



Carpentry & Joinery Apprenticeship Standard Updates

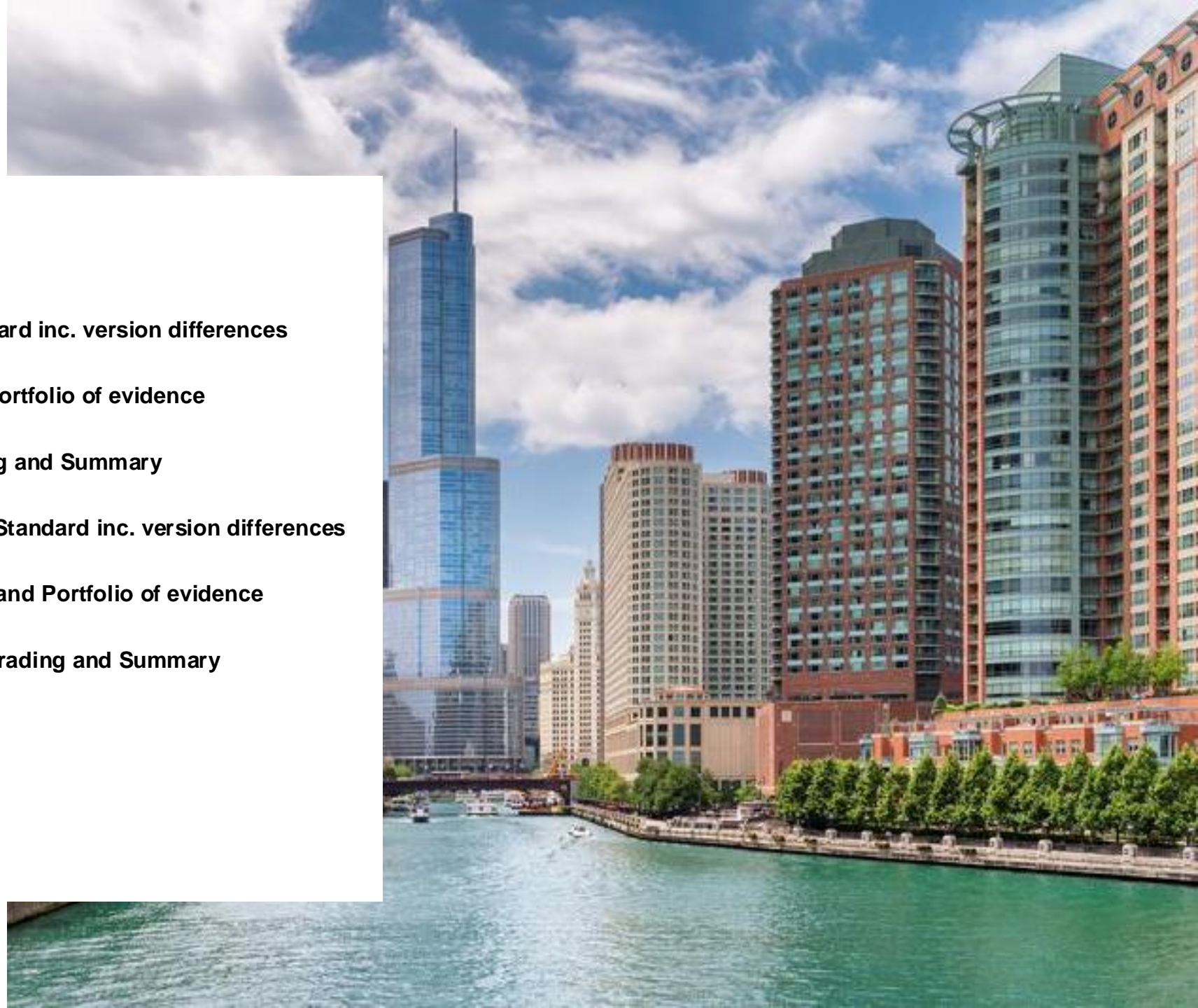
Jason Howe- Technical Advisor
Construction & the Built
Environment

August 2024



Agenda

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Construction & the Built Environment Team

City & Guilds provide unrivalled support to our customers. To the right is a small selection of the support on offer to providers, employers and stakeholders.

The Construction team continue to go from strength to strength including our developing offer.



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Social Media and platforms

The Construction Team is operational over a number of social media, platforms, channels and are contactable by a central email address.



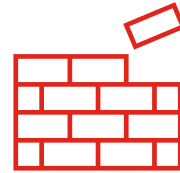
Construction Email

Construction has a central email address that links to the Technical Advisors and Industry Manager. The email address is construction@cityandguilds.com



LinkedIn

As well as each Construction Team member being on LinkedIn, the Construction Team have their own LinkedIn Construction group that has over 380 members. TO join the group search City & Guilds Construction or follow this link- <https://www.linkedin.com/groups/13628606/>



Webpages

You can find all the information you will need on all City & Guilds Construction products on our Construction webpages. We also have key information and updates in our bulletin section. You can visit our website [here](#).



Eventbrite page

Construction has its own Eventbrite page. Our regional networks are shared via the page. Here is a link to the page- <https://www.eventbrite.co.uk/o/city-and-guilds-construction-team-17717289917>



Go to Webinar Channel

Construction have our very own Go to Webinar Channel. All our webinars, excluding Wales are stored on the channel. Here is a link to the GtW channel- <https://www.gotostage.com/channel/construction>

Website

The screenshot displays the City & Guilds website interface. At the top left is the City & Guilds logo. To the right is a search bar with three tabs: 'SEARCH EVERYTHING', 'FIND COURSE / QUALIFICATION', and 'FIND CENTRE'. Below the search bar is a navigation menu with links for 'ABOUT', 'OUR OFFER', 'QUALIFICATIONS' (highlighted), 'APPRENTICESHIPS', 'TECHNICALS', 'T LEVELS', 'RECOGNITION', 'QUALIFICATION DELIVERY', and 'INTERNATIONAL'. A sub-header reads 'QUALIFICATIONS EXPLAINED'. The main content area shows a breadcrumb trail: 'Home > Qualifications > Construction'. The 'Construction' section title is followed by a paragraph describing the organization's role in construction training. Below this is a list of links: 'Employer & Industry Board', 'Construction qualification consultations', 'Latest news in Construction', 'Performance points', 'Key documents', 'The approval process', and 'eLearning Bricklaying and Carpentry SmartScreen Modules (PDF)'. A call-to-action box with a document icon and a right arrow says 'View our range of digital credentials for the Construction sector'. At the bottom, there are two tabs: 'QUALIFICATIONS' (active) and 'APPRENTICESHIPS'. Under 'QUALIFICATIONS', there are four radio button options: 'Available in UK' (selected), 'Available internationally', 'Technical Qualifications', and 'T Level Qualifications'. To the right, a section titled 'Employer Industry Board' asks 'Are you an employer?' and lists industry boards: 'Construction, Building Services', 'Engineering, Management and Engineering'.

New Carpentry & Joinery Apprenticeship Standard (L2) 9078-31

Version 1.3

19.08.2023 – Present

New Carpentry & Joinery Apprenticeship Standard v1.3 9078-31

Overview

Status	Reference	Version
Approved	ST0264	1.3
Level	Duration (GW)	EPA Period
2	24 months (Typical)	3 months (Typical)
Funding	Route	Date updated
£13000	CBE	19.08.2023
Approved	Lars code	EQA provider
26.03.2015	239	Ofqual

Assessment

Knowledge MCQ Test

Practical w/Q

Interview



Key differences between v1.2 and v1.3

Topic	Version 1.2 (9078-21)	Version 1.3 (9078-31)
Dates	27.01.2023 - 18.08.2023	19.08.2023 - present
Duration	24 months	24 months
Funding	£11,000	£13,000
Gateway	Portfolio of evidence	Portfolio of evidence
Duties	7 + (3 Carpentry / 4 Joinery)	11 per trade (8+3)
Knowledge	21	40
Skills Carpentry	17	22 (13+9)
Skills Joinery	17	21 (13+8)
Behaviours	7	5
Grading	F,P,D	F,P,M,D
Assessment days (1:4)	1 day (without interview)	2 days (without interview)
Practical duration	7 hours + 4 questions	12 hours + 10 questions
Interview duration	45 mins (+10%) (10 questions)	60 mins (+10%) (10 questions)



9078-31 Documents on Website

catalogue page.

Interested in delivering this apprenticeship?

Find out more about [how to become an approved City & Guilds centre](#) or fill out our [online customer application form](#).











