

Higher National Unit Specification

General information for centres

Unit title: Furniture: Workshop Practice

Unit code: F0Y9 33

Unit purpose: This Unit is designed to introduce the candidates to the tools, materials, techniques and processes used in a furniture workshop. It is an introductory Unit which should be delivered within the first few weeks of study.

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

- 1 Demonstrate the use of a range of tools, materials and workshop techniques.
- 2 Comply with the Health and Safety requirements of the workshop environment.

Credit points and level: 1 HN Credit at SCQF level 6: (8 SCQF credit points at SCQF level 6*)

**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. While there are no requirements for prior knowledge and skills in this Unit, candidates would benefit from having undertaken the NC Unit Working with Wood at SCQF level 5.

Core Skills: There are opportunities to develop the Core Skills of Communication and Problem Solving at SCQF level 5 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: The Candidates will be asked to demonstrate the safe use of five different tools, one workshop aid and three different techniques using appropriate materials. Candidates will be observed following safe working practices and will be expected to comply with Health and Safety requirements in the workshop. A risk assessment for one workshop environment should be written.

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

Demonstrate the use of a range of tools, materials and workshop techniques

Knowledge and/or skills

- ◆ Materials
- ◆ Impact tools
- ◆ Cutting tools
- ◆ Marking tools
- ◆ Measuring tools
- ◆ Maintenance of tools
- ◆ Workshop aids
- ◆ Health and safety
- ◆ Techniques

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can demonstrate the safe use of five different tools, one workshop aid and three different techniques in the completion of an agreed task. The task should require the candidate to make an artefact and this should provide evidence to demonstrate the candidate can:

- ◆ work in a correct and competent manner with the appropriate tool for the task
- ◆ use techniques and tools in a safe way
- ◆ use materials which are appropriate to the given task and with minimum wastage
- ◆ meet a tolerance level acceptable for the task
- ◆ store and maintain the tools according to manufacturers' or recommended instructions
- ◆ follow the health and safety requirements of the workshop

Candidate performance will be recorded in an observation schedule.

Assessment guidelines

Candidates could be asked to make a workshop aid used in furniture such as a basic jig, template or pattern which involves measuring, cutting, shaping or joining or they could be asked to produce simple furniture components. Acceptable tolerance should be stated for the task.

Higher National Unit specification: statement of standards (cont)

Unit title: Furniture: Workshop Practice

Outcome 2

Comply with the Health and Safety requirements of the workshop environment

Knowledge and/or skills

- ◆ Personal Protective Equipment (PPE)
- ◆ Relevant current Health and Safety legislation
- ◆ Good working practices
- ◆ Risk assessment
- ◆ Dedicated health and safety guidelines

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and skills by showing that they can comply with all relevant current Health and Safety legislation in the workshop. This should be evidenced by observation of the candidate's working practices throughout the Unit and should include the correct use of proper personal protective equipment, safe use of tools and equipment and following dedicated guidelines for the materials and tools in use.

The candidate should research one risk assessment for the workshop in which they are working and accurately identify the risks involved.

Assessment guidelines

The health and safety requirement of this Outcome could be assessed with Outcome 1 through the candidate complying with all Health and Safety requirements when using tools and techniques in the workshop environment. Dedicated health and safety guidelines should include specific information accompanying tools and equipment.

Candidates could be asked to produce one risk assessment which identifies accurately the risks involved by completing a supplied proforma.

Administrative Information

Unit code: F0Y9 33
Unit title: Furniture: Workshop Practice
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

Unit title: Furniture: Workshop Practice

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 in the HNC/D Furniture. It is an introductory Unit which should be delivered within the first few weeks of study. The Unit should be delivered in conjunction with other appropriate workshop-based Units and is integral to the awards of HNC/D Furniture. This Unit should be used to introduce candidates to furniture workshop practice, tools and materials.

Outcome 1

Candidates are expected to develop a knowledge of impact tools, cutting tools, marking tools and measuring tools, for example Jigs, Scrolls, Gauges, Mallets, Bench tools, Scratch stock, Dovetail marker and Webbing stretcher or other tools that may be appropriate for the materials that the candidate may be working with.

The candidate should learn about different techniques and materials used in furniture workshops and should reflect the nature of the type of work undertaken. The study of furniture techniques, tools and materials, catalogues and internet retailers should be positively encouraged.

Candidates should develop the practical skills and techniques associated with the common tools used in the workshop environment.

Outcome 2

Candidates will study current legislation and will learn how to compile risk assessment which relate to the tools and materials being used.

Guidance on the delivery and assessment of this Unit

This is a level 6 Unit. Both Outcomes should be taught at the same time with emphasis placed on health and safety requirements ie making and using tools using a variety of techniques and materials and following health and safety requirements.

Demonstrations of methods of using a range of tools and materials should take place in the workshops. Candidates should then be encouraged to work on their own to develop tool skills and be encouraged to develop their problem solving skills by being given tasks and projects that gradually build up their tool skills and their ability to select materials and techniques. Observation is an important aspect of both delivery and assessment in this Unit.

Outcome 2 requires knowledge and understanding of current legislation applied to the selected tools and materials and also asks the candidate to write a risk assessment for the workshop areas. This risk assessment should be related to the tools and materials used in the workshop. Dedicated health and safety guidelines should include specific information accompanying tools, equipment and materials.

Higher National Unit specification: support notes (cont)

Unit title: Furniture: Workshop Practice

Opportunities for developing Core Skills

In this Unit candidates will be encouraged to use their communication skills to extend their knowledge of the tools, techniques and materials in use through questioning, reading manufacturers' instructions and guidelines and following instructions. They will be required to complete a risk assessment in Outcome 2 which is likely to be in written format. When dealing with Health and Safety aspects candidates would be expected to research and extract relevant information and apply this information to aspect of the workshop requested in their assessment.

Candidates will be expected to develop their problem solving skills by selecting appropriate tools and materials required to complete the given task. They will be required to plan their activities, complete tasks and evaluate their performance. Candidates should be encouraged to examine their use of tools and techniques on an ongoing basis and although the result of this evaluation would not be logged it should be encouraged as good working practice.

Open learning

This Unit would not be suitable for open learning due to the workshop requirements involved.

For further information and advice please refer to the SQA document *Assessment and Quality Assurance for Open and Distance Learning* which is available on SQA's website: **www.sqa.org.uk**.

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

Unit title: Furniture: Workshop Practice

In this Unit you will learn how to use a variety of common tools and materials you will find in a furniture workshop. You will learn about tools and what they are used for and you will develop your tool skills and techniques. The kind of tools you will use are measuring tools, marking tools, cutting tools and impact tools. You will also learn how to maintain the tools you use.

The kind of materials you will work with are materials like timber and timber derivatives, upholstery and finishing materials. If you are doing this Unit as part of an HND in Furniture you may combine elements of this Unit with other Units so that you demonstrate your techniques and use of tools while you are making an item of furniture or part of an item of furniture.

You will also learn about health and safety requirements in a workshop. This means you will learn about health and safety legislation and you will become aware of the guidance provided by manufacturers for materials and tools. You will also learn about safe working practices in the workshop and you will be expected to follow safe working practices at all times. You will learn about personal protective equipment, when and how to use it. Legislation and agreed safe working practices are there to protect you from risks in the workshop environment. You will learn how to do a risk assessment for different aspects of the workshop.

As you work your way through this Unit you will develop both your communication skills and your problem solving skills although these will not be assessed separately.