



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:** Producing setting out details for routine shopfitting products in the workplace

**Unit reference number:** J/503/2645

**QCF level:** 2

**Credit value:** 14

**Guided learning hours:** 47

**Start date:** January 2012

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### Unit summary

The aim of this unit is to develop the skills, knowledge and understanding required to confirm competence in producing setting out details for 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 when producing setting out details for routine shopfitting products.	1.1	Interpret and extract relevant information from drawings, specifications, cutting lists, schedules, method statements, risk assessments and manufacturers' information.			
		1.2	Comply with information and/or instructions derived from risk assessments and method statement.			
		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"> <li>– drawings, specifications, schedules, cutting lists, method statements, risk assessments, manufacturers' information, component standards and regulations governing buildings.</li> </ul>			

Learning Outcome		Assessment Criterion		Evidence type	Portfolio reference	Date
2	Know how to comply with relevant legislation and official guidance when producing setting out details for routine shopfitting products.	2.1	Describe their responsibilities under current legislation and official guidance whilst working: – in the workplace, 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.			
3	Maintain safe working practices when producing setting out details for routine shopfitting products.	3.1	Use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements when producing setting out details for routine shopfitting products.			

Learning Outcome	Assessment Criterion	Evidence type	Portfolio reference	Date	
		3.2 Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to produce setting out details for routine shopfitting products, 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"> <li>– collective protective measures</li> <li>– personal protective equipment (PPE)</li> <li>– respiratory protective equipment (RPE)</li> <li>– local exhaust ventilation (LEV).</li> </ul>			
		3.3 Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.			
		3.4 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
4	Select the required quantity and quality of resources for the methods of work to produce setting out details for 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"> <li>– timber, manufactured sheet material, paper for rods, glass, plastic, fabric, non-ferrous metal, ironmongery, adhesives, fixings and associated ancillary items</li> <li>– marking and testing tools and equipment.</li> </ul>			
		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.			

Learning Outcome		Assessment Criterion		Evidence type	Portfolio reference	Date
		4.6	Describe how to calculate quantity, length, area and wastage associated with the method/procedure to produce setting out details for routine shopfitting products.			
5	Minimise the risk of damage to the work and surrounding area when producing setting out details for 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.			
		5.3	Dispose of waste in accordance with legislation.			
		5.4	Describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations and adverse weather conditions.			
		5.5	Explain why the disposal of waste should be carried out in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			

Learning Outcome		Assessment Criterion		Evidence type	Portfolio reference	Date
6	Complete the work within the allocated time when producing setting out details for routine shopfitting products.	6.1	Demonstrate completion of the work within the allocated time.			
		6.2	State the purpose of the work programme and explain why deadlines should be kept in relation to: <ul style="list-style-type: none"> <li>– types of progress charts, timetables and estimated times</li> <li>– organisational procedures for reporting circumstances which will affect the work programme.</li> </ul>			
7	Comply with the given contract information to produce setting out details for routine shopfitting products to the required specification.	7.1	Demonstrate the following work skills when producing setting out details for routine shopfitting products: <ul style="list-style-type: none"> <li>– measuring, marking out and drawing.</li> </ul>			
		7.2	Produce setting out details and cutting lists for routine shopfitting products (timber and/or non-ferrous metal based) to given working instructions; for two of the following: <ul style="list-style-type: none"> <li>– doors</li> <li>– frames and linings</li> <li>– shopfront sashes including associated elements</li> <li>– panelling/cladding</li> <li>– wall and floor units.</li> </ul>			



Learning Outcome	Assessment Criterion	Evidence type	Portfolio reference	Date
	7.3	Safely use and handle materials.		
	7.4	Safely use marking and testing tools and ancillary equipment.		
	7.5	Safely store the materials, tools and equipment used when producing setting out details for routine shopfitting products to the required specification.		
	7.6	<p>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"> <li>– set out and produce cutting lists for routine products</li> <li>– produce straight in plan and elevation: doors, frames (glazed and non-glazed), windows with opening lights, linings, units, fitments and panelling/cladding, staircases</li> <li>– take site and workplace dimensions</li> <li>– proportion joints associated with the product and construction method</li> <li>– use marking and testing tools</li> <li>– requisition material.</li> </ul>		

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 producing setting out details for routine shopfitting products.			
		7.8	Describe how to maintain the tools and equipment used when producing setting out details for routine shopfitting products.			

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Learner signature: \_\_\_\_\_

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Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Internal verifier signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(if sampled)*