME CNC MACHINERY

Unit No: PROWPM14

Unit Level: 6

Unit Credits: 15

Overview

This unit covers the skills and knowledge required to prepare and programme CNC (Computer Numerically Controlled) machinery. This involves:

1. interpreting information
2. planning, organising and adopting safe working practices
3. preparing and setting up CNC machinery to a specification

The unit is aimed at operatives manufacturing wood products.

Performance criteria

You must be able to:

- P1 comply with health and safety requirements and procedures at all times
- P2 plan the CNC machining activities before you start them
- P3 load/input the program to the machine controller and check the program for errors using the approved procedures
- P4 mount and set the required work holding devices, workpiece and cutting tools
- P5 check that all safety mechanisms are in place, and that the equipment is set correctly for the required operations
- P6 run the operating program, check and adjust the machine tool speeds, feeds and operating parameters to achieve the component specification
- P7 measure and check that all dimensional and geometrical aspects of the component are to the specification
- P8 deal promptly and effectively with problems within your control, and seek help and guidance from the relevant people if you have problems that you cannot resolve
- P9 shut down the equipment to a safe condition on completion of the machining activities

Knowledge and understanding

You need to know and understand:

- K1 the safe working practices and procedures to be followed when preparing and using CNC machines
- K2 the hazards associated with the using CNC machines and how they can be minimised
- K3 the personal protective equipment (PPE) to be worn for the CNC activities
- K4 the safety mechanisms on the machine and the procedure for checking that they function correctly
- K5 the correct operation of the various hand and automatic modes of machine control
- K6 how to stop the machine in both normal and emergency situations, and the procedure for restarting after an emergency
- K7 how to use and extract information from specifications in relation to work undertaken
- K8 the computer coding language used in CNC programs
- K9 how to set the machine controller in the program and editing mode, and how to enter or download the prepared program
- K10 how to deal with error messages and faults on the program or equipment
- K11 the range of work holding methods and devices that are used on CNC machines
- K12 the methods of setting the workholding devices, and the tools and equipment that can be used
- K13 how to place the machine into the correct operating mode, and how to access the program edit facility in order to enter tooling data

- K14 how to conduct trial runs using single block run, dry run, and feed and speed override controls
- K15 the items that you need to check before allowing the machine to operate in full program run mode
- K16 factors that affect the feeds and speeds that can be used, and why these may need to be adjusted from the program setting
- K17 how to save the completed programs in the appropriate format, and the importance of storing programs and storage devices safely and correctly, away from contaminants and possible corruption
- K18 typical problems that can occur with the CNC machine activities, and what to do if they occur
- K19 when to act on your own initiative and when to seek help and advice from others
- K20 the importance of leaving the work area and machine in a safe condition on completion of the activities

PREPARE LOCATION FOR ASSEMBLY AND PLACEMENT OF WOOD PRODUCTS

Unit No: PROWPM06

Unit Level: 4

Unit Credits: 6

Overview

This unit addresses the competences required to prepare for the assembly of fitted wood products in the final location. This involves:

1. interpreting information
2. making the assembly and placement area ready for work
3. preparing the wood components for assembly
4. ensuring all resources are ready for use
5. working in ways that ensure your own and other's safety

The unit is aimed at operatives installing manufactured wood products.

Performance criteria

You must be able to:

- P1 confirm the location, schedule and sequence of the assembly work with the relevant people
- P2 obtain agreement to proceed before starting work
- P3 isolate the work area as much as possible from the rest of the location, protecting areas exposed to debris
- P4 ask the customer to remove vulnerable items from the work area, and access routes to it
- P5 prepare the work area to install wood products
- P6 establish safe and secure storage areas for resources and components
- P7 follow safe and effective working practices at all times
- P8 identify any problems relating to the installation and deal with them in line with standard operating procedures
- P9 maintain effective communication with the customer in line with customer care procedures
- P10 confirm that the specifications/resources and components are available
- P11 make sure that the correct quality and quantity of components and resources are taken to the location
- P12 confirm that all the specified resources, tools and items of equipment are present and are in a safe working order
- P13 accurately identify any problems with resources and components and deal with them in line with standard operating procedures
- P14 carry out any specified preparatory work on components and materials correctly
- P15 lay out resources and components in a logical order for effective working
- P16 ensure that resources and components which are not for immediate use are stored safely

