



National Unit specification: general information

Unit title: Floorcovering Occupations: Installing Wood Floorcoverings
(SCQF level 6)

Unit code: H1HC 12

Superclass: TG

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Summary

This Unit is suitable for candidates working towards a Modern Apprenticeship in Floorcovering Occupations and will develop the candidate's skills and knowledge in installing wood floorcoverings. This Unit is designed to provide candidates with competence in the use of tools and equipment to set out and install wood floorcoverings and the ability to apply these skills in the workplace.

Outcomes

- 1 Demonstrate knowledge and understanding of terminology and construction practices used in installing wood floorcoverings.
- 2 Check and prepare background surfaces for installing wood floorcoverings.
- 3 Condition and set out for installing wood floorcoverings.
- 4 Install wood floorcoverings to regular and irregular areas.

Recommended entry

While entry to this Unit is at the discretion of the centre, candidates undertaking the Professional Development Award in Floorcovering Occupations at SCQF level 6 must meet the requirements of the Modern Apprenticeships which include being employed in the relevant craft industry.

National Unit specification: general information (cont)

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Credit points and level

1.5 National Unit credits at SCQF level 6 (9 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.*

Core Skills

Achievement of this Unit gives automatic certification of the following Core Skills component:

Complete Core Skill None

Core Skill component Critical Thinking at SCQF level 5

There are also opportunities to develop aspects of Core Skills which are highlighted in the Support Notes of this Unit specification.

National Unit specification: statement of standards

Unit title: Floorcovering Occupations: Installing Wood Floorcoverings (SCQF level 6)

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

Outcome 1

Demonstrate knowledge and understanding of terminology and construction practices used in installing wood floorcoverings.

Performance Criteria

- (a) State terminology corresponding to wood floorcoverings, installation techniques and identify tools, equipment and associated ancillaries.
- (b) Identify and select construction practices relating to wood floorcoverings.
- (c) Interpret accurately from drawings, schedules and specifications related to task to be carried out.
- (d) Calculate all materials and components required to complete task according to specification.
- (e) Competence in measuring designated area and marking out work area according to specification.
- (f) Select correct PPE for the specific task to comply with Health and Safety legislation and organisational requirements.

Outcome 2

Check and prepare background surfaces for installing wood floorcoverings.

Performance Criteria

- (a) Identify and select suitable methods to assess condition and suitability of background surface to receive wood floorcoverings.
- (b) Select appropriate preparation materials required for background surface to receive wood floorcovering.
- (c) Apply appropriate preparation materials required for background surface to receive wood floorcovering.
- (d) Comply with current Health and Safety and sustainability requirements including PPE during all work methods and activities

National Unit specification: statement of standards (cont)

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Outcome 3

Condition and set out for installing wood floorcoverings.

Performance Criteria

- (a) Measure and mark out work area to establish centre point.
- (b) Bisect centre point.
- (c) Set out and mark out position of battens at correct interval.
- (d) Acclimatise materials before installation according to specification.
- (e) Install battens at correct intervals as required according to specification.
- (f) Comply with current Health and Safety and sustainability requirements including PPE during all work methods and activities.

Outcome 4

Install wood floorcoverings to regular and irregular areas.

Performance Criteria

- (a) Select and apply suitable adhesive to prepared floor surface using appropriate technique.
- (b) Position floorcovering to setting out points and lines following a predetermined pattern or specification.
- (c) Install wood floorcovering according to specification allowing provision for expansion.
- (d) Position, fit and secure wood floorcovering using correct techniques and install associated components to complete task.
- (e) Finish installed wood floorcovering surface to specification following manufactures recommendations.
- (f) Comply with current Health and Safety and sustainability requirements including PPE during all work methods and activities.
- (g) Dispose of waste according to organisational requirements.

National Unit specification: statement of standards (cont)

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Evidence Requirements for this Unit

These Evidence Requirements will be met by the completion of the Floorcovering Occupations Training and Assessment Programme (TAP).

Evidence is required to demonstrate that the candidates have achieved this Unit to the standard specified in all Outcomes and Performance Criteria.

Written and/or oral recorded evidence is required to demonstrate that the candidate has achieved Outcome 1 to the standard specified in the Performance Criteria. Candidates will be required to demonstrate their knowledge of wood flooring terminology and practices by successful completion of a question paper relating to installation of wood floorcoverings. This assessment will be conducted under controlled, closed-book supervised conditions.