Additional documents

Assessment materials

9078-12 Assessment Materials AP01

9078-21 Assessment Materials AP03

9078-31 Assessment Materials v1.3

 9078-31 L2 Carpentry and Joinery EPA pack v1-0 pdf	1 MB	12 Jul 2024	
 9078-31 L2 Carpentry and Joinery Knowledge Sample Test v1-0 pdf	469 KB	12 Jul 2024	
 9078-31 L2 Carpentry and Joinery Knowledge Test Handbook v1-0 pdf	530 KB	12 Jul 2024	
 9078-31 Recording Forms for Providers and Employers v1-0 docx	458 KB	12 Jul 2024	
 9078-31 Resource Pack for Practical Assessments v1-2 pdf	296 KB	19 Aug 2024	

Centre Documents

Browse some of our related offers:

[> \(6073\) Building Information Modelling](#)

[> \(4444\) Construction HLO](#)

[> \(6219\) Construction Skills](#)

[> \(6371\) Energy Assessment](#)

[> \(6072\) Health and Safety in a Construction Environment](#)

[> \(5931\) Insulation and Building Treatments](#)

[> \(6560\) Wall and Floor Tiling \(Construction\)](#)

[See more related qualifications >](#)

Access the webpage [here](#).

EPA Pack



6. Assessment Instructions: 205/206 Multiple-choice test (Site Carpenter/Architectural Joiner)

Assessment Specification

Description	Coverage	Grade
Knowledge based questions delivered online through the e-volve platform	Knowledge: (Core) K1, K3, K5, K6, K9, K10, K11, K14, K17, K40 (Site Carpenter) K26 (Architectural Joiner) K30, K31, K38	X/P/D



7. Assessment Instructions: 707/708 Practical assessment with questions (Site Carpenter/Architectural Joiner)

Assessment Specification

Description	Coverage	Grade
Assessment of practical skills with questions	Knowledge: (Core) K2, K8, K12, K15 (Site Carpenter) K21, K22, K23, K25 (Architectural Joiner) K32, K34 Skills: (Core) S1, S2, S5, S6, S7, S9, S10, S11 (Site Carpenter) S15, S16, S18, S20, S21 (Architectural Joiner) S23, S26, S30 Behaviours: (Core) B1	X/P/D



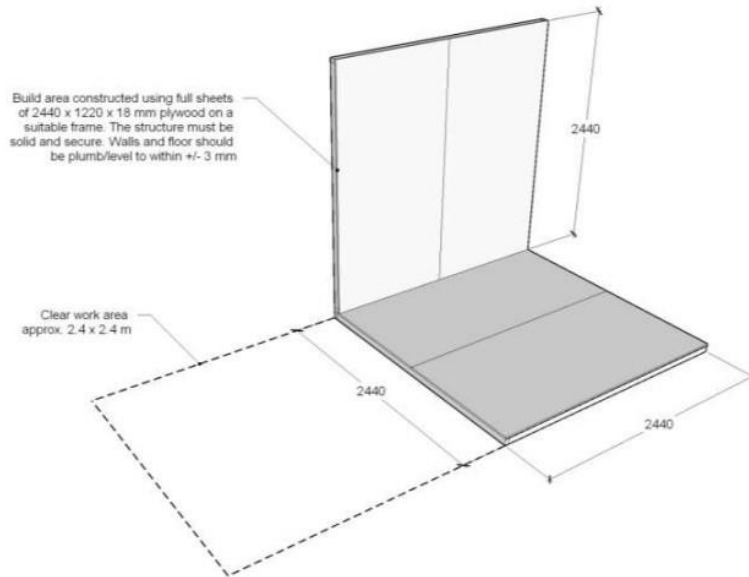
8. Assessment Instructions: 709/710 Interview underpinned by a portfolio of evidence (Site Carpenter/Architectural Joiner)

Assessment Specification

Description	Coverage	Grade
Interview underpinned by the apprentice's portfolio of evidence.	Knowledge: (Core) K4, K7, K13, K16, K18, K19, K20 (Site Carpenter) K24, K27, K28, K29 (Architectural Joiner) K33, K35, K36, K37, K39 Skills: (Core) S3, S4, S8, S12, S13 (Site Carpenter) S14, S17, S19, S22 (Architectural Joiner) S24, S25, S27, S28, S29 Behaviours: (Core) B2, B3, B4, B5	X/P/D

Resource Pack

Materials



The roof trusses and walls shown below **must** be pre-built by the TP. They have been designed for easy assembly and can be reused for as long as they remain fit for purpose.

Other materials and hardware may be reused/recycled, as appropriate, but **must** be in good condition.

Plywood fascia **must** be cut to width and the 6 mm x 6 mm soffit groove cut by the TP. Bargeboard, soffit, ridge, ledger and bracing **must** be cut to width by the TP.

Please note:

- All resources **must** be in place before the start of the EPA.
- All tools, materials and rigs **must** be checked by TP staff before the start of the EPA.
- If resources are not up to the required standard, the EPA may have to be rescheduled.

Tools and equipment

- A good set of site carpentry tools **must** be available for each apprentice.
- The list below is intended to highlight specific tools essential for this EPA; other appropriate tools may be used.
- Apprentices may use their own tools providing they are in good condition and meet any relevant safety requirements.
- Apprentices **must** be fully trained and competent in the use of **all** of the tools to be used on the day of the assessment.
- All power tools **must** be in good working order, including guards, fences, adjustment controls, tooling, etc.
- All power tools **must** meet current health and safety requirements.
- All use of power tools **must** include appropriate dust control measures, in line with current regulations and manufacturer's instructions.

Essential power tool and tooling checklist

✓	Item	Notes	Ratio ¹
	Mitre saw/chop saw	Must be capable of cutting 225 mm at 90 degrees and 175 mm at 30 degrees	1 to 2
	Battery drill-driver	With suitable driver bits	1 to 1
	Small router/edge trimmer		1 to 2
	Track/rail saw	A small handheld circular saw with straight edge may be used	1 to 4
	Framing (1 st fix) nail gun		1 to 2
	10 mm straight router	This must be in good condition with no chips or resin build-up	1 to 2
	75 mm diameter hole saw		1 to 4
	Hinge router jig (76 mm)		1 to 4
	Drill bits	Selection of woodworking drill bits from 3 mm to 10 mm diameter	1 to 1
	Countersink bit		1 to 1

Architectural joinery set-up

Work area

- A machine shop with the fixed machines listed below **must** be available at the EPA venue.
- A bench **must** also be provided for each apprentice either in, or adjacent to the machine shop. The bench should be suitable for drawing the rod, assembly and finishing of a substantial window frame.
- Sufficient machinery and space **must** be available to allow apprentices to plan their workflow without significant delays or disruption. This may limit the number of apprentices that can be assessed in your workshop in a single session.
- Please speak to a City & Guilds Technical Advisor if you have any questions.
- Equipment for sharpening hand tools must be available.

Materials

- A setting-out board **must** be provided; this **must** be clean, square and flat. 12 mm MDF is recommended. Minimum dimensions are 1000 x 900 mm.
- Good quality joinery redwood with minimal knots should be provided for this practical EPA.
- All materials should be checked before the EPA by the TP. Any warped or damaged sections should be replaced before the EPA begins.
- Quantities shown in the table below are for one apprentice to complete this activity, assuming no mistakes are made. A substantial amount of extra stock should be prepared before the EPA to allow for mistakes, damage, etc.
- Frame sections **must** be machined by the TP, including dimensioning the section and cutting the rebates. The finished sections should be square and accurate to within ± 0.5 mm.
- Sash sections will be machined and rebated by the apprentice during the EPA from sawn joinery redwood provided by the TP.

Please note:

- All resources **must** be in place before the start of the EPA.
- All machinery tools and materials **must** be checked by TP staff before the start of the EPA.
- If resources are not up to the required standard, the EPA may have to be rescheduled.

New- Knowledge Test handbook

The way the knowledge is covered by each test is laid out in the tables below:

Test Specification – Site Carpenter (Unit 205)

Carpentry and Joinery Standard	Number of Questions
K1 Awareness of health and safety regulations, standards, and guidance and impact on role. Control of Substances Hazardous to Health (COSHH). Fire safety. Health and Safety at Work Act. Asbestos awareness. Manual handling. Signage. Fire extinguishers. Safety signage. Situational awareness. Slips, trips, and falls. Working in confined spaces. Working at height. Provision and use of work equipment regulations (PUWER) and Electrical safety.	6
K3 Safe systems of work: Site inductions, toolbox talks, risk assessments, method statements and hazard identification in the work area.	2
K5 Principles of building and modern methods of construction: Foundations, roofs, walls, damp proof courses, floors, timber frame, structurally insulated panels (SIPS), utilities and services, internal plaster finishes, insulation, fire protection, moisture and air protection and quality of materials.	6
K6 Basic principles of digital design and modelling systems.	1
K9 Materials and their characteristics of home grown and imported timber and timber-based products. Natural timber products: hardwood and softwood. Manufactured timber products: board, laminated timber and carcassing.	4
K10 Timber decay and repair methods: Timber moisture content parameters for a range of timber and timber-based materials, wet rot and dry rot, and insect attack.	1
K11 Carpentry and joinery products and purpose: Mastics, preservatives, wood fillers, plastics and ironmongery.	4
K14 Hand tool use and storage methods and techniques: Chisels, planes, hand saws, hammers, squares, tri-square, bevels, marking and mortise gauges, spirit levels.	3
K17 Power tools use and storage methods and techniques: Portable circular saws, drills, saws, planers, routers, sanders, multi-functional tools and nail guns.	3
K26 Site carpentry: Flat roofs: Warm and cold flat roofs including firings and coverings.	9
K40 Employment types (self-employed and employed), small business start-up principles and tax.	1
Total	40

K3

Safe systems of work: Site inductions, toolbox talks, risk assessments, method statements and hazard identification in the work area.

