



Higher National Unit specification

General information for centres

Unit title: Carpentry and Joinery: High Class Finishings

Unit code: F8P6 34

Unit purpose: This Unit is designed to enable a candidate to develop their knowledge, understanding and skills of the construction methods and installations of High Class Finishings. The Unit will primarily allow candidates to learn the technical requirements and practical skills required to set out, manufacture, cost, and install High Class Finishings using traditional and contemporary best practice and economy of materials.

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

- 1 Demonstrate knowledge and understanding of the design and installation of High Class Finishings.
- 2 Measure and cost High Class Finishings.
- 3 Fit and fix High Class Finishings.
- 4 Select ironmongery for projects.

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 will be at the discretion of the centre. It would be beneficial if candidates have successfully completed the Professional Development Award (PDA) in Carpentry and Joinery at SCQF level 6 (G9AR 46) or have the equivalent level of industrial experience and prior learning.

Core Skills: There are opportunities to develop the Core Skills of *Problem Solving*, *Working with Others* and *Communication* at SCQF level 5 and *Information and Communications Technology* and *Numeracy* at SCQF level 4 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. This Unit was developed as part of the Professional Development Award in Carpentry and Joinery at SCQF level 7 and is aimed at candidates following a career in Carpentry and Joinery and receiving complementary industrial experience.

General information for centres (cont)

Assessment: This Unit is assessed on the candidate's knowledge and actual performance of High Class Finishings. The Unit will be achieved when the candidate presents sufficient evidence of the Knowledge and/or Skills and Evidence Requirements as specified for each of the Outcomes.

The assessment instrument used should follow the assessment guidelines specified for each of the Outcomes. Centres may use the instruments of assessment which they consider to be most appropriate but are advised to use the Carpentry and Joinery Training and Assessment Programme (TAP) SCQF level 7 which has been developed centrally by SQA. Any other instruments of assessment used must be comparable to the TAP 7.

Outcome 1 should be assessed using an appropriate instrument of assessment to select appropriate for High Class Finishings **three** given situations and must include at least one contemporary design and one traditional design. The method of forming backing grounds, construction and jointing methods, appropriate timber and/or sheet material used must be suitable, sketched and annotated clearly for each given situation.

Outcome 2 should be assessed using an appropriate instrument of assessment to extract information, prepare a cutting list and calculate the costs required for **two** projects, one in linear and one in superficial form. Cost of timber should be sourced by student using traditional methods eg builders' merchant catalogues and/or online websites.

In Outcome 3 each candidate will provide sufficient practical performance evidence necessary to set out, fit and fix finishings in linear and superficial form having a minimum area of 0.8m² and incorporating a decorative pilaster. Candidates should be provided with drawings and specifications for the practical task, which should be carried out in a suitable workshop environment. All working practices must be in accordance with current health and safety regulations.

Outcome 4 should be assessed using an appropriate instrument of assessment to extract information for a given project and write a detailed requisition form. Information should be sourced for 20 items of ironmongery by candidates using builders' merchants' catalogues and/or online websites.

Accurate records should be made of the assessment instruments used showing how evidence is generated for each Outcome and given marking schemes, checklists and recorded candidate feedback. Records of candidates' achievements should be retained. These records must be made available for external verification.

Higher National Unit specification: statement of standards

Unit title: Carpentry and Joinery: High Class Finishings

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

Outcome 1

Demonstrate knowledge and understanding of the design and installation of High Class Finishings

Knowledge and/or Skills

- ◆ Factors influencing selection of High Class Finishings
- ◆ Traditional design
- ◆ Contemporary design
- ◆ Jointing methods
- ◆ Construction methods
- ◆ Timber selection
- ◆ Sheet materials selection
- ◆ Types and formation grounds
- ◆ Fixings
- ◆ Adhesives

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can select appropriate High Class Finishings for **three** given situations and must include at least one contemporary design and one traditional design.

Evidence of appropriate design may be determined by selecting and producing clearly annotated horizontal and vertical cross sections sketches of: method of forming and fixing backing grounds, fixing of finishings to backing grounds, construction and jointing methods of selected finishings, including internal and external corners.