Product and performance evidence is required to demonstrate that the candidate has achieved Outcomes 2, 3 and 4 to the standards specified in the Performance Criteria. Using appropriate techniques, tools and equipment candidates will install both of the following wood floorcoverings:

- ◆ wood block to solid floors
- ◆ timber strip to solid floors and hollow floors following a predetermined specification or pattern

On completion, the wood floorcovering will include the correct positioning of battens, damp proof membrane, correct installation of wood floorcovering including provision for expansion gaps and suitable trims and edgings. The installed wood floorcovering should be where appropriate finished according to manufacturers recommendations. The work should be protected against damage from general workplace activities, other occupations and adverse weather conditions. At all times the correct recommended Personal Protective Equipment (PPE) should be worn by the candidate and the correct procedures followed to prevent hazards identified by the method of work. Assessment of these Outcomes will be evidenced through observation of work processes and assessment of the completed work. Candidates must meet the given standards during the practical assessment. An assessor observation checklist must be used to record this evidence. Assessment should be conducted under controlled, supervised conditions.

National Unit specification: statement of standards (cont)

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Outcome 2

Summary of standards (working towards industrial tolerances)	
Item	Measurement of standard
Assess background surface.	Floor surface assessed and defects identified.
Select appropriate surface preparation.	Surface preparation selected suitable for task.
Hygrometer reading	<75%RH
Apply Damp Proof Membrane.	As per manufactures recommendations.
Apply smoothing underlayment.	-2mm maximum gap from skirting. As per manufactures recommendations.
Set out timber sheet.	Sheets staggered+/- 2mm gaps.
Install timber based sheets.	Correct mechanical fixings and spacing used. As per manufacturers recommendations.
Timber sheet fitted to skirting.	-2mm maximum gap from skirting.

Outcome 3

Summary of standards (working towards industrial tolerances)	
Item	Measurement of standard
Measure and mark out work area.	Area marked out and bisected +/-2mm.
Mark out battens at correct intervals.	Battens positioned at correct intervals +/-10mm.
Select and condition materials.	Materials acclimatised for correct period of time according to manufacturers recommendations.
Fit and fix battens.	Battens installed and secured at correct positions and spacing +/-10mm according to manufacturers recommendations.

National Unit specification: statement of standards (cont)

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Outcome 4

Summary of standards (working towards industrial tolerances)	
Item	Measurement of standard
Set out and position floorcovering.	Positioning of floorcovering +/-2mm from setting out point.
Apply adhesive according to manufacturers guidelines.	Correct adhesive and serration used and applied according to manufacturers recommendations. No missed patches or excess adhesive on floor.
Install wood floorcovering.	Floorcovering fitted to manufacturers recommendations including expansion gap.
Install wood floorcovering following given specification. Full glue down method.	Installation follows centre line. +/-2mm. All material fully bonded to subfloor. All joints staggered to avoid repetition of joint positions. 15mm expansion gap maintained at perimeter.
Install wood floorcoverings following given specification. Nail down method.	Installation follows centre line. +/-2mm. Correct equipment used and wood strip/block fixed to battens at 45° angle through tongue every 100mm-150mm along edges or to manufactures instructions. All joints staggered. No nails/staples visible on surface. 15mm expansion gap maintained at perimeter.
Perimeter expansion gap included in installation of wood strip/block.	Expansion gaps at perimeter not to be less than 15mm. 18mm maximum expansion gap.
Wood floorcovering fitted, no lapping or gaps in main field.	Wood flooring secure, surface flat no lapping, no gaps in main field -1mm maximum.
Install associated components.	Components fitted and secured according to manufacturers recommendations.
Finish installed wood floorcovering surface.	Surface finished according to manufacturers recommendations.
Waste disposed of correctly.	Waste material disposed of according to organisational procedures.

National Unit specification: statement of standards (cont)

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Risk assessment	
Safety boots	Worn at all times
Hard hat	Worn at all times
High visibility vest	Worn at all times
Gloves	Worn at all times
All other PPE	As risk assessed
Method statement	
Working area	Kept clear at all times
Materials	Stacked safely at all times
Tools (during working)	Handled correctly at all times
Tools (after work)	Cleaned and stored safely
Sustainability	
Waste	Kept to a minimum at all times
Recycling	Materials recycled whenever possible
Waste disposal	Waste disposed correctly/appropriately

National Unit specification: support notes

Unit title: Floorcovering Occupations: Installing Wood Floorcoverings (SCQF level 6)

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 60 hours.

Guidance on the content and context for this Unit

This Unit has been developed as a mandatory Unit in the Professional Development Award in Floorcovering Occupations at SCQF level 6.

The successful completion of this Unit will provide candidates with the required knowledge and skills relating to setting out techniques and construction practices associated with wood floorcoverings with specific knowledge in positioning of battens and wood floorcoverings, damp proof membranes if required, provision for expansion gaps and suitable trims and edgings and applying surface treatments to finished floor surface according to manufacturers recommendations.

This Unit would be offered to candidates working towards a Modern Apprenticeship in Floorcovering Occupations and will develop the candidate's skills in setting out and installing wood floorcovering. The skills and knowledge and understanding are transferable within different working environments but the Unit is primarily aimed at candidates whose normal place of work would be a site, workshop, or similar environment.