Topic	Content What needs to be covered
3.1 Site inductions	3.1.1 Purpose of site inductions <ol style="list-style-type: none"> Collective responsibilities Individual responsibilities Legal compliance Accessible health and safety (H&S) information Safe working environment Hazard identification and reporting Familiarity with the site (welfare facilities, first aid stations) Familiarity with key personnel (safety representative, welfare representative) Identification and control of collective and personal protective measures
3.2 Toolbox talks	3.2.1 Purpose of toolbox talks <ol style="list-style-type: none"> Safe methods of work (risk assessment and method statement review) Chain of command (highlighting) Scheduling Hazard identification Accident prevention Project relevant training by competent person
3.3 Risk assessments	3.3.1 Purpose of risk assessments <ol style="list-style-type: none"> To create a safer and healthier workplace by identifying hazards. Assessing and removing or reducing the level of risk by implementing control measures, which are regularly recorded and reviewed
3.4. Method statements	3.4.1 Purpose of method statements <ol style="list-style-type: none"> To explain a step-by-step system for safe use of tooling and work equipment To identify hazards and mitigate risks To enable guidance for the correct methods/techniques of work and production without direct supervision
3.5 Hazard identification	3.5.1 Purpose of identifying hazards <ol style="list-style-type: none"> To identify risks to health and safety and their associated hazards To communicate risks to all involved To develop safe systems of work and method statements To create action plans (risk assessment schedules) providing a monitoring system for hazards
	3.5.2 Common hazards and actions to take <ol style="list-style-type: none"> Blocked access-egress

Supporting information

End-point Assessment Plan ST0264 Version 1.3:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/carpentry-and-joinery-v1-3>

Suggested learning resources:

Smartscreen resources

<https://www.cityandguilds.com/what-we-offer/centres/digital-platforms-and-solutions/digital-learning#level-2-carpentry-qualifications>

Books

The City & Guilds Textbook: Site Carpentry and Architectural Joinery for the Level 2 Apprenticeship (6571), Level 2 Technical Certificate (7906) & Level 2 Diploma (6706) by Stephen Jones, Stephen Redfern and Colin Fearn; Hodder Education; 27 September 2019

Websites

www.hse.gov.uk

<https://www.nhbc.co.uk>

<https://www.labc.co.uk>

Portfolio of evidence

The apprentice must compile a portfolio of evidence during the on-programme period of the apprenticeship.

- It will typically contain 10 discrete pieces of evidence.
- Evidence must be mapped against the KSBs.
- Evidence may be used to demonstrate more than one KSB; a qualitative as opposed to quantitative approach is suggested.

Evidence sources may include:

- workplace documentation and records, for example:
- workplace policies and procedures
- witness statements
- annotated photographs
- video clips (maximum total duration 10 minutes); the apprentice must be in view and identifiable

This is not a definitive list; other evidence sources can be included.

Note-

- No reflective accounts or self-assessment
- Employer contributions focus on observation and not opinion
- Evidence to be valid and attributable to the apprentice with a statement from the employer and apprentice to confirm this
- EPAO will not assess, verify or quality assure the evidence/portfolio



Portfolio of evidence- Simulated Environments:

- It is understood that some skills in this apprenticeship are used less often but are still required for overall occupational competence. Some apprentices may not get sufficient opportunity to apply the full range of required skills in the workplace during the on-programme period of the apprenticeship. Therefore, a flexibility has been included in this EPA plan, allowing certain skills-based evidence to be captured in a simulated environment, for example, at the employer's or training provider's premises.
- Allowing evidence from a simulated environment ensures that there is a fair opportunity for apprentices to gather skills-based evidence for the portfolio of evidence. This is where opportunities to collect evidence in the workplace are not available.
- Any simulated evidence must reflect the apprentice's usual work and be fully transferable to the workplace. The portfolio must include a statement from the employer or training provider confirming that the evidence provided from a simulated environment is entirely attributable to the apprentice.
- For this apprenticeship, the apprentice must collect evidence from the workplace. However, if authentic workplace opportunities are not available for all the numbered elements or products from the skills outlined below, some of the numbered elements or products may be captured in a simulated environment, in line with the numbers noted below for each skill. Every effort should be made for the apprentice to access workplace evidence for all elements or products in the skills below before this flexibility is applied.



Access the Apprenticeship
Standard [here](#).

Portfolio of evidence- Simulated Environments:

Site Carpentry

- Site Carpenter S14

Site carpenter: Apply first fix techniques and practices for: 1. structural carcassing, 2. straight timber or metal partition walls, 3. floor joists 4. floor joist coverings, 5. straight flights of stairs.

The apprentice is required to provide workplace evidence for a minimum of any 4 numbered elements from the above list. The remaining numbered element may be provided via simulated evidence.

- Site Carpenter S17

Site carpenter: Apply site second fix techniques and practices for: 1. service encasement, 2. cladding 3. wall and floor units and fitments, 4. handrails and spindles to straight flights of stairs, 5. internal and external doors, 6. skirting boards and architrave, 7. window boards.

The apprentice is required to provide workplace evidence for a minimum of any 5 numbered elements from the above list. The remaining 2 numbered elements may be provided via simulated evidence.

- Architectural Joiner S28

Architectural joiner: Apply manufacture and assembly techniques for second fix products: 1. timber doors, 2. wall and floor units, 3. timber mouldings, 4. staircase spindles and balustrades.

The apprentice is required to provide workplace evidence for a minimum of any 3 numbered products from the above list. The remaining numbered product may be provided via simulated evidence.



Access the Apprenticeship
Standard [here](#).

Portfolio of evidence- Simulated Environments:

Simulated environments must:

- afford the apprentice the opportunity to capture sufficient evidence to underpin the grading descriptors for the specific skill being targeted
- have a specification of defined tasks for the apprentice to complete (or an equivalent structure or format)
- replicate normal working conditions and the naturally occurring activities the apprentice would have likely undertaken in the workplace, as far as practicable (including time pressures, considerations, resources, materials, tools, information, interactions, communication media, lighting, noise and hazards they would reasonably encounter in employer or customer premises)
- allow each apprentice to demonstrate their competence on an individual basis



Access the Apprenticeship
Standard [here](#).

New Carpentry & Joinery Assessment Plan

Knowledge exam assessment-

- Controlled and invigilated environment
- Closed book
- Multi choice questions
- 40 questions
- 60 minutes
- Graded Fail, Pass, Distinction
- The apprentice must be given at least 14 days' notice of the date and time of the multiple-choice test.

Practical assessment with questions-

- IEPA Assessor observed
- 12 hours over 2 days
- Min 10 questions
- Graded- Fail, Pass, Distinction
- Carpentry- Construction of a straight gable roof containing traditional cut rafters and ceiling joists, roof trusses and installation of a hinged upward opening loft hatch.
- Joinery- Production of a soft wood window frame with hinged storm proof or flush window casement. The minimum opening size of the window is to comply with means of escape size requirement.

You can access the L2 C&J Assessment plan [here](#)

Interview underpinned by portfolio of evidence

- IEPA delivered (virtually)
- 14 days notice of EPA Interview
- The independent assessor must have at least 2 weeks to review the supporting documentation.
- 10 questions
- 60 minutes (can be increased by 10%)
- Graded- Fail, Pass, Distinction
- The apprentice must have access to their portfolio of evidence during the interview
- The apprentice can refer to and illustrate their answers with evidence from their portfolio of evidence however, the portfolio of evidence is not directly assessed.



