



SVQ in Wood Machining (Furniture) at SCQF Level 5

Qualification Number: GP27 45

Qualification Specification

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PURPOSE

The SVQ in Wood Machining (Furniture) at SCQF Level 5 is a nationally recognised qualification which is competence based with a requirement to understand the capabilities and limitations of every day wood machining machines.

The qualification is designed to develop and assess the competent performance of wood machinists so that they have the necessary skills, knowledge and understanding to work effectively in their role.

The aim of the qualification is to acknowledge an individuals achievement whilst promoting a wider understanding of health and safety, efficient working and the use of machines. Those achieving the SVQ in Wood Machining (Furniture) at SCQF Level 5 will be able to produce components and apply related knowledge in a commercial setting.

The qualification is intended for those who have access to a range of machines to carry out a range of operations.

The qualification is part of the Modern Apprenticeship for Wood and Timber Industries for learners employed in the wood and timber industry and work in Scotland.

OUTCOMES

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

1. Enhance the knowledge and job satisfaction of learners - providing them with a means of progression to higher level job roles and qualifications.
2. Provide employers with an open and transparent basis for judging the suitability of learners for employment and promotion.
3. 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 a wood machining role within the furniture industry or construction industry or similar, who want to gain recognition for the competencies and understanding in the basic operation of wood working machines.

Job role	Type of company
Wood machinist	Any sized company having access to a wide range of traditional machines producing components for the furniture or construction industry or similar.

ENTRY REQUIREMENTS

There are no entry qualifications or age limits required for this qualification. However, centres must ensure that learners have the potential and opportunity to gain the qualification successfully.

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 progression in the timber and furniture industries to a position where they can assume a level of responsibility for not only machine use but also for a workshop or department. Learners may have the opportunity to progress into supervisory and management roles taking suitable qualifications or equally may have opportunities to study related crafts such as joinery or cabinet making – both of which have national qualifications and Apprenticeships. Learners are encouraged to consider belonging to a professional institute or similar. Centres are encouraged to make learners aware of wood machining and related professional bodies.

After completing this qualification, learners will be able to take on more specialist tasks in their area of expertise and/or move onto the Level 6/7 Modern Apprenticeship.

PROGRAMME ORGANISATION

Programmes leading to the SVQ in Wood Machining (Furniture) at SCQF Level 5 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 criteria 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

Those learners employed in the timber and related industries, completing this SVQ without following a recognised training programme will come to the qualification with varying levels of existing knowledge and/or practical experience of some parts of the syllabus. 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 wood machining 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 learning outcomes. It may be useful to have workbooks for use either at home or in the workplace.

Assessment guidance can be found in the PIABC Centre Handbook for Competence Based Qualifications which should be used alongside the National Skills Academy for Food and Drink's Assessment Strategy for the Wood Sector.

QUALIFICATION DESCRIPTION

The SVQ in Wood Machining (Furniture) at SCQF Level 5 follows the quality criteria for NOS for designing units and qualifications and contains the features listed as follows:

- NOS reference number, title, credit value and level.
- Each unit consist 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.
 - Some units also indicate the intended scope of the performance criteria

QUALIFICATION LEVEL

This Scottish Vocational Qualification has been credit rated against the Scottish Credit and Qualifications Framework (SCQF) as a Level 5 qualification.

Generally, learners will demonstrate basic knowledge and understanding of processes, materials and terminology relating ideas and knowledge to practical contexts in roles such as purchasing, sales and yard operative. Tasks may include selecting, adjusting and using appropriate tools and materials and/or advising customers using product knowledge.

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.

QUALIFICATION STRUCTURE

SVQ in Wood Machining (Furniture) at SCQF Level 5 is made up of mandatory and optional units. The mandatory units cover those areas which have a common approach, such as health and safety, efficient working, use of machines 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 learner's 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 7 credits reflect a total learning time of 70 hours. Credit values have been calculated unit by unit - in isolation of each other - such that the unit is a stand alone 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).

Structure information: Learners must take 8 units (3 mandatory, plus 5 optional units with at least 2 units from Group A).

Mandatory Units			
Unit No.	Title	Level	Credit
COSVR468	Produce sawn wood and wood-based products	5	20
PROHSS1	Make sure your own actions reduce the risks to health and safety	5	8
PROSM001	Contribute to the effectiveness of work in a commercial setting	5	5
Optional Group A			
Unit No.	Title	Level	Credit
COSVR469	Produce planed wood and wood-based products	5	15
COSVR470	Produce profiled wood and wood-based products	5	21
COSVR471	Produce jointed wood and wood-based products	5	13
COSVR472	Produce wood and wood-based products using computer numerically controlled/numerically controlled (CNC/NC) machinery	5	22
Optional Group B			
Unit No.	Title	Level	Credit
PROWPF01	Operate machinery and equipment	5	6
COSVR15	Mark out for setting out details for routine products	5	12
COSVR16	Manufacture routine products	5	19
COSVR473	Produce sanded wood and wood-based products	5	10
COSVR474	Produce bored wood and wood-based products	5	10
COSVR475	Produce and maintain wood machining tooling	5	11
COSVR476	Deal with product enquiries	5	10
COSVR477	Machinery and equipment maintenance	5	16
COSVR478	Produce edge treatment finishes to wood and wood-based products	5	11

UNIT CONTENT

PRODUCE SAWN WOOD AND WOOD-BASED PRODUCTS

Unit No: COSVR468

Unit Level: 5

Unit Credit: 20

Overview

This standard is about:

1. interpreting information
2. adopting safe and healthy working practices
3. selecting materials, components and equipment
4. preparing, setting up, operating and maintaining the machinery to produce sawn wood and wood-based products

Performance Criteria

You must be able to:

- P1 interpret the given information relating to the work and resources to confirm its relevance
- P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices
- P3 select the required quantity and quality of resources for the methods of work
- P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P5 comply with the given contract information to carry out the work efficiently to the required specification
- P6 complete the work within the allocated time, in accordance with the programme of work

Note: Contract information in performance criteria five can relate to drawings, specifications, schedules, cutting lists, manufacturer's information and oral instruction.

Knowledge and Understanding

Performance Criteria 1

Interpretation of information

You need to know and understand:

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed
- K3 the organisational procedures to solve problems with the information and why it is important that they are followed

Performance Criteria 2

Safe work practices

You need to know and understand:

- K4 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied
- K5 how emergencies should be responded to and who should respond
- K6 the organisational security procedures for tools, equipment and personal belongings

- K7 what the accident reporting procedures are and who is responsible for making the report
- K8 why and when personal protective equipment (PPE) should be used
- K9 the safe use and storage of tools and equipment

Performance Criteria 3

Selection of resources

You need to know and understand:

- K10 the characteristics, quality, uses, limitations and defects associated with the resources and how defects should be rectified
- K11 how the resources should be used and how any problems
- K12 the organisational procedures to select resources, why they have been developed and how they are used
- K13 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 4

Minimise the risk of damage

You need to know and understand:

- K14 how to protect work and equipment from damage and the purpose of protection
- K15 why removal of waste should be carried out safely and how it is achieved

Performance Criteria 5

Meet the contract specification

You need to know and understand:

- K16 how methods of work, to meet the specification, are carried out and problems reported
- K17 how maintenance of tools and equipment is carried out

Performance Criteria 6

Allocated time

You need to know and understand:

- K18 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, cutting lists, risk assessments and manufacturers' information related to the work to be carried out

Performance Criteria 2

- 2 comply with all current statutory legislation and approved Codes of Practice to carry out the activity safely
- 3 safe use of personal protective equipment (PPE) to carry out the activity
- 4 safe use and storage of tools and equipment

Performance Criteria 3

- 5 selection and handling of resources associated with own work
 - 5.1 materials and components
 - 5.2 tools, tooling and equipment
 - 5.3 dimensional control aids as appropriate

Performance Criteria 4

- 6 protection of the work, equipment and its surrounding area from damage
- 7 minimise damage and maintain a clean work space
- 8 removal of waste in accordance with legislation

Performance Criteria 5

- 9 demonstration of work skills to measure, mark out, adjust, fit, finish, position and secure
- 10 use and maintain hand tools and ancillary equipment
- 11 prepare, set up, operate and maintain at least three of the following machines to produce sawn wood and wood-based products to given working instructions
 - 11.1 band resaw
 - 11.2 narrow band saw
 - 11.3 parallel band saw
 - 11.4 band mill
 - 11.5 twin line resaw
 - 11.6 hand fed circular rip saw
 - 11.7 dimension/tilting arbour circular saw
 - 11.8 sliding table panel saw
 - 11.9 vertical wall panel saw
 - 11.10 pullover cross cut saw
 - 11.11 radial arm cross cut saw
 - 11.12 straight line edger
 - 11.13 multi-rip saw
 - 11.14 beam saw
 - 11.15 snip saw
- 12 set up and change appropriate tooling to meet the requirements

Performance Criteria 6

- 13 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client COSVR468

Scope/range related to knowledge and understanding

Emergencies

- 1 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 1.1 fires, spillages, injuries, accidents

Equipment

- 2 tools, machinery, safety aids, safety guards as appropriate, dimensional control aids and extraction devices

Hazards

- 3 those identified by method of work, manufacturers' technical information, statutory regulations and official guidance

Information

- 4 drawings, specifications, schedules, cutting lists, risk assessments, manufacturers' information and regulations governing wood machining

Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, with tools, tooling and equipment, with

materials and substances, with movement of materials and by manual and mechanical lifting