Knowledge and understanding

You need to know and understand:

- K1 how to interpret work specifications including drawings
- K2 who to confirm work requirements with and why it is important to have all the required agreements before you begin
- K3 which areas of the location should be isolated and what are suitable protective coverings
- K4 what types of vulnerable object should be moved by the customer
- K5 why it is important to prepare the work area so that it is safe to work in for yourself and others
- K6 your personal responsibilities with regard to health and safety issues whilst in location

- K7 when it would be necessary to set up storage areas and the safety and security issues to consider
- K8 what sort of problems can occur on location and how you should deal with them
- K9 how to provide information clearly to a customer, the type of information customers require, and why it could be important to them
- K10 how to dispose of waste in accordance with current legislation
- K11 the different components to be assembled in location and forms of preparation that may be needed at the location
- K12 tools and equipment used
- K13 problems that can occur and how these should be dealt with
- K14 your personal responsibilities towards health and safety when at location
- K15 why it is good practice to ensure that resources and components are laid out in a logical order and that items that are not needed immediately are safely stored until use

FINISH WOOD PRODUCTS BY HAND

Unit No: PROWPM32

Unit Level: 5

Unit Credits: 7

Overview

This unit covers the skills and knowledge required to apply hand-finishing polishes, waxes, oils, varnishes and lacquers to wood products. This involves:

1. preparing finishes for use
2. applying finishes to surfaces
3. working in ways which maintain your own and others' safety

The unit is aimed at operatives manufacturing wood products.

Performance criteria

You must be able to:

- P1 comply with relevant health and safety legislation
- P2 organise the materials, tools and equipment you will need so that you can work effectively and keep your work area tidy
- P3 make sure that you have the required work specification and that everything you need to achieve it is available
- P4 make sure that the work environment is clean and free from debris and dust
- P5 mix the finish to the required volume, colour, consistency and viscosity
- P6 work in ways that prevent contamination of the finish
- P7 make sure that the finish is adequately filtered to remove any contamination and irregularities
- P8 use the appropriate standards to confirm that you have produced the correct colour and shade of finish
- P9 store and maintain the finish in a suitable condition for use
- P10 carry out the appropriate tests to confirm that the working characteristics and results produced by the finish meet the specification
- P11 make sure that unused finishes are accurately labelled and returned to the designated storage areas
- P12 dispose of wastes safely using designated procedures and disposal areas
- P13 make sure that the surfaces are free of dust and grease ready to accept the finish
- P14 apply the finish so that an even coverage is achieved
- P15 use an effective technique for the kind of finish
- P16 allow sufficient drying times between multiple coats
- P17 clear surfaces of excess finish at each stage of the process
- P18 de-nib, remove blemishes and flat back finish between successive coats
- P19 handle and protect the wood products from damage during finishing
- P20 deal promptly and safely with spillages and splashes
- P21 deal promptly and effectively with application faults

Knowledge and understanding

You need to know and understand:

- K1 the relevant health and safety responsibilities and obligations
- K2 relevant health and safety procedures that need to be followed
- K3 the meaning of terms used in technical and manufacturers' specifications and data sheets on finishes
- K4 checks carried out on wood products which are being prepared for finishing