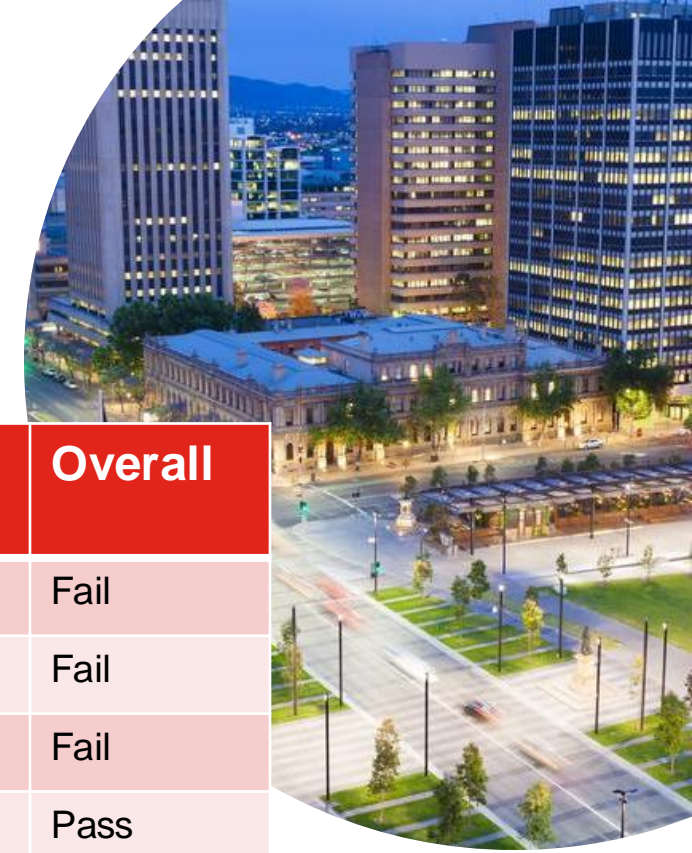
Carpentry & Joinery EPA Grading

MCQ Test

Grade	Min Marks	Max Marks
Fail	0	24
Pass	25	32
Distinction	33	40

Overall

MCQ Test	Practical w/Questions	Interview w/portfolio	Overall
Any grade	Any grade	Fail	Fail
Any grade	Fail	Any grade	Fail
Fail	Any grade	Any grade	Fail
Pass	Pass	Pass	Pass
Pass	Distinction	Pass	Pass
Distinction	Pass	Pass	Pass
Pass	Pass	Distinction	Pass
Distinction	Pass	Distinction	Pass
Distinction	Distinction	Pass	Merit
Pass	Distinction	Distinction	Merit
Distinction	Distinction	Distinction	Distinction



Re-sits and Re-takes

- If a learner fails one or more assessment methods then they can re-sit or re-take those assessment methods.
- Re-sit/re-take has to be agreed by employer
- Re-sit – no further learning required
- Re-take- further learning required
- Action plans required for apps to prepare for re-sit/re-take
- Re-sit is typically completed within 2 months of EPA outcome.
- Re-take is typically taken within 4 months of EPA outcome (depending on re-training requirements)
- Failed assessment methods must be taken within 6 months of EPA outcome notification, otherwise entire EPA will need to be re-taken in full
- Re-sits/re-takes not available for apprentices to improve on pass grades to higher grades.
- Maximum EPA grade of pass for re-sits/re-takes



V 1.3 Level 2 Carpentry and Joinery assessment overview

9078-31

1

On-programme

Typically 24 months before gateway
assessment approach

Generic/technical knowledge and skills
Off the job training
English and maths
(Level 1 & L2 taken)

Application of knowledge, skills and behaviours
On the job training and assessment
Development of portfolio of evidence to demonstrate the KSBs that will be assessed by oral questioning.
(typically, 10 pieces of discrete pieces of evidence)

Complete typically in last 10 months of apprenticeship

NEW version went live 15th July

2

Assessment gateway

Gateway sign off from employer and provider.
Gateway sign off from employer and provider: Trainee demonstrating competency consistently at or above the occupational standard.
Portfolio of evidence complete
English and Maths certificate

Apprenticeship completion

Grades = P/M/D

Resit available to pass grade only and must be taken within a six-month period - if not retake all

3

End-point assessment

Fully coordinated and delivered by an independent end-point assessment organisation

Knowledge test (eVolve)
40 m/c questions (60 mins)
Maximum 30 candidates
Remote Invigilation available
Min marks- Pass 25 Distinction 33

Practical skills test
12 hours (+10% per task, if needed) over two day. Ten oral questions. Pass/Distinction
Assessor ratio 1:4

Interview questioning underpinned by portfolio
Min 10 oral questions covering knowledge, skills and behaviours (60 mins) +10% if needed. P/D
(Remote video conferencing)

Complete within 6 months of reaching gateway

New Craft Carpentry & Joinery Apprenticeship Standard (L3) 9079-31

Version 1.2

19.08.2023 – Present

New Craft Carpentry & Joinery Apprenticeship Standard v1.2 9079-31

Overview

Status	Reference	Version
Approved	ST0263	1.2
Level	Duration (GW)	EPA Period
3	15 months (Typical)	3 months (Typical)
Funding	Route	Date updated
£13000	CBE	19.08.2023
Approved	Lars code	EQA provider
27.02.2018	240	Ofqual

Assessment

Knowledge MCQ Test

Practical w/Q

Interview



Key differences between v1.1 and v1.2

Topic	Version 1.1 (9079-21)	Version 1.2 (9079-31)
Dates	21.05.2021 - 18.08.2023	19.08.2023 - present
Duration (Typically)	15 months	15 months
Funding	£11,000	£13,000
Gateway	Portfolio of evidence + FD	Portfolio of evidence + FD
Duties	9 + (4 Carpentry / 5 Joinery)	13 + (5 Carpentry / 6 Joinery)
Knowledge	26	21 + (7 Carpentry / 6 Joinery)
Skills Carpentry	18	19
Skills Joinery	18	19
Behaviours	7	6
Grading	F,P,D	F,P,M,D
Assessment days (1:4)	1 day (without interview)	2 days (without interview)
Practical duration	7 hours + 4 questions	12 hours + 6 questions
Interview duration	75 mins (+10%) (10 questions)	90 mins (+10%) (10 questions)



9079-31 Documents on Website 2nd September 2024

catalogue page.

Interested in delivering this apprenticeship?

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Additional documents ▾

Assessment materials ▴

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9078-21 Assessment Materials AP03 ▾

9078-31 Assessment Materials v1.3 ▴

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- > [\(6560\) Wall and Floor Tiling \(Construction\)](#)

[See more related qualifications >](#)

Access the webpage [here](#).

EPA Pack



6. Assessment Instructions: 305/306 Multiple-choice test (Craft Site Carpenter/Craft Architectural Joiner)

Assessment Specification

Description	Coverage	Grade
Knowledge based questions delivered online through the e-volve platform	Knowledge: (Core) K1, K2, K6, K8, K9, K10, K13, K14, K15 (Craft Site Carpenter) K27 (Craft Architectural Joiner) N/A Skills: (Core) S5	X/P/D



7. Assessment Instructions: 707/708 Practical assessment with questions (Craft Site Carpenter/Craft Architectural Joiner)

Assessment Specification

Description	Coverage	Grade
Assessment of practical skills with questions	Knowledge: (Core) K4 K21 (Craft site Carpenter) K24 K25 K28 (Craft Architectural Joiner) K30 K33 K34 Skills: (Core) S1 S2 S9	X/P/D

8. Assessment Instructions: 709/710 Interview underpinned by a portfolio of evidence (Craft Site Carpenter/Craft Architectural Joiner)

Assessment Specification

September 2024 City & Guilds Level 3 End-point Assessment for ST0263/1.2 Craft Carpentry and Joinery (9075-31), Version: 1.0 | 82

Description	Coverage	Grade
Interview underpinned by the apprentice's portfolio of evidence.	Knowledge: (Core) K3 K5 K7 K11 K12 K16 K17 K18 K19 K20 (Craft Site Carpenter) K22 K23 K26 (Craft Architectural Joiner) K29 K31 K32 Skills: (Core) S3 S4 S6 S7 S8 S10 S11 S12 (Craft Site Carpenter) S14 S16 S17 S19 (Craft Architectural Joiner) S22 S24 S25 Behaviours: (Core) B2 B3 B4 B5 B6	X/P/D

Generic Specification

Resource Pack

Task 1 Craft Site Carpenter set-up requirements

Work area (for each apprentice)

- The work area **must** include a level floor and at least one wall (as shown in the Level 3 Practical Assessment: Craft Site Carpenter set-up diagram below)
- Bays built for 9079-21 may be used for 9079-31 but the small wall with door opening at the front of the bay **must** be removed
- A clear working area **must** be provided in front of the build area
- Overall dimensions may vary slightly; please speak to a City & Guilds Technical Advisor if your set-up will be significantly different to the 9079-31 Level 3 Practical Assessments Craft Site Carpenter set-up diagram
- Equipment for sharpening hand tools **must** be available.