For **each** given situation, candidates must:

- ◆ accurately draw the jointing and construction methods used
- ◆ select appropriate specification of finish for given situation
- ◆ select appropriate timber and/or sheet material for each situation

Evidence must be gathered under controlled, supervised closed-book conditions

Assessment Guidelines

Evidence of appropriate design may be determined by selecting and producing clearly annotated horizontal and vertical cross sections sketches of: method of forming and fixing backing grounds, fixing of finishings to backing grounds, construction and jointing methods of selected finishings, including internal and external corners.

Higher National Unit specification: statement of standards (cont)

Unit title: Carpentry and Joinery: High Class Finishings

Outcome 2

Measure and cost High Class Finishings

Knowledge and/or Skills

- ◆ Cutting lists
- ◆ Measurement
- ◆ Costing
- ◆ Sources of information

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can extract information, prepare a cutting lists and calculate the costs required for **two** projects, one in linear and one in superficial form. Cost of timber should be sourced by student using builders' merchant catalogues and/or online websites.

For each given situation, candidates must:

- ◆ extract information from project briefs and drawings
- ◆ prepare accurate cutting lists
- ◆ measure and cost

Evidence must be gathered under controlled, supervised open-book conditions for sourcing cost of timber and closed-book for measuring and costing of projects.

Assessment Guidelines

This Outcome should be assessed using an investigative assignment requiring the candidate to source timber costs for a lecturer supplied brief for two given projects. Using either the sourced costs or lecturer supplied costs the candidate should demonstrate their Knowledge and/or Skills by showing that they can extract information, prepare cutting lists and calculate the costs required for **two** projects, one in linear and one in superficial form.

Higher National Unit specification: statement of standards (cont)

Unit title: Carpentry and Joinery: High Class Finishings

Outcome 3

Fit and fix High Class Finishings

Knowledge and/or Skills

- ◆ Planning and setting out
- ◆ Workshop rods
- ◆ Equipment and tools set up and use
- ◆ Jointing methods
- ◆ Internal and external corners
- ◆ Assembly methods
- ◆ Decorative pilasters
- ◆ Fitting and fixing grounds
- ◆ Fitting and fixing High Class Finishes to grounds
- ◆ Economic use of timber
- ◆ Health and Safety

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can provide sufficient practical performance evidence necessary to set out, fit and fix finishings in linear and superficial form having a minimum area of 0.8m² and incorporating a decorative pilaster.

- ◆ produce a full size rod including all components and jointing details
- ◆ fit and fix appropriate grounds
- ◆ manufacture a decorative pilaster
- ◆ fit and fix superficial finishing between pilasters

Summary of Standards

Rod	Height	+/- 1mm
	Width	+/- 1mm
	Components positioned	+/- 1mm
Pilaster	Height	+/- 2mm
	Width	+/- 2mm
	Joints, no gaps exceeding	1mm
	Mouldings straight and parallel	+/- 2mm
	Plumb	+/- 1mm
Panelling	Joints, no gaps exceeding	1mm
	Edges fitted to pilaster not exceeding	1mm max
Skirting and Capping	Joints, no gaps exceeding	1mm

All surfaces to be free from marks and suitable to receive clear finish

Higher National Unit specification: statement of standards (cont)

Unit title: Carpentry and Joinery: High Class Finishings

The evidence will be gathered under supervised conditions. An assessor observation checklist should be completed to ensure that the candidate has met the required specification and tolerances and this observation checklist should be retained as evidence.

Assessment Guidelines

Each candidate will provide sufficient practical performance evidence necessary to set out and manufacture High Class Finishings in accordance with the Evidence Requirements.

Candidates should be provide with drawings and specifications for the practical task and should be carried out in a suitable workshop environment. All working practices must be in accordance with current health and safety regulations.

Outcome 4

Select ironmongery for projects

Knowledge and/or Skills

- ◆ Hinges
- ◆ Locks
- ◆ Handles
- ◆ Door furniture and accessories
- ◆ Cabinet door systems and ironmongery
- ◆ Security items
- ◆ Door closers
- ◆ Face/kick plates
- ◆ Letterboxes
- ◆ Quality of ironmongery
- ◆ Types of finish
- ◆ Requisition forms
- ◆ Sources of information
- ◆ Research skills

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can source and extract information for a given project and write a detailed requisition form. Information should be sourced for **20** items of ironmongery by candidates using builders' merchants' catalogues and/or online websites.