- K5 what sorts of problems can occur in preparing finishes of different sorts, and how to recognise and deal with them
- K6 the shelf-life of different finishes
- K7 how to handle different finishes to produce the required specification
- K8 why it is important to turn finishes regularly so that they are brought into the required suspension
- K9 the implications for your work of the relevant regulations and acts and where to find out about relevant risk assessment details and control measures that have been set by your organisation
- K10 where and how finishes should be stored and the implications of not doing this
- K11 why it is important to label unused materials correctly
- K12 the different types of abrasive materials used on finishes
- K13 the different types of finishes used, what each is for and when it is used
- K14 the drying and working times of different finishes
- K15 the effects of moisture content on the finish
- K16 the implications of poor technique
- K17 what kinds of application faults can arise and what to do to resolve them
- K18 what personal protective equipment should be worn when handling stains and why
- K19 why the working environment needs to be at suitable levels of humidity, temperature and lighting as well as dust-free and adequately ventilated
- K20 why it is important to deal promptly, safely and correctly with splashes and spillages
- K21 the storage requirements for different types of finish and the implications of not storing them correctly
- K22 the basic properties of timber that is in use within the wood industry
- K23 the different species of commonly used timber
- K24 how the company ensures that the timber is legal and sustainable and why this is important
- K25 the main geographical sources of supply of timber and timber based materials and products

FINISH WOOD PRODUCTS BY SPRAYING

Unit No: PROWPM33

Unit Level: 5

Unit Credits: 4

Overview

This unit covers the skills and knowledge required to apply finishing processing to wood products. This involves:

1. preparing wood products for finishing
2. correct and safe use of spray equipment
3. working in ways which maintain your own and others' safety

The unit is aimed at operatives manufacturing wood products.

Performance criteria

You must be able to:

- P1 comply with relevant health and safety legislation
- P2 organise the materials, tools and equipment you will need so that you can work effectively and keep your work area tidy
- P3 make sure that you have the required work specification and that everything you need to achieve it is available
- P4 check the wood product and accurately identify any faults that are present
- P5 apply the appropriate remedial treatment to any faults that are present
- P6 select appropriate materials/fillers for the type of surface
- P7 make sure that surfaces are clean and free of dust and debris
- P8 make sure that any adhesives left on surfaces are completely removed
- P9 make sure that filled surfaces are made level with the surrounding areas
- P10 make sure areas of raised grain are re-textured so they blend with the surrounds when the finish is applied
- P11 follow safe working procedures when:
 1. lifting and moving heavy items;
 2. handling cleaning agents and abrasives
- P12 handle and store the wood product in ways which protect it from damage
- P13 ensure that ventilation levels are safe before working with solvent based materials
- P14 accurately mask off any surfaces that are not to be sprayed
- P15 make sure that surfaces are clean and ready to receive the material
- P16 select a nozzle which is suited to the material and finish required
- P17 check and confirm that the spray gun is free from contamination before charging it with the required materials
- P18 apply the spray from a suitable distance from the wood product
- P19 adjust your spraying technique as necessary to achieve the required finish
- P20 apply the finish uniformly to the required build and depth of colour
- P21 deal promptly with faults which occur during the spraying process
- P22 deal promptly and safely with spillages and splashes
- P23 allow specified drying times between multiple coats
- P24 make sure that surfaces are clean and free of excess materials and surface irregularities between multiple coats, and on completion
- P25 follow safe working procedures when handling materials and using powered equipment
- P26 make sure that unused materials are accurately labelled and return them to the designated storage areas
- P27 dispose of wastes safely using designated procedures and disposal areas
- P28 transfer the finished wood product to the designated storage location
- P29 complete the process within the required time

P30 complete production records accurately and clearly

Knowledge and understanding

You need to know and understand:

- K1 the relevant health and safety responsibilities and obligations
- K2 relevant health and safety procedures that need to be followed
- K3 the meaning of terms used in technical specifications
- K4 what checks are carried out on wood products which are being prepared for finishing
- K5 the sorts of faults that can occur and how to recognise them
- K6 the remedial action to take to deal with different types of faults
- K7 different preparations that are appropriate for surfaces that are made of solid wood and for those that are veneered, including where appropriate traditional finishes
- K8 tools and equipment to use to remedy different sorts of faults
- K9 the types and purpose of fillers and stoppers
- K10 how to recognise different grades of abrasives and what each is used for
- K11 the implications for your work of the relevant regulations, including where to find out about relevant risk assessment details and risk control strategies that have been set by your organisation
- K12 where wood products should be stored
- K13 how to protect wood products during handling and storage
- K14 how to dispose of waste in accordance with current legislation
- K15 the different types of materials used, what each is for and when it is used
- K16 what the drying times are of different materials and why it is important to allow these to lapse before applying additional coats
- K17 how and why variations in spraying techniques influence the results produced
- K18 what kinds of faults can occur in the application of coatings and what steps can be taken to deal with them
- K19 why it is important to deal promptly, safely and correctly with splashes and spillages of materials
- K20 why it is important that waste materials, including rags, are disposed of safely
- K21 what information is recorded on production records and why it is important that these are kept up to date and accurate