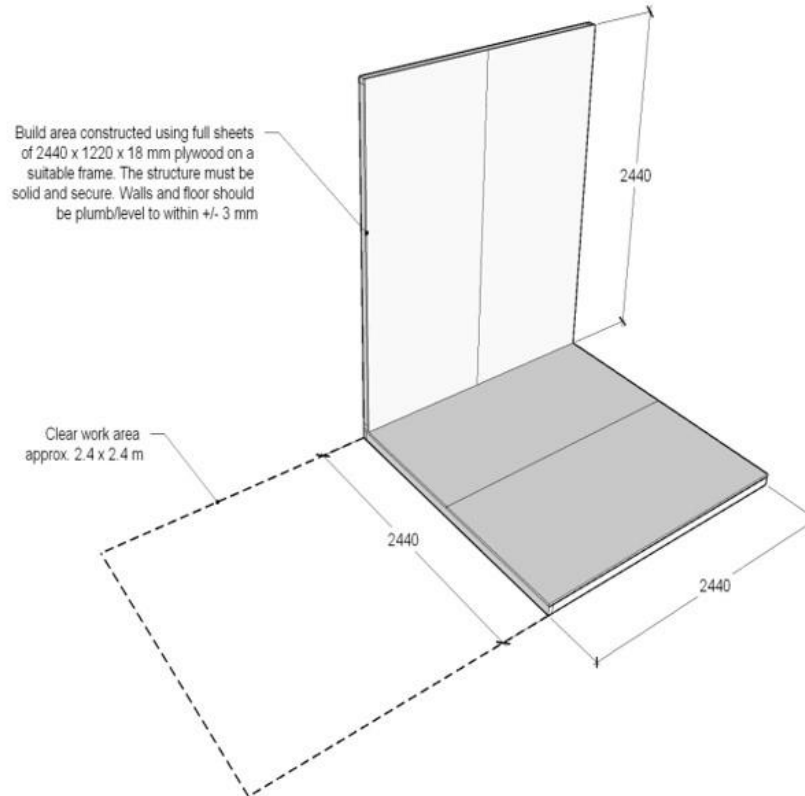
Material requirements

- Two new hollow internal doors **must** be provided for each apprentice. Spare doors should be available in case of apprentice error or damage.
- CLS should be new. However, a stock of recycled short lengths may be provided for items such as noggings. These must be free from fixing holes and other defects.
- Door linings should be new. These should be checked just prior to the EPA and any warped, cupped or otherwise unsuitable sections replaced.
- Unless otherwise specified, good quality softwood (S/W) should be provided for the assessment.

Please note:

- All resources **must** be in place **before** the start of the practical assessment.
- All tools, materials and rigs must be checked by appropriate staff before the start of the practical assessment.
- If resources do not meet the required standard, the practical assessment may have to be rescheduled.

Level 3 Practical Assessment: Craft Site Carpenter set-up diagram



Level 3 Craft Site Carpenter Practical Assessment: Materials, Tools and Equipment Checklist

The checklists below provide details to ensure the materials, tools and equipment requirements are met by the EPA customer for this practical assessment.

Materials checklist

✓	Item	Requirements
	Hollow internal door (1981 x 610 mm)	2 per apprentice Flush or moulded.
	CLS studding	18 per apprentice 63 x 38 x 2400 mm.

Note:

- The quantities shown below are the minimum required for one apprentice to complete one structure
- Extra materials should be added to the overall stock to allow for mistakes or damage
- Lengths shown for these items are the minimum needed for any given version. You may leave lengths longer to suit standard available sizes (eg 2440 or 2400 mm) as the apprentice will be required to cut to finished length during the practical assessment.

Double door lining	1 set per apprentice (3 lengths) 27.5 x 94 mm (S/W) <ul style="list-style-type: none"> Thickness +/- 2.5 mm May be purchased or produced in house The apprentice will form the housing joints during the assessment: the head section must either have no pre-formed housing or may be purchased longer than required and cut to length to remove housings.
Stop batten	3 per apprentice 12 x 32 x 2100 mm (S/W).
Bullnose skirting	1 per apprentice 15 x 95 x 3000 mm (S/W NOT MDF).
Bracing	1 per apprentice 100 x 18 x 2400 mm (or similar dimensions, any suitable material may be used).

Tools and equipment

- Site carpentry tools **must** be available for each apprentice in good working order.
- The list below is intended to highlight specific tools essential for this practical assessment, other appropriate tools may be used.
- Apprentices may use their own tools provided they are in good working order and meet any relevant safety requirements.
- Apprentices **must** be fully trained and competent in the use of **all** the tools to be used on the day of the assessment.

New- Knowledge Test handbook

1 Assessment

The apprentice needs to pass the Multiple-choice Knowledge Test as part of their apprenticeship. The test consists of 40 multiple choice questions. The apprentice will have 70 minutes to complete the test. The apprentice will take the test in a suitably controlled environment in the presence of an invigilator. The invigilator may be sourced from the employer but will be approved by City & Guilds and must operate according to the JCQ guidance.

The way the knowledge is covered in each test is detailed in the tables below.

Test specification – Craft Site Carpenter (Unit 305) (As part of the Level 3 Craft Carpentry and Joinery standard)

Standard	Number of questions
K1: Awareness of health, safety and welfare regulations, standards, and guidance and impact on role of the team and other construction trades. Employer and employee responsibilities. Control of Substances Hazardous to Health (COSHH). Fire safety and Fire door legislation. Health and Safety at Work Act. Asbestos awareness. Manual handling. Signage and notices. Fire extinguishers. Situational awareness. Slips, trips, and falls. Working in confined spaces. Working at height. Electrical safety. Reporting injuries, diseases and dangerous occurrences regulations (RIDDOR), Provision and use of work equipment regulations (PUWER) & near miss reporting.	4
K2: Types incidents - accidents, near misses. Mitigation methods. Incident management techniques.	2
K6: The principles of building construction: Fire safety, fire doors and linings, fire stopping, water ingress. Staircases, security requirements for external doors and windows. Vapour barriers, breathable membranes and sound proofing.	5
K8: Resource quantity calculation techniques, costing, wastage and recycling allowance.	2
K9: The importance and considerations of the environment: U values, R Values, thermal bridging, airtightness, acoustic performance and thermal performance requirements of carpentry and joinery components.	4
K10: Standards and regulations associated with carpentry and joinery: British standards, building regulations, warranty provider standards.	1
K13: Different energy efficiencies of insulation products and common construction methods sustainable principles associated with timber, manufactured timber-based products and associated materials.	4
K14: Purpose and use of digital design and modelling systems in carpentry and joinery.	2
K15: The principles of heritage building, considerations, like for like replacement and other techniques applicable to the carpenter and joiner.	4
K27: CSC: Carpentry maintenance and repair techniques: External doors and frames, structural timbers, sash window cords, timber guttering and fixings, window frames and glazing.	8
S5: Calculate resource and cost quantities from site measurements.	4

K6 Core

The principles of building construction: Fire safety, fire doors and linings, fire stopping, water ingress. Staircases, security requirements for external doors and windows. Vapour barriers, breathable membranes and sound proofing.

Topic	Content What needs to be covered
6.1 Fire safety, fire doors and linings and firestopping	6.1.1 Purpose of fire safety, fire doors and linings and firestopping in building construction <ul style="list-style-type: none"> Prevents the spread of fire, smoke and heat within buildings, acting as barriers, to allow occupants to evacuate safely and protecting adjacent areas.
	6.1.2 Main regulation and the overarching requirements relating to fire safety, fire doors, linings and fire stopping <ol style="list-style-type: none"> The Building Regulations - Approved Document Part B.
	6.1.3 Methods and requirements when installing fire doors, lining and firestops in carpentry and joinery applications <ol style="list-style-type: none"> Fire resistant and fire suppressant materials (sequence of application) Fire door selection, configuration and location Fire door ratings (FD ratings, labels) Fire rated hardware/ironmongery (hinges, push and kickplates, panic bars and buttons, locks and latches, fire papers and boards) Fire rated resistant linings (fire resistant plasterboard, fireproof panels, fire/smoke gas seals, intumescent strips, cold smoke seals, intumescent sealants/mastics, foams, char barriers and paints) Minimum gap tolerances Minimum thickness, density and width of door Glazed and other apertures Fixings Fire stoppers (fire collars, fire pillows, fire paper, intumescent paper, sealants, mastics). Fire rated insulation materials, uses, resistance and treatments.
6.2 Water ingress	6.2.1 Definition of water ingress in building construction <ul style="list-style-type: none"> When water from the outside makes its way into a building, causing damage and compromising safety (both structural and health).
	6.2.2 Main regulation and the overarching requirements relating to water ingress <ol style="list-style-type: none"> Building Regulations – Approved Document Part C.
	6.2.3 Causes <ol style="list-style-type: none"> Poor workmanship Poor design Incorrect materials

Supporting information

Suggested learning resources

End-point Assessment Plan ST0263 Version 1.2:

<https://www.instituteofcarpenters.org/apprenticeship-standards/advanced-carpentry-and-joinery/>

Books

- Brett, P. (2010) *Carpentry and Joinery*. Nelson Thornes.
- Hasluck, P.N. (2010) *Carpentry and Joinery*. Tools for Working Wood.
- Hodgen, F.T. (2005) *Modern Carpentry*. Drake
- O'Connor, J.J. (2009) *Geometrical drawing*. Gill Education.
- Redfean, S., Jones, S., Burdfield, M. and Fearn, C. (2020) *The City & Guilds Textbook: Site Carpentry and Architectural Joinery for the Level 3 Apprenticeship (6571), Level 3 Advanced Technical Diploma (7906) & Level 3 Diploma (6706)*. Hodder Education.

