



## National Unit specification

### General information

**Unit title:** Develop Site Joinery Skills (SCQF level 5)

**Unit code:** F1L3 11

**Superclass:** TG

**Publication date:** April 2016

**Source:** Scottish Qualifications Authority

**Version:** 02

### Unit purpose

This Unit is suitable for learners who have little or no experience of site joinery. The Unit require the learner to manufacture and fix a door frame into a stud partition, hang a door, fix a range of ironmongery to the door and also fix a frame and fit softwood finishings around the door and the hatch. The work throughout will be based on recognised craft practices including working in an organised and safe manner. Learners who achieve this Unit should feel confident in progressing to other Units demanding higher level skills in this area when the range and level of work will be greater.

### Outcomes

On successful completion of the Unit the learner will be able to:

- 1 Fix a door frame into a timber stud partition.
- 2 Hang a door using edge hinges.
- 3 Fix a range of finishing components.
- 4 Fix a frame and fit finishings.

### Credit points and level

1 National Unit credit at SCQF level 5: (6 SCQF credit points at SCQF level 5)

## National Unit specification: General information (cont)

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### Recommended entry to the Unit

Whilst entry is at the discretion of the centre, it would be beneficial for the learner to have attained the following of equivalent:

- ◆ an aptitude for craft skills
- ◆ some prior practical experience (eg Skills for Work Construction Crafts)
- ◆ *Carpentry and Joinery: An Introduction (Intermediate 1)*
- ◆ *Develop Constructional Carpentry Skills (Intermediate 2)*
- ◆ *Manufacture Joinery Components (Intermediate 2)*

### Core Skills

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes for this Unit specification.

There is no automatic certification of Core Skills or Core Skill components in this Unit.

### 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.

### Equality and inclusion

This Unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements).

## **National Unit specification: Statement of standards**

**Unit title:** Develop Site Joinery Skills (SCQF level 5)

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**

Fix a door frame into a timber stud partition.

#### **Performance Criteria**

- (a) Manufacture a door frame in accordance with the specification.
- (b) Install the door frame in accordance with the specification.

### **Outcome 2**

Hang a door using edge hinges.

#### **Performance Criteria**

- (a) Fit the door to the door frame in accordance with the specifications.
- (b) Hang the door to the door frame in accordance with the specification.

### **Outcome 3**

Fit a range of finishing components

#### **Performance Criteria**

- (a) Prepare linear finishings in accordance with the specification.
- (b) Fix linear finishings in accordance with the specification.
- (c) Label the work clearly.

### **Outcome 4**

Fix a frame and fit finishing's to form a hatch.

#### **Performance Criteria**

- (a) Manufacture and fit a pair of base/plinth blocks in accordance with the specification.
- (b) Prepare linear finishings in accordance with the specification.
- (c) Fix linear finishing's in accordance with the specifications.

## National Unit specification: Statement of standards (cont)

**Unit title:** Develop Site Joinery Skills (SCQF level 5)

### Evidence Requirements for this Unit

Learners must adhere to relevant Health and Safety regulations and legislation relating both to working practices within the construction environment, as well as those specific to any practical task they are requested to carry out (such as emphasising the importance of selecting and using the correct PPE at all times).

Evidence is required to demonstrate that learners have achieved all Outcomes and Performance Criteria.

Performance evidence supplemented with an assessor observation checklist/record should be used to show that the learner has achieved all Outcomes to the standard specified in the Outcomes and Performance Criteria. Each learner will be observed to show that they can achieve the following throughout the delivery of the Unit:

- ◆ follow instructions and using hand tools throughout with the possible exception of a cordless drill, manufacture and install a softwood door frame into a timber stud partition. The size of the door frame is that which is needed to surround a door having minimum dimensions of 0.500m x 1.100m in height.
- ◆ hang a softwood door of minimum size 0.500m x 1.100m in height to a softwood frame.
- ◆ prepare and fix a range of softwood finishing's and fit door ironmongery. The finishing's will be door facings, base blocks and half stops for a door of minimum dimensions of 0.500m wide X 1.100m in height and skirting of minimum length of 0.300m scribed to an uneven surface and fitted between two vertical members such as base blocks.
- ◆ prepare and fix softwood cills, and an apron. The frame will be a minimum of 0.450m x 0.300m. Preparation of the finishings will require the learner to work a pencil round on the facings and cut all joints.
- ◆ comply with tolerances as specified below.

