

Higher National Unit Specification

General information for centres

Unit title: Furniture Specification

Unit code: F0XP 34

Unit purpose: This Unit will introduce candidates to the management of a furniture production project through the use of a specification.

On completion of the Unit the candidate should be able to:

- 1 Identify and describe the elements that make up a furniture production specification.
- 2 Produce, use and maintain a furniture production specification for the purpose of manufacture or restoration of an item of furniture.
- 3 Evaluate a furniture production specification.

Credit points and level: 1 HN Credit at SCQF level 7: (8 SCQF credit points at SCQF level 7*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Recommended prior knowledge and skills: Access to this Unit is at the discretion of the centre. No previous knowledge is required for this Unit, however, candidates would benefit from having studied NC Units which include aspects of furniture drawing, design and manufacture.

Core Skills: There are opportunities to develop the Core Skill(s) of Communication, Numeracy, Information Technology, and Problem Solving at SCQF level 6 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

Context for delivery: If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

Assessment: Candidates will be asked to develop a production specification for a series of selected tasks. The specification should incorporate a production plan and a schedule of work and material requisition and costing. Candidates will produce component parts from this specification, maintaining and editing the document throughout production. An evaluation will be produced on the effectiveness of this specification.

Higher National Unit specification: statement of standards

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The sections of the Unit stating the Outcomes, knowledge and/or skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Identify and describe the elements that make up a furniture production specification

Knowledge and/or skills

- ◆ Orthographic and assembly drawings
- ◆ Production planning
- ◆ Schedule of work
- ◆ Material requisition
- ◆ Costing

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and skills by showing that they can accurately define the purpose of each element of a furniture production specification, including:

- ◆ orthographic and assembly drawings
- ◆ production plan
- ◆ schedule of work
- ◆ material requisition
- ◆ costing

Assessment guidelines

This Outcome could be assessed by the candidate defining the function of each element of a furniture specification by responding to a series of extended response questions in either an oral or written format. Responses to oral questioning could be recorded on a checklist.

Higher National Unit specification: statement of standards (cont)

Unit title: Furniture Specification

Outcome 2

Produce, use and maintain a furniture production specification for the purpose of manufacture or restoration of an item of furniture

Knowledge and/or skills

- ◆ Production plan
- ◆ Schedule of work
- ◆ Workshop log
- ◆ Furniture specification production
- ◆ Maintaining a furniture specification

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and skills by showing that they can, with reference to a series of practical tasks:

- ◆ interpret a furniture specification
- ◆ maintain a workshop log throughout the manufacture or restoration of an item of furniture
- ◆ maintain a furniture production specification by updating it regularly
- ◆ produce a furniture specification for a given task. This should be accurate, realistic and match the requirements of the task

These tasks will be observed for assessment purposes and recorded on an observation schedule. The furniture specification produced will also be submitted as evidence.

Assessment guidelines

The centre could set a series of tasks with the relevant production documentation and the candidate should then follow a pre-defined specification in the production of the artefact, updating the specification as required. The candidate could also be given a task which requires a furniture specification to be written to match a given practical task. This assessment could be linked with Outcome 3.

Higher National Unit specification: statement of standards (cont)

Unit title: Furniture Specification

Outcome 3

Evaluate a furniture production specification

Knowledge and/or skills

- ◆ Evaluation techniques
- ◆ Use of Materials
- ◆ Costing
- ◆ Tolerances

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and skills by showing that they can evaluate a furniture production specification. Evidence should be presented in the form of a completed furniture production specification with a related workshop log, generated throughout the Unit.

The specification should contain details of editing to match activities undertaken — these should match with the workshop log provided as evidence. Details of costing and tolerances acceptable throughout should be noted. Candidates should also evaluate the accuracy of the specification being undertaken.

Assessment guidelines

This assessment could be linked with Outcome 2. The artefacts created could be assessed against a specification, which could be used throughout the production process. Notes would require to be made and an evaluation of the accuracy of the original specification noted. This should be accompanied by an accurately maintained workshop log.

This could be carried out in conjunction with a manufacturing Unit, or by observing the manufacture process as if in a supervisory position.

Administrative Information

Unit code: F0XP 34
Unit title: Furniture Specification
Superclass category: WK
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History of Changes:

Version	Description of change	Date

Source: SQA

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Higher National Unit specification: support notes

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This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

Guidance on the content and context for this Unit

This Unit is a mandatory Unit within the HNC/D Furniture Group Award framework. This Unit is intended to introduce candidates to project work and the processes of managing a workshop project.