PACK AND STORE WOOD PRODUCTS AND COMPONENTS

Unit No: PROWPM35

Unit Level: 4

Unit Credits: 6

Overview

This unit covers the skills and knowledge required to support a range of operations within a wood production environment. This involves:

1. carrying out final quality checks on wood products and components
2. packing and storing wood products and components
3. working in ways which maintain your own and others' safety

The unit is aimed at operatives manufacturing wood products.

Performance criteria

You must be able to:

- P1 comply with relevant health and safety legislation
- P2 check that you have a complete and clear quality specification to work from
- P3 accurately and systematically check the items and components against the quality specification
- P4 identify any aspects of the quality specification which have not been met
- P5 reject and report any wood products and components which are of unacceptable quality
- P6 complete required records so that they are accurate and legible
- P7 complete the checks within the required time
- P8 organise the packing materials, tools and equipment you will need so that you can work effectively and keep your work area tidy
- P9 select the appropriate protective packing to use
- P10 fit the packing correctly so that it provides the required protection
- P11 handle the items and components in ways which avoid damaging them
- P12 report problems which you cannot solve yourself to a supervisor
- P13 use safe handling and lifting techniques
- P14 store packed items in the designated locations and positions
- P15 dispose of waste packaging promptly and in line with specified procedures
- P16 complete the work within the required time

Knowledge and understanding

You need to know and understand:

- K1 the relevant health and safety responsibilities and obligations
- K2 relevant health and safety procedures that need to be followed
- K3 what to look for when checking different types of materials and components against a specification
- K4 the implications of being unsystematic or inaccurate in carrying out checks
- K5 how to recognise materials and components that are of unacceptable quality
- K6 the implications for your work of the relevant regulations, including where to find out about relevant risk assessment details and control measures that have been set by your organisation
- K7 what information should be recorded and why this is important
- K8 the different sorts of packing materials and their uses
- K9 how to fit protective packing correctly, safely and without damage
- K10 the implications of poor packing and storing
- K11 the types of damage that can occur during packing and how to avoid them
- K12 who to report packing problems to

- K13 why it is important to maintain work schedules
- K14 the basic properties of timber that is in use within the wood industry
- K15 the different species of commonly used timber
- K16 how the company ensures that the timber is legal and sustainable and why this is important
- K17 the main geographical sources of supply of timber and timber based materials and products

USE MACHINERY TO PRODUCE SAWN WOOD

Unit No: PROWPM23

Unit Level: 5

Unit Credits: 13

Overview

This unit covers the skills and knowledge required to use machinery to produce sawn wood. This involves:

1. preparing to produce sawn timber using sawing machines
2. being able to produce sawn products using sawing machines

The unit is aimed at operatives manufacturing wood products.

Performance criteria

You must be able to:

- P1 comply with relevant health and safety legislation
- P2 follow company procedures/ guidance to check that the timber is legal and sustainable
- P3 use specification to prepare to produce sawn wood
- P4 check that quality of timber meets requirements and specification
- P5 prepare resources and work area to operate sawing machinery with regard to safety and specification
- P6 set up sawing machinery, guarding and tooling using the following operations:
 1. measure
 2. mark
 3. adjust
 4. fit
 5. position
 6. secure
- P7 select the machine for the work to be carried out
- P8 operate sawing machinery to specification and legislation
- P9 remove waste in accordance with legislation
- P10 lubricate the machine in accordance with manufacturers and company procedures
- P11 monitor the optimal flow of work
- P12 maintain work area in a safe and clear condition
- P13 stack processed materials in a safe manner
- P14 use personal protective equipment and local exhaust ventilation in order to meet legal and safety requirements
- P15 complete all records and documentation in accordance with organisational requirements

