

City & Guilds Level 1 Certificate in Making Furniture and Furnishings (5780-01)

March 2022 Version 1.4



Qualification at a glance

Subject area	Furniture, Furnishings and Wood Machining
City & Guilds number	5780
Age group approved	All
Assessment	Assignment/multiple choice
Fast track	Available
Support materials	Centre handbook
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

Title and level	City & Guilds number	Accreditation number
Level 1 Certificate in Making Furniture and Furnishings	5780-01	600/1974/8

Version and date	Change detail	Section
1.1 May 2012	Amendment to range for assessment criteria 1.1 in unit 105	Units
1.2 March 2017	Centre Devised Guidance	Assessment
1.3 August 2017	Added TQT details	Structure
	Deleted QCF	Throughout
1.4 March 2022	GLH and TQT clarified and highlighted	Structure



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1 Introduction

This document tells you what you need to do to deliver the qualification:

Area	Description
Who is the qualification for?	Ideal for anyone who is working in, or wants to work, in the furniture, furnishings and wood machining industry.
What does the qualification cover?	Allows candidates to learn, develop and practise the skills required for employment and/or career progression in the Furniture Making sector.
What opportunities for progression are there?	Candidates can progress into employment or onto the following Level 2 City & Guilds qualification areas: <ul style="list-style-type: none"> Furniture, Furnishings, Wood Machining.

Structure

To achieve the **Level 1 Certificate in Making Furniture and Furnishings**, learners must achieve a minimum of **17** credits. Of this, **8** credits must come from the mandatory unit group and a minimum of **9** credits must come from the optional unit group. Learners may achieve credits from the elective unit; but this will not contribute to achievement of the overall qualification.

Unit accreditation number	City & Guilds unit	Unit title	Credit value
Mandatory			
T/503/2138	103	Materials in furniture making and furnishings	3
M/503/2140	105	Tools and equipment in furniture making and furnishings	2
D/503/2151	210	Health and safety within furniture and furnishing making environments	3
Optional			
L/503/2145	101	Finishing methods in upholstery and soft furnishings	3
A/503/2142	102	Furniture making by hand	10
F/503/2143	104	Preparation and finishing methods in furniture making	6
J/503/2144	106	Upholstery and soft furnishing methods	7
K/503/2220	230	Technical drawings and workshop geometry	7
Elective			
T/503/2222	229	Sustainability in the timber trade	3

Total Qualification Time

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a Learner to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study and assessment.

Title and level	GLH	TQT
Level 1 Certificate in Making Furniture and Furnishings	123	170



2 Centre requirements

Approval

If your Centre is approved to offer the qualification **Level 1 Certificate in Making and Installing Furniture (5610)** you can apply for the new **Level 1 Making Furniture and Furnishings** approval using the *Fast Track Approval Form*, available from the City & Guilds website.

Centres should use the fast track form if:

- there have been no changes to the way the qualifications are delivered, and
- they meet all of the approval criteria in the fast track form guidance notes.

Fast track approval is available for 12 months from the launch of the qualification. After 12 months, the Centre will have to go through the standard Qualification Approval Process. The centre is responsible for checking that fast track approval is still current at the time of application.

To offer this qualification, new centres will need to gain both centre and qualification approval. Please refer to the *Centre Manual - Supporting Customer Excellence* for further information. Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification before designing a course programme.

Resource requirements

Physical resources and site agreements

Centres can use specially designated areas within a centre to assess. The equipment, systems and machinery must meet industrial standards and be capable of being used under normal working conditions.

Centre staffing

Staff delivering this qualification must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be occupationally competent or technically knowledgeable in the area for which they are delivering training and/or have experience of providing training; this knowledge must be to the same level as the training being delivered
- hold the Level 1 Making Furniture and Furnishings, or an equivalent qualification
- have recent relevant experience in the specific area they will be assessing
- have credible experience of providing training.

Centre staff may undertake more than one role, e.g. tutor and assessor or internal verifier, but cannot internally verify their own assessments.