Maintenance

- 6 operative care of hand tools and ancillary equipment

Methods of work

- 7 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
 - 7.1 prepare and set up the sawing machinery
 - 7.2 operate the sawing machinery
 - 7.3 maintain the sawing machinery
 - 7.4 identify the compatibility of materials with machines
 - 7.5 identify how damage to materials and machines can be avoided
 - 7.6 identify the correct use of lubricants
 - 7.7 identify the relevant dimensional control aids and their uses
 - 7.8 identify and report defects and discrepancies in materials and machines
 - 7.9 set up and change appropriate tooling
 - 7.10 identify the types and suitability of tooling
 - 7.11 identify the scope and limitations of the machine
 - 7.12 select the appropriate machine for the work to be carried out
 - 7.13 use hand tools and equipment
- 8 team work and communication
- 9 needs of other occupations associated with producing sawn wood and wood-based products

Personal protective equipment (PPE)

- 10 occupational use, types, purpose of each type and work situations

Problems

- 11 those arising from information, resources and methods of work
 - 11.1 own authority to rectify
 - 11.2 organisational reporting procedures

Programme

- 12 types of progress charts, timetables and estimated times
- 13 organisational procedures for reporting circumstances which will affect the work programme

Protect work

- 14 protect work against damage from general workplace activities and other occupations

Removal of waste

- 15 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Resources

- 16 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist
 - 16.1 sawing machinery
 - 16.2 wood materials
 - 16.3 wood-based materials
 - 16.4 lubricants
 - 16.5 hand tools and ancillary equipment

17 methods of calculating quantity, length, area and wastage associated with the method/procedure to produce wood and wood-based products

Security procedures

18 workplace, company and operative

MAKE SURE YOUR OWN ACTIONS REDUCE RISKS TO HEALTH AND SAFETY

Unit No: PROHSS1

Unit Level: 5

Unit Credit: 8

Overview

This Standard is for everyone at work (whether paid, unpaid, full or part-time). It is about having an appreciation of significant risks at work, knowing how to identify and deal with them.

This Standard 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

Identify the hazards and evaluate the risks at work

You must be able to:

- 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

You must be able to:

- 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 manufacturers 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:
 - P13.1 protects the health and safety of you and others,
 - P13.2 meets any legal responsibilities, and
 - P13.3 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

Additional Information

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 Credit: 5

Overview

This standard 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

PRODUCE PLANED WOOD AND WOOD-BASED PRODUCTS

Unit No: COSVR469

Unit Level: 5

Unit Credit: 15

Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 preparing, setting up, operating and maintaining the machinery to produce planed wood and wood-based products

Performance Criteria

You must be able to:

- P1 interpret the given information relating to the work and resources to confirm its relevance
- P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices
- P3 select the required quantity and quality of resources for the methods of work
- P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P5 comply with the given contract information to carry out the work efficiently to the required specification
- P6 complete the work within the allocated time, in accordance with the programme of work

Note: Contract information in performance criteria five can relate to drawings, specifications, schedules, cutting lists, manufacturer's information and oral instruction

Knowledge and Understanding

Performance Criteria 1

Interpretation of information

You need to know and understand:

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2

Safe work practices

You need to know and understand:

- K4 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied
- K5 how emergencies should be responded to and who should respond
- K6 the organisational security procedures for tools, equipment and personal belongings
- K7 what the accident reporting procedures are and who is responsible for making the report
- K8 why and when personal protective equipment (PPE) should be used
- K9 the safe use and storage of tools and equipment

Performance Criteria 3

Selection of resources

You need to know and understand:

- K10 the characteristics, quality, uses, limitations and defects associated with the resources and how defects should be rectified
- K11 how the resources should be used and how any problems associated with the resources are reported
- K12 the organisational procedures to select resources, why they have been developed and how they are used
- K13 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 4

Minimise the risk of damage

You need to know and understand:

- K14 how to protect work and equipment from damage and the purpose of protection
- K15 why removal of waste should be carried out safely and how it is achieved

Performance Criteria 5

Meet the contract specification

You need to know and understand:

- K16 how methods of work, to meet the specification, are carried out and problems reported
- K17 how maintenance of tools and equipment is carried out

Performance Criteria 6

Allocated time

You need to know and understand:

- K18 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, cutting lists, risk assessments and manufacturers' information related to the work to be carried out

Performance Criteria 2

- 2 comply with all current statutory legislation and approved Codes of Practice to carry out the activity safely
- 3 safe use of personal protective equipment (PPE) to carry out the activity
- 4 safe use and storage of tools and equipment

Performance Criteria 3

- 5 selection and handling of resources associated with own work
 - 5.1 materials and components
 - 5.2 tools, tooling and equipment
 - 5.3 dimensional control aids as appropriate

Performance Criteria 4

- 6 protection of the work, equipment and its surrounding area from damage
- 7 minimise damage and maintain a clean work space
- 8 removal of waste in accordance with legislation

Performance Criteria 5

- 9 demonstration of work skills to measure, mark out, adjust, fit, finish, position and secure
- 10 use and maintain hand tools and ancillary equipment
- 11 prepare, set up, operate and maintain at least one combination of the following machines to produce wood and wood- based products to given working instructions
 - 11.1 surface planer and thicknesser (can be a combined machine)
 - 11.2 four sided planer and moulder (for planed all round)
- 12 set up and change appropriate tooling to meet the requirements

Performance Criteria 6

- 13 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Scope/range related to knowledge and understanding

Emergencies

- 1 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 1.1 fires, spillages, injuries, accidents

Equipment

- 2 tools, machinery, safety aids, safety guards as appropriate, dimensional control aids and extraction devices

Hazards

- 3 those identified by method of work, manufacturers' technical information, statutory regulations and official guidance

Information

- 4 drawings, specifications, schedules, cutting lists, risk assessments, manufacturers' information and regulations governing wood machining

Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, with tools, tooling and equipment, with materials and substances, with movement of materials and by manual and mechanical lifting

Maintenance

- 6 operative care of hand tools and ancillary equipment

Methods of work

- 7 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
 - 7.1 prepare and set up the planing machinery
 - 7.2 operate the planing machinery
 - 7.3 maintain the planing machinery
 - 7.4 identify how damage to materials and machines can be avoided
 - 7.5 identify the correct use of lubricants
 - 7.6 identify the compatibility of materials with machines
 - 7.7 identify the relevant dimensional control aids and their uses
 - 7.8 identify and report defects and discrepancies in materials and machines
 - 7.9 set up and change appropriate tooling
 - 7.10 identify the types and suitability of tooling

- 7.11 identify the scope and limitations of the machine
- 7.12 select the appropriate machine for the work to be carried out
- 7.13 use hand tools and equipment
- 8 team work and communication
- 9 needs of other occupations associated with producing planed wood and wood-based products

Personal protective equipment (PPE)

- 10 occupational use, types, purpose of each type and work situations

Problems

- 11 those arising from information, resources and methods of work
 - 11.1 own authority to rectify
 - 11.2 organisational reporting procedures

Programme

- 12 types of progress charts, timetables and estimated times
- 13 organisational procedures for reporting circumstances which will affect the work programme

Protect work

- 14 protect work against damage from general workplace activities and other occupations

Removal of waste

- 15 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Resources

- 16 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist
 - 16.1 planing machinery
 - 16.2 wood materials
 - 16.3 wood based materials
 - 16.4 lubricants
 - 16.5 hand tools and ancillary equipment
- 17 methods of calculating quantity, length, area and wastage associated with the method/procedure to produce planed wood and wood-based products

Security procedures

- 18 workplace, company and operative

PRODUCE PROFILED WOOD AND WOOD-BASED PRODUCTS

Unit No: COSVR470

Unit Level: 5

Unit Credit: 21

Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 preparing, setting up, operating and maintaining the machinery to produce profiled wood and wood-based products

Performance Criteria

You must be able to:

- P1 interpret the given information relating to the work and resources to confirm its relevance
- P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices
- P3 select the required quantity and quality of resources for the methods of work
- P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P5 comply with the given contract information to carry out the work efficiently to the required specification
- P6 complete the work within the allocated time, in accordance with the programme of work

Note: Contract information in performance criteria five can relate to drawings, specifications, schedules, cutting lists, manufacturer's information and oral instruction

Knowledge and Understanding

Performance Criteria 1

Interpretation of information

You need to know and understand:

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2

Safe work practices

You need to know and understand:

- K4 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied
- K5 how emergencies should be responded to and who should respond
- K6 the organisational security procedures for tools, equipment and personal belongings
- K7 what the accident reporting procedures are and who is responsible for making the report
- K8 why and when personal protective equipment (PPE) should be used
- K9 the safe use and storage of tools and equipment

Performance Criteria 3

Selection of resources

You need to know and understand:

- K10 the characteristics, quality, uses, limitations and defects associated with the resources and how defects should be rectified
- K11 how the resources should be used and how any problems associated with the resources are reported
- K12 the organisational procedures to select resources, why they have been developed and how they are used
- K13 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 4

Minimise the risk of damage

You need to know and understand:

- K14 how to protect work and equipment from damage and the purpose of protection
- K15 why removal of waste should be carried out safely and how it is achieved

Performance Criteria 5

Meet the contract specification

You need to know and understand:

- K16 how methods of work, to meet the specification, are carried out and problems reported
- K17 how maintenance of tools and equipment is carried out

Performance Criteria 6

Allocated time

You need to know and understand:

- K18 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, cutting lists, risk assessments and manufacturers' information related to the work to be carried out

Performance Criteria 2

- 2 comply with all current statutory legislation and approved Codes of Practice to carry out the activity safely
- 3 safe use of personal protective equipment (PPE) to carry out the activity
- 4 safe use and storage of tools and equipment

