



National Unit specification

General information

Unit title: Carpentry and Joinery Repair and Maintenance
(SCQF level 5)

Unit code: F1L4 11

Superclass: TG

Publication date: April 2016

Source: Scottish Qualifications Authority

Version: 02

Unit purpose

This Unit is suitable for learners who have limited experience of Carpentry or Joinery. The Unit requires the learner to use a basic range of hand tools, materials and equipment whilst undertaking skilled tasks associated with repair and maintenance operations.

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 Fit night latch and ironmongery to a door.
- 2 Remove and replace a door panel.
- 3 Carry out patching operations top the face and edge of a door.
- 4 Cut out and renew wooden flooring.

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, learners would normally be expected to have attained one of the following, or equivalent:

- ◆ *Develop Site Joinery Skills (Intermediate 2)*
- ◆ *Develop Bench Joinery Skills (Intermediate 2)*
- ◆ *Develop Construction Carpentry Skills (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.

National Unit specification: Statement of standards

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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

Fit night latch and ironmongery to a door.

Performance Criteria

- (a) Night Latch lock is correctly fitted to door.
- (b) Night Latch lock function is checked correctly.

Outcome 2

Remove and replace a door panel.

Performance Criteria

- (a) Remove beads correctly.
- (b) Remove and replace door panel.
- (c) Fit replacement beads correctly.

Outcome 3

Carry out patching operations to face and edge of a door.

Performance Criteria

- (a) Apply a diamond patch to the face of a door stile.
- (b) Apply a dovetail patch to the edge of a door.

Outcome 4

Cut out and renew wooden flooring.

Performance Criteria

- (a) Cut out an area of wooden strip tongue and groove flooring in preparation for replacement boarding.
- (b) Fit replacement wooden strip tongue and groove flooring correctly.

National Unit specification: Statement of standards (cont)

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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 instruction
- ◆ fit a night latch to a door ensuring correct function of latch
- ◆ remove and refit a door panel including fitting replacement beads
- ◆ prepare and carry out diamond and dovetail patching operations
- ◆ remove damaged flooring and replace correctly
- ◆ select suitable repair methods from a list of possible solutions

Complete the task within the tolerances specified below.

Outcome 1 tolerances

- | | |
|--|-------------|
| ◆ Bore a 32 mm diameter hole to receive a night latch cylinder | within 2 mm |
| ◆ Fit cylinder bezel and back plate and fit the two machine screws | |
| ◆ Fit the latch including any rebating | within 2 mm |
| ◆ Fit the keeper including any rebating | within 2 mm |
| ◆ The latch operates freely and engages keeper | within 2 mm |

Outcome 2 tolerances

- | | |
|--|------------|
| ◆ Remove beads and panel without undue splitting | |
| ◆ Overall height and width of panel | within 4mm |
| ◆ Out of wind (diagonal above the plane) | within 8mm |
| ◆ Bead joints | within 1mm |
| ◆ Bead alignment | within 1mm |

Outcome 3 tolerances

- | | |
|--|------|
| ◆ Diamond patch, no gap exceeding | 2 mm |
| ◆ Dovetail patch, no gap exceeding | 2 mm |
| ◆ Select appropriate material for patches | |
| ◆ Patches hand dressed to provide a surface for painting | |

National Unit specification: Statement of standards (cont)

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Outcome 4 tolerances

- | | |
|---|-------------|
| ◆ Flooring cut out to size, no gaps exceeding | 4 mm |
| ◆ Flooring cut out without undue splitting | |
| ◆ Cut new flooring to size | within 2 mm |
| ◆ Fit new flooring, no gaps exceeding | 2 mm |
| ◆ Flooring fixed without undue splitting | |

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: Carpentry and Joinery Repair and Maintenance
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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 freestanding Unit.

This Unit is designed to introduce the learner to skills required by craft persons working in the construction industry as repair and maintenance carpenters and joiners. The Unit will focus on using a basic range of tools, materials, and equipment common to domestic properties and developing skills in identifying and repairing commonly occurring basic defects. Underpinning the practical skills is the need to ensure the learner appreciates the reasons for carrying out the tasks in the manner directed and the reasons for using specific tools, materials and equipment. Whilst it is imperative that all activities are carried out in compliance with relevant health and safety regulations it is intended that only a basic understanding is summatively assessed.

Outcome 1

This Outcome requires the learner to fit door ironmongery including; A night latch, locking cylinder and bezel ring.

Learners should be shown common defects or wear symptoms in night latches and instructed in how to carry out basic repairs and maintenance including the application of suitable lubrication medium.

This Outcome should inform the learner on the importance of selecting the correct tool or piece of equipment for carrying out a specific task and an awareness of the importance of a structured approach to repair and maintenance.

Outcome 2

This Outcome entails the development of skills associated with identification of, and replacement of defective components that commonly occur. Learners should be given information and receive instruction by demonstration of suitable methods of repair, and may include steps to eradication of root causes of the symptoms.

National Unit Support Notes (cont)

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Outcomes 3 and 4

These Outcomes are intended to build on the skills gained in the previous Outcome by providing a more challenging task.

Guidance on approaches to delivery of this Unit

The learner could be taken on a tour of the centre or some suitable neighbouring property and shown different defects and the possible causes of same.

A faulty door lock should be provided in the workshop area and a selection of common locks, the tutor should then demonstrate how the lock can be removed and repairs carried out explaining common simple to repair faults, different types of lock and latch ironmongery could be utilised as part of the learning. Common procedures in replacing locks and latches should be demonstrated.

Identifying symptomatic defects should include exploration of causes and to report the need for specialist assistance ie if a plumber, Bricklayer, locksmith or roofing contractor is required, this will give the learner an indication of their limitations. Instruction might be given on the importance of effective communication, tidiness and preparation.

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.

Knowledge and Understanding of the processes involved in *Carpentry and Joinery Repair and Maintenance (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.

National Unit Support Notes (cont)

Unit title: Carpentry and Joinery Repair and Maintenance
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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.

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 and appropriate materials for repair and maintenance, 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.

Numeracy skills will be naturally enhanced through the practical use of calculation and measuring scales particularly for the teaching and learning assessments in Outcomes 3 and 4.

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, including following verbal and written instructions.

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: Carpentry and Joinery Repair and Maintenance (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 introduce you to skills required by craft persons working in the construction industry as repair and maintenance carpenters and joiners. The Unit will focus on using a basic range of tools, materials, and equipment common to domestic properties and developing skills in identifying and repairing commonly occurring basic defects.

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 you undertake this Unit. You 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.

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.