Knowledge and understanding

You need to know and understand:

- K1 the relevant health and safety responsibilities and obligations
- K2 relevant health and safety procedures that need to be followed
- K3 the factors affecting the final quality of sawn product
- K4 the methods of moving and handling timber
- K5 dimensional control aids and their uses
- K6 the methods of safe handling of timber
- K7 the scope and limitations of the machines that you use at your company
- K8 the problems associated with sawing timber in relation to:
 1. sawing machinery
 2. timber

- 3. lubricants
- 4. hand tools and associated equipment
- K9 how quality can be effected by poor tooling
- K10 why the removal of waste should be carried out according to safety legislation and company procedures
- K11 how to calculate:
 - 1. quantity
 - 2. length
 - 3. area
 - 4. wastage
- K12 difficulties that can occur with the process and how to correct them
- K13 who to report difficulties outside your control
- K14 what information systems should be used
- K15 why it is important to use the information systems
- K16 the basic properties of timber that is in use within the wood industry
- K17 the different species of timber commonly used
- K18 how the company ensures that the timber is legal and sustainable and why this is important
- K19 the main geographical sources of supply of timber and timber based materials and products

PRODUCE MACHINE FINISHED ROUTINE TIMBER BASED PRODUCTS

Unit No: PROAWO30

Unit Level: 5

Unit Credits: 8

Overview

This unit covers the skills and knowledge required to produce machine finished routine timber based products. This includes setting up and operating machinery to produce finished products to specification.

The unit is relevant to operatives working in sawmill on secondary conversion.

Performance criteria

You must be able to:

- P1 follow company procedures/ guidance to check that the timber is legal and sustainable
- P2 comply with health and safety requirements and procedures at all times
- P3 check that quality of timber meets requirements and specification
- P4 prepare resources and work area to operate machinery with regard to safety and specification
- P5 set up machinery and tooling using the following operations:
 - 1. measure
 - 2. mark
 - 3. adjust
 - 4. fit
 - 5. position
 - 6. secure
- P6 select the machine for the work to be carried out
- P7 operate machinery to specification and legislation
- P8 finish routine timber based products to specification following company procedures
- P9 remove waste in accordance with legislation
- P10 lubricate the machine in accordance with manufacturers and company procedures
- P11 monitor the optimal flow of work
- P12 stack processed materials in a safe manner

Knowledge and understanding

You need to know and understand:

- K1 species of timber and their common uses
- K2 the relevant health and safety responsibilities and obligations
- K3 relevant health and safety procedures that need to be followed
- K4 timber characteristics and the effect on the blade
- K5 the factors affecting the final quality of the product
- K6 the methods of moving and handling timber that you use
- K7 the operators responsibilities regarding safety
- K8 the hazards that may be present in the work area and how these may be minimised
- K9 the safety legislation with specific reference to guarding the machine
- K10 the different types of specification
- K11 dimensional control aids and their use
- K12 the company reporting process for nonconforming resources/ defects and actions that may be taken
- K13 how the company ensures that the purchased timber is legal and sustainable and why this is important
- K14 potential hazards associated with the resources and method of work
- K15 the methods of safe handling of timber

- K16 the scope and limitations of the machines that you use at your company
- K17 the problems associated with sawing timber in relation to:
 - K13.1 machinery
 - K13.2 timber
 - K13.3 lubricants
 - K13.4 hand tools and associated equipment
- K18 how quality can be effected by poor tooling
- K19 why the removal of waste should be carried out according to safety legislation and company procedures
- K20 types of problems that can occur and how to deal with these
- K21 how to calculate:
 - K16.1 quantity
 - K16.2 length
 - K16.3 area
 - K16.4 wastage

FABRICATE GLASS FRAMING SYSTEMS BY JOINING

Unit No: PROPGSF8

Unit Level: 5

Unit Credits: 8

Overview

This unit covers the fabrication of glass framing systems by joining. This involves preparing the materials for the joining process, and ensuring the correct type and quality are available. The candidate then uses the appropriate equipment to join the materials in a way that meets the specification. The candidate also has to identify any problems with the process and take the appropriate action.

