



## **National Unit specification: general information**

**Unit title:** Floorcovering Occupations: Installing Complex Decorative Timber Floorcoverings (SCQF level 6)

**Unit code:** H1HE 12

**Superclass:** TG

**Publication date:** May 2012

**Source:** Scottish Qualifications Authority

**Version:** 01

## **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 complex decorative timber floorcoverings. This Unit is designed to provide candidates with competence in the use of tools and equipment to set out and install complex timber 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 complex decorative timber floorcoverings.
- 2 Check and prepare background surfaces for installing complex decorative timber floorcoverings.
- 3 Condition and set out for installing complex decorative timber floorcoverings.
- 4 Install complex decorative timber 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)

**Unit title:** Floorcovering Occupations: Installing Complex Decorative Timber Floorcoverings (SCQF level 6)

### 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 Complex Decorative Timber 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 complex decorative timber floorcoverings.

#### **Performance Criteria**

- (a) Identify and select terminology related to installing complex decorative timber floorcoverings.
- (b) Identify and select construction practices related to installing complex decorative timber floorcoverings.
- (c) Interpret accurately from drawings and or work specification for the task.
- (d) Calculate all materials and components required according to given specification.
- (e) Competence in calculating areas, marking out starting points, provision of expansion gaps and setting out area to minimize waste.

### **Outcome 2**

Check and prepare background surfaces for installing complex decorative timber floorcoverings.

#### **Performance Criteria**

- (a) Appropriate personal protective equipment (PPE) selected for given task.
- (b) Check surface is acceptable for installation.
- (c) Select appropriate tools and equipment for surface preparation.
- (d) Set out and secure surface preparation materials.
- (e) Comply with current Health and Safety and sustainability requirements during all work methods and activities.

### **Outcome 3**

Condition and set out for installing complex decorative timber floorcoverings.

#### **Performance Criteria**

- (a) Appropriate personal protective equipment (PPE) selected for given task.
- (b) Select the required quantity of materials, equipment and tools for given task.
- (c) Acclimatise material prior to installation, according to specification.
- (d) Set out and install battens at correct intervals, according to specification.
- (e) Use appropriate methods to measure and set out work area.
- (f) Transfer lines and datum's correctly.
- (g) Set out starting points, lines and grid systems for laying complex decorative timber floorcoverings.

## **National Unit specification: statement of standards (cont)**

**Unit title:** Floorcovering Occupations: Installing Complex Decorative Timber Floorcoverings (SCQF level 6)

- (h) Comply with current Health and Safety and sustainability requirements during all work methods and activities.

### **Outcome 4**

Install complex decorative timber floorcoverings to regular and irregular areas.

#### **Performance Criteria**

- (a) Appropriate personal protective equipment (PPE) selected for given task.
- (b) Select and apply suitable adhesive to prepared floor surface using appropriate technique.
- (c) Position floorcovering to setting out points and lines following a predetermined pattern or specification.
- (d) Install complex decorative timber floorcovering according to specification allowing provision for expansion.
- (e) Position fit and secure complex decorative timber floorcovering using correct techniques and install associated components to complete task.
- (f) Install geometrical and/or artistic designs.
- (g) Finish installed complex decorative timber floorcovering surface to specification following manufacturers recommendations.
- (h) Comply with current Health and Safety and sustainability requirements during all work methods and activities.
- (i) Dispose of waste according to organisational requirements.

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

**Unit title:** Floorcovering Occupations: Installing Complex Decorative Timber Floorcoverings (SCQF level 6)

### 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 timber flooring terminology and practices by successful completion of a question paper relating to installation of complex decorative timber 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 and equipment candidates will install complex decorative timber floorcoverings following a predetermined specification or pattern. On completion, the timber floorcovering will include the correct positioning of battens and timber floorcovering, damp proof membrane if required, provision for expansion gaps and suitable trims and edgings. The installed complex decorative timber floorcovering should be where appropriate finished/ sealed according to manufacturers recommendations. Candidates will work individually or in teams of two. 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

### Outcomes 2 and 3

<b>Summary of standards (working towards industrial tolerances)</b>	
<b>Item</b>	<b>Measurement of standard</b>
Assess background surface and select appropriate preparation to make good.	Preparation method correct and complies with manufacturers recommendations.
Appropriate subfloor preparation applied. Screed or plywood applied to subfloor.	Screed free from defects and moisture. Plywood securely fixed with correct nails and nail centre distance used.
Set out and lay battens if required. Concrete subfloor requires DPM sheet prior to fixing battens.	Apply suitable DPM sheet to concrete subfloor if required. Battens secured and laid at 400mm/450mm centres or manufacturers instructions. +/- 5mm.
Bisect area and establish centre line of work area.	Correct to within 2mm.
Set out and transfer starting point.	Correct to within 2mm.

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

**Unit title:** Floorcovering Occupations: Installing Complex Decorative Timber Floorcoverings (SCQF level 6)

### Outcome 4

<b>Summary of standards (working towards industrial tolerances)</b>	
<b>Item</b>	<b>Measurement of standard</b>
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.
Perimeter expansion gap included in installation of wood strip/block.	Expansion gaps at perimeter not to be less than 15mm. 18mm maximum expansion gap.
Install complex timber 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 complex timber 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.
Install geometric design.	Installation complete to specification or job description.
Install required components to complete installation to specification.	Install skirting to perimeter. All corners mitred. No gaps +/- 1mm. Threshold bars/trims fitted and fitted securely. No gaps +/-2mm.
Prepare and sand complex timber floorcovering where applicable.	Prepare wood flooring, select and set up required equipment to sand wood floorcovering to receive surface finish. Surface smooth and dust free. Correct Health and Safety equipment used, including dust extraction. Yes/No.
Application of floor finish/seal.	Apply floor finish or sealant in accordance with manufacturer's recommendations. No missed patches or excess material on surface. Yes/No.
Installation of floor protection.	Apply where appropriate suitable floor protection to completed areas. Protect from dust and surrounding areas if repairs are required. Yes/No
Equipment maintenance.	Carry out routine visual checks and cleaning of equipment prior and after use. Yes/No

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

**Unit title:** Floorcovering Occupations: Installing Complex Decorative Timber Floorcoverings (SCQF level 6)

### Outcome 4

<b>Summary of standards (working towards industrial tolerances)</b>	
<b>Risk assessment</b>	
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
<b>Method statement</b>	
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
<b>Sustainability</b>	
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 Complex Decorative Timber 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 complex decorative timber floorcoverings with specific knowledge in positioning of battens and timber floorcoverings, damp proof membranes if required, provision for expansion gaps and suitable trims and edgings. The installed complex decorative timber floorcovering should be where appropriate finished/sealed 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 installing complex decorative timber 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, timber floorcoverings, damp proof membranes, provision for expansion gaps, suitable trims and edgings and finishing/sealing timber 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 complex decorative timber 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

### **Unit title:** Floorcovering Occupations: Installing Complex Decorative Timber Floorcoverings (SCQF level 6)

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 in teams 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 practice as possible in setting out and installation techniques, prior to being set the assessment. Evidence will be gathered for Outcomes 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)

**Unit title:** Floorcovering Occupations: Installing Complex Decorative Timber Floorcoverings (SCQF level 6)

### 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 Outcomes 2, 3 and 4 as these practical assessments should be carried out individually or in pairs. 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 Outcomes 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.

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)**

**Unit title:** Floorcovering Occupations: Installing Complex Decorative Timber Floorcoverings (SCQF level 6)

### **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](http://www.sqa.org.uk/assessmentarrangements)

## History of changes to Unit

Version	Description of change	Date

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