Candidates would benefit from managing very small projects and should be encouraged to use planning tools and a workshop log throughout delivery of the Unit. As evaluation of the processes and materials used is ongoing in the manufacturing process, any changes to plan and alterations which have to be made in the light of experience or unforeseen events should be recorded in the candidate's documentation.

Candidates should be able to demonstrate an ability to interpret a furniture specification, for a series of practical tasks in line with an agreed specification. Candidates could be encouraged to propose alternative methods of production to those defined by the centre, and evaluate these techniques by comparison.

Throughout production the candidate should be introduced to record keeping systems, which could be produced by the centre or may be based on industry practice. This log should offer the candidate an opportunity to make amendments in line with processes specified and processes achieved. This document will inform an evaluation in the effectiveness of this specification on completion item manufactured/restored.

Guidance on the delivery and assessment of this Unit

This is an introductory Unit and should be delivered early in the HNC/D Furniture Group Award.

Outcome 1 This Outcome is assessed by the candidate defining the function of each element of a furniture specification. This may be assessed by a series of extended response questions. Candidates could be introduced to each element of the specification through interpreting these elements in production. A set project could be broken down into individual tasks with all relevant specification details given to the candidates as exemplar material, including: production plan and schedule of work; and material requisition and costing.

In the assessment candidates will need to provide evidence to demonstrate their knowledge and skills by showing that they can describe the purpose of each element of a furniture production specification, including: orthographic and assembly drawings; production plan and schedule of work; material requisition and costing. This Outcome could be delivered through the use of a centre devised project with elements of a production specification in place, which the candidate would follow in the production of component parts.

Higher National Unit specification: support notes (cont)

Unit title: Furniture Specification

Outcome 2

Candidates will be expected to follow and maintain a furniture specification throughout the manufacture or restoration of an item of furniture. It may be most practical for the candidate to manufacture or restore the item themselves. However, candidates could also follow a process being carried out by someone else. There are opportunities for integration of the Outcome with the practical manufacture or restoration component of another relevant Unit. Separate records of assessment would have to be maintained for both Units if an integrated approach to delivery was adopted. A series of practical tasks could be used to assess candidates on the execution of individual components. These tasks should be observed for assessment purposes and entered into an observation schedule.

Outcome 3

A final evaluation should be made by the candidate. This could be a written/visual or oral presentation, aided by analytical and evaluative evidence generated throughout the Unit. The artefacts created could be assessed against a specification accompanied by an accurately maintained workshop log.

Opportunities for developing Core Skills

Communication skills are not formally assessed, although candidates should be expected to produce and present written and oral reports. The availability of suitable software packages to support accuracy and professional presentation could also assist the development of skills in the use of information technology.

All elements of the Core Skill of Problem Solving, namely Planning and Organising, Critical Thinking, and Reviewing and Evaluating could be developed and enhanced as candidates undertake the Unit. Candidates need to analyse and seek solutions to a range of theoretical and practical problems and issues. Formative work in which they identify and consider the variables in situations, including all available resources, and analyse the significance of each before exploring their responses to a given instruction. Identifying and applying an appropriate strategic approach will provide opportunities to develop problem solving skills. Evaluation which examines all stages of proposed production processes and their actual impact will be on-going and formally assessed in Outcome 3.

Candidates will develop measuring and calculating skills in this Unit and will be expected to be able to interpret and work with orthographic drawings.

Open learning

This Unit is not appropriate for Open Learning as it is a workshop based Unit..

For further information and advice, please refer to the SQA guide *Assessment and Quality Assurance for Open and Distance Learning* www.sqa.org.uk.

Higher National Unit specification: support notes (cont)

Unit title: Furniture Specification

Candidates with disabilities and/or additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative Outcomes for Units. For information on these, please refer to the SQA document *Guidance on Alternative Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs*, which is available on SQA's website: **www.sqa.org.uk**.

General information for candidates

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In this Unit you will learn how to plan a furniture project for production. You will follow a production specification developed from a set of instructions. This may be a set of drawings or a survey of a restoration project.

This will involve planning the order in which you carry out tasks, working out the materials you will need and the tools you will require to carry out the project.

You will be required to follow 'set instructions' for the manufacture of component parts, and you will then be required to produce your own set of instructions for a given practical task.

You will maintain a production specification for selected tasks that follows the manufacture or restoration of an item of furniture. You will be introduced to the process of record keeping in the form of a workshop log.

You will evaluate proposed methods and alternative means of production for given tasks.

On completion of this Unit you will have developed your understanding of furniture making or restoration. You will have developed your ability to make critical judgements by exploring various methods of production.