Performance Criteria 3

- 5 selection and handling of resources associated with own work
 - 5.1 materials and components
 - 5.2 tools, tooling and equipment
 - 5.3 dimensional control aids as appropriate

Performance Criteria 4

- 6 protection of the work, equipment and its surrounding area from damage
- 7 minimise damage and maintain a clean work space
- 8 removal of waste in accordance with legislation

Performance Criteria 5

- 9 demonstration of work skills to measure, mark out, adjust, fit, finish, position and secure
- 10 use and maintain hand tools and ancillary equipment
- 11 prepare, set up, operate and maintain at least two of the following machines to produce profiled wood and wood-based products to given working instructions
 - 11.1 vertical spindle moulder (straight work)
 - 11.2 four sided planer and moulder
 - 11.3 high-speed router
 - 11.4 double-end tenoner
 - 11.5 wood turning lathe
 - 11.6 copying lathe
 - 11.7 linear shaper
 - 11.8 rotary shaper
 - 11.9 CNC/NC machines
- 12 set up and change appropriate tooling to meet the requirements

Performance Criteria 6

- 13 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Scope/range related to knowledge and understanding

Emergencies

- 1 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 1.1 fires, spillages, injuries, accidents

Equipment

- 2 tools, machinery, safety aids, safety guards as appropriate, dimensional control aids and extraction devices

Hazards

- 3 those identified by method of work, manufacturers' technical information, statutory regulations and official guidance

Information

- 4 drawings, specifications, schedules, cutting lists, risk assessments, manufacturers' information and regulations governing wood machining

Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, with tools, tooling and equipment, with materials and substances, with movement of materials and by manual and mechanical lifting

Maintenance

- 6 operative care of hand tools and ancillary equipment

Methods of work

- 7 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
 - 7.1 prepare and set up the profiling machinery
 - 7.2 operate the profiling machinery
 - 7.3 maintain the profiling machinery
 - 7.4 identify how damage to materials and machines can be avoided

- 7.5 identify the correct use of lubricants
- 7.6 identify the compatibility of materials with machines
- 7.7 identify the relevant dimensional control aids and their uses
- 7.8 identify and report defects and discrepancies in materials and machines
- 7.9 set up and change appropriate tooling
- 7.10 identify the types and suitability of tooling
- 7.11 identify the scope and limitations of the machine
- 7.12 select the appropriate machine for the
- 7.13 work to be carried out
- 7.14 use hand tools and equipment
- 8 team work and communication
- 9 needs of other occupations associated with producing profiled wood and wood-based products

Personal protective equipment (PPE)

- 10 occupational use, types, purpose of each type and work situations

Problems

- 11 those arising from information, resources and methods of work
 - 11.1 own authority to rectify
 - 11.2 organisational reporting procedures

Programme

- 12 types of progress charts, timetables and estimated times
- 13 organisational procedures for reporting circumstances which will affect the work programme

Protect work

- 14 protect work against damage from general workplace activities and other occupations

Removal of waste

- 15 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Resources

- 16 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist
 - 16.1 profiling machinery
 - 16.2 wood materials
 - 16.3 wood-based materials
 - 16.4 lubricants
 - 16.5 hand tools and ancillary equipment
- 17 methods of calculating quantity, length, area and wastage associated with the method/procedure to produce profiled wood and wood-based products

Security procedures

- 18 workplace, company and operative

PRODUCE JOINTED WOOD AND WOOD-BASED PRODUCTS

Unit No: COSVR471

Unit Level: 5

Unit Credit: 13

Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 preparing, setting up, operating and maintaining the machinery to produce jointed wood and wood-based products

Performance Criteria

You must be able to:

- P1 interpret the given information relating to the work and resources to confirm its relevance
- P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices
- P3 select the required quantity and quality of resources for the methods of work
- P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P5 comply with the given contract information to carry out the work efficiently to the required specification
- P6 complete the work within the allocated time, in accordance with the programme of work

Note: Contract information in performance criteria five can relate to drawings, specifications, schedules, cutting lists, manufacturer's information and oral instruction

Knowledge and Understanding

Performance Criteria 1

Interpretation of information

You need to know and understand:

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2

Safe work practices

You need to know and understand:

- K4 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied
- K5 how emergencies should be responded to and who should respond
- K6 the organisational security procedures for tools, equipment and personal belongings
- K7 what the accident reporting procedures are and who is responsible for making the report
- K8 why and when personal protective equipment (PPE) should be used
- K9 the safe use and storage of tools and equipment

Performance Criteria 3

Selection of resources

You need to know and understand:

- K10 the characteristics, quality, uses, limitations and defects associated with the resources and how defects should be rectified
- K11 how the resources should be used and how any problems associated with the resources are reported
- K12 the organisational procedures to select resources, why they have been developed and how they are used
- K13 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 4

Minimise the risk of damage

You need to know and understand:

- K14 how to protect work and equipment from damage and the purpose of protection
- K15 why removal of waste should be carried out safely and how it is achieved

Performance Criteria 5

Meet the contract specification

You need to know and understand:

- K16 how methods of work, to meet the specification, are carried out and problems reported
- K17 how maintenance of tools and equipment is carried out

Performance Criteria 6

Allocated time

You need to know and understand:

- K18 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, cutting lists, risk assessments and manufacturers' information related to the work to be carried out

Performance Criteria 2

- 2 comply with all current statutory legislation and approved Codes of Practice to carry out the activity safely
- 3 safe use of personal protective equipment (PPE) to carry out the activity
- 4 safe use and storage of tools and equipment

Performance Criteria 3

- 5 selection and handling of resources associated with own work
 - 5.1 materials and components
 - 5.2 tools, tooling and equipment
 - 5.3 dimensional control aids as appropriate

Performance Criteria 4

- 6 protection of the work, equipment and its surrounding area from damage
- 7 minimise damage and maintain a clean work space
- 8 removal of waste in accordance with legislation

Performance Criteria 5

- 9 demonstration of work skills to measure, mark out, adjust, fit, finish, position and secure
- 10 use and maintain hand tools and ancillary equipment
- 11 prepare, set up, operate and maintain at least two of the following machines to produce jointed wood and wood-based products to given working instructions
 - 11.1 chisel morticer
 - 11.2 chain morticer
 - 11.3 slot morticer
 - 11.4 dovetailer
 - 11.5 vertical spindle moulder (attachments for dovetailing, finger jointing, stair trenching and tenoning)
 - 11.6 stair router
 - 11.7 single-end tenoner
 - 11.8 double-end tenoner
 - 11.9 round-end tenoner
 - 11.10 router
- 12 set up and change appropriate tooling to meet requirements

Performance Criteria 6

- 13 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Scope/range related to knowledge and understanding

Emergencies

- 1 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 1.1 fires, spillages, injuries, accidents

Equipment

- 2 tools, machinery, safety aids, safety guards as appropriate, dimensional control aids and extraction devices

Hazards

- 3 those identified by method of work, manufacturers' technical information, statutory regulations and official guidance

Information

- 4 drawings, specifications, schedules, cutting lists, risk assessments, manufacturers' information and legislation governing wood machining

Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, with tools, tooling and equipment, with materials and substances, with movement of materials and by manual and mechanical lifting

Maintenance

- 6 operative care of hand tools and ancillary equipment

Methods of work

- 7 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
 - 7.1 prepare and set up the jointing machinery

- 7.2 operate the jointing machinery
- 7.3 maintain the jointing machinery
- 7.4 identify how damage to materials and machinery can be avoided
- 7.5 identify the correct use of lubricants
- 7.6 identify the compatibility of materials with machines
- 7.7 identify the relevant dimensional control aids and their uses
- 7.8 identify and report defects and discrepancies in materials and machines
- 7.9 set up and change appropriate tooling
- 7.10 identify the types and suitability of tooling
- 7.11 identify the scope and limitations of the machine
- 7.12 select the appropriate machine for the work to be carried out
- 7.13 use hand tools and equipment
- 8 team work and communication
- 9 needs of other occupations associated with producing jointed wood and wood-based products

Personal protective equipment (PPE)

- 10 occupational use, types, purpose of each type and work situations

Problems

- 11 those arising from information, resources and methods of work
 - 11.1 own authority to rectify
 - 11.2 organisational reporting procedures

Programme

- 12 types of progress charts, timetables and estimated times
- 13 organisational procedures for reporting circumstances which will affect the work programme

Protect work

- 14 protect work against damage from general workplace activities and other occupations

Removal of waste

- 15 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Resources

- 16 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist
 - 16.1 jointing machinery
 - 16.2 wood materials
 - 16.3 wood based materials
 - 16.4 lubricants
 - 16.5 hand tools and ancillary equipment
- 17 methods of calculating quantity, length, area and wastage associated with the method/procedure to produce jointed wood and wood-based products

Security procedures

- 18 workplace, company and operative

PRODUCE WOOD AND WOOD-BASED PRODUCTS USING COMPUTER NUMERICALLY CONTROLLED/NUMERICALLY CONTROLLED (CNC/NC) MACHINERY

Unit No: COSVR472

Unit Level: 5

Unit Credit: 22

Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 preparing, setting up, operating and maintaining CNC/NC machinery to produce wood and wood-based products

Performance Criteria

You must be able to:

- P1 interpret the given information relating to the work and resources to confirm its relevance
- P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices
- P3 select the required quantity and quality of resources for the methods of work
- P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P5 comply with the given contract information to carry out the work efficiently to the required specification
- P6 complete the work within the allocated time, in accordance with the programme of work

Note: Contract information in performance criteria five can relate to drawings, specifications, schedules, cutting lists, manufacturer's information and oral instruction

Knowledge and Understanding

Performance Criteria 1

Interpretation of information

You need to know and understand:

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2

Safe work practices

You need to know and understand:

- K4 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied
- K5 how emergencies should be responded to and who should respond
- K6 the organisational security procedures for tools, equipment and personal belongings
- K7 what the accident reporting procedures are and who is responsible for making the report
- K8 why and when personal protective equipment (PPE) should be used

K9 the safe use and storage of tools and equipment

Performance Criteria 3

Selection of resources

You need to know and understand:

- K10 the characteristics, quality, uses, limitations and defects associated with the resources and how defects should be rectified
- K11 how the resources should be used and how any problems associated with the resources are reported
- K12 the organisational procedures to select resources, why they have been developed and how they are used
- K13 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 4

Minimise the risk of damage

You need to know and understand:

- K14 how to protect work and equipment from damage and the purpose of protection
- K15 why removal of waste should be carried out safely and how it is achieved

Performance Criteria 5

Meet the contract specification

You need to know and understand:

- K16 how methods of work, to meet the specification, are carried out and problems reported
- K17 how maintenance of tools and equipment is carried out

Performance Criteria 6

Allocated time

You need to know and understand:

- K18 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, cutting lists, risk assessments and manufacturers' information related to the work to be carried out

Performance Criteria 2

- 2 comply with all current statutory legislation and approved Codes of Practice to carry out the activity safely
- 3 safe use of personal protective equipment (PPE) to carry out the activity
- 4 safe use and storage of tools and equipment

Performance Criteria 3

- 5 selection and handling of resources associated with own work
 - 5.1 materials and components
 - 5.2 tools, tooling and equipment
 - 5.3 dimensional control aids as appropriate

Performance Criteria 4

- 6 protection of the work, equipment and its surrounding area from damage
- 7 minimise damage and maintain a clean work space
- 8 removal of waste in accordance with legislation

Performance Criteria 5

- 9 demonstration of work skills to measure, mark out, adjust, fit, finish, position and secure
- 10 use and maintain hand tools and ancillary equipment
- 11 prepare, set up, operate and maintain the following CNC/NC machines (one from list A or two from list B) to produce wood and wood-based products to given working instructions
 - 11.1 List A: high-speed router; window centre
 - 11.2 List B: single-end tenoner; double-end tenoner; panel saw; morticing machines; lathe; four-sided planer; sanding machine; boring machine; shaping machine; edge bander; spindle moulder; beam saw
- 12 set up and change appropriate tooling to meet the requirements

Performance Criteria 6

- 13 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Scope/range related to knowledge and understanding

Emergencies

- 1 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 1.1 fires, spillages, injuries, accidents

Equipment

- 2 tools, machinery, safety aids, safety guards as appropriate, dimensional control aids and extraction devices

Hazards

- 3 those identified by method of work, manufacturers' technical information, statutory regulations and official guidance

Information

- 4 drawings, specifications, schedules, cutting lists, risk assessments, manufacturers' information and regulations governing wood machining

Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, with tools, tooling and equipment, with materials and substances, with movement of materials and by manual and mechanical lifting

Maintenance

- 6 operative care of hand tools and ancillary equipment

Methods of work

- 7 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
 - 7.1 prepare and set up the CNC/NC machinery
 - 7.2 operate the CNC/NC machinery
 - 7.3 maintain the CNC/NC machinery
 - 7.4 identify the compatibility of materials with machines
 - 7.5 identify how damage to materials and machines can be avoided
 - 7.6 identify the correct use of lubricants
 - 7.7 identify the relevant dimensional control aids and their uses

- 7.8 identify and report defects and discrepancies in materials and machines
- 7.9 set up and change appropriate tooling
- 7.10 identify the types and suitability of tooling
- 7.11 identify the scope and limitations of the machine
- 7.12 select the appropriate machine for the work to be carried out
- 7.13 use hand tools, power tools and equipment
- 8 team work and communication
- 9 needs of other occupations associated with producing wood and wood-based products using CNC/NC machinery

Personal protective equipment (PPE)

- 10 occupational use, types, purpose of each type and work situations

Problems

- 11 those arising from information, resources and methods of work
 - 11.1 own authority to rectify
 - 11.2 organisational reporting procedures

Programme

- 12 types of progress charts, timetables and estimated times
- 13 organisational procedures for reporting circumstances which will affect the work programme

Protect work

- 14 protect work against damage from general workplace activities and other occupations

Removal of waste

- 15 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Resources

- 16 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist
 - 16.1 CNC machinery
 - 16.2 NC machinery
 - 16.3 wood materials
 - 16.4 wood-based materials
 - 16.5 lubricants
 - 16.6 hand tools and ancillary equipment
- 17 methods of calculating quantity, length, area and wastage associated with the method/procedure to produce wood and wood-based products using CNC/NC machinery

Security procedures

- 18 workplace, company and operative

OPERATE MACHINERY AND EQUIPMENT

Unit No: PROWPF01

Unit Level: 5

Unit Credit: 6

Overview

This standard covers the skills and knowledge required to operate woodworking machinery and equipment to meet company requirements. This includes preparing tools and equipment including tooling technology and calibration of measuring equipment. This standard is aimed at those working as furniture and wood processors/machinists.

Performance criteria

You must be able to:

- P1. comply with health and safety requirements and procedures at all times
- P2. obtain specifications and requirements for items to be produced following standard operating procedures
- P3. obtain equipment and materials required to meet specifications
- P4. check equipment is set up to specification and in good working order
- P5. check materials required meet specification and are free from faults
- P6. prepare and set up machinery to specification following manufacturers' instructions
- P7. conduct test runs and rectify any problems following manufacturers' instructions and standard operating procedures
- P8. operate and monitor machinery and quality of finished products following standard operating procedures and manufacturers' instructions
- P9. maintain machinery following standard operating procedures and manufacturers' instructions within limits of your responsibility
- P10. pass onto following stage following standard operating procedures

Knowledge and understanding

You need to know and understand:

- K1. relevant health and safety responsibilities
- K2. meaning of terms used in specifications
- K3. how to check equipment is set up and is in good working order
- K4. how to check materials and the common faults that can occur
- K5. tolerances allowed
- K6. how to prepare and set up machines
- K7. how to conduct a simulation/test run to prove programmes
- K8. how to operate and monitor machinery and quality of finished products
- K9. how to maintain machinery and the limits of your responsibility
- K10. how to rectify any problems

MARK OUT FROM SETTING OUT DETAILS FOR ROUTINE PRODUCTS

Unit No: COSVR15

Unit Level: 5

Unit Credit: 12

Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 marking out from routine product setting out for one or more of the following:
bench/architectural joinery; wheelwrighting (carriage construction); shopfitting products (timber and/or non-ferrous metal)

Performance Criteria

You must be able to:

- P1 interpret the given information relating to the work and resources to confirm its relevance
- P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices
- P3 select the required quantity and quality of resources for the methods of work
- P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P5 comply with the given contract information to carry out the work efficiently to the required specification
- P6 complete the work within the allocated time, in accordance with the programme of work

Knowledge and Understanding

Performance Criteria 1

Interpretation of information

You need to know and understand:

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2

Safe work practices

You need to know and understand:

- K4 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied
- K5 how emergencies should be responded to and who should respond
- K6 the organisational security procedures for tools, equipment and personal belongings
- K7 what the accident reporting procedures are and who is responsible for making the report
- K8 why, when and how health and safety control equipment should be used

Performance Criteria 3

Selection of resources

You need to know and understand:

- K9 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified
- K10 how the resources should be used and how any problems associated with the resources are reported
- K11 the organisational procedures to select resources, why they have been developed and how they are used
- K12 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 4

Minimise the risk of damage

You need to know and understand:

- K13 how to protect work from damage and the purpose of protection
- K14 why disposal of waste should be carried out safely and how it is achieved

Performance Criteria 5

Meet the contract specification

You need to know and understand:

- K15 how methods of work, to meet the specification, are carried out and problems reported
- K16 how maintenance of tools and equipment is carried out

Performance Criteria 6

Allocated time

You need to know and understand:

- K17 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, cutting lists, method statements, risk assessments and manufacturers' information related to the work to be carried out

Performance Criteria 2

- 2 avoidance of risk by following the given information relating to the following
 - 2.1 methods of work
 - 2.2 safe use of health and safety control equipment
 - 2.3 safe use, storage and handling of materials
 - 2.4 safe use and storage of tools and equipment

Performance Criteria 3

- 3 selection of resources associated with own work
 - 3.1 materials, components and fixings
 - 3.2 tools and equipment

Performance Criteria 4

- 4 protection of the work and its surrounding area from damage
- 5 minimise damage and maintain a clean work space
- 6 disposal of waste in accordance with legislation

Performance Criteria 5

- 7 demonstration of work skills to measure, mark out and draw
- 8 use and maintain marking and testing tools and ancillary equipment
- 9 mark out from setting out rods (template) routine products to given working instructions for one of the following groups
 - 9.1 bench/architectural joinery group; at least two items from the following: doors; windows with opening lights; units and/or fitments (panelling/cladding); staircases
 - 9.2 wheelwrighting group (carriage construction): wheels plus at least one item from the following – doors; frames; wooden framed vehicles; shafts
 - 9.3 shopfitting products group (timber and/or non-ferrous metal based) at least two items from the following: doors; frames and linings; shopfront sashes, including associated elements; panelling/cladding; wall and floor units

Performance Criteria 6

- 10 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Scope/range related to knowledge and understanding

Disposal of waste

- 1 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Emergencies

- 2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 2.1 fires, spillages, injuries
 - 2.2 emergencies relating to occupational activities