Assessors and internal verifiers

Centre staff should hold, or be working towards, the relevant Assessor/Verifier (A/V) units for their role in delivering, assessing and verifying this qualification, or meet the relevant experience requirements outlined above.

Assessor/Verifier (A/V) units are valued as qualifications for centre staff, but they are not currently a requirement for the qualification.

Continuing Professional Development (CPD)

Centres must support their staff to ensure that they have current knowledge of the occupational area, that delivery, mentoring, training, assessment and verification is in line with best practice, and that it takes account of any national or legislative developments.

Candidate entry requirements

City & Guilds does not set entry requirements for this qualification. However, centres must ensure that candidates have the potential and opportunity to gain the qualification successfully.

Age restrictions

There is no age restriction for this qualification unless this is a legal requirement of the process or the environment.



3 Delivering the qualification

Initial assessment and induction

An initial assessment of each candidate should be made before the start of their programme to identify:

- if the candidate has any specific training needs
- support and guidance they may need when working towards their qualification
- any units they have already completed, or credit they have accumulated which is relevant to the qualification
- the appropriate type and level of qualification.

We recommend that centres provide an induction programme so the candidate fully understands the requirements of the qualification, their responsibilities as a candidate, and the responsibilities of the centre. This information can be recorded on a learning contract.

Support materials

The following resource is available for this qualification:

Description	How to access
Developing assignments – guidance for centres	www.cityandguilds.com



4 Assessment

This qualification is assessed by a combination of online multiple choice tests and centre and marked assignments covering practical skills and underpinning knowledge. The table below provides details on the assessment methods for each unit.

Unit	Unit title	Assessment method / Where to obtain assessment materials
101	Finishing methods in upholstery and soft furnishings	Assignment, centre devised
102	Furniture making by hand	Assignment, centre devised
103	Materials in furniture making and furnishings	Assignment, centre devised
104	Preparation and finishing methods in furniture making	Assignment, centre devised
105	Tools and equipment in furniture making and furnishings	Multiple choice, www.cityandguilds.com/5780
106	Upholstery and soft furnishing methods	Assignment, centre devised
210	Health and safety within furniture and furnishing making environments	Multiple choice, www.cityandguilds.com/5780
229	Sustainability in the timber trade	Assignment, centre devised
230	Technical drawings and workshop geometry	Assignment, centre devised

Time constraints

The following must be applied to the assessment of this qualification:

- Candidates must finish their assessment within six months
- Assignments should take no longer than 8 hours. If they do, centres should consider why this is, and make sure that they are not trying to gather too much evidence.

Centre set assignments

Centres must refer to 'Developing assignments – guidance for centres' and the associated assignment development forms which are available to download from **www.cityandguilds.com**.

Example assignments and specific assessment guidance for each unit is also available for this qualification and can be found on www.cityandguilds.com.

Approval process for centre set assignments

Centre set assignments must be approved by the external verifier before use. For each assignment, the *Assignment Sign Off Sheet (AD3)* must be completed and be made available to the EV for inspection.

Time constraints

The following must be applied to the assessment of this qualification:

- Candidates must finish their assessment within six months
- Assignments should take no longer than 8 hours. If they do, centres should consider why this is, and make sure that they are not trying to gather too much evidence.

Test specifications

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

Test 1: Unit 105

Duration: 45 minutes

Outcome	Number of questions	%
1. Know tools and equipment in furniture making and furnishing	17	56.7
2. Know the importance of keeping tools and equipment in good working condition	13	43.3
Total	30	100

Test 1: Unit 210

Duration: 60 minutes

Outcome	Number of questions	%
1. Know health and safety requirements in the workplace	29	72.5
2. Know how to identify hazards and risks in the workplace	11	27.5
Total	40	100

Centre set and marked assessments

City & Guilds has provided separate guidance for writers of centre based assessments which should be read in conjunction with this document,

entitled, '**GM1 - Developing centre devised assessments** – guidance for centre based assessment writers'.

