

PROFFI302 (SQA Unit Code - FE4V 04)

Evaluate and specify requirements for making hand-crafted furniture and/or soft furnishings



Overview

This standard addresses the competence required to evaluate and specify the work to be done to prepare and finish hand-crafted furniture and/or soft furnishings. This involves:

- 1 assessing the implications of a specification
- 2 specifying methods, techniques, tools and materials to be used
- 3 proposing material purchases
- 4 taking account of health and safety implications

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

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Performance criteria

Evaluate what is involved in fulfilling a piece of work

You must be able to:

- P1 obtain clear and complete details of the **work required**
- P2 make an accurate assessment of the types, qualities and quantities of **material** resources that will be needed to meet the requirement
- P3 make an accurate evaluation of the skill and knowledge base needed to carry out the **techniques and methods** involved
- P4 accurately identify the types of **tools and equipment** that will be needed to meet the requirements
- P5 accurately estimate the time that would be needed to achieve the requirements
- P6 check and confirm the availability of required personnel, time, resources, **tools and equipment** and any constraints on their use for the piece of work in question
- P7 identify technically suitable alternatives where requirements cannot be met in full
- P8 bring any **issues** which arise from the requirements to the prompt attention of the appropriate person to deal with them
- P9 agree which option is to be followed where choices are possible in the way in which the requirements are to be met

Produce a work specification

You must be able to:

- P10 clearly specify the outcome qualities which must be met
- P11 be accurate in specifying measurements and tolerances
- P12 use technical terms correctly
- P13 specify appropriate **processes, methods and techniques** to achieve the required results
- P14 specify appropriate **tools and equipment** for the work to be done
- P15 clearly detail the type and quality of **materials** to be used
- P16 detail suitable procedures to follow to comply with health and safety requirements
- P17 when appropriate specify appropriate **personal protective equipment** for the **materials** being handled and the **tools and equipment** to be used
- P18 clearly detail the allowed time for each stage of the process and the overall deadlines within which it must be completed
- P19 make sure that the specification is clearly and accurately recorded
- P20 include examples and comparison standards as needed to provide an accurate specification of colour and finish requirements
- P21 Record and report the specification following organisational procedures

You must be able to:

Propose material purchase to meet a specification

- P22 accurately identify the **materials** that will be required to meet

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forthcoming **work requirements**

- P23 check and confirm whether stock levels of required **materials** are sufficient to meet demand
- P24 accurately and clearly specify the types and quantities of **materials** that need to be purchased to meet requirements
- P25 agree on alternatives that fulfil the design specification where preferred **materials** cannot be supplied
- P26 accurately identify where forthcoming **work requirements** mean that bulk purchases, and savings, can be made
- P27 check and confirm that purchases are within budget before placing an order
- P28 clearly specify delivery timescales that will mean that **materials** are in hand when needed
- P29 make sure that the specifications are clear, complete and unambiguous before passing them on for processing
- P30 submit material purchase specifications for processing through the correct organisational procedures

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Knowledge and understanding

You need to know and understand:

Evaluate what is involved in fulfilling a piece of work

- K1 the steps, techniques, timings, skills, materials, tools and equipment that are needed to conduct a range of hand-crafted furniture making and/or soft furnishing processes
- K2 what kinds of skills and knowledge are needed to carry out different processes within hand-crafted furniture making and/or soft furnishings
- K3 where appropriate the handling characteristics of different species of wood and of wood composites used in making hand-crafted furniture and how these affect their use for different items of furniture
- K4 where appropriate the identification and growth characteristics of different species of timber and its importance to tensile and compression strength, seasoning, durability, degradation, infestation and density
- K5 where appropriate the handling characteristics of different fabrics and fillings used in soft furnishings
- K6 typical time requirements for production of hand-crafted furniture and/or soft furnishings
- K7 why it is important to check the availability of different sorts of resources before committing to a piece of work
- K8 what sorts of constraints can arise and why these might interfere with the meeting of requirements
- K9 your personal responsibilities with regard to health and safety

You need to know and understand:

Produce a work specification

- K10 conventions used in preparing work specifications and specifying measurements and tolerances for hand-crafted furniture and/or soft furnishings
- K11 the terminology used within hand-crafted furniture and/or soft furnishings
- K12 the uses of different methods, techniques and processes involved in making hand-crafted furniture and/or soft furnishings
- K13 different materials used within hand-crafted furniture and/or soft furnishings and what they are used for and why
- K14 the uses and descriptions of fixings, fittings and other attachments used in hand-crafted furniture and /or soft furnishings
- K15 your responsibilities with regard to health and safety
- K16 why it is of value to include examples such as colour boards, colour samples and other comparison standards when describing finishes and outcomes to be achieved
- K17 what personal protective equipment should be worn when handling different sorts of materials and using different types of tools and equipment, and why

Propose material purchase to meet a specification

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You need to know and understand:

- K18 stock control systems in use for different types of materials
- K19 the handling characteristics of different components/materials used in making hand-crafted furniture and/or soft furnishings and how these affect their use
- K20 which materials/components could be used instead of the preferred ones
- K21 typical time requirements for production of hand-crafted furniture and/or soft furnishings
- K22 and understand the budgetary limits that apply to the specification
- K23 who is authorised to make changes to budgetary limits
- K24 supplier sales, ordering and delivery arrangements
- K25 what the procedures are for submitting purchase specifications for processing
- K26 why it is important to adhere to accurate purchase specifications

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Additional Information

Scope

Issues

The kinds of issues that might arise in relation to meeting work requirements could include lack of sufficient time, the need to transfer staff with the required skills between jobs and the knock-on effects of this, difficulties in obtaining the materials or carrying out the processes required to meet the original requirement which mean that design changes might be implicated.

Materials

Materials include hard and soft woods and wood composites. Woods may be new or reclaimed, burr or pippy, oily or resinous and ripple or interlocking grain.

All types of fabric, threads, linings and filling materials.

Other materials are traditional and modern stains, grainfillers, primers and sealers. Stains, fillers, sealers and primers may be based on oil, water, chemical, spirit or mixed solvents. Some may require the addition of catalysts.

Methods and techniques

Refer to standard and specialised techniques within the different processes e.g. stringing veneers, parquetry, stencilling, applying shellac and window treatments etc.

Personal Protective Equipment

This covers eye protection, gloves, overalls and respiratory equipment as well as barrier, cleansing and after-care creams.

Processes

Wood working processes would include cutting, joint making, veneer and inlay making and application, assembly, attachment of doors, drawers, fittings, mouldings, carvings and glassware. Finishing processes would include hand polishing and finishing, spray-finishing and the application of decorative effects and finishes.

Sewing processes to include hand and/or machine.

Tools and equipment

The hand tools and equipment used within hand-crafted furniture making include woodworking equipment such as saws (tenon, dovetail, band), measuring equipment (squares, cutting and metering gauges, ruler), planes (jack, block, smoothing, scraper, rebate, shoulder, bull-nosed), chisels (bevel-edged, mortice, firmer, paring), cramps (sash, G, edging/lipping), knives, cabinet scraper, honing stones, screwdrivers, panel hammers, mallets and straight edges. In addition powered tools including band and circular saws, morticers, routers, drills, grind stones, belt sanders, planers and biscuit joiners may be needed.

Other equipment used additionally in finishing processes would include

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brushes, pads, steel wool, irons, steam generators, mixing and measuring equipment, rags, cloths and sponges.

The hand tools and equipment used in soft furnishings include scissors, pins, needles, bodkin, pinking shears, embroidery scissors, seam ripper, tape measure, tailor's chalk, set square and thread. Powered equipment such as sewing machine.

Work required

A piece of work which has been commissioned and which requires one or a number of hand-crafted furniture and/or soft furnishing making processes to be used.

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Developed by Proskills

Version number 1

Date approved April 2008

Indicative review date April 2013

Validity Current

Status Original

Originating organisation Proskills

Original URN 302

Relevant occupations Paper and wood machine operatives; Furniture maker and other craft woodworkers; Upholsterers; Labourers build and woodworking trades

Suite Furniture; Furnishings and Interiors

Key words Contemporary Furniture Making; Traditional Furniture Making; Bed Making; Frame Making; Component Manufacture; Veneering; Modern Upholstery; Traditional Upholstery; Soft Furnishing; Cutting; Sewing; Hand Finishing;