Performance criteria

You must be able to:

- P1 comply with health and safety requirements and procedures at all times
- P2 identify and confirm the specification for the preparation of the materials
- P3 ensure the materials are available for joining
- P4 select the correct type, quantity, and quality of materials to be used during the joining
- P5 prepare the materials correctly according to schedule and standard operating procedures
- P6 identify any problems relating to the materials and deal with them according to standard operating procedures
- P7 store the prepared materials in an appropriate place
- P8 identify suitable joining materials
- P9 position the materials correctly for joining
- P10 join the materials correctly according to specifications
- P11 ensure joins are square and true
- P12 remove any excess materials without decreasing the effectiveness of the join
- P13 identify any problems relating to the joining and deal with them according to standard operating procedures
- P14 record information on the joining of materials in the appropriate information systems

Knowledge and understanding

You need to know and understand:

Health and safety

- K1 what are the relevant health and safety responsibilities and obligations
- K2 what are the relevant health and safety procedures that need to be followed

You need to know and understand:

Joining

- K3 what type of joining is undertaken
- K4 what preparation equipment should be used
- K5 what are the preparation processes that should be applied to different materials
- K6 what is the correct type, quantity, and quality of materials that are to be used in different joining processes
- K7 what are the appropriate storage areas for materials before and after joining
- K8 what type of problems can occur with the joining, and what are the standard operating procedures for dealing with them
- K9 what are the methods for joining different types of material
- K10 what are the methods for joining sections
- K11 how to position materials correctly
- K12 how to ensure joins are square and true
- K13 how to remove excess materials
- K14 how to utilise materials to minimise wastage

K15 what type of problems can occur with processing, and what are the standard operating procedures for dealing with them

You need to know and understand:

Information systems

K16 what information systems should be used

K17 why it is important to use the information systems

FABRICATE GLASS FRAMING SYSTEMS BY ASSEMBLY

Unit No: PROPGSF9

Unit Level: 5

Unit Credits: 7

Overview

This unit covers the fabrication of glass framing systems by assembly. This involves preparing the materials for the assembly process, and ensuring the correct type and quality are available. The candidate then uses the appropriate equipment to assemble the materials in a way that meets the specification. The candidate also has to identify any problems with the process and take the appropriate action.

Performance criteria

You must be able to:

- P1 comply with health and safety requirements and procedures at all times
- P2 identify and confirm the specification for the preparation of the materials
- P3 ensure the materials are available for assembly
- P4 select the correct type, quantity, and quality of materials to be used during the assembly
- P5 prepare the materials correctly according to schedule and standard operating procedures
- P6 identify any problems relating to the materials and deal with them according to standard operating procedures
- P7 store the prepared materials in an appropriate place
- P8 identify suitable methods for assembling glass framing systems
- P9 position the materials correctly for assembly
- P10 assemble the materials correctly according to specifications
- P11 clean the finished glass framing systems and remove all excess materials
- P12 store the finished glass framing systems correctly and label them according to standard operating procedures
- P13 identify any problems relating to the assembly and deal with them according to standard operating procedures
- P14 record information on the assembly of glass framing systems in the appropriate information systems

Knowledge and understanding

You need to know and understand:

Health and safety

- K1 what are the relevant health and safety responsibilities and obligations
- K2 what are the relevant health and safety procedures that need to be followed

You need to know and understand:

Assembly

- K3 what type of assembly is undertaken
- K4 what preparation equipment should be used
- K5 what are the preparation processes that should be applied to different materials
- K6 what is the correct type, quantity, and quality of materials that are to be used in different assembly processes
- K7 what are the appropriate storage areas for materials before and after assembly
- K8 what are the methods for assembling different types of material
- K9 how to position materials correctly
- K10 how to clean different types of assembly, and where to dispose of excess materials
- K11 what type of problems can occur during assembly, and what are the standard operating procedures for dealing with them

You need to know and understand:

Information systems

K12 what information systems should be used

K13 why it is important to use information systems

GLAZE FIRE RESISTANT GLAZING INSTALLATIONS

Unit No: PROGLAZE15

Unit Level: 6

Unit Credits: 4

Overview

This unit covers the glazing of fire resistant glazing installations. The glass has to be glazed into the fire resistant glazing installation correctly. The glazier will have to use the correct glazing materials and then ensure the fire resistant glazing installation is ready for use or further work. Finally the glazier will need to check the work, respond to customer enquiries and dispose of unwanted materials.

Performance criteria

You must be able to:

- P1 comply with health and safety requirements, and relevant statutory and industry regulations, at all times
- P2 select suitable glazing equipment and glazing methods for glazing the fire resistant glazing installation
- P3 confirm the glazing requirements of the customer and ensure that the site, glazing materials, and installation are prepared correctly
- P4 transport and handle glazing materials correctly during the glazing of the fire resistant glazing installation
- P5 select the correct type, quantity, and quality of glass for glazing into the fire resistant glazing installation
- P6 glaze all required glazing materials correctly and securely into the fire resistant glazing installation according to the specification
- P7 confirm the glass fits correctly according to the specification
- P8 ensure any components are clear and functioning
- P9 check the glazing work that has been carried out meets all agreed glazing requirements
- P10 answer in sufficient detail the customer's questions concerning the completion of the glazing work
- P11 remove all unwanted glazing materials not required by the customer from the site of the work
- P12 record information on the glazing of the fire resistant glazing installation in the appropriate information systems

Knowledge and understanding

You need to know and understand:

- K1 what are the relevant health and safety requirements, and statutory and industry regulations, that have to be complied with
- K2 what are the methods for preparing the site and installation for maintenance
- K3 what are the methods for transporting and handling different types of glazing materials
- K4 what glazing equipment and glazing methods should be used for glazing specific types, shapes, and sizes of fire resistant glazing installations
- K5 what are the correct methods for fixing glass securely into fire resistant glazing installations
- K6 why it is important to ensure that components are clear and functioning
- K7 how to undertake a final inspection of the glazing work
- K8 what type of questions are asked by customers
- K9 how to dispose of glazing materials safely
- K10 what type of problems can occur during and after the glazing of fire resistant glazing installations, and what are the standard operating procedures for dealing with them
- K11 what information systems should be used, and why it is important to record information

Additional Information

Scope/range related to performance criteria

1. Glazing equipment:
 - 1.1. access equipment
 - 1.2. battery supplied equipment
 - 1.3. machinery
 - 1.4. mains supplied equipment
 - 1.5. manual tools
2. Glazing materials:
 - 2.1. consumables
 - 2.2. fixings
 - 2.3. glass
 - 2.4. infill panels
3. Glazing methods:
 - 3.1. dry
 - 3.2. wet
4. Glazing requirements:
 - 4.1. materials
 - 4.2. methods
 - 4.3. position
 - 4.4. purpose
 - 4.5. size
5. Health and safety requirements:
 - 5.1. identification of hazards
 - 5.2. use of personal protective equipment
 - 5.3. use of safety equipment
6. Information systems:
 - 6.1. electronic
 - 6.2. manual
7. Problems:
 - 7.1. organisational
 - 7.2. resources
 - 7.3. technical
8. Regulations:
 - 8.1. building regulations

OPERATE CAD EQUIPMENT

Unit No: PROWPF26

Unit Level: 6

Unit Credits: 11

Overview

The unit covers the skills and knowledge required to improve process and quality control in a commercial environment. This includes:

1. operating computer and peripheral hardware
2. producing drawings using computer aided drawing software

The unit is aimed at anyone who has to use CAD equipment.