### Outcome 1

Inside sizes of frame	within 5 mm
Frame fixed level and plumb	within 5 mm
Frame fixed securely	
No unnecessary hammer marks	
Fixings positioned correctly	

## National Unit specification: Statement of standards (cont)

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### Outcomes 2 and 3

Hinges correctly positioned	within 3 mm
Hinges correctly recessed	within 3 mm
Screws correctly seated	
Door clearance sides and top	within 1 to 5 mm
Fits tubular hatch	
Tubular Latch recessed	within 3mm
Fits handle	
Door works freely	
Door stop fitted in correct order	top first
Door facings fitted showing lists	within 2 mm
Base blocks fitted parallel	
All nails punched	
No unnecessary hammer marks	

### Outcome 4

Frame fixed flush to outer edge of partition	within 3 mm
Frame fixed securely	
Cill cut and fixed securely including returned ends	
Aprons finished and securely fitted	
No unnecessary hammer marks	
All nails punched	

Materials for this project will be machine dressed red pine or other softwood having similar working characteristics. Finishing will include door facings, base blocks, half checks and skirting, cills and an apron. Ironmongery will include edge hinges, tubular mortis latch and lever handles.

Learners knowledge and understanding will be gained through evidence of:

- ◆ Manufacturing processes
- ◆ Installation techniques
- ◆ Health and Safety

Assessment of this Unit should be completed over a period of time and evidence should be gathered at appropriate intervals.



## National Unit Support Notes

**Unit title:** Develop Site Joinery Skills (SCQF level 5)

Unit Support Notes are offered as guidance and 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 National Progression Award in Construction and can also be delivered as a free-standing Unit.

This Unit is designed to develop the learner's skills in site joinery with particular focus on the installation of side hung doors, their frames and their associated finishing's and ironmongery. The Unit will focus on manufacturing a door frame, fixing it into an opening in a timber stud partition, hanging the door, fitting and fixing facings, door stops, base blocks, a length of skirting which requires to be scribed to an uneven floor and fitting door ironmongery.

Underpinning the practical work is needed to ensure the learner appreciates the reasons for carrying out the practical work in the manner directed and the reasons for using specific tools, materials, components and equipment. It is imperative that all activities are carried out in compliance with relevant health and safety regulations.

#### Outcome 1

This Outcome will introduce the learner to the manufacture and installation of door frames including the method of jointing, squaring, bracing and racking and to the reasons for retaining it in this condition to enable it to be transported and fitted into an opening in a timber stud partition. Installing the door frame to position will include methods of establishing the height of the lintel which may be taken from the finished floor level or from a datum level. Techniques of plumbing and levelling are included and should be expanded to include sighting through and the use of diagonal strings to ensure the frame is fixed 'out of wind'.

#### Outcome 2

This Outcome will introduce the learner to the practical applications involved in side hanging doors. Clearances around the door should be fully explained and understood with the knowledge that slight backing bevel to the opening stile of the door assists in the maintenance of equal clearances on both edges. Removal of arrises and different methods of setting the hinges between half and full ball should be included.

## **National Unit Support Notes (cont)**

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### **Outcome 3**

This Outcome will introduce the learner to fitting and fixing softwood joinery finishing's in accordance with recognised craft practices. The reasons for, using base blocks, leaving clearance on the door check at the hinged side and leaving a list on the door facings should be explained.

### **Outcome 4**

This Outcome will introduce the learner to prepare and fix softwood joinery finishings by installing a timber frame and finishings which will include an internal cill and apron. The learner will also fix the components in accordance with recognised craft practices.

## **Guidance on approaches to delivery of this Unit**

The learner will be guided to accurate methods of, setting out, installation, and preparation of finishing's. Recognised working practices will be fully explained, demonstrated and practiced when alternative methods of plumbing and levelling should be explored. The use of a pinch rod should also be introduced to ensure the frame is fixed parallel throughout its height. Consideration should be given to the positions of the fixings to ensure they are not in line with the hinges or other ironmongery and that at least some are covered by the door stop.

The importance of accuracy cannot be overstressed in terms of firstly, fitting the door to the opening and secondly, fitting the hinges correctly to the door and the frame. The accurate use of the single pin gauge should be demonstrated to show firstly, the setting for the depth of the housing into the door and secondly the 'full ball' distance which should be gauged on the door stile and on the door frame. It should be stressed that all gauge marks should be exactly the length of the hinge and the demonstration on fitting hinges should focus on this accuracy for the hinge length and gauge lines for hinge recesses. The largest hinge suitable for the thickness of the door will be used when trial housing on scrap material is exercised prior to assessment.