A set of generic recording forms is also provided as follows:

- Assessment tasks (AD1)
- Assessment grading criteria (AD2)
- Assessment sign off form (AD3)
- Evidence recording form (GF1)
- Assessment unit front and mark sheet (GF2)
- Assessment task front sheet (GF3)
- Assessment unit mark sheet (GF4)
- Assessment feedback and action plan form (GF5)
- Qualification assessment tracking form (GF6)
- Group assessment tracking form (GF7)

A full explanation of the use of these forms can be found in the centre devised assessment writing guidance. All of this material is available to download from the City & Guilds website at

<http://www.cityandguilds.com/delivering-our-qualifications/centre-development/quality-assurance/quality-assurance-documents>



5 Units

Availability of units

The following units can also be obtained from the centre resources section of the City & Guilds website, and are also available on The Register of Regulated Qualifications: <http://register.ofqual.gov.uk/Unit>

Structure of units

These units each have the following:

- City & Guilds unit number
- Title
- Unit Accreditation Number (UAN)
- Level
- Credit value
- Recommended Guided Learning Hours (GLH)
- Endorsement by a sector or other appropriate body
- Unit aim(s)
- Learning outcomes which are comprised of a number of assessment criteria
- Range (where applicable)
- Notes for guidance (where applicable).

Unit 101

Finishing methods in upholstery and soft furnishings

UAN:	L/503/2145
Level:	Level 1
Credit value:	3
GLH:	25
Endorsement by a sector or other appropriate body:	This unit is endorsed by ProSkills, the Sector Skills Council.
Aim:	The aim of this unit is to provide the learner with the knowledge and skills to finish furnishing items. The skills covered by this unit include: material characteristics, equipment functions, overcoming problems. This unit will give learners the opportunity to explore skills that will give them knowledge and understanding to progress within the furnishings industry.

Learning outcome
The learner will: 1. Know finishing methods in upholstery and soft furnishings
Assessment criteria
The learner can: 1.1 list types of finishing methods 1.2 identify functions of tools and equipment used in finishing 1.3 state indicators that determine tools and equipment faults 1.4 identify the importance of reporting tools and equipment faults 1.5 state handling characteristics of materials 1.6 state indicators that determine material faults 1.7 state how to protect item from damage 1.8 state the importance of minimising waste 1.9 state quality checking measures 1.10 outline safe working practice when using tools and equipment used in finishing.

Range
Finishing methods Stapling, hammering, centring, measuring, hand stitching, hand sewing, pressing, glue gun

<p>Tools and equipment Hammers, staple gun, staple remover, knives, shears, needle, press, glue-gun</p> <p>Tools and equipment faults Non-functional, damaged</p> <p>Materials Show-wood attachments, facing clips, tacking strip, studs, bottom cloth, twine, thread, buttons, castors, legs, bun feet, glides, fringe, braid, buttons, tie backs, valance</p> <p>Material faults Loose tassels, damage to show-wood, non-alignment, broken, non-functional</p> <p>Item Modern furniture, contract furniture, office furniture, lined curtains, valance, tie backs</p> <p>Safe working practice PPE, legal requirements, Approved Code of Practice (ACOP)</p>
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<p>Learning outcome</p> <p>The learner will:</p> <p>2. Be able to finish items of upholstery and soft furnishings</p>
<p>Assessment criteria</p> <p>The learner can:</p> <p>2.1 maintain a tidy work area</p> <p>2.2 organise tools and equipment for effective working</p> <p>2.3 identify material defects</p> <p>2.4 carry out finishing methods.</p>

<p>Range</p> <p>Finishing methods Stapling, hammering, centring, measuring, hand stitching, hand sewing, pressing, glue gun</p>

Unit 102

Furniture making by hand

UAN:	A/503/2142
Level:	Level 1
Credit value:	10
GLH:	90
Endorsement by a sector or other appropriate body:	This unit is endorsed by ProSkills, the Sector Skills Council.
Aim:	This unit introduces the learners to basic skills in furniture making by hand. The skills covered by the unit include: preparing materials, marking out and cutting components using equipment, tools and materials. The knowledge acquired by the learner will enable them to understand and explain the basic processes involved of furniture making by hand. The unit introduces safe working practices. This is a practical unit that gives learners the opportunity to experiment with different types of wood, tools and materials.