Websites

- HSE - www.hse.gov.uk
- Building Regulations - www.gov.uk/building-regulations-approval
- Approved Documents - www.gov.uk/government/collections/approved-documents
- NHBC Standards - <https://nhbc-standards.co.uk/>
- Historic England - <https://historicengland.org.uk/>
- English Heritage - www.english-heritage.org.uk
- Institute of Carpenters - www.instituteofcarpenters.com
- British Woodworking Federation - www.bwf.org.uk
- The National Association of Shopfitters - www.shopfitters.org
- The Carpenters' Company - www.carpentersco.com
- T Level Technical Qualification Onsite Construction - www.cityandguilds.com/qualifications-and-apprenticeships/construction/construction/8711-t-level-technical-qualification-in-onsite-construction#tab=information

Portfolio of evidence

The apprentice must compile a portfolio of evidence during the on-programme period of the apprenticeship.

- It will typically contain 15 discrete pieces of evidence.
- Evidence must be mapped against the KSBs.
- Evidence may be used to demonstrate more than one KSB; a qualitative as opposed to quantitative approach is suggested.

Evidence sources may include:

- workplace documentation and records, for example:
- workplace policies and procedures
- witness statements
- annotated photographs
- video clips (maximum total duration 10 minutes); the apprentice must be in view and identifiable

This is not a definitive list; other evidence sources can be included.

Note-

- No reflective accounts or self-assessment
- Employer contributions focus on observation and not opinion
- Evidence to be valid and attributable to the apprentice with a statement from the employer and apprentice to confirm this
- EPAO will not assess, verify or quality assure the evidence/portfolio



Portfolio of evidence- Simulated Environments:

- It is understood that some skills in this apprenticeship are used less often but are still required for overall occupational competence. Some apprentices may not get sufficient opportunity to apply the full range of required skills in the workplace during the on-programme period of the apprenticeship. Therefore, a flexibility has been included in this EPA plan, allowing certain skills-based evidence to be captured in a simulated environment, for example, at the employer's or training provider's premises.
- Allowing evidence from a simulated environment ensures that there is a fair opportunity for apprentices to gather skills-based evidence for the portfolio of evidence. This is where opportunities to collect evidence in the workplace are not available.
- Any simulated evidence must reflect the apprentice's usual work and be fully transferable to the workplace. The portfolio must include a statement from the employer or training provider confirming that the evidence provided from a simulated environment is entirely attributable to the apprentice.
- For this apprenticeship, the apprentice must collect evidence from the workplace. However, if authentic workplace opportunities are not available for all the numbered elements or products from the skills outlined below, some of the numbered elements or products may be captured in a simulated environment, in line with the numbers noted below for each skill. Every effort should be made for the apprentice to access workplace evidence for all elements or products in the skills below before this flexibility is applied.



Access the Apprenticeship
Standard [here](#).

Portfolio of evidence- Simulated Environments:

Site Carpentry

- Site Carpenter S16

Apply craft site carpentry techniques and practices to install complex second fix elements: 1. bespoke wall and floor units (commissioned order with features or like for like replacement), 2. worktops with mason's mitre, 3. cornices and fitments, 4. spindles and handrails to stairs with turns, 5. fire doors. 6. service encasements with access panels, 7. non-standard (non-90 degree) door linings.

The apprentice is required to provide workplace evidence for a minimum of any 5 numbered elements from the above list. The remaining 2 numbered elements may be provided via simulated evidence.

- Site Carpenter S14

Apply craft site carpentry techniques and practices to install complex first fix elements: 1. fire door linings, 2. floor coverings with non-standard (non – 90 degree) returns and 3. structural partitions.

The apprentice is required to provide workplace evidence for a minimum of any 2 numbered elements from the above list. The remaining 1 numbered element may be provided via simulated evidence.



Access the Apprenticeship
Standard [here](#).

Portfolio of evidence- Simulated Environments:

Architectural Joinery

- Architectural Joinery S24

Apply craft architectural joinery techniques and practices to manufacture and assemble complex timber second fix products: 1. fire doors 2. shaped, non-standard doors 3. bespoke wall and floor units (commissioned order with features or like for like replacement).

The apprentice is required to provide workplace evidence for a minimum of any 2 numbered products from the above list. The remaining 1 numbered product may be provided via simulated evidence.

- Architectural Joinery S25

Apply craft architectural joinery techniques and practices to manufacture and assemble complex timber first fix products: 1. staircases with turns, 2. fire door linings, 3. bespoke windows with non-standard (non – 90 degree) angles, 4. shaped, non-standard door linings.

The apprentice is required to provide workplace evidence for a minimum of any 3 numbered products from the above list. The remaining 1 numbered product may be provided via simulated evidence.

- Architectural Joinery S22

Set up and use CNC machinery to produce joinery products.

Evidence for this skill in its entirety (S22) may be provided via simulated evidence if workplace evidence is not available.



Access the Apprenticeship
Standard [here](#).

Portfolio of evidence- Simulated Environments:

Simulated environments must:

- afford the apprentice the opportunity to capture sufficient evidence to underpin the grading descriptors for the specific skill being targeted
- have a specification of defined tasks for the apprentice to complete (or an equivalent structure or format)
- replicate normal working conditions and the naturally occurring activities the apprentice would have likely undertaken in the workplace, as far as practicable (including time pressures, considerations, resources, materials, tools, information, interactions, communication media, lighting, noise and hazards they would reasonably encounter in employer or customer premises)
- allow each apprentice to demonstrate their competence on an individual basis



Access the Apprenticeship
Standard [here](#).

New Craft Carpentry & Joinery Assessment Plan

Knowledge exam assessment-

- Controlled and invigilated environment
- Closed book
- Multi choice questions
- 40 questions
- 70 minutes
- Graded Fail, Pass, Distinction
- The apprentice must be given at least 14 days' notice of the date and time of the multiple-choice test.

Practical assessment with questions-

- IEPA Assessor observed
- 12 hours over 2 days
- Min 6 questions
- Graded- Fail, Pass, Distinction
- Carpentry- Construction of a timber partition with turns and double doors.
- Joinery- Production of a window frame with curved head and a minimum one element of shaped window bar.

You can access the Craft C&J Assessment plan [here](#)

Interview underpinned by portfolio of evidence

- IEPA delivered (virtually)
- 14 days notice of EPA Interview
- The independent assessor must have at least 2 weeks to review the supporting documentation.
- 10 questions
- 90 minutes (can be increased by 10%)
- Graded- Fail, Pass, Distinction
- The apprentice must have access to their portfolio of evidence during the interview
- The apprentice can refer to and illustrate their answers with evidence from their portfolio of evidence however, the portfolio of evidence is not directly assessed.



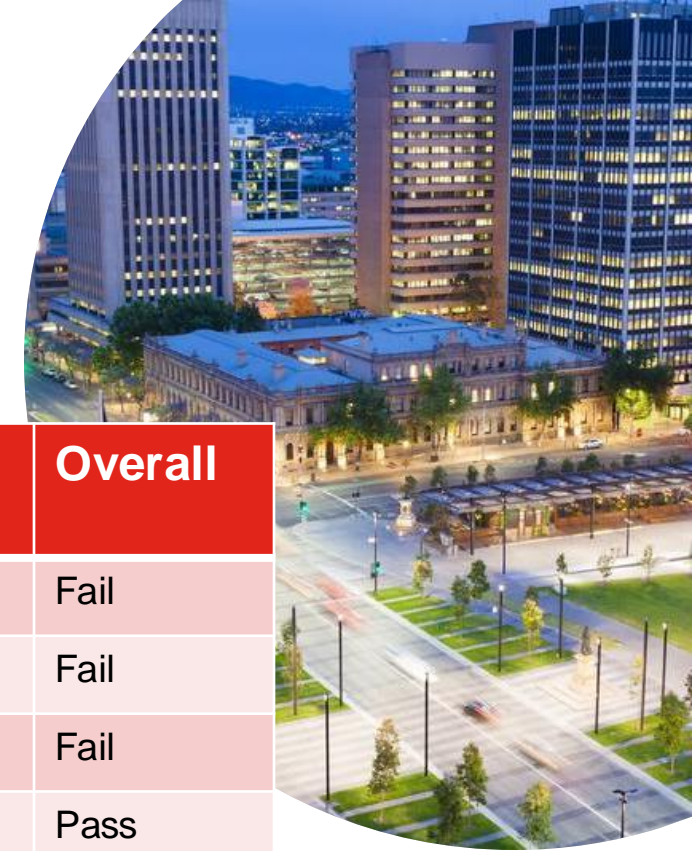
Craft Carpentry & Joinery EPA Grading

MCQ Test

Grade	Min Marks	Max Marks
Fail	0	24
Pass	25	32
Distinction	33	40

Overall

MCQ Test	Practical w/Questions	Interview w/portfolio	Overall
Any grade	Fail	Any grade	Fail
Any grade	Any grade	Fail	Fail
Fail	Any grade	Any grade	Fail
Pass	Pass	Pass	Pass
Distinction	Pass	Pass	Pass
Pass	Distinction	Pass	Pass
Pass	Pass	Distinction	Pass
Distinction	Distinction	Pass	Merit
Pass	Distinction	Distinction	Merit
Distinction	Distinction	Distinction	Distinction



