



This version of this unit replaces all previously published versions with effect from January 2012. This unit should be used by all learners registering for qualifications that include it in their structure from this date.

Unit title:	Manufacturing routine shopfitting products in the workplace
Unit reference number:	T/503/2706
QCF level:	2
Credit value:	19
Guided learning hours:	63
Start date:	January 2012

Unit summary

The aim of this unit is to develop the skills, knowledge and understanding required to confirm competence in manufacturing routine shopfitting products in the workplace within the relevant sector of industry.

Assessment requirements/evidence requirements

This unit must be assessed in a work environment, 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.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against one of the following endorsements:

- timber
- non-ferrous metal.

Assessment recording

This unit is assessed in the workplace. The table on the following pages shows the learning outcomes and the assessment criteria for this unit. The table includes space for learners to enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centres can use their own documentation.

Learning outcomes and assessment criteria

Learning Outcome		Assessment Criterion		Evidence type	Portfolio reference	Date
1	Interpret the given information relating to the work and resources needed when manufacturing routine shopfitting products.	1.1	Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments, cutting lists and manufacturers' information.			
		1.2	Comply with information and/or instructions derived from risk assessments and method statements.			
		1.3	State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.			
		1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> - drawings, specifications, schedules, method statements, risk assessments, cutting lists manufacturers' information, component standards and regulations governing buildings. 			
2	Know how to comply with relevant legislation and official guidance when manufacturing routine shopfitting products.	2.1	Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> - in the workplace, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting. 			
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
		2.3	Explain what the accident reporting procedures are and who is responsible for making reports.			

Learning Outcome	Assessment Criterion	Evidence type	Portfolio reference	Date
	2.4			
3	3.1			
	3.2			
	3.3			
	3.4			

Learning Outcome	Assessment Criterion	Evidence type	Portfolio reference	Date	
4 Select the required quantity and quality of resources for the methods of work to manufacture routine shopfitting products.	4.1	Select resources associated with own work in relation to materials, components, fixings, tools and equipment.			
	4.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> - timber, manufactured sheet material, pre-machined components, setting out rods, non-ferrous metal, fabric, metal and rubber rims, glass, plastic, ironmongery, adhesives, fixings and associated ancillary items - hand and/or powered tools and equipment. 			
	4.3	Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.4	Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.5	Describe any potential hazards associated with the resources and method of work.			
	4.6	Describe how to calculate quantity, length, area and wastage associated with the method/procedure to manufacture routine shopfitting products.			
5 Minimise the risk of damage to the work and surrounding area when manufacturing routine shopfitting products.	5.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
	5.2	Minimise damage and maintain a clean work space.			

Learning Outcome	Assessment Criterion	Evidence type	Portfolio reference	Date
	5.3			
	5.4			
	5.5			
6	6.1			
	6.2			
7	7.1			

Learning Outcome	Assessment Criterion	Evidence type	Portfolio reference	Date
	7.2 Fit and assemble to form routine manufactured shopfitting products (timber and/or non-ferrous metal based) to given working instructions; two of the following: <ul style="list-style-type: none"> - shop doors - frames and linings - shopfront sashes including associated elements - panelling/cladding - wall and floor units. 			
	7.3 Safely use and handle materials.			
	7.4 Safely use hand tools, portable power tools and ancillary equipment.			
	7.5 Safely store the materials, tools and equipment used when manufacturing routine shopfitting products.			
	7.6 Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to: <ul style="list-style-type: none"> - fit and assemble routine products - produce straight in plan and elevation: doors, windows with opening lights, units, fitments and panelling/cladding, staircases - take site and workplace dimensions - form joints associated with the product and construction method - use hand tools, power tools and equipment - requisition material. 			

Learning Outcome	Assessment Criterion	Evidence type	Portfolio reference	Date
	7.7 Describe the needs of other occupations and how to effectively communicate within a team when manufacturing routine shopfitting products.			
	7.8 Describe the methods of sharpening the hand tools used when manufacturing routine shopfitting products.			
	7.9 Describe how to maintain the tools and equipment used when manufacturing routine shopfitting products.			

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

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