Learning outcome
The learner will: 1. Know how to make furniture by hand
Assessment criteria
The learner can: 1.1 identify functions of tools and equipment 1.2 state safe working practice 1.3 identify checks on resources 1.4 state environmental conditions for resources in the work area 1.5 state indicators that determine surface faults 1.6 identify different materials 1.7 state handling characteristics of materials 1.8 state preparation methods 1.9 identify uses of jointing methods 1.10 state quality checking measures.

Range
Tools and equipment Hand tools, power tools, jigs, templates, workshop devices, adhesives

<p>Safe working practice Manufacturers' instructions, (Control Of Substances Hazardous to Health COSHH, Provision and Use of Work Equipment Regulations PUWER, Health And Safety At Work Act HASAWA), Personal Protective Equipment (PPE)</p> <p>Checks Visual, quality, quantity, inventories</p> <p>Environmental conditions Storage, handling, cleanliness, temperature, ventilation, humidity</p> <p>Surface faults Cracks, blemishes</p> <p>Materials Soft wood, hard wood, plywood, MDF, chipboard</p> <p>Preparation methods Marking out resources, face side face edge signs, drawings</p> <p>Joining methods Dovetails, mortice and tenon, tongue and groove, housing, butt, lap, halving, rebate</p>

<p>Learning outcome</p> <p>The learner will:</p> <p>2. Be able to make furniture by hand</p>
<p>Assessment criteria</p> <p>The learner can:</p> <p>2.1 maintain a tidy work area</p> <p>2.2 organise tools and equipment</p> <p>2.3 carry out checks on resources</p> <p>2.4 carry out material quality checks</p> <p>2.5 prepare for jointing</p> <p>2.6 carry out jointing methods</p> <p>2.7 carry out quality checks</p> <p>2.8 select Personal Protective Equipment.</p>

<p>Range</p> <p>Jointing methods Through dovetail, through mortice and tenon, housing</p>

Unit 102 Furniture making by hand

Supporting information

Guidance

Tools and equipment

Chisels, planes, cramps, saws, drills, drill bits, squares, mallets, scrapers, honing stones, knives and measuring devices used in the making of hand-crafted furniture. Also includes powered tools such as sanders, routers, drills and power saws as well as workshop tools and devices such as bench hooks, shooting boards, mitre blocks of different angles, scratch stock. Drill bits, work holding devices, chucks and key, blades and abrasives.

Unit 103

Materials in furniture making and furnishings

UAN:	T/503/2138
Level:	Level 1
Credit value:	3
GLH:	24
Endorsement by a sector or other appropriate body:	This unit is endorsed by ProSkills, the Sector Skills Council.
Aim:	This unit is an introduction to the materials found in upholstery, woodwork and spray finishing workshops. It equips learners with basic knowledge of each of the material characteristics and they will be able to identify material types and recognise defects. The unit also introduces safe working practices and safe waste disposal.

Learning outcome
The learner will: 1. Know different type of materials and surfaces
Assessment criteria
The learner can: 1.1 identify characteristics of wood 1.2 identify characteristics of fabric 1.3 list types of fillings 1.4 list types of coatings 1.5 list defects found with materials 1.6 state how to handle material without causing damage 1.7 state the importance of disposing of waste materials 1.8 list the appropriate Personal Protective Equipment 1.9 identify safe working practices .

Range
Wood Solid timbers -hard and soft, plywood, chipboard, MDF
Fabrics Patterned/striped, plain pile, vinyl, stretch fabrics, flat weave fabrics, natural hide, velvet

<p>Fillings Foam, fibre</p> <p>Coatings Stains, sealers, lacquers</p> <p>Defects Knots, discolouration, sap, grain, shakes Blooming, runs, orange peel Scars, sewing faults, flaws</p> <p>Personal Protective Equipment Ear, eye, hand, feet, and reparatory protection</p> <p>Safe working practice Manufacturers' instructions, legal requirements (Control Of Substances Hazardous to Health COSHH, Provision and Use of Work Equipment Regulations PUWER, Health And Safety At Work Act HASAWA), Personal Protective Equipment (PPE)</p>

Learning outcome
The learner will: 2. Be able to select and prepare materials
Assessment criteria
The learner can: 2.1 maintain a tidy work area, organise tools and equipment for effective working 2.2 identify material types 2.3 identify material defects 2.4 carry out safe waste disposal.