Hazards

- 3 those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

Health and safety control equipment

- 4 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
 - 4.1 collective protective measures
 - 4.2 personal protective equipment (PPE)
 - 4.3 respiratory protective equipment (RPE)
 - 4.4 local exhaust ventilation (LEV)

Information

- 5 drawings, specifications, schedules, cutting lists, method statements, risk assessments, manufacturers' information, component standards and regulations governing buildings (animal welfare)

Legislation and official guidance

- 6 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Maintenance

- 7 operative care of marking and testing tools and equipment

Methods of work

- 8 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
 - 8.1 mark out from setting out details and cutting lists
 - 8.2 produce straight in plan and elevation: doors, frames (glazed and non-glazed), windows with opening lights, linings, units, fitments and panelling/cladding, staircases
 - 8.3 produce wooden framed vehicles, shafts and wheels (wheelwrighting only)
 - 8.4 take site and workplace dimensions
 - 8.5 proportion joints associated with the product and construction method
 - 8.6 use marking and testing tools
 - 8.7 requisition material
- 9 team work and communication
- 10 needs of other occupations associated with marking out from setting out details

Problems

- 11 those arising from information, resources and methods of work
 - 11.1 own authority to rectify
 - 11.2 organisational reporting procedures

Programme

- 12 types of progress charts, timetables and estimated times
- 13 organisational procedures for reporting circumstances which will affect the work programme

Protect work

- 14 protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources

- 15 materials, components and equipment relating to types, quantity, quality, sizes and sustainability of standard and/or specialist
 - 15.1 timber, manufactured sheet material, setting out rods, glass, plastic, fabric, non-ferrous metal, ironmongery, adhesives, fixings and associated ancillary items
 - 15.2 marking and testing tools and equipment
- 16 methods of calculating quantity, length, area and wastage associated with the method/procedure to produce setting out details and cutting lists

Security procedures

- 17 site, workplace, company and operative

MANUFACTURE ROUTINE PRODUCTS

Unit No: COSVR16

Unit Level: 5

Unit Credit: 19

Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 fitting and assembling products for one or more of the following: bench/architectural joinery; wheelwrighting (carriage construction); shopfitting products (timber and/or non-ferrous metal)

Performance Criteria

You must be able to:

- P1 interpret the given information relating to the work and resources to confirm its relevance
- P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices
- P3 select the required quantity and quality of resources for the methods of work
- P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P5 comply with the given contract information to carry out the work efficiently to the required specification
- P6 complete the work within the allocated time, in accordance with the programme of work

Knowledge and Understanding

Performance Criteria 1

Interpretation of information

You need to know and understand:

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2

Safe work practices

You need to know and understand:

- K4 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied
- K5 the types of fire extinguishers and how and when they are used
- K6 how emergencies should be responded to and who should respond
- K7 the organisational security procedures for tools, equipment and personal belongings
- K8 what the accident reporting procedures are and who is responsible for making the report
- K9 why, when and how health and safety control equipment should be used

Performance Criteria 3

Selection of resources

You need to know and understand:

- K10 the characteristics, quality, uses, sustainability, limitations and defects associated with the resources and how defects should be rectified
- K11 how the resources should be used and how any problems associated with the resources are reported
- K12 the organisational procedures to select resources, why they have been developed and how they are used
- K13 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 4

Minimise the risk of damage

You need to know and understand:

- K14 how to protect work from damage and the purpose of protection
- K15 why disposal of waste should be carried out safely and how it is achieved

Performance Criteria 5

Meet the contract specification

You need to know and understand:

- K16 how methods of work, to meet the specification, are carried out and problems reported
- K17 how maintenance of tools and equipment is carried out

Performance Criteria 6

Allocated time

You need to know and understand:

- K18 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, method statements, risk assessments, cutting lists and manufacturers' information related to the work to be carried out

Performance Criteria 2

- 2 avoidance of risk by following the given information relating to the following
 - 2.1 methods of work
 - 2.2 safe use of health and safety control equipment
 - 2.3 safe use, storage and handling of materials
 - 2.4 safe use and storage of tools and equipment

Performance Criteria 3

- 3 selection of resources associated with own work
 - 3.1 materials, components and fixings
 - 3.2 tools and equipment

Performance Criteria 4

- 4 protection of the work and its surrounding area from damage
- 5 minimise damage and maintain a clean work space
- 6 disposal of waste in accordance with legislation

Performance Criteria 5

- 7 demonstration of work skills to measure, mark out, fit, finish, position and secure
- 8 use and maintain hand tools, portable power tools and ancillary equipment
- 9 fit and assemble to form routine manufactured products to given working instructions from one of the following groups
 - 9.1 bench/architectural joinery group; at least two items from the following: doors; windows with opening lights; units and/or fitments (panelling/cladding); staircases
 - 9.2 wheelwrighting group (carriage construction): wheels (including butt welding rim) plus at least one item from the following – doors; frames; wooden framed vehicles; shafts
 - 9.3 shopfitting products group (timber and/or non-ferrous metal based) at least two items from the following: doors; frames and linings; shopfront sashes including associated elements; panelling/cladding; wall and floor units

Performance Criteria 6

- 10 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Scope/range related to knowledge and understanding

Disposal of waste

- 1 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Emergencies

- 2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 2.1 fires, spillages, injuries
 - 2.2 emergencies relating to occupational activities

Fire extinguishers

- 3 water, CO₂, foam, powder and their uses

Hazards

- 4 those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

Health and safety control equipment

- 5 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
 - 5.1 collective protective measures
 - 5.2 personal protective equipment (PPE)
 - 5.3 respiratory protective equipment (RPE)
 - 5.4 local exhaust ventilation (LEV)

Information

- 6 drawings, specifications, schedules, method statements, risk assessments, cutting lists, manufacturers' information, component standards and regulations governing buildings (animal welfare)

Legislation and official guidance

- 7 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, at height, with tools and equipment, with

materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Maintenance

- 8 sharpening of hand tools and operative care of portable power tools and ancillary equipment

Methods of work

- 9 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
 - 9.1 fit and assemble routine products
 - 9.2 produce straight in plan and elevation: doors, windows with opening lights, units, fitments and panelling/cladding, staircases
 - 9.3 produce wooden framed vehicles, shafts and wheels (wheelwrighting only)
 - 9.4 produce welded carriage components (wheelwrighting only)
 - 9.5 take site and workplace dimensions
 - 9.6 form joints associated with the product and construction method
 - 9.7 use hand tools, power tools and equipment
 - 9.8 requisition material
- 10 team work and communication
- 11 needs of other occupations associated with manufacturing routine products

Problems

- 12 those arising from information, resources and methods of work
 - 12.1 own authority to rectify
 - 12.2 organisational reporting procedures

Programme

- 13 types of progress charts, timetables and estimated times
- 14 organisational procedures for reporting circumstances which will affect the work programme

Protect work

- 15 protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources

- 16 materials, components and equipment relating to types, quantity, quality, sizes and sustainability of standard and/or specialist
 - 16.1 timber, manufactured sheet material, pre-machined components, setting out rods, non-ferrous metal, fabric, metal and rubber rims, glass, plastic, ironmongery, adhesives, fixings and associated ancillary items
 - 16.2 hand and/or powered tools and equipment
- 17 methods of calculating quantity, length, area and wastage associated with the method/procedure to manufacture routine products

Security procedures

- 18 site, workplace, company and operative

PRODUCE SANDED WOOD AND WOOD-BASED PRODUCTS

Unit No: COSVR473

Unit Level: 5

Unit Credit: 10

Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 preparing, setting up, operating and maintaining the machinery to produce sanded wood and wood-based products

Performance Criteria

You must be able to:

- P1 interpret the given information relating to the work and resources to confirm its relevance
- P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices
- P3 select the required quantity and quality of resources for the methods of work
- P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P5 comply with the given contract information to carry out the work efficiently to the required specification
- P6 complete the work within the allocated time, in accordance with the programme of work

Note: Contract information in performance criteria five can relate to drawings, specifications, schedules, cutting lists, manufacturer's information and oral instruction

Knowledge and Understanding

Performance Criteria 1

Interpretation of information

You need to know and understand:

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2

Safe work practices

You need to know and understand:

- K4 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied
- K5 how emergencies should be responded to and who should respond
- K6 the organisational security procedures for tools, equipment and personal belongings
- K7 what the accident reporting procedures are and who is responsible for making the report
- K8 why and when personal protective equipment (PPE) should be used
- K9 the safe use and storage of tools and equipment

Performance Criteria 3

Selection of resources

You need to know and understand:

- K10 the characteristics, quality, uses, limitations and defects associated with the resources and how defects should be rectified
- K11 how the resources should be used and how any problems associated with the resources are reported
- K12 the organisational procedures to select resources, why they have been developed and how they are used
- K13 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 4

Minimise the risk of damage

You need to know and understand:

- K14 how to protect work and equipment from damage and the purpose of protection
- K15 why removal of waste should be carried out safely and how it is achieved

Performance Criteria 5

Meet the contract specification

You need to know and understand:

- K16 how methods of work, to meet the specification, are carried out and problems reported
- K17 how maintenance of tools and equipment is carried out

Performance Criteria 6

Allocated time

You need to know and understand:

- K18 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, cutting lists, risk assessments and manufacturers' information related to the work to be carried out

Performance Criteria 2

- 2 comply with all current statutory legislation and approved Codes of Practice to carry out the activity safely
- 3 safe use of personal protective equipment (PPE) to carry out the activity
- 4 safe use and storage of tools and equipment

Performance Criteria 3

- 5 selection and handling of resources associated with own work
 - 5.1 materials and components
 - 5.2 tools, tooling and equipment
 - 5.3 dimensional control aids as appropriate