Re-sits and Re-takes

- If a learner fails one or more assessment methods then they can re-sit or re-take those assessment methods.
- Re-sit/re-take has to be agreed by employer
- Re-sit – no further learning required
- Re-take- further learning required
- Action plans required for apps to prepare for re-sit/re-take
- Re-sit is typically completed within 3 months of EPA outcome.
- Re-take is typically taken within 6 months of EPA outcome (depending on re-training requirements)
- Failed assessment methods must be taken within 6 months of EPA outcome notification, otherwise entire EPA will need to be re-taken in full
- Re-sits/re-takes not available for apprentices to improve on pass grades to higher grades.
- Maximum EPA grade of pass for re-sits/re-takes



V1.2 Level 3 Advanced Carpenter and Joiner assessment overview

9079-31

1

On-programme

Typically 15 months before gateway
assessment approach

Generic/technical knowledge and skills
Off the job training
English and maths
(Level 1 & Level 2 achieved)

Application of knowledge, skills and behaviours
On the job training and assessment
Development of portfolio of evidence to demonstrate the KSBs that will be assessed by oral questioning.
(typically, 15 pieces of discrete pieces of evidence)

Complete typically in last 10 months of apprenticeship

NEW version live 19 August 2023

2

Assessment gateway

[IFATE link for revisions](#)
Trailblazer contact - for apprenticeship standard content and trailblazer membership queries only

Gateway sign off from employer and provider.
Gateway sign off from employer and provider: Trainee demonstrating competency consistently at or above the occupational standard.
Portfolio of evidence complete
English and Maths certificate
C&G Level 3 Fire Door Qualification

Apprenticeship completion

Grades = P/D

Resit available to pass grade only and must be taken within a six- month period - if not retake all

3

End-point assessment

Fully coordinated and delivered by an independent end-point assessment organisation

Knowledge test (eVolve)
40 m/c questions (70 mins)
Maximum 30 candidates
Remote Invigilation available
Min marks- Pass 25 Distinction 33

Practical skills test
12 hours (+10% per task, if needed) over two days. Minimum six oral questions.
Pass/Distinction
Assessor ratio 1:4

Interview questioning underpinned by portfolio
Min 10 oral questions covering knowledge, skills and behaviours (90 mins) +10% if needed. P/D
(F2F/Remote video conferencing)

Complete within 3 months of reaching gateway



EPA Processes

EPA support teams

Our End-point assessment Partnership Managers are on-hand to support you at every stage of EPA



Rebecca Hollamby
Region: Midlands
M: 07876 448 147
Rebecca.Hollamby
@cityandguilds.com



Janice Collins
Region: North
M: 07872 463170
Janice.collins
@cityandguilds.com



Morice Hole
Region: Southwest
M: 07718 092138
Morice.hole
@cityandguilds.com



All assessments booked via EPA Pro, except P&D KQ via Walled Garden

Approval Process

Existing Customers

Complete EPA application form in walled garden

Quality section > forms > epa application form

New Customers

Complete epa enquiry form on website.

[EPA Only Centre Enquiry Form | City & Guilds \(cityandguilds.com\)](#)

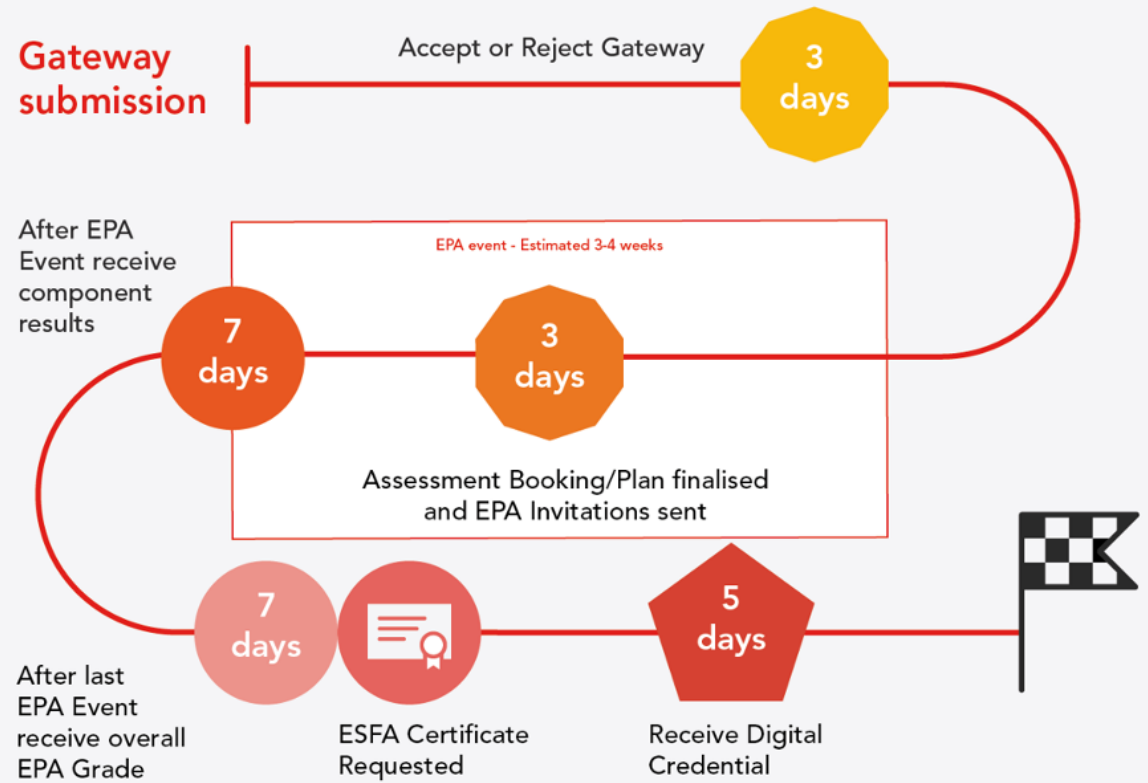
Complete epa application form on walled garden

Quality section > forms > epa application form

Flexible and timely service for EPA

- 24-hour gateway review
- 10-day average for ESFA certificate claims
- 7 working days for results issuing, after completion of the final assessment component.
- Meaningful apprentice feedback for all grading outcomes
- Clearly communicated lead times to support EPA date planning and bookings.
- Managers on hand to support with the process

Timelines for End-Point Assessment*



*Optional planning meetings only. Indicative timelines. All timings are working days and exact timings may vary due to provider requests for specific dates.