Performance criteria

You must be able to:

- P1 comply with health and safety requirements and procedures at all times
- P2 check that the computer peripherals are securely connected to the outlet ports and all leads are in good condition following company procedures and manufacturer's instructions
- P3 follow sequence to power up, check peripheral operating status and close down equipment following company procedures and manufacturer's instructions
- P4 access and terminate the correct software application following company procedures and manufacturer's instructions
- P5 identify the type of drawing required and choose a suitable start point following company procedures and manufacturer's instructions
- P6 use appropriate techniques to create the required drawing following company procedures and manufacturer's instructions
- P7 save drawings in appropriate locations following company procedures and manufacturer's instructions
- P8 produce hard copies of the finished drawings following company procedures and manufacturer's instructions
- P9 recognise any difficulties with the process to the required quantity and quality and correct them, report difficulties outside your control to the correct person
- P10 carry out your work to the required quality and output to meet production schedules and targets
- P11 record information on the process in the appropriate information systems

Knowledge and understanding

You need to know and understand:

- K1 the relevant health and safety responsibilities and obligations
- K2 the relevant health and safety procedures that need to be followed
- K3 the various types and application of peripherals such as printers, plotters, scanners, digitisers and tablets, light pens
- K4 how to identify correct cables/leads and connectors
- K5 how to check peripheral devices are correctly connected
- K6 how to identify typical equipment faults
- K7 action to be taken when dealing with equipment faults
- K8 the use of computer operating systems
- K9 the requirement for start-up and shutdown procedures
- K10 the importance of adherence to start-up and shutdown procedures
- K11 the use of technical manuals to check for correct hardware connections
- K12 own responsibilities under the relevant computer and software related acts
- K13 the national, international and organisational standards with regard to engineering drawings

- K14 the various types of drawing layouts that are used for mechanical, fabrication and electrical/electronic applications
- K15 the symbols and abbreviations used on drawings
- K16 how to determine the scale to be used and methods of indicating this on the drawing
- K17 the methods of constructing drawings and the application and use of drawing tools
- K18 the methods of constructing lines and curves, circles and ellipses
- K19 the types and application of dimension lines
- K20 how to enter text onto drawings
- K21 the procedures and methods for editing drawings and text
- K22 how to produce hard copies
- K23 the advantages and disadvantages of printers and plotters
- K24 what information systems should be used
- K25 why it is important to use the information systems

Additional information

Scope/range

Computer systems: To include relevant knowledge of computer operating systems. The importance of shutting down, starting up correctly and how to use technical manuals to aid operation of the system.

Software Application: To include the relevant software packages for computer aided design used by the organisation.

Standards: To include organisational, national and international standards where appropriate.

Peripheral equipment: To include the various types and application of peripherals such as printers, plotters, scanners, digitisers, tablets, light pens and also to include checking the connection of these peripheral pieces of equipment.

Problems: Problems and faults may occur with achieving any aspect of the equipment set up and operation. Some problems may be serious enough to mean that the equipment cannot be used as intended; other problems may need some minor adjustments to the computer and/ or peripheral equipment. Solving the problem may require direct action by the individual or reference to another within the organisation

ASSESSMENT

Assessment principles should follow recognised good practice.

All performance and knowledge criteria should be met

Simulation is not permitted

QUALIFICATION CERTIFICATION

All performance and knowledge criteria are to be achieved. Whilst there is no grading to this qualification (pass, credit, etc.), the training delivery and feedback should promote the notion of continued improvement and craftsmanship.

REGULATORY INFORMATION

Date Accredited From:	12/11/2014
Accreditation End Date:	31/07/2026
Certificate End Date:	31/07/2028

GLOSSARY

TERM	DEFINITION
Performance Criteria	This describes what a learner needs to be able to do as a result of the process of learning.
Knowledge and understanding	These are the things learners are expected to know and understand as a result of the process of learning.
Centre	The organisation that is approved by PIABC for the purposes of preparing learners for assessment.

FURTHER INFORMATION

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