Performance Criteria 4

- 6 protection of the work, equipment and its surrounding area from damage
- 7 minimise damage and maintain a clean work space
- 8 removal of waste in accordance with legislation

Performance Criteria 5

- 9 demonstration of work skills to measure, mark out, adjust, fit, finish, position and secure
- 10 use and maintain hand tools and ancillary equipment
- 11 prepare, set up, operate and maintain at least two of the following machines to produce sanded wood and wood-based products to given working instructions
 - 11.1 wide belt sander
 - 11.2 overhead narrow belt sander
 - 11.3 disc sander
 - 11.4 bobbin sander
 - 11.5 finisher
 - 11.6 profile sander
- 12 set up and change appropriate belts to meet the requirements

Performance Criteria 6

- 13 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Scope/range related to knowledge and understanding

Emergencies

- 1 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 1.1 fires, spillages, injuries, accidents

Equipment

- 2 tools, machinery, safety aids, safety guards as appropriate, dimensional control aids and extraction devices

Hazards

- 3 those identified by method of work, manufacturers' technical information, statutory regulations and official guidance

Information

- 4 drawings, specifications, schedules, cutting lists, risk assessments, manufacturers' information and regulations governing wood machining

Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, with tools, tooling and equipment, with materials and substances, with movement of materials and by manual and mechanical lifting

Maintenance

- 6 operative care of hand tools and ancillary equipment

Methods of work

- 7 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
 - 7.1 prepare and set up the sanding machinery
 - 7.2 operate the sanding machinery
 - 7.3 maintain the sanding machinery
 - 7.4 identify how damage to the materials and machines can be avoided
 - 7.5 identify the correct use of lubricants
 - 7.6 identify the compatibility of materials with machines

- 7.7 identify the relevant dimensional control aids and their uses
- 7.8 identify and report defects and discrepancies in materials and machines
- 7.9 set up and change abrasives
- 7.10 identify types and suitability and construction of abrasives
- 7.11 identify the scope and limitations of the machine
- 7.12 select the appropriate machine for the work to be carried out
- 7.13 use hand tools and equipment
- 8 team work and communication
- 9 needs of other occupations associated with producing sanded wood and wood-based products

Personal protective equipment (PPE)

- 10 occupational use, types, purpose of each type and work situations

Problems

- 11 those arising from information, resources and methods of work
 - 11.1 own authority to rectify
 - 11.2 organisational reporting procedures

Programme

- 12 types of progress charts, timetables and estimated times
- 13 organisational procedures for reporting circumstances which will affect the work programme

Protect work

- 14 protect work against damage from general workplace activities and other occupations

Removal of waste

- 15 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Resources

- 16 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist
 - 16.1 sanding machinery/abrasives
 - 16.2 wood materials
 - 16.3 wood-based materials
 - 16.4 lubricants
 - 16.5 bondings
 - 16.6 hand tools and ancillary equipment

Security procedures

- 17 workplace, company and operative

PRODUCE BORED WOOD AND WOOD-BASED PRODUCTS

Unit No: COSVR474

Unit Level: 5

Unit Credit: 10

Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 preparing, setting up, operating and maintaining the machinery to produce bored wood and wood-based products

Performance Criteria

You must be able to:

- P1 interpret the given information relating to the work and resources to confirm its relevance
- P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices
- P3 select the required quantity and quality of resources for the methods of work
- P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P5 comply with the given contract information to carry out the work efficiently to the required specification
- P6 complete the work within the allocated time, in accordance with the programme of work

Note: Contract information in performance criteria five can relate to drawings, specifications, schedules, cutting lists, manufacturer's information and oral instruction

Knowledge and Understanding

Performance Criteria 1

Interpretation of information

You need to know and understand:

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2

Safe work practices

You need to know and understand:

- K4 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied
- K5 how emergencies should be responded to and who should respond
- K6 the organisational security procedures for tools, equipment and personal belongings
- K7 what the accident reporting procedures are and who is responsible for making the report
- K8 why and when personal protective equipment (PPE) should be used
- K9 the safe use and storage of tools and equipment

Performance Criteria 3

Selection of resources

You need to know and understand:

- K10 the characteristics, quality, uses, limitations and defects associated with the resources and how defects should be rectified
- K11 how the resources should be used and how any problems associated with the resources are reported
- K12 the organisational procedures to select resources, why they have been developed and how they are used
- K13 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 4

Minimise the risk of damage

You need to know and understand:

- K14 how to protect work from damage and the purpose of protection
- K15 why removal of waste should be carried out safely and how it is achieved

Performance Criteria 5

Meet the contract specification

You need to know and understand:

- K16 how methods of work, to meet the specification, are carried out and problems reported
- K17 how maintenance of tools and equipment is carried out

Performance Criteria 6

Allocated time

You need to know and understand:

- K18 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, cutting lists, risk assessments and manufacturers' information related to the work to be carried out

Performance Criteria 2

- 2 comply with all current statutory legislation and approved Codes of Practice to carry out the activity safely
- 3 safe use of personal protective equipment (PPE) to carry out the activity
- 4 safe use and storage of tools and equipment

Performance Criteria 3

- 5 selection and handling of resources associated with own work
 - 5.1 materials and components
 - 5.2 tools, tooling and equipment
 - 5.3 dimensional control aids as appropriate

Performance Criteria 4

- 6 protection of the work, equipment and its surrounding area from damage
- 7 minimise damage and maintain a clean work space
- 8 removal of waste in accordance with current legislation

Performance Criteria 5

- 9 demonstration of work skills to measure, mark out, adjust, fit, finish, position and secure
- 10 use and maintain hand tools and ancillary equipment
- 11 prepare, set up, operate and maintain at least two machines from the following categories to produce bored wood and wood-based products to given working instructions
 - 11.1 single-head machine
 - 11.2 multi-head machine
- 12 set up and change appropriate tooling to meet the requirements

Performance Criteria 6

- 13 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Scope/range related to knowledge and understanding

Emergencies

- 1 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 1.1 fires, spillages, injuries, accidents

Equipment

- 2 tools, machinery, safety aids, safety guards as appropriate, dimensional control aids and extraction devices

Hazards

- 3 those identified by method of work, manufacturers' technical information, statutory regulations and official guidance

Information

- 4 drawings, specifications, schedules, cutting lists, risk assessments, manufacturers' information and regulations governing wood machining

Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, with tools, tooling and equipment, with materials and substances, with movement of materials and by manual and mechanical lifting

Maintenance

- 6 operative care of hand tools and ancillary equipment

Methods of work

- 7 application of knowledge for safe work practices, procedures and skills relating to the method/area of work and materials used to:
 - 7.1 prepare and set up the boring machinery
 - 7.2 operate the boring machinery
 - 7.3 maintain the boring machinery
 - 7.4 identify the compatibility of materials with machines
 - 7.5 identify how damage to materials and machines can be avoided
 - 7.6 identify the correct use of lubricants
 - 7.7 identify the relevant dimensional control aids and their uses
 - 7.8 identify and report defects and discrepancies in materials and machines
 - 7.9 set up and change appropriate tooling

- 7.10 identify the types and suitability of tooling
- 7.11 identify the scope and limitations of the machine
- 7.12 select the appropriate machine for the work to be carried out
- 7.13 use hand tools and equipment
- 8 team work and communication
- 9 needs of other occupations associated with producing bored wood and wood-based products

Personal protective equipment (PPE)

- 10 occupational use, types, purpose of each type and work situations

Problems

- 11 those arising from information, resources and methods of work
 - 11.1 own authority to rectify
 - 11.2 organisational reporting procedures

Programme

- 12 types of progress charts, timetables and estimated times
- 13 organisational procedures for reporting circumstances which will affect the work programme

Protect work

- 14 protect work against damage from general workplace activities, other occupations and adverse weather conditions

Removal of waste

- 15 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Resources

- 16 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist:
 - 16.1 boring machinery
 - 16.2 wood materials
 - 16.3 wood-based materials
 - 16.4 lubricants
 - 16.5 hand tools and ancillary equipment

Security procedures

- 17 workplace, company and operative

PRODUCE AND MAINTAIN WOODMACHINING TOOLING

Unit No: COSVR475

Unit Level: 5

Unit Credit: 11

Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 preparing, producing and maintaining woodmachining tooling to specification

Performance Criteria

You must be able to:

- P1 interpret the given information relating to the work and resources to confirm its relevance
- P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices
- P3 select the required quantity and quality of resources for the methods of work
- P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P5 comply with the given contract information to carry out the work efficiently to the required specification
- P6 complete the work within the allocated time, in accordance with the programme of work

Note: Contract information in performance criteria five can relate to drawings, specifications, schedules, cutting lists, manufacturer's information and oral instruction

Knowledge and Understanding

Performance Criteria 1

Interpretation of information

You need to know and understand:

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2

Safe work practices

You need to know and understand:

- K4 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied
- K5 how emergencies should be responded to and who should respond
- K6 the organisational security procedures for tools, equipment and personal belongings
- K7 what the accident reporting procedures are and who is responsible for making the report
- K8 why and when personal protective equipment (PPE) should be used
- K9 the safe use and storage of tools and equipment

Performance Criteria 3

Selection of resources

You need to know and understand:

- K10 the characteristics, quality, uses, limitations and defects associated with the resources and how defects should be rectified
- K11 how the resources should be used and how any problems associated with the resources are reported
- K12 the organisational procedures to select resources, why they have been developed and how they are used
- K13 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 4

Minimise the risk of damage

You need to know and understand:

- K14 how to protect work and equipment from damage and the purpose of protection
- K15 why removal of waste should be carried out safely and how it is achieved

