National Unit Specification: general information

UNIT Construction Crafts: Carpentry and Joinery Techniques (Intermediate 1)

CODE DM82 10

COURSE Construction Crafts (Intermediate1)

SUMMARY

This Unit is suitable for candidates who have limited or no knowledge of craft practices in carpentry and joinery. Candidates will learn to use and care for a basic range of hand tools and materials whilst undertaking skilled tasks associated with site carpentry and joinery. In particular, they will work on freestanding or wall-mounted timber-framed and panelled assemblies. Skills developed will help candidates to progress to further study in carpentry and joinery. Candidates will also develop safe working practices and general skills which will enhance employability.

The Unit is an optional Unit in the Intermediate 1 Construction Crafts Course but can also be taken as a free-standing Unit. Candidates who achieve this Unit should feel confident in progressing to other Units in carpentry and joinery at Intermediate 1 or 2.

OUTCOMES

1 Select, use and maintain basic carpentry and joinery tools and equipment.
2 Erect a prefabricated timber assembly.
3 Replace a designated timber panel.

RECOMMENDED ENTRY

Entry is at the discretion of the centre.

Administrative Information

Superclass: TG

Publication date: April 2007

Source: Scottish Qualifications Authority

Version: 02

© Scottish Qualifications Authority 2007

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

Additional copies of this Unit Specification can be purchased from the Scottish Qualifications Authority. The cost for each Unit Specification is £2.50. (A handling charge of £1.95 will apply to all orders for priced items.)

National Unit Specification: general information (cont)

UNIT Construction Crafts: Carpentry and Joinery Techniques (Intermediate 1)

CREDIT VALUE

0.5 credit at Intermediate 1 (3 SCQF credit points at SCQF level 4*).

**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

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

Opportunities for developing aspects of Core Skills are highlighted in *Guidance on Learning and Teaching Approaches for this Unit.*

National Unit Specification: statement of standards

UNIT Construction Crafts: Carpentry and Joinery Techniques (Intermediate 1)

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 the Scottish Qualifications Authority.

OUTCOME 1

Select, use and maintain basic carpentry and joinery tools and equipment.

Performance Criteria

(a) The selection of tools and equipment is appropriate for the work to be done.
(b) The tools are used correctly and solely for the purpose for which they were intended.
(c) The tools are serviced, maintained, cleaned and stored in accordance with good practice.

OUTCOME 2

Erect a prefabricated timber assembly.

Performance Criteria

(a) A prefabricated assembly is erected in a prescribed sequence.
(b) The assembly is erected in accordance with drawings.
(c) Health and safety requirements are complied with during all activities.

OUTCOME 3

Replace a designated timber panel.

Performance Criteria

(a) The designated panel is identified and removed from an erected assembly.
(b) The replacement panel is constructed to match the existing panel in accordance with working drawings.
(c) Joints and fixings of the replacement panel are in accordance with working drawings and given specification.
(d) A quality check is carried out on the finished work against prescribed standards and tolerances.
(e) Health and safety requirements are complied with during all activities.

National Unit Specification: statement of standards (cont)

UNIT Construction Crafts: Carpentry and Joinery Techniques (Intermediate 1)

EVIDENCE REQUIREMENTS FOR THIS UNIT

Performance evidence is required to show that all Outcomes and Performance Criteria have been met. Performance evidence will be supported by assessor checklists. This evidence will be generated from an integrated assessment consisting of practical activities carried out in supervised workshop conditions. The evidence may be gathered at different points throughout the Unit.

The practical activities will cover:

- choosing the correct hand tools for particular tasks, using these tools in a correct and safe manner, using them solely for the purpose for which they were intended, sharpening them when necessary and storing them correctly after use
- correctly erecting a prefabricated timber assembly
- constructing a replacement timber panel using prescribed joints and fixing methods
- candidates carrying out a quality check of own work against given standards and tolerances before submitting for final assessment
- maintaining a clean, tidy and safe working area and adhering to health and safety requirements throughout all activities

The National Assessment Bank item (NAB) for this Unit provides an assessor checklist and details of the practical assignment which exemplify the national standard. Centres wishing to develop their own assessments should refer to the NAB to ensure a comparable standard.

National Unit Specification: support notes

UNIT Construction Crafts: Carpentry and Joinery Techniques (Intermediate 1)

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 20 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

The content of this Unit covers practical carpentry and joinery at an introductory level. The candidate is required to develop the ability to select and use hand tools correctly and safely. It is therefore important that the learning takes place in a workshop/site environment. Basic safe working practices will be included in the content as it is important that the candidates learn to adhere to these at all times.

During the process of practical work, the candidate will become accustomed to the use of carpentry and joinery terms and will be able to demonstrate a knowledge and understanding of these terms in everyday practice. The main content of the Unit will be learning the basic skills and techniques required to: erect a freestanding or wall-mounted timber framed assembly, including joining timber sections together and fixing sheet materials; and to replace a designated timber panel to match the existing. Candidates should be taught good working practices at each stage and should quality check their own work on completion.