Range
Material types Beech, oak, pine, MDF, chipboard, velvet, natural hide, woollen, foam, fibres, stains, sealers, lacquers

Unit 104

Preparation and finishing methods in furniture making

UAN:	F/503/2143
Level:	Level 1
Credit value:	6
GLH:	60
Endorsement by a sector or other appropriate body:	This unit is endorsed by ProSkills, the Sector Skills Council.
Aim:	This unit introduces learners to basic skills in polishing and finishing. Learners will gain experience in preparation and finishing methods and be able to identify surface faults in timber. The unit looks at tools and equipment, abrasives, fillers and stoppers. The unit introduces safe working practice and the importance of correct waste disposal. This is a practical unit that gives learners the opportunity to experiment with different materials and finishing methods.

Learning outcome
The learner will: 1. Know how to prepare and finish furniture
Assessment criteria
The learner can: 1.1 list preparation methods 1.2 list finishing methods 1.3 identify functions of tools and equipment 1.4 list types of surfaces 1.5 state handling characteristics of surfaces 1.6 state indicators that determine surface faults 1.7 state the importance of minimising waste 1.8 list fillers and stoppers 1.9 identify different abrasives 1.10 identify finishing materials 1.11 state quality checking measures 1.12 outline safe working practice .
Range
Preparation methods Sanding, de-nibbing, filling, scraping

Finishing methods

Hand, spray

Tools and equipment

Scrapers, wire wool, abrasives, brushes, spray guns, tak rags

Surfaces

Solid wood, veneered, flat panels, curved work, sub assembly, assembly, wood composite

Surface faults

Holes, scratches, chips, dents, cracks, blisters and blemishes

Fillers and stoppers

Water-based, two pack, wax, thixotropic

Finishing materials

Stains, Sealers, oil, water or mixed solvents, de-greasing agents, cleaning solvents

Safe working practice

Manufacturers' instructions, legal requirements (Control Of Substances Hazardous to Health COSHH, Provision and Use of Work Equipment Regulations PUWER, Health And Safety At Work Act HASAWA, Personal Protective Equipment PPE)

Learning outcome

The learner will:

2. Be able to prepare items of furniture

Assessment criteria

The learner can:

- 2.1 maintain a tidy work area, organise tools and equipment for effective working
- 2.2 identify surface defects
- 2.3 prepare work pieces.

Learning outcome

The learner will:

3. Be able to finish items of furniture

Assessment criteria

The learner can:

- 3.1 apply stains
- 3.2 apply basecoats
- 3.3 apply final coats.

Unit 105

Tools and equipment in furniture making and furnishings

UAN:	M/503/2140
Level:	Level 1
Credit value:	2
GLH:	16
Endorsement by a sector or other appropriate body:	This unit is endorsed by ProSkills, the Sector Skills Council.
Aim:	This unit introduces learners to different tools and equipment they will come across in the furniture and furnishing industry. Learners will know the importance of maintaining tools and equipment as well as looking at safe working practice when using tools and equipment.

Learning outcome
The learner will: 1. Know tools and equipment in furniture making and furnishing
Assessment criteria
The learner can: 1.1 list tools and equipment used in furniture making and furnishing 1.2 identify how to maintain tools and equipment correctly 1.3 identify safe working practice .