Performance Criteria 5

Meet the contract specification

You need to know and understand:

- K16 how methods of work, to meet the specification, are carried out and problems reported
- K17 how maintenance of tools and equipment is carried out

Performance Criteria 6

Allocated time

You need to know and understand:

- K18 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, risk assessments and manufacturers' information related to the work to be carried out

Performance Criteria 2

- 2 comply with all current statutory legislation and approved Codes of Practice to carry out the activity safely
- 3 safe use of personal protective equipment (PPE) to carry out the activity
- 4 safe use and storage of tools and equipment

Performance Criteria 3

- 5 selection and handling of resources associated with own work
 - 5.1 materials and components
 - 5.2 tools, tooling and equipment
 - 5.3 dimensional control aids as appropriate

Performance Criteria 4

- 6 protection of the work, equipment and its surrounding area from damage
- 7 minimise damage and maintain a clean work space
- 8 removal of waste in accordance with legislation

Performance Criteria 5

- 9 demonstration of work skills to measure, mark out, fit, finish, position, balance, secure and clean
- 10 use and maintain hand tools and ancillary equipment
- 11 produce the following tooling to meet the requirements of the given working instructions relating to
 - 11.1 moulding cutters
 - 11.2 straight knives
- 12 Maintain at least one of the following tooling to meet the requirements of the given working instructions relating to
 - 12.1 saws
 - 12.2 drills

Performance Criteria 6

- 13 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Scope/range related to knowledge and understanding

Emergencies

- 1 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 1.1 fires, spillages, injuries, accidents

Equipment

- 2 tools, machinery, safety aids, safety guards as appropriate, dimensional control aids and extraction devices

Hazards

- 3 those identified by method of work, manufacturers' technical information, statutory regulations and official guidance

Information

- 4 drawings, specifications, schedules, risk assessments, manufacturers' information and regulations governing wood machining

Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, with tools, tooling and equipment, with materials and substances, with movement of materials and by manual and mechanical lifting

Maintenance

- 6 operative care of hand tools and ancillary equipment

Methods of work

- 7 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
 - 7.1 identify the operating systems for profiling machines and equipment
 - 7.2 identify and report defects and discrepancies in materials and machines
 - 7.3 identify how damage to tooling and machines can be avoided
 - 7.4 identify how to produce and maintain tooling correctly
 - 7.5 identify how to mount and set tooling correctly
 - 7.6 identify the scope and limitations of the machine
 - 7.7 select the appropriate machine for the work to be carried out

- 7.8 identify the wheel dressing/removing procedures
- 7.9 identify the types of abrasive wheel
- 7.10 store tooling correctly
- 7.11 identify the types and suitability of tooling
- 7.12 adopt the correct procedure for processing tooling
- 7.13 identify the principles of cutter development
- 7.14 use and apply chip limiters correctly
- 7.15 use hand tools and equipment
- 8 needs of other occupations associated with producing and maintaining tooling

Personal protective equipment (PPE)

- 9 occupational use, types, purpose of each type and work situations

Problems

- 10 those arising from information, resources and methods of work
 - 10.1 own authority to rectify
 - 10.2 organisational reporting procedures

Programme

- 11 types of progress charts, timetables and estimated times
- 12 organisational procedures for reporting circumstances which will affect the work programme

Protect work

- 13 protect work against damage from general workplace activities and other occupations

Removal of waste

- 14 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Resources

- 15 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist
 - 15.1 grinding machinery: bench/pedestal grinder, profile grinder, universal grinder, universal saw grinder, straight knife grinder
 - 15.2 templates/template maker
 - 15.3 cutter blocks
 - 15.4 setting-up stands
 - 15.5 balancing equipment
 - 15.6 retaining and securing equipment
 - 15.7 wheel dressing equipment
 - 15.8 optical measuring devices
 - 15.9 chip limiters
 - 15.10 lubricants/coolants
 - 15.11 hand and/or powered tools and equipment
- 17 methods of calculating quantity, weight and wastage associated with the method/procedure to produce and maintain tooling

Security procedures

- 18 workplace, company and operative

DEAL WITH PRODUCT ENQUIRIES

Unit No: COSVR476

Unit Level: 5

Unit Credit: 10

Overview

This standard is about

- 1 providing information
- 2 responding to product enquiries
- 3 resolving customer/colleague problems whilst promoting and maintaining effective relationships

Performance Criteria

You must be able to:

- P1 provide relevant and accurate information to customers/colleagues relating to the work
- P2 develop and maintain working relationships with customers/colleagues
- P3 follow organisational procedures when dealing with the enquiry
- P4 comply with organisational procedures when dealing with difficult customer/colleague relationships
- P5 ensure that customers/colleagues are informed on the progress of the enquiry
- P6 ensure that reports and records meet the organisational requirements

Knowledge and Understanding

Performance Criteria 1

Provide accurate information

You need to know and understand:

- K1 the organisational procedures developed to provide accurate information relevant to the work
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2

Working relationships

You need to know and understand:

- K4 the organisational procedures for dealing with internal and external customers

Performance Criteria 3

Dealing with the enquiry

You need to know and understand:

- K5 how to deal with enquiries and complaints within the limits of your authority and organisational guidelines

Performance Criteria 4

Difficult customer relationships

You need to know and understand:

- K6 the organisational procedures to deal with difficulties in working relationships with customers

Performance Criteria 5

Progress of the enquiry

You need to know and understand:

- K7 how to carry out communications with customers to inform them of any changes and the progress of the enquiry and/or complaint

Performance Criteria 6

Reports and records

You need to know and understand:

- K8 the organisational procedures for reporting and recording how enquiries or complaints have been dealt with
- K9 the method for reporting and recording any problems that may have occurred

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 provide spoken and/or written information to customers/colleagues related to the products and services relevant to the work

Performance Criteria 2

- 2 record meetings, conversations and correspondence with customers/colleagues, whilst maintaining confidentiality in accordance with organisational requirements

Performance Criteria 3

- 3 deal with enquiries within the limits of your authority and organisational guidelines
- 4 refer issues to the appropriate people when you are unable to deal with them

Performance Criteria 4

- 5 deal with difficulties in relationships with customers/colleagues within the limits of your authority

Performance Criteria 5

- 6 inform customers/colleagues of any changes to the delivery of products and/or services

Performance Criteria 6

- 7 report and record the actions taken whilst dealing with the product enquiry

Scope/range related to knowledge and understanding

Communication

- 1 written, oral, visual and electronic
- 2 the lines and methods of effective communication

Customers

- 3 people within and outside of the organisation who require products or services which are provided

Enquiries and complaints

- 4 spoken and/or written correspondence from customers/colleagues relating to products or services which are provided

Information

- 5 spoken and/or written information and customer awareness related to relevant products and services which are provided

Organisational procedures

- 6 this relates to the understanding of procedures put in place by the organisation to provide information, solve information related problems, deal with enquiries or complaints, deal with internal or external customers, record and report information concerning the enquiry or complaint

Problems

- 7 those arising from information, resources and methods of work
 - 7.1 own authority to rectify
 - 7.2 organisational reporting procedures

Recording

- 8 organisational recording procedures and statutory requirements

Reporting

- 9 Organisational reporting procedures and statutory requirements

MACHINERY AND EQUIPMENT MAINTENANCE

Unit No: COSVR477

Unit Level: 5

Unit Credit: 16

Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 preparing and maintaining machinery and equipment

Performance Criteria

You must be able to:

- P1 interpret the given information relating to the work and resources to confirm its relevance
- P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices
- P3 select the required quantity and quality of resources for the methods of work
- P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P5 comply with the given contract information to carry out the work efficiently to the required specification
- P6 complete the work within the allocated time, in accordance with the programme of work

Note: Contract information in performance criteria five can relate to drawings, specifications, schedules, cutting lists, manufacturer's information and oral instruction

Knowledge and Understanding

Performance Criteria 1

Interpretation of information

You need to know and understand:

- K1 the organisational procedures developed to report and rectify inappropriate information and unsuitable resources, and how they are implemented
- K2 the types of information, their source and how they are interpreted
- K3 the organisational procedures to solve problems with the information and why it is important they are followed

Performance Criteria 2

Safe work practices

You need to know and understand:

- K4 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied
- K5 how emergencies should be responded to and who should respond
- K6 the organisational security procedures for tools, equipment and personal belongings
- K7 what the accident reporting procedures are and who is responsible for making the report
- K8 why and when personal protective equipment (PPE) should be used
- K9 the safe use and storage of tools and equipment

Performance Criteria 3

Selection of resources

You need to know and understand:

- K10 the characteristics, quality, uses, limitations and defects associated with the resources and how defects should be rectified
- K11 how the resources should be used and how any problems associated with the resources are reported
- K12 the organisational procedures to select resources, why they have been developed and how they are used
- K13 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 4

Minimise the risk of damage

You need to know and understand:

- K14 how to protect work and equipment from damage and the purpose of protection
- K15 why removal of waste should be carried out safely and how it is achieved

Performance Criteria 5

Meet the contract specification

You need to know and understand:

- K16 how methods of work, to meet the specification, are carried out and problems reported
- K17 how maintenance of tools and equipment is carried out

Performance Criteria 6

Allocated time

You need to know and understand:

- K18 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, risk assessments and manufacturers' information related to the work to be carried out

Performance Criteria 2

- 2 comply with all current statutory legislation and approved Codes of

Practice to carry out the activity safely

- 3 safe use of personal protective equipment (PPE) to carry out the activity
- 4 safe use and storage of tools and equipment