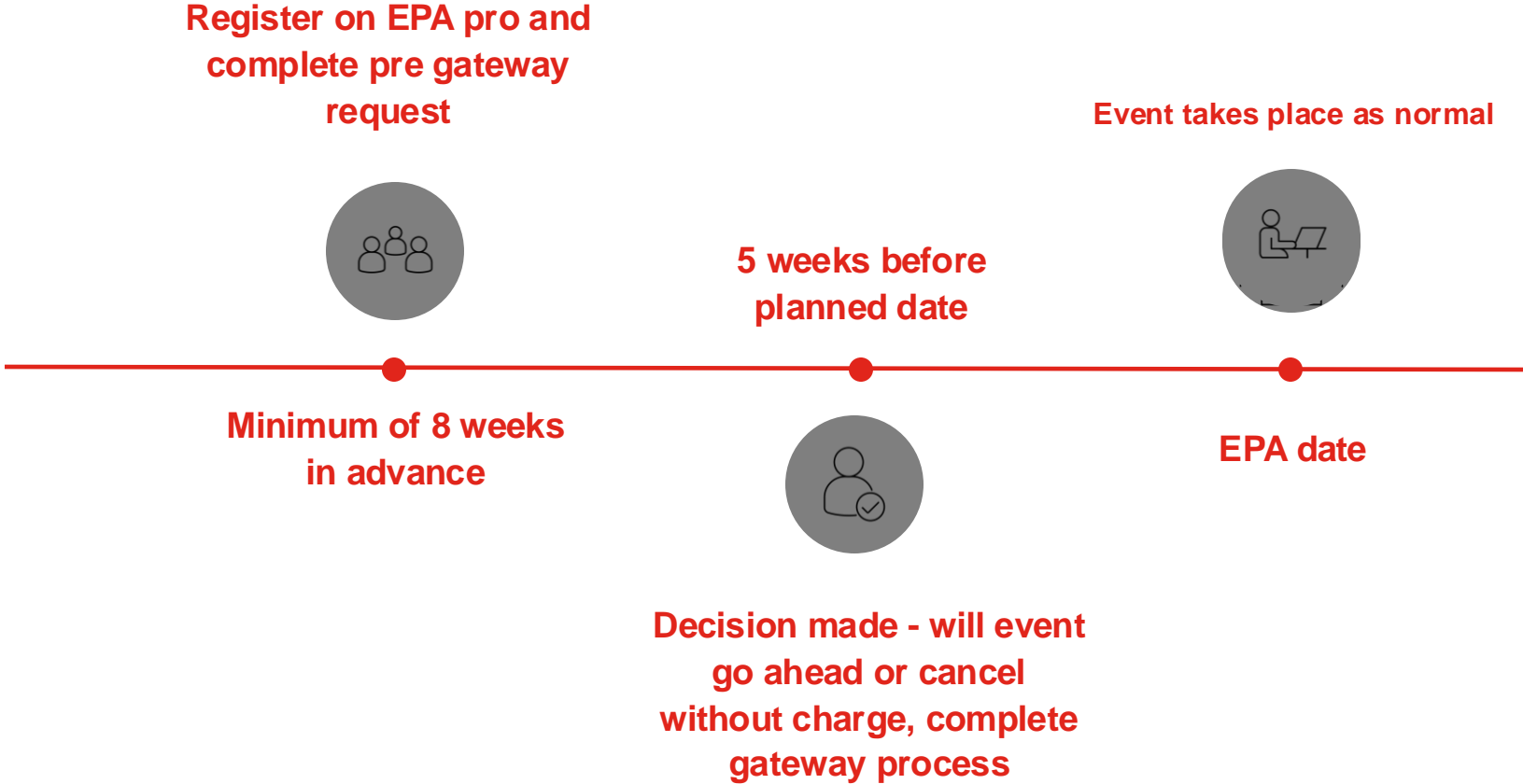
Pre Gateway booking

Alternative booking process to allow you to plan epa in advance of the gateway process.

For further information and for access to the pre booking spreadsheet reach out to the EPA Partnership Managers

EPA Venues

Pre gateway will allow planning with external venues,
Coming soon EPA venue web page



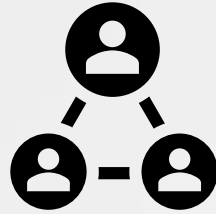
Support and Resources





Unrivalled Support

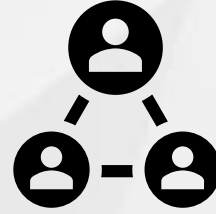
Industry
Managers



Dedicated
Business
Managers



Technical
Advisers



Newsletters



LinkedIn

Webinars



E-Mail Alerts

EPA
Partnership
Managers



Customer
Support
Advisers

SmartScreen
Digital content

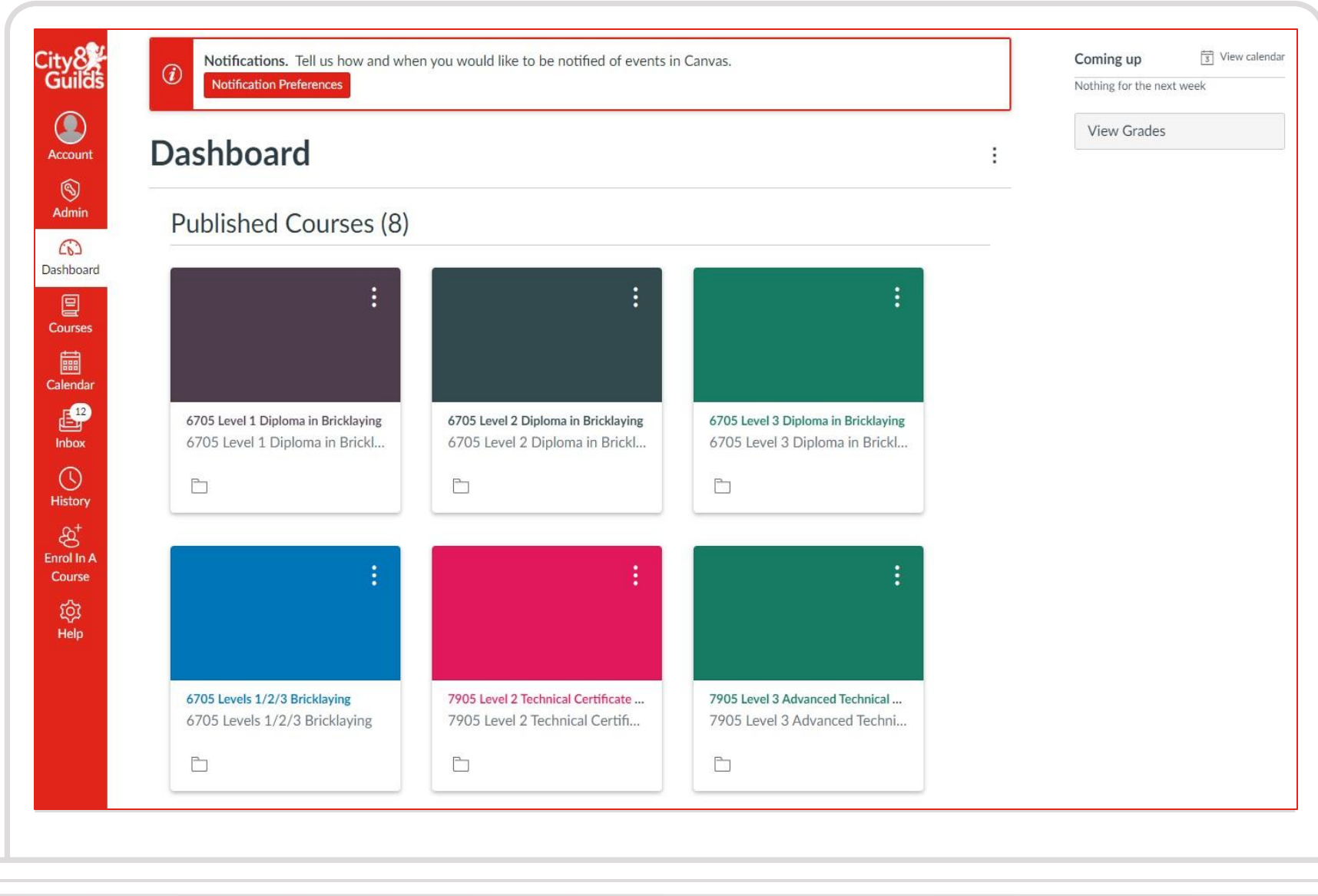
WWW
Website



New SmartScreen, New Resources (Coming soon)

Level 2
30th Aug

Level 3
12th Aug



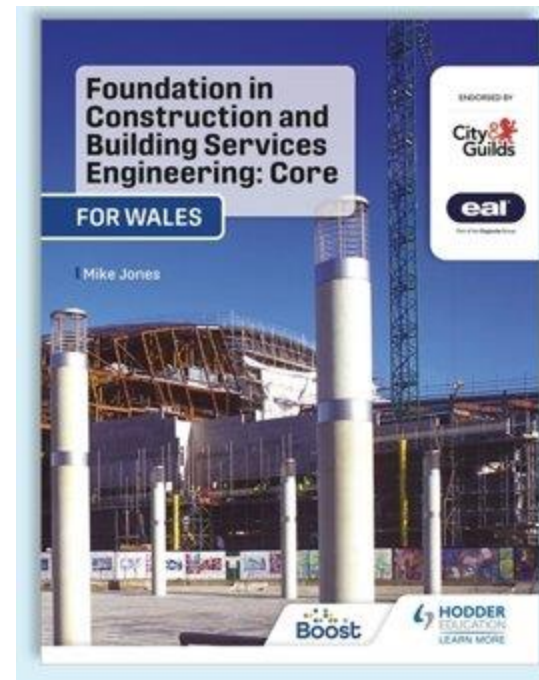
Hodder Education Text Books

Colleagues at Hodder Education produce a wide range of suitable textbooks that supports the delivery of our qualifications and apprenticeships. Coverage in these textbooks cover:

- QCF VRQ Awards, Certificates, Diplomas
- Technicals
- Apprenticeships and EPAs
- Technicals
- T Levels
- Skills for Wales Qualifications

Our Hodder contact is Gemma Simpson

Gemma.Simpson@Hoddereducation.co.uk



Getting Involved

Would you like to make a difference?

You can get involved in the development of future Green and Construction qualifications, assessments and support resources, working with us at City & Guilds as an Associate and Development Consultant.

You can scan the QR code or click [here](#) to submit and declare your interest.



Any Questions?

Thank you for your time

