



## Unit Specification for Regulated Qualifications

<b>Unit title</b>	Use Tools to File Jewellery or Silverware Components
<b>Unit Level</b>	2
<b>Credit</b>	5
<b>Guided Learning Hours</b>	38
<b>SQA Unit code</b>	H6YN68
<b>Regulator Unit code</b>	A/506/1270
<b>Publication date</b>	February 2018
<b>Unit owner and reference</b>	Creative and Cultural Skills J2.6
<b>Version</b>	2.0

## History of changes to unit

Version	Description of change	Date
2,0	Unit specification updated to reflect current Ofqual terminology and transferred to new unit template	February 2018

© Scottish Qualifications Authority 2018

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. Please contact the Business Development and Customer Support team, telephone 0303 333 0330.

## Unit purpose

This unit covers the skills and knowledge required to use the different types of hand files appropriate to your work. You will be expected to work to instructions (drawings, verbal or written). You will be expected to check your own work to ensure it meets the required specifications.

## Statement of standards

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.

Learning outcomes	Assessment criteria
The learner will:	The learner can:
<p>1 Understand the importance of safe working practices when filing jewellery or silverware components.</p>	<p>1.1 State the risks that may be encountered when using files and filed materials.</p> <p>1.2 Explain the impact that not following safety precautions may have upon both the individual and the business.</p> <p>1.3 Describe the specific safety precautions to be taken when using files.</p>
<p>2 Know how to file jewellery or silverware components.</p>	<p>2.1 Describe how specifications and drawings should be referred to during the production of components.</p> <p>2.2 Describe the methods used for filing flat, curved and even surfaces.</p> <p>2.3 Describe how to assess and prepare files so that they are in a useable condition.</p> <p>2.4 Describe how to conserve waste filings.</p>
<p>3 Be able to use tools to file jewellery or silverware components.</p>	<p>3.1 Follow instructions for filing jewellery or silverware components. Instructions should include:</p> <ul style="list-style-type: none"> <li>◆ oral instructions</li> <li>◆ written instructions</li> <li>◆ drawn instructions</li> </ul> <p>3.2 Select the correct hand file suited to the task including:</p> <ul style="list-style-type: none"> <li>◆ hand file</li> <li>◆ pillar file</li> </ul>

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>◆ three square file</li><li>◆ four square file</li><li>◆ rat tail file</li><li>◆ sage leaf file</li></ul> |
|--|---|

## 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).

<b>Additional information about the unit</b>
<b>Unit start date</b>
01 April 2014
<b>Details of the relationship between the unit and relevant national occupational standards (if appropriate)</b>
This unit is aligned to the National Occupational Standard J2.6 File Jewellery or silverware components.
<b>Details of the relationship between the unit and other standards or curricula (if appropriate)</b>
N/A
<b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>
N/A
<b>Endorsement of the unit by a sector or other appropriate body (if required)</b>
N/A
<b>Location of the unit within the subject/sector classification system</b>
4.2 Manufacturing Technologies
<b>Assessment for this unit</b>
<p>To know and understand:</p> <ul style="list-style-type: none"> <li>◆ the specific safety precautions to be taken when using files</li> <li>◆ how to follow specifications and drawings</li> <li>◆ the method of filing flat, curved edges and even surfaces</li> <li>◆ how to check that the files are in a usable condition</li> <li>◆ how to converse the waste filings (Lemel)</li> </ul> <p>Learners are required to:</p> <ul style="list-style-type: none"> <li>◆ Follow both of the following types of instructions related to filing components: <ul style="list-style-type: none"> <li>— verbal</li> <li>— visual</li> </ul> </li> <li>◆ Identify and describe the use of all of the following hand files and use three of them: <ul style="list-style-type: none"> <li>— hand</li> <li>— pillar</li> <li>— three square</li> <li>— four square</li> <li>— rat tail</li> <li>— sageleaf</li> </ul> </li> </ul>

**Guidance on Assessment**

Project Brief  
Witness Testimony  
Observation Checklist  
Questioning