Performance Criteria 3

- 5 selection and handling of resources associated with own work
 - 5.1 materials and components
 - 5.2 tools, tooling and equipment
 - 5.3 dimensional control aids as appropriate

Performance Criteria 4

- 6 protection of the work, equipment and its surrounding area from damage
- 7 minimise damage and maintain a clean work space
- 8 removal of waste in accordance with legislation

Performance Criteria 5

- 9 demonstration of work skills to check, clean, adjust, lubricate, record, repair, replace and test
- 10 use and maintain hand tools, portable power tools and ancillary equipment
- 11 prepare and maintain wood machinery and equipment in accordance with organisational/manufacturers routine service requirements for at least three of the following
 - 11.1 sawing machinery
 - 11.2 planing machinery
 - 11.3 profiling machinery
 - 11.4 jointing machinery
 - 11.5 sanding machinery
 - 11.6 boring machinery
 - 11.7 CNC/NC machinery
- 12 set up and change appropriate tooling to meet the requirements

Performance Criteria 6

- 13 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Scope/range related to knowledge and understanding

Emergencies

- 1 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 1.1 fires, spillages, injuries, accidents

Equipment

- 2 tools, machinery, safety aids, safety guards as appropriate, dimensional control aids and extraction devices

Hazards

- 3 those identified by method of work, manufacturers' technical information, statutory regulations and official guidance

Information

- 4 drawings, specifications, schedules, risk assessments, manufacturers' information and regulations governing wood machining

Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, with tools, tooling and equipment, with materials and substances, with movement of materials and by manual and mechanical lifting

Maintenance

- 6 operative care of hand tools and/or portable power tools and ancillary equipment

Methods of work

- 7 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
 - 7.1 prepare and maintain wood machinery
 - 7.2 identify documentation and processing requirements
 - 7.3 use and maintain maintenance logs as appropriate
 - 7.4 identify machine principal parts and their functions
 - 7.5 identify safe working limits of machines

- 7.6 identify defects and discrepancies
- 7.7 identify requirements of maintenance programmes
- 7.8 use and maintain hydraulics and pneumatics correctly
- 7.9 identify influencing factors and their implications
- 7.10 identify correct lubricants to meet the maintenance requirements
- 7.11 identify the techniques of risk assessment
- 7.12 use hand tools and equipment
- 8 team work and communication
- 9 needs of other occupations associated with preparing and maintaining machinery and equipment

Personal protective equipment (PPE)

- 10 occupational use, types, purpose of each type and work situations

Problems

- 11 those arising from information, resources and methods of work
 - 11.1 own authority to rectify
 - 11.2 organisational reporting procedures

Programme

- 12 types of progress charts, timetables and estimated times
- 13 organisational procedures for reporting circumstances which will affect the work programme

Protect work

- 14 protect work against damage from general workplace activities and other occupations

Removal of waste

- 15 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Resources

- 16 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist
 - 16.1 lubricants
 - 16.2 hand and/or powered tools and equipment
- 17 methods of calculating quantity associated with the method/procedure to prepare and maintain machinery and equipment

Security procedures

- 18 workplace, company and operative

PRODUCE EDGE TREATMENT FINISHES TO WOOD AND WOOD-BASED PRODUCTS

Unit No: COSVR478

Unit Level: 5

Unit Credit: 11

Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 preparing, setting up, operating and maintaining machinery to apply edge treatment finishes to wood and wood-based products

Performance Criteria

You must be able to:

- P1 interpret the given information relating to the work and resources to confirm its relevance
- P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices
- P3 select the required quantity and quality of resources for the methods of work
- P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
- P5 comply with the given contract information to carry out the work efficiently to the required specification
- P6 complete the work within the allocated time, in accordance with the programme of work

Note: Contract information in performance criteria five can relate to drawings, specifications, schedules, cutting lists, manufacturer's information and oral instruction

Knowledge and Understanding

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Performance Criteria 2

Safe work practices

You need to know and understand:

- K4 the level of understanding operatives must have of information for relevant, current legislation and official guidance and how it is applied
- K5 how emergencies should be responded to and who should respond
- K6 the organisational security procedures for tools, equipment and personal belongings
- K7 what the accident reporting procedures are and who is responsible for making the report
- K8 why and when personal protective equipment (PPE) should be used
- K9 the safe use and storage of tools and equipment

Performance Criteria 3

Selection of resources

You need to know and understand:

- K10 the characteristics, quality, uses, limitations and defects associated with the resources and how defects should be rectified
- K11 how the resources should be used and how any problems associated with the resources are reported
- K12 the organisational procedures to select resources, why they have been developed and how they are used
- K13 the hazards associated with the resources and methods of work and how they are overcome

Performance Criteria 4

Minimise the risk of damage

You need to know and understand:

- K14 how to protect work and equipment from damage and the purpose of protection
- K15 why removal of waste should be carried out safely and how it is achieved understand:

Performance Criteria 5

Meet the contract specification

You need to know and understand:

- K16 how methods of work, to meet the specification, are carried out and problems reported
- K17 how maintenance of tools and equipment is carried out

Performance Criteria 6

Allocated time

You need to know and understand:

- K18 what the programme is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, cutting lists, risk assessments and manufacturers' information related to the work to be carried out

Performance Criteria 2

- 2 comply with all current statutory legislation and approved Codes of

Practice to carry out the activity safely

- 3 safe use of personal protective equipment (PPE) to carry out the activity
- 4 safe use and storage of tools and equipment

Performance Criteria 3

- 5 selection and handling of resources associated with own work
 - 5.1 materials and components
 - 5.2 tools, tooling and equipment
 - 5.3 dimensional control aids as appropriate

Performance Criteria 4

- 6 protection of the work, equipment and its surrounding area from damage
- 7 minimise damage and maintain a clean work space
- 8 removal of waste in accordance with legislation

Performance Criteria 5

- 9 demonstration of work skills to measure, mark out, adjust, fit, finish, position and secure
- 10 use and maintain hand tools and ancillary equipment
- 11 prepare, set up, operate and maintain an edgebander (single and/or double sided) to apply the following edge treatment finishes to wood and wood-based products to given working instructions
 - 11.1 solid lippings
 - 11.2 profiled foil
- 12 set up and change appropriate tooling to meet the requirements

Performance Criteria 6

- 13 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

Scope/range related to knowledge and understanding

Emergencies

- 1 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 1.1 fires, spillages, injuries, accidents

Equipment

- 2 tools, machinery, safety aids, safety guards as appropriate, dimensional control aids and extraction devices

Hazards

- 3 those identified by method of work, manufacturers' technical information, statutory regulations and official guidance

Information

- 4 drawings, specifications, schedules, cutting lists, risk assessments, manufacturers' information and regulations governing wood machining

Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, with tools, and equipment, with materials and substances, with movement of

Maintenance

- 6 operative care of hand tools and ancillary equipment

Methods of work

- 7 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
 - 7.1 prepare and set up the edge treatment machinery
 - 7.2 operate the edge treatment machinery
 - 7.3 maintain the edge treatment machinery
 - 7.4 identify the methods and precautions of the curing processes
 - 7.5 prepare adhesives for application
 - 7.6 identify the compatibility of materials with machines
 - 7.7 identify how damage to materials and machines can be avoided
 - 7.8 identify the correct use of lubricants
 - 7.9 identify the relevant dimensional control aids and their uses
 - 7.10 identify and report defects and discrepancies in materials and machines

- 7.11 set up and change appropriate tooling
- 7.12 identify the types and suitability of tooling
- 7.13 identify the scope and limitations of the machine
- 7.14 select the appropriate machine for the work to be carried out
- 7.15 use hand tools and equipment
- 8 team work and communication
- 9 needs of other occupations associated with applying edge treatment finishes to wood and wood-based products

Personal protective equipment (PPE)

- 10 occupational use, types, purpose of each type and work situations

Problems

- 11 those arising from information, resources and methods of work
 - 11.1 own authority to rectify
 - 11.2 organisational reporting procedures

Programme

- 12 types of progress charts, timetables and estimated times
- 13 organisational procedures for reporting circumstances which will affect the work programme

Protect work

- 14 protect work against damage from general workplace activities and other occupations and adverse weather conditions

Removal of waste

- 15 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Resources

- 16 materials, components and equipment relating to types, quantity, quality and sizes of standard and/or specialist
 - 16.1 edge treatment machinery
 - 16.2 wood materials
 - 16.3 wood-based materials
 - 16.4 plastic materials
 - 16.5 lubricants
 - 16.6 adhesives
 - 16.7 hand tools and ancillary equipment
- 17 methods of calculating quantity, length, area and wastage associated with the method/procedure to apply edge treatment finishes to wood and wood-based products

Security procedures

- 18 workplace, company and operative

ASSESSMENT

Assessment principles should follow recognised good practice. Assessment guidance can be found in the PIABC Centre Handbook for Competence Based Qualifications which should be used alongside the National Skills Academy for Food and Drink's Assessment Strategy for the Wood Sector.

Simulation is not permitted.

The qualification must be assessed using the following assessment method:

- Portfolio of Evidence

QUALIFICATION CERTIFICATION

All performance and knowledge criteria are to be achieved. This qualification is not grade; certification for this qualification is issued on the basis of awarding a pass only. Whilst there is no grading to this qualification; the training delivery and feedback should promote the notion of continued improvement and craftsmanship.

REGULATORY INFORMATION

Date Accredited From:	25/07/2018
Accreditation End Date:	31/07/2025
Certificate End Date:	31/07/2027

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

Please contact PIABC Limited directly at:

PIABC Limited, The Boilerhouse, Springfield Business Park, Caunt Road, Grantham, NG31 7FZ

Tel: 01476 513884

Email: piabc@iom3.org