Range
Tools and equipment Furniture making: Smoothing plane, Bevelled edge chisel, Try square, Tenon Saw Upholstery: Webbing stretcher, Staple gun, Magnetic tack hammer, Regulator needle Finishing: Abrasive paper / grit size, Oil , Spray gun, Wax
Maintain Examine, storage, repair, lubricate, cleaning, sharpening

Safe working practice

Manufacturers' instructions, legal requirements (Control Of Substances Hazardous to Health COSHH, Provision and Use of Work Equipment Regulations PUWER, Health And Safety At Work Act HASAWA, Personal Protective Equipment PPE)

Learning outcome

The learner will:

2. Know the importance of keeping tools and equipment in good working condition

Assessment criteria

The learner can:

- 2.1 list indicators of damaged **equipment**
- 2.2 state the indicators that determine when tools and equipment are beyond use
- 2.3 identify the **importance** of keeping tools in good working condition
- 2.4 identify the importance of keeping tools free of dust and debris.

Range**Equipment**

Equipment for: spraying, upholstery, cutting, sewing, assembly, mattress

Importance

Health & safety, quality of work

Unit 106

Upholstery and soft furnishing methods

UAN:	J/503/2144
Level:	Level 1
Credit value:	7
GLH:	70
Endorsement by a sector or other appropriate body:	This unit is endorsed by ProSkills, the Sector Skills Council.
Aim:	The aim of this unit is to introduce the learner to preparation, assembly and production of upholstery and soft furnishing items. The skills and knowledge covered by this unit include: material characteristics, equipment functions, assembly methods, jointing and overcoming problems. This unit will give learners the opportunity to explore skills that will give them knowledge and understanding to progress within the furnishings industry.

Learning outcome
The learner will: 1. Know how to prepare for upholstery and soft furnishing
Assessment criteria
The learner can: 1.1 list assembly processes for upholstery and soft furnishing 1.2 describe jointing methods for upholstery and soft furnishing 1.3 identify functions of tools and equipment used in assembly 1.4 state handling characteristics of materials 1.5 state indicators that determine tools and equipment faults 1.6 state indicators that determine material faults 1.7 identify the importance of reporting faults 1.8 state how to protect items from damage 1.9 state the importance of minimising waste 1.10 state quality checking methods 1.11 state safe working practice when using tools and equipment used in upholstery and soft furnishing.

Range
Processes Measuring, pattern matching, single lay, multi lay, sequence
Methods Stapling, hammering, centring, hand sewing, machine sewing
Functions Hammers, staple gun, staple remover, knives, shears, needle, lockstitch machine, over lock machine, multi needle machine, foot, needle, thread spools, pins, tailor's chalk, circular cutter, Eastman knife
Materials Suspensions, fillings, patterned/striped, plain pile, vinyl, stretch fabrics, flat weave fabrics, natural hide, velvet
Equipment faults Non-functional, damaged
Material faults Poor quality, not to specification
Item Upholstery, modern footstool, modern drop in seat, traditional drop in seat, soft furnishing, lined curtains, bolster cushion
Safe working practice PPE, legal requirements, Approved Code of Practice (ACOP)

Learning outcome
The learner will: 2. Be able to produce items of upholstery and soft furnishings
Assessment criteria
The learner can: 2.1 maintain a tidy work area 2.2 organise tools and equipment for effective working 2.3 identify material defects 2.4 demonstrate assembly methods 2.5 produce items of upholstery and soft furnishing.

Range
Methods Stapling, hammering, centring, measuring, hand sewing, machine sewing, pattern matching, single lay, multi lay

Unit 210

Health and safety within furniture and furnishing making environments

UAN:	D/503/2151
Level:	Level 2
Credit value:	3
GLH:	18
Endorsement by a sector or other appropriate body:	This unit is endorsed by ProSkills, the Sector Skills Council.
Aim:	This unit introduces learners to best working practice and the legal responsibilities they have in the workplace. Learners will develop understanding of hazards and how to reduce risks in the workplace. They will understand how to evaluate the severity of risks.

Learning outcome
The learner will: 1. Know health and safety requirements in the workplace
Assessment criteria
The learner can: 1.1 state health and safety responsibilities of the individual 1.2 identify relevant workplace instructions 1.3 identify working practices in a furniture/interiors related workplace with the potential to cause harm 1.4 identify the importance of reporting differences between suppliers, manufacturers or workplace instructions 1.5 describe safe working practice in a furniture/interiors related workplace.