- ◆ correctly extract information from a given project brief and drawing
- ◆ source and select appropriate ironmongery
- ◆ source and select correct quality of ironmongery
- ◆ select appropriate quantity
- ◆ write detailed and accurate requisition form

Evidence must be gathered under controlled, supervised open-book conditions.

Higher National Unit specification: statement of standards (cont)

Unit title: Carpentry and Joinery: High Class Finishings

Assessment Guidelines

This Outcome should be assessed using an investigative assignment requiring the candidate to source and select appropriate ironmongery and prepare a requisition form for a lecturer supplied project.

Administrative Information

Unit code: F8P6 34

Unit title: Carpentry and Joinery: High Class Finishings

Superclass category: TG

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Version	Description of change	Date

Source: SQA

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Higher National Unit specification: support notes

Unit title: Carpentry and Joinery: High Class Finishings

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 has been developed as an optional Unit in the Professional Development Award (PDA) in Carpentry and Joinery at SCQF level 7.

This Unit is intended to equip candidates with all necessary underpinning knowledge and skills related to designing, manufacturing, jointing, assembling and installation of High Class Finishings.

Building on existing underpinning knowledge and skills related to High Class Finishings it is intended that traditional and modern designs, traditional and modern jointing methods and an extensive range of suitable ironmongery for High Class Finishings are covered. Tutors may consider covering the following subjects in appropriate depth:

- ◆ Design criteria and factors
- ◆ Traditional finishings
- ◆ Modern finishings
- ◆ Framing grounds
- ◆ Aesthetics
- ◆ Quality of ironmongery
- ◆ Types of ironmongery finish
- ◆ Fixings
- ◆ Adhesives
- ◆ Sheet materials
- ◆ Timber specifications
- ◆ Cutting lists
- ◆ Specifications
- ◆ Costing methods
- ◆ Use of templates jigs and accessories
- ◆ Current legislation

Exemplar drawings and or visual aids could be used to enhance the learning process.

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. Safe working practices should be looked at in accordance 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. Emphasis should be placed on appropriate areas such as waste management and effective sourcing and use of materials.

Higher National Unit specification: support notes

Unit title: Carpentry and Joinery: High Class Finishings

Where feasible, centres should also incorporate modern methods of construction used in industry. Candidates should be made aware of current industry practice and emerging practice or technology which may become conventional in the future.

Guidance on the delivery and assessment of this Unit

As part of the Professional Development Award (PDA) in Carpentry and Joinery at SCQF level 7, this Unit may be delivered in a sequence suitable to individual candidates and centres. When completing this Unit as part of the PDA it is recommended that, where possible, opportunity is taken to integrate aspects of Constructional Technical Communication Skills (DW4D 34).

This Unit could be delivered through a series of formal lectures, guided student centred activities and practical workshop activities which will involve the candidate carrying out the activities outlined in the Outcomes. Candidates should be encouraged to produce a folio of visual evidence from the internet, textbooks and centre provided notes which illustrate the design, manufacture and fitting and fixing requirements of High Class Finishings. The use of videos, visual aids drawings and manufacturers catalogues would assist in the understanding of underpinning knowledge required.

Outcome 1

Working individually and occasionally in pairs candidates will generate information for their portfolio related to the knowledge and Evidence Requirements. Assessments evidence should be conducted under closed-book conditions.

Outcome 2

Delivered through guided lecturer instruction, candidates will:

- ◆ Extract information from given project brief and drawing for completion of detailed and accurate requisition forms.
- ◆ Prepare accurate cutting lists, source prices of materials and accurately cost High Class Finishings

Assessments should be conducted under open-book conditions for sourcing prices of materials and closed-book conditions for costing.

Outcome 3

Candidates will work individually, to generate practical evidence in the setting out, manufacture, fitting and fixing of High Class Finishings. A project brief, outlining the work to be undertaken, should be used to cover the Evidence Requirements and summary of practical standards.

Higher National Unit specification: support notes (cont)

Unit title: Carpentry and Joinery: High Class Finishings

Outcome 4

Candidates will generate information for their portfolio related to the knowledge and Evidence Requirements for ironmongery

Delivered through guided lecturer instruction, candidates will:

- ◆ Extract information from a given project brief and drawing.
- ◆ Source prices of ironmongery
- ◆ Prepare detailed and accurate requisition forms.

