



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:	Installing door ironmongery in the workplace
Unit reference number:	H/503/2636
QCF level:	1
Credit value:	12
Guided learning hours:	40
Start date:	January 2012

Unit summary

The aim of this unit is to develop the skills, knowledge and understanding required to confirm competence in installing door ironmongery 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 NVO 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.

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	Know how to comply with relevant legislation and official guidance when installing door ironmongery.	1.1	Describe the different types of relevant instruction used with the method/procedure to install door ironmongery.			
		1.2	Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> – in the workplace, below ground level, at height, in confined spaces, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting. 			
		1.3	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.			
		1.4	State what the accident reporting procedures are and who is responsible for making reports.			
		1.5	State the types of fire extinguishers available when installing door ironmongery and describe how and when they are used.			

Learning Outcome		Assessment Criterion		Evidence type	Portfolio reference	Date
2	Maintain safe working practices when installing door ironmongery.	2.1	Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when installing door ironmongery.			
		2.2	State why and when health and safety control equipment, identified by the principles of protection, should be used, relating to installing door ironmongery, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to: <ul style="list-style-type: none"> – collective protective finishes – personal protective equipment (PPE) – respiratory protective equipment (RPE) – local exhaust ventilation (LEV). 			
		2.3	Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.			
		2.4	State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.			

Learning Outcome		Assessment Criterion		Evidence type	Portfolio reference	Date
3	Select the required quantity and quality of resources for the methods of work to install door ironmongery.	3.1	Select resources associated with own work in relation to materials, components, fixings, tools and equipment.			
		3.2	Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> – locks, latches, cylinder latches, bolts, letter plates, closers, fixings and associated ancillary items – hand and/or powered tools and equipment. 			
		3.3	State how the resources should be used correctly.			
		3.4	Outline any potential hazards associated with the resources and method of work.			
		3.5	Describe how to calculate quantity associated with the method/procedure to install door ironmongery.			
4	Minimise the risk of damage to the work and surrounding area when installing door ironmongery.	4.1	Protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures.			
		4.2	Minimise damage and maintain a clean work space.			
		4.3	Dispose of waste in accordance with legislation.			

Learning Outcome		Assessment Criterion		Evidence type	Portfolio reference	Date
		4.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
		4.5	State why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
5	Complete the work within the allocated time when installing door ironmongery.	5.1	Demonstrate completion of the work within the allocated time.			
		5.2	State the purpose of the work programme.			
		5.3	State why deadlines should be kept in relation to agreed start and finish times.			
6	Comply with the given contract information to install door ironmongery to the required specification.	6.1	Demonstrate the following work skills when installing door ironmongery: – measuring, marking out, fitting, finishing, positioning and securing.			
		6.2	Install two of the following ironmongery for internal and external doors to given working instructions: – locks – latches – cylinder latches – bolts – letter plates.			

Learning Outcome	Assessment Criterion		Evidence type	Portfolio reference	Date
	6.3	Safely use and handle materials.			
	6.4	Safely use hand tools, portable power tools and ancillary equipment.			
	6.5	Safely store the materials, tools and equipment used when installing door ironmongery.			
	6.6	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"> – prepare and fix: locks, latches, cylinder latches, bolts, letter plates, closers, door ironmongery to fire resisting and non-fire resisting doors – use hand tools, power tools and equipment. 			
	6.7	State the needs of other occupations and how to effectively communicate within a team when installing door ironmongery.			
	6.8	State how to sharpen the hand tools used when installing door ironmongery.			
	6.9	Describe how to maintain the tools and equipment used when installing door ironmongery.			

Learner name: _____

Date: _____

Learner signature: _____

Date: _____

Assessor signature: _____

Date: _____

Internal verifier signature: _____

Date: _____

(if sampled)