Range
Workplace instructions Manufacturers' instructions, legal requirements (Control Of Substances Hazardous to Health COSHH, Provision and Use of Work Equipment Regulations PUWER, Health And Safety At Work Act HASAWA)
Working practice Use of: machinery, tools, equipments, substances manual handling, storage, housekeeping

Safe working practice

Use of PPE, risk assessments, observe safe operating procedures, legal requirements

Learning outcome

The learner will:

2. Know how to identify hazards and risks in the workplace

Assessment criteria

The learner can:

- 2.1 describe **hazards** which may be present in a furniture/interiors related workplace
- 2.2 explain the importance of remaining alert to the presence of hazards
- 2.3 explain the importance of dealing with hazards promptly
- 2.4 describe **risks** which may occur in a furniture/interiors related workplace
- 2.5 describe the employees **responsibilities** for controlling risks
- 2.6 describe **risk assessments**
- 2.7 explain **individual involvement** of employees in risk assessments.

Range**Hazards**

Activity, area

Risks

Activity, area

Responsibilities

Duty of care, correct personal conduct, observing working practices, legal requirements

Risk assessments

Formal record, document location

Individual involvement

Conduct risk inspection before each task (informal), respond to formal risk assessment

Unit 229

Sustainability in the timber trade

UAN:	T/503/2222
Level:	Level 2
Credit value:	3
GLH:	12
Endorsement by a sector or other appropriate body:	This unit is endorsed by ProSkills, the Sector Skills Council.
Aim:	The aim of this unit is to provide the learner with an understanding of environmental impacts of the timber trade and endangered timbers. The unit required learners to understand waste management techniques and cost implications.

Learning outcome
The learner will: 1. Understand how the timber trade impacts on the environment
Assessment criteria
The learner can: 1.1 explain the term sustainability 1.2 describe environmental impacts of the timber trade 1.3 describe man-made causes of deforestation 1.4 identify endangered timber species 1.5 describe roles of organisations promoting sustainable sourced timber 1.6 describe how to research sources of timber and timber based products 1.7 explain reasons to provide products made from sustainable sourced materials.

Range
Impacts Environmental degradation, carbon release & capture, deforestation, carbon footprint
Causes Food production, population pressure, high value timbers, illegal logging
Endangered Convention on International Trade in Endangered Species

<p>Organisation Forestry Stewardship Council, Programme for the Endorsement Forest Certification Scheme, pressure groups</p> <p>Sources Plantation grown, naturally grown, exotic timbers, domestically grown</p> <p>Reasons Market demand, government legislation</p>

<p>Learning outcome</p> <p>The learner will: 2. Understand waste management within the timber trade</p>
<p>Assessment criteria</p> <p>The learner can:</p> <p>2.1 describe waste in processing trees to finished products</p> <p>2.2 describe waste within workshops</p> <p>2.3 explain ways of minimising waste within the manufacturing process</p> <p>2.4 explain the term recycling</p> <p>2.5 describe ways which materials can be recycled</p> <p>2.6 identify cost implications of not recycling</p> <p>2.7 explain how to safely dispose of waste.</p>

<p>Range</p> <p>Waste Wood chippings, saw dust, off cuts, timber based products, adhesives, finishes</p> <p>Minimising Timber sizes, nesting, production process, recycling</p> <p>Materials Timber, timber based products, finishes, adhesives</p> <p>Safely dispose Burning, pelleting, brickettes, COSHH</p>
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Unit 230

Technical drawings and workshop geometry

UAN:	K/503/2220
Level:	Level 2
Credit value:	7
GLH:	40
Endorsement by a sector or other appropriate body:	This unit is endorsed by ProSkills, the Sector Skills Council.
Aim:	The aim of the unit to provide the learner with knowledge and practical skills to both produce and read a range of projections used in technical drawings and to transfer these skills to the a workshop environment. Skills covered in this unit include developing drawing skills, drawing orthographic, oblique and isometric drawings using a range of drawing equipment. Learners will produce cutting lists from technical drawings. Learners will carry out workshop geometry. This unit will require learners to communicate ideas via drawings.