The Unit deals with setting out, positioning and installation of battens, damp proof membranes, wood floorcoverings, provision for expansion gaps, suitable trims and edgings and finishing wood floorcoverings. It should be delivered as part of a structured programme of training and orientated to the context of the candidate's work and area of responsibility.

Health and Safety and sustainability are integral and key to the Construction Industry therefore throughout the Unit emphasis will be placed where appropriate on the application of Health and Safety and sustainability. Safety working practices should comply with current safety codes of practice and regulations. Sustainability should include reference to criteria affecting sustainability, impact of not implementing sustainability on the environment and the legislation promoting sustainability.

Guidance on learning and teaching approaches for this Unit

Candidates must be given the opportunity to further develop their skills in Floorcovering Occupations by learning about installing wood floorcoverings and techniques used.

Candidate centred learning and teaching approach are encouraged with candidates actively participating in practical activities after lecturer demonstration of key construction practices and principles.

National Unit specification: support notes (cont)

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The use of effective questioning techniques to confirm understanding of salient learning objectives should be central to learning and teaching approaches used in classrooms or workshops.

Candidates should be encouraged to learn at their own pace with e-learning opportunities available to suit their preferred learning style.

The use of e-learning as a teaching tool should be adopted by lecturers wherever possible to enable candidates to develop at their own pace using preferred learning styles.

Learning and Teaching approaches should ensure that candidates are acquiring the underpinning knowledge required for the Unit in tandem with undertaking practical workshop activities.

There are opportunities for candidates to develop co-operative working skills as the practical assessments may be carried out working individually or in pairs. Candidates should take equal responsibility for activities and provide support and information to each other during assessments. After assessment, they should be encouraged to consider how effectively they supported each other.

Opportunities should be taken throughout delivery of this Unit to meet the requirements of the PDA generic Units and the Training and Assessment Programme including:

- ◆ *Conform to General Workplace Health Safety and Welfare*
- ◆ *Confirm Work Activities and Resources for the Work*
- ◆ *Develop and Maintain Good Working Relationships*
- ◆ *Confirm the Occupational Method of Work*
- ◆ *Conform to Productive Working Practices*
- ◆ *Move and Handle Resources*

Guidance on approaches to assessment for this Unit

Detailed assessment material for this Unit will be found in the Floorcovering Occupations Training and Assessment Programme (TAP). Centres may use the instruments of assessment which they consider to be most appropriate but are advised to use the Floorcovering Occupations TAP which has been developed centrally by SQA. Any other instruments of assessment used must be comparable to the TAP and have been through prior verification.

The candidates' knowledge and understanding of terminology and construction practices of floorcovering occupations will be assessed through a question paper.

Candidates should be given as much practise as possible in setting out and installation techniques, prior to being set the assessment. Evidence will be gathered for Outcome 2, 3 and 4 through observation that the candidates have met the given standards and tolerances during the practical assessment. An assessor observation checklist should be used to record this evidence.

National Unit specification: support notes (cont)

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Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

Opportunities for developing Core Skills

Components of the Core Skill of *Problem Solving* at SCQF level 4, such as Planning and Organising and Critical Thinking will be developed as candidates undertake this Unit. Candidates will need to take account of a range of factors in order to work efficiently and safely, such as the interpretation of drawings, choice of tools and appropriate materials, application of scientific principles, risk assessments, health, safety and welfare and a sustainable approach. Individual discussions with assessors will enhance the evaluation of productive work practices.

There are opportunities to develop the Core Skill of *Working with Others* at SCQF level 4, particularly in Outcome 2, 3 and 4 as these practical assessments should be carried out individually or in teams of two. Candidates can agree responsibilities and provide support and information to each other during the practical group activities.

Opportunities also arise for candidates to develop the Core Skill of *Information and Communication Technology* at SCQF level 3 by researching Health and Safety legislation affecting their area of work, manufacturer's instructions and specifications and interpretation of drawings.

Numeracy at SCQF level 4 could be enhanced through the knowledge evidence in set out masonry substructures and the practical use of calculation and measuring scales required for teaching and learning assessments for Outcomes 1 to 4.

There will be opportunities for candidates to develop the Core Skills of *Communications* at SCQF level 4 through the knowledge part of the assessment for Outcome 1. As candidates complete practical tasks in Outcome 2, 3 and 4, they should be expected to communicate with others using the correct terminology, tone and style suited to the workplace while interpreting drawings and/or specifications.

This Unit has the Critical Thinking component of Problem Solving embedded in it. This means that when candidates achieve the Unit, their Core Skills profile will also be updated to show they have achieved Critical Thinking at SCQF level 5.

National Unit specification: support notes (cont)

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Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements

History of changes to Unit

Version	Description of change	Date

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