

# PROFFI210 (SQA Unit Code - FE5M 04) Prepare to upholster standard items of modern furniture



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## Overview

This standard addresses the competence required to prepare to upholster items of furniture. This involves:

- 1 preparing the frame for upholstery
- 2 application of suspension and filling materials
- 3 maintaining your own and others' safety while working

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

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### Performance criteria

#### Prepare an item to be upholstered

*You must be able to:*

- P1 organise the materials, **tools and equipment** you will need so that you can work effectively and keep your work area tidy
- P2 check that you have the required **work specification** and that everything you need to achieve it is available
- P3 deal promptly with any **problems** that arise with the **tools, equipment and materials**, reporting any which you cannot solve
- P4 make sure that the **item to be upholstered** is protected from damage while it is being prepared
- P5 prepare the frame for **upholstery** according to the **specification**
- P6 follow safe working procedures when:
  - P6.1 using sharp **tools** and items of **equipment**;
  - P6.2 using powered **equipment**;
  - P6.3 lifting and moving heavy items
- P7 complete the preparations within the required time

*You must be able to:*

#### Fit suspension and filling components

- P8 accurately cut and shape **components** according to the **work specification**
- P9 accurately position **components** to provide the structure and shape specified
- P10 fix **components** securely using the correct fixings for the type of **component**
- P11 check and confirm that the quality is as specified
- P12 deal promptly with any **problems** that occur, and report those that you cannot solve to the appropriate person
- P13 follow safe working procedures at all times
- P14 keep the work area tidy and protect the item from damage while it is being worked on
- P15 complete the process within a required time

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## Prepare to upholster standard items of modern furniture

### Knowledge and understanding

*You need to know and understand:*

#### Prepare an item to be upholstered

- K1 the handling characteristics of different types of materials and their uses, including suspensions, support materials, edgings, fixings and trimmings
- K2 the meaning of terms used in technical specifications for upholstery
- K3 what steps can and should be taken to protect the item from damage
- K4 the functions of the different types of tools and equipment that are used in upholstery
- K5 how to handle sharp and powered tools safely in ways that protect yourself and others from risk
- K6 the implications for your work of the HASAWA and COSHH Regulations, including where to find out about relevant risk assessment details and risk control strategies that have been set by your organisation
- K7 how to deal with problems and who to report unsolvable problems to
- K8 how to set out a work area for efficient working and the health and safety issues that can arise if a work area is disorganised and untidy

#### Fit suspension and filling components

*You need to know and understand:*

- K9 the handling characteristics and functions of different types of components
- K10 the meaning of terms used in technical specifications for upholstery
- K11 how to measure, cut and fix components to give the specified structure and shape
- K12 when to use different methods to secure components
- K13 the sorts of problems that can occur and how to deal with them to meet the specification
- K14 who to report unsolvable problems to
- K15 the functions of the different types of tools and equipment that are used in upholstery
- K16 how to handle sharp and powered tools safely in ways that protect yourself and others from risk
- K17 the implications for your work of the HASAWA and COSHH Regulations, including where to find out about relevant risk assessment details and risk control strategies that have been set by your organisation
- K18 the health and safety issues that can arise if a work area is disorganised and untidy
- K19 why it is important to keep to time schedules

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### Additional Information

#### Scope

##### Item to be upholstered

The items to be upholstered could include any of the following;

**modern furniture** such as an armchair (to include wings), settee

**contract furniture** such as a long seating unit, a curved/angled seating unit, stool or chair

**office furniture** such as a chair, reception seating, stool or executive swivel chair

##### Upholstery materials

The different forms of material used to provide padding within an upholstered item and for covers and finishing. These include a range of different fabric types, including materials that require careful handling and where alignment and tensioning may require skill to achieve e.g. patterned/striped fabrics, plain pile, vinyl, stretch fabrics and flat weave fabrics, as well as natural hide and where the specification calls for a pleated cover shape. In addition, materials include foams and fillings as well as finishing materials used in edgings, trimmings and linings and for the covering of buttons.

##### Components

The support and suspension materials used in upholstery and which require to be fixed to the frame to provide the shape and support needed.

##### Tools and equipment

Hammers, staplers and staple removers, knives, shears and scalpels, stretching devices.

These include webbings, foams, wadding, rubberised hair, platforms, insulation pads, serpentine springs and modern spring systems. They may be fixed in place using staples or upholstery tacks, nails and proprietary fixings.

##### Work specification

The set of instructions which describe the work to be carried out, including details of the materials to be used, the quality of outcome to be achieved and the time within which it must be completed. In the context of this unit, the outcome quality to be achieved requires that the following criteria be met:

- 1 all fixed components are secure
- 2 components should be accurately centred and evenly spaced
- 3 material should be cut and shaped to conform to the specified design profiles
- 4 visual appearance, (including alignment of patterns, pleating and spacing of tacks, staples etc)

The specification may require wooden components to be stripped before the application of upholstery materials.

##### Problems

In relation to preparatory work, these will be to do with non-functional or missing tools or equipment and/or missing, mismatched, damaged or unsuitable materials and components. The person carrying out this role is responsible for rejecting, replacing or rectifying these sorts of problems, reporting them when they cannot be dealt with quickly, safely and readily.

In relation to the securing of covers, trimmings and other finishings, these will be to do with misalignment, incorrect tensioning, shaping errors, marks on the material and/or insecure or ineffective ancillary fittings

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