

Unit title: **Producing and Maintaining Wood Machining Tooling in the Workplace**

Unit reference number: K/600/8591

QCF level: 2

Credit value: 11

Guided learning hours: 37

Unit summary

The aim of this unit is to illustrate the skills, knowledge and understanding required to confirm competence in producing and maintaining wood machining tooling in the workplace within the relevant sector of industry.

Assessment requirements/evidence requirements

This unit must be assessed in a work environment and in accordance with:

- the additional requirements for qualifications using the title NVQ in QCF
- the ConstructionSkills Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional Units and Qualifications with NVQ in the Qualification and Credit Framework (QCF) title and SVQs.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of producing and maintaining wood machining tooling to be effective and reliable when confirming a learner's competence.

Note: Learning Outcome 7 – contract information can relate to drawings, specifications, schedules, cuttings lists, manufacturer's information and oral instruction.

Workplace evidence of skills cannot be simulated.

Assessment recording

Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>1 Interpret the given information relating to the work and resources when producing and maintaining wood machining tooling</p>	<p>1.1 Interpret and extract information from drawings, specifications, schedules, risk assessments and manufacturers' information</p> <p>1.2 Comply with information and/or instructions derived from risk assessments and method statement</p> <p>1.3 State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented</p> <p>1.4 Describe different types of information, their source and how they are interpreted in relation to:</p> <ul style="list-style-type: none"> - drawings, specifications, schedules, risk assessments, manufacturers' information and legislation governing wood machining 			
<p>2 Know how to comply with relevant legislation and official guidance when producing and maintaining wood machining tooling</p>	<p>2.1 Describe their responsibilities under current legislation and official guidance whilst working:</p> <ul style="list-style-type: none"> - in the workplace, with tools, tooling and equipment, with materials and substances, movement of materials and by manual and mechanical lifting <p>2.2 Describe the organisational security procedures for tools, equipment and personal belongings in relation to workplace, company and operative</p> <p>2.3 State what the accident reporting procedures are and who is responsible for making reports</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
<p>3 Maintain safe working practices when producing and maintaining wood machining tooling</p>	<p>3.1 Use personal protective equipment (PPE) safely to carry out the activity in accordance with all current statutory legislation and approved Codes of Practice when producing and maintaining wood machining tooling</p> <p>3.2 Explain why and when personal protective equipment (PPE) should be used, relating to producing and maintaining wood machining tooling, and the types, purpose and limitations of each type</p> <p>3.3 State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, accidents and other task-related hazards</p>			
<p>4 Select the required quantity and quality of resources for the methods of work to produce and maintain wood machining tooling</p>	<p>4.1 Describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:</p> <ul style="list-style-type: none"> - grinding machinery: bench/pedestal grinder, profile grinder, universal grinder, universal saw grinder, straight knife grinder - templates/template maker - cutter blocks - setting-up stands - balancing equipment - retaining and securing equipment - wheel dressing equipment - optical measuring devices - chip limiters 			

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	<ul style="list-style-type: none"> - lubricants/coolants - hand and/or powered tools and equipment 			
	<p>4.2 Select resources associated with own work in relation to materials, components, tools, tooling and equipment and dimensional control aids as appropriate</p> <p>4.3 State how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used</p> <p>4.4 Outline potential hazards associated with the resources and method of work</p> <p>4.5 Describe how to calculate quantity, weight and wastage associated with the method/procedure to produce and maintain wood machining tooling</p>			
<p>5 Minimise the risk of damage to the work and surrounding area when producing and maintaining wood machining tooling</p>	<p>5.1 Protect the work, equipment and its surrounding area from damage in accordance with organisational procedures</p> <p>5.2 Minimise damage and maintain a clean work space</p> <p>5.3 Describe how to protect work and equipment from damage and the purpose of protection in relation to general workplace activities and other occupations</p> <p>5.4 Remove waste in accordance with legislation</p> <p>5.5 State why the removal of waste should be carried out in relation to the work</p>			

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<p>6 Complete the work within the allocated time when producing and maintaining wood machining tooling</p>	<p>6.1 Demonstrate completion of the work within the allocated time</p> <p>6.2 State the purpose of the work programme and explain why deadlines should be kept in relation to:</p> <ul style="list-style-type: none"> - types of progress charts, timetables, estimated times and deadlines - organisational procedures for reporting circumstances which will affect the work programme 			
<p>7 Comply with the given contract information to produce and maintain wood machining tooling to the required specification</p>	<p>7.1 Demonstrate the following work skills when producing and maintaining wood machining tooling:</p> <ul style="list-style-type: none"> - measuring, marking out, fitting, finishing, positioning, balancing, securing and cleaning <p>7.2 Produce the following tooling to meet the requirements of the given working instructions relating to:</p> <ul style="list-style-type: none"> - moulding cutters - straight knives <p>7.3 Maintain tooling (at least one of the following) to meet the requirements of the given working instructions relating to:</p> <ul style="list-style-type: none"> - saws - drills <p>7.4 Store tooling in the correct manner</p>			

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	<p>7.5 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</p> <ul style="list-style-type: none"> - identify the operating systems for profiling machines and equipment - identify and report defects and discrepancies in materials and machines - identify how damage to tooling and machines can be avoided - identify how to produce and maintain tooling correctly - identify how to mount and set tooling correctly - identify the scope and limitations of the machine - select the appropriate machine for the work to be carried out - identify the wheel dressing/removing procedures - identify the types of abrasive wheel - store tooling correctly - identify the types and suitability of tooling - adopt the correct procedure for processing tooling - identify the principles of cutter development - use and apply chip limiters correctly - use hand tools and equipment <p>7.6 Safely use and store hand tools and ancillary equipment</p>			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
	<p>7.7 State the needs of other occupations and how to communicate within a team when producing and maintaining wood machining tooling</p> <p>7.8 Describe how to maintain the tools and equipment used when producing and maintaining wood machining tooling</p>			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)