Learning outcome
The learner will: 1. Know how to create technical drawings and practice workshop geometry
Assessment criteria
The learner can: 1.1 identify equipment used in technical drawings 1.2 identify measurements used in technical drawings 1.3 describe the use of scales in technical drawing 1.4 describe projections used in technical drawing 1.5 describe lines types for technical drawing 1.6 describe the purpose of rods 1.7 describe workshop geometry techniques 1.8 identify drawing conventions for abbreviations 1.9 explain how to prepare a cutting list using technical drawings.

Range
Equipment Drawing boards, t squares, pens, pencils, compass, set squares, protractor, rubber, paper, computers, French curve, rulers, scale ruler
Measurements Millimetres, metres
Scales 1:1, 1:2, 1:5
Projections Orthographic, isometric, oblique, perspective
Lines Construction, dimension, hidden detail, section lines, hatching, centre line
Techniques Ellipse, drawing and bisecting shapes, enlarging, tangent, templates
Conventions Current European guidelines
Cutting list Length, width & thickness and for soft furnishings, foam size, top cover

Learning outcome
The learner will: 2. Be able create technical drawings and practice workshop geometry
Assessment criteria
The learner can: 2.1 create technical drawings 2.2 use scales in technical drawings 2.3 use projections in technical drawings 2.4 use lines in technical drawings 2.5 set out rods 2.6 carry out workshop geometry techniques 2.7 use drawing conventions for abbreviations 2.8 prepare cutting lists from technical drawings.

Range
Projections Orthographic, isometric, oblique, perspective
Techniques Ellipse, drawing and bisecting shapes, enlarging, tangent, templates
Conventions Current European guidelines



Appendix 1 Relationships to other qualifications

Literacy, language, numeracy and ICT skills development

This qualification can develop skills that can be used in the following qualifications:

- Functional Skills (England) – see www.cityandguilds.com/functionalskills
- Essential Skills (Northern Ireland) – see www.cityandguilds.com/essentialskillsni
- Essential Skills Wales – see www.cityandguilds.com/esw.



Appendix 2 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on **www.cityandguilds.com**.

Centre Manual - Supporting Customer Excellence contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

Our Quality Assurance Requirements encompasses all of the relevant requirements of key regulatory documents such as:

- Regulatory Arrangements for the Qualifications and Credit Framework (2008)
- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

Access to Assessment & Qualifications provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information such on such things as:

- **Walled Garden:** how to register and certificate candidates on line
- **Qualifications and Credit Framework (QCF):** general guidance about the QCF and how qualifications will change, as well as information on the IT systems needed and FAQs
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

Useful contacts

UK learners General qualification information	T: +44 (0)844 543 0033 E: learnersupport@cityandguilds.com
International learners General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413 E: intcg@cityandguilds.com
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: centresupport@cityandguilds.com
Single subject qualifications Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: singlesubjects@cityandguilds.com
International awards Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com
Walled Garden Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: walledgarden@cityandguilds.com
Employer Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	T: +44 (0)121 503 8993 E: business@cityandguilds.com
Publications Logbooks, Centre documents, Forms, Free literature	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

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As the UK's leading vocational education organisation, City & Guilds is leading the talent revolution by inspiring people to unlock their potential and develop their skills. We offer over 500 qualifications across 28 industries through 8500 centres worldwide and award around two million certificates every year. City & Guilds is recognised and respected by employers across the world as a sign of quality and exceptional training.

City & Guilds Group

The City & Guilds Group operates from three major hubs: London (servicing Europe, the Caribbean and Americas), Johannesburg (servicing Africa), and Singapore (servicing Asia, Australia and New Zealand). The Group also includes the Institute of Leadership & Management (management and leadership qualifications), City & Guilds Land Based Services (land-based qualifications), the Centre for Skills Development (CSD works to improve the policy and practice of vocational education and training worldwide) and Learning Assistant (an online e-portfolio).

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