Assessments should be conducted under open-book conditions.

If feasible, site visits or information about modern and potential future methods of construction would be beneficial. This approach could be used to enhance the candidate's experience and understanding of how their skills and knowledge might be applied in real industry situations.

Centres may use the instruments of assessment which they consider to be the most appropriate but are advised to use the Carpentry and Joinery Training and Assessment (TAP) at SCQF level 7 which has been developed centrally by SQA. Any other instruments of assessment used must be comparable to the TAP 7.

Opportunities for developing Core Skills

There are opportunities to develop the Core Skill of *Problem Solving* at SCQF level 5. Candidates will need to take account of a range of factors in order to work efficiently and safely, such as the choice of tools, appropriate materials, safety issues, safety equipment and sustainability. Individual discussions with assessors and the use of role play will enhance the evaluation of efficient working practices.

There are opportunities to develop the Core Skill of *Working with Others* at SCQF level 5, particularly during practical assessments which should be carried out in cooperation with others. Candidates can agree responsibilities and provide support and information to each other during the practical group activities.

There are opportunities to develop the Core Skill of *Communication* at SCQF level 5 throughout this Unit by the candidates selecting and describing High Class Finishings and their construction. Candidates will interpret specifications, workshop drawings and the workshop rod, effectively communicating component sizes and joint details required for product manufacture. As candidates complete practical tasks, they should be expected to communicate with others using the correct terminology, tone and style suited to the workplace.

There are opportunities to develop the Core Skill of *Information and Communication Technology* at SCQF level 4 in Outcomes 1 and 4 where the candidates will be encouraged to access information through internet research. They could also be encouraged to word process and generate information for their portfolio related to the knowledge and Evidence Requirements.

Higher National Unit specification: support notes (cont)

Unit title: Carpentry and Joinery: High Class Finishings

There are opportunities to develop the Core Skill of *Numeracy* skills at SCQF level 4 in Outcome 2 through the interpretation of information from 3 dimensional working drawings and the practical use of calculation measuring scales and costing.

Open learning

Although this Unit could be delivered in part by distance learning, it would require considerable planning by the centre to ensure the sufficiency and authenticity of candidate evidence. Arrangements would have to be made to ensure that:

- ◆ candidates have access to a suitable workshop with suitable equipment and tools
- ◆ health and safety considerations are fully taken into account
- ◆ the practical activities are supervised by a responsible person and clearly recorded (using an assessment checklist for the assessor)
- ◆ the assessor is, at some point, able to question the candidate on that performance
- ◆ assessment is carried out under the stated conditions

For information on open learning arrangements, please refer to the SQA guide *Assessment and Quality Assurance of Open and Distance Learning* (www.sqa.org.uk)

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

General information for candidates

Unit title: Carpentry and Joinery: High Class Finishings

This Unit has been designed to further your career in the construction industry by developing your competence and improving your knowledge of High Class Finishings. It has been written as part of the Professional Development Award (PDA) in Carpentry and Joinery at SCQF level 7, and is for experienced crafts persons working in the construction industry as carpenters and joiners.

The Unit will help develop your underpinning knowledge and skills related to High Class Finishings on completion of this Unit you will be able to:

- ◆ Demonstrate knowledge and understanding of the design and installation of High Class Finishings
- ◆ Measure and cost High Class Finishings
- ◆ Fit and fix High Class Finishings
- ◆ Select ironmongery for projects

You will be assessed on:

- ◆ Your knowledge of, designs, jointing, fitting and fixing of both traditional and modern High Class Finishings.
- ◆ Your ability to accurately extract information from a project brief and drawing, complete a requisition form, prepare a cutting list, source prices of materials and cost High Class Finishings
- ◆ Setting out, manufacturing, fitting and fixing High Class Finishings and you will be observed to see how well you meet the manufacturing tolerances.
- ◆ Selecting appropriate ironmongery and preparing a requisition form for a given project brief.

There are opportunities to develop the Core Skills of *Problem Solving*, *Working with Others* and *Communication* at SCQF level 5 and *Information and Communications Technology* and *Numeracy* at SCQF level 4 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

If you successfully complete this Unit and the full PDA at SCQF level 7, you will not only have advanced your craft skills, but will also automatically receive some credit for your achievement if you progress on to the HNC Construction.