In addition to the vocational content, candidates should be encouraged to focus on general skills and attitudes that employers value; these should be taught as an integral part of the Unit. Opportunities will arise in various practical contexts to discuss the value of for example: time-keeping, working co-operatively, taking advice, maintaining a clean tidy and organised work area, planning and thorough preparation. The context for learning should include the requirement to be clean, presentable and appropriately dressed for the working environment, including wearing personal protective equipment (PPE) including protective clothing when required.

Relevant aspects of current health and safety legislation and any local regulations or systems of work should be explained and adhered to as part of the work of this Unit.

Employability Skills

On completion of this Unit the candidate will have had opportunities to develop the following employability skills:

- timekeeping
- attendance
- following instructions
- taking advice and dealing with constructive feedback
- maintaining a tidy work area
- working co-operatively with others
- planning and preparation*
- checking quality of own work*
- positive attitude to learning
- review and self-evaluation
- awareness of health and safety issues*
- interpretation of graphic information

National Unit Specification: support notes (cont)

UNIT Construction Crafts: Carpentry and Joinery Techniques (Intermediate 1)

Achievement in a number of these employability skills (those marked with an asterisk) will be clearly identified as a result of the evidence generated through the assessment activities for this Unit. There are opportunities to develop the remaining skills.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

Experiential learning is the main approach recommended for this Unit. This involves learning through practical experiences and activities. Candidates should experience workplace conditions and should be encouraged to perform tasks and conduct themselves in a manner appropriate to the workplace.

Experiential learning also involves reflecting on experiences/activities, identifying strengths and areas for improvement. It is important to encourage candidates throughout the Unit to evaluate their own work and progress. They should be encouraged to seek advice and set themselves goals to build competence and confidence in undertaking tasks.

In this Unit there are many opportunities to build up an understanding of the workplace ethos and the behaviours and practice required of employees. Checking standards of work against prescribed tolerances is a very useful skill and habit that candidates can develop during their work. For example, learning how to use a marking gauge to ensure that repeated joints are cut to the same depth, or the process of ‘ measure twice, cut once’ to ensure accuracy in sizing and jointing, would be helpful to candidates. The construction industry is very keen on producing work that is ‘right first time’ and quality checks are an inherent part of the work in the industry. Candidates should be encouraged to approach their work with care and build in a checking process as part of good practice. Responsible, safe behaviour in the workplace can be demonstrated and practised as part of the routine essential for work, for example, candidates will learn how to use hand tools and equipment in a correct and safe manner. They will also learn, under supervision, how to care for, maintain and sharpen tools. Daily routines in the workplace will include maintaining a clean, tidy and safe workplace.

Opportunities for developing Core Skills should be incorporated where they arise naturally in the teaching and learning process. In this Unit, candidates will take timber and sheet materials sizes from the given drawing and check them against actual sizes required and check their work against prescribed tolerances. This work presents opportunities for developing aspects of numeracy. Candidates will also read instructions for work activities, including the specification of materials required for the practical activity; they will also take part in a discussion with peers and tutors regarding work activities, interpretation of drawings, materials, use of tools and workshop protocol; and at all times, clear and courteous communication with their peers, supervisors and technicians will be needed on use of the workspace, tools and health and safety issues. All of these activities present opportunities for the development of communication skills.

Where this Unit is taken as part of the Intermediate 1 *Construction Crafts* Course, candidates will have additional opportunities to develop an awareness of the general employability skills and attitudes which employers value. Integrated activities will involve the candidate assessing his/her own performance on time-keeping, attendance, taking instructions, seeking advice, planning and preparation, working co-operatively with others and general attitude. Candidates will also seek the views of tutors/supervisors and will identify areas for improvement and take responsibility for action plans. These activities will add value to the candidates and help to enhance employability.

National Unit Specification: support notes (cont)

UNIT Construction Crafts: Carpentry and Joinery Techniques (Intermediate 1)

Core Skills

There are opportunities to develop aspects of the Core Skills *Problem Solving* in this Unit. Candidates are required to check their own practical work against given standards and tolerances and are required to review and evaluate their work.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

It is expected that candidates will be given as much practice as possible in basic carpentry and joinery skills prior to being set assessment tasks. This will include tasks such as measuring and marking timber/sheet materials, cutting timber/sheet materials with saws and chisels and marking out joints. The National Assessment Bank item for the Unit details the quality and quantity of practical work to be carried out for the Unit assessment.

Tolerances required from the assessment task are significantly less stringent than those required by National Occupational Standards. Nevertheless, the use of tolerances in this way introduces candidates to the quality regime they will experience if and when they pursue a career as a tradesperson in the construction industry.

An observation checklist should be used when gathering performance evidence. The NAB item for this Unit provides an observation checklist. Centres may develop their own instruments of assessment but these must be of a comparable standard to the NAB.

CANDIDATES WITH DISABILITIES AND/OR ADDITIONAL SUPPORT NEEDS

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* **(www.sqa.org.uk)**.