The reasons for, using base blocks, leaving clearance on the door stop at the hinged side and leaving a list on the door facings should be explained. Great care and pride should be exercised when fitting and caring for ironmongery when the tubular latch should be fixed slightly under the flush and all screw should be the correct length and gauge to avoid unsightly fixings being proud of face plates. The avoidance of direct contact between the claw hammer and the face of ironmongery should be fully explained and practiced.

## **Guidance on approaches to assessment of this Unit**

Centres may use the method of assessment which they consider to be most appropriate but are encouraged to use the Training Assessment Programme (TAP) developed centrally by SQA. It is expected that learners will have to demonstrate current knowledge and understanding of safe working practice and risk assessment methods, etc prior to being set the assessment tasks.

## National Unit Support Notes (cont)

### Unit title: Develop Site Joinery Skills (SCQF level 5)

Knowledge and Understanding of the processes involved in *Develop Site Joinery Skills (SCQF level 5)* should be assessed before any practical assignments are carried out by learners. This will include assessment of a learner's ability to prepare the work area for laying modular pavement.

Practical assignments should be carried out under supervised conditions and recorded in an assessor observation/operational checklist. Assessments should confirm that a learner has the ability to safely lay modular pavement using designated machinery or equipment correctly and safely, whilst adhering to current statutory Health and Safety regulations and legislation.

Adherence to current statutory working regulations and Health and Safety procedures will be observed during the practical exercise carried out by the learner towards all Outcomes.

Detailed assessment material for this Unit will be found in the relevant 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 TAP which has been developed centrally by SQA. Any other instruments of assessment used must be comparable to the TAP and have been prior verified.

### Opportunities for 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 learner evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at [www.sqa.org.uk/e-assessment](http://www.sqa.org.uk/e-assessment).

### Opportunities for developing Core and other essential skills

The elements of the Core Skill of *Problem Solving*, such as Planning and Organising and Critical Thinking will be developed and enhanced as learners undertake this Unit. Learners 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 will enhance the evaluation of efficient working practices.

There are opportunities for learners to develop co-operative working skills, as they are required at all times to comply fully with health and safety requirements, which includes being aware of the safety of others, as well as themselves.

Opportunities also arise for learners to develop the Core Skill of *Information and Communication Technology (ICT)* by researching Health and Safety legislation affecting their area of work.



## National Unit Support Notes (cont)

**Unit title:** Develop Site Joinery Skills (SCQF level 5)

*Numeracy* skills will be naturally enhanced through the practical use of interpreting information from specifications, calculation and measuring scales required for the teaching and learning assessments for all Outcomes.

Although *Communication* skills are not formally assessed, as learners 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 written Communication skills to the standard required in the workplace in the teaching and learning assessment for Outcome 3.

## History of changes to Unit

Version	Description of change	Date
02	Clarification of Standards and updated to new Unit Specification Standard.	29/04/16

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## General information for learners

### Unit title: Develop Site Joinery Skills (SCQF level 5)

This section will help you decide whether this is the Unit for you by explaining what the Unit is about, what you should know or be able to do before you start, what you will need to do during the Unit and opportunities for further learning and employment.

This Unit is designed to develop your skills in site joinery with particular focus on the installation of side hung doors, their frames and their associated finishing's and ironmongery. There will be a focus on manufacturing a door frame, fixing it into an opening in a timber stud partition, hanging the door, fitting and fixing facings, door stops, base blocks, a length of skirting which requires to be scribed to an uneven floor and fitting door ironmongery.

You will also be provided with the knowledge to allow you to appreciate the reasons for carrying out the practical work in the manner directed and the reasons for using specific tools, materials, components and equipment.

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 will be looked at in accordance with current safety codes of practice and regulations.

There will be a series of training exercises followed by some practical task based assessment and multi choice knowledge assessment. Completion of the Unit will provide you with the basic skills necessary to enable you to progress to more complex aspects of Carpentry and Joinery which in turn will further develop your skills and knowledge.

The elements of the Core Skill of *Problem Solving*, such as Planning and Organising and Critical Thinking will be developed and enhanced as learners undertake this Unit. Learners 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.

There are opportunities to develop co-operative working skills. You will also be required to comply fully with health and safety requirements which gives you opportunities to develop awareness of the safety of others.

Opportunities also arise to develop the Core Skill of *Information and Communication Technology (ICT)* by researching Health and Safety.

*Numeracy* skills will be naturally enhanced through the practical use of calculation and measuring scales and although *Communication* skills are not formally assessed, as you complete practical tasks, you may be expected to communicate with others using the correct terminology, tone and style suited to the workplace.