



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 shopfronts and finishings in the workplace**

**Unit reference number:** Y/503/2715

**QCF level:** 2

**Credit value:** 13

**Guided learning hours:** 43

**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 shopfronts and finishings 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 installing shopfronts and finishings.	1.1	Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments 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"> <li>- drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and regulations governing buildings.</li> </ul>		
2	Know how to comply with relevant legislation and official guidance when installing shopfronts and finishings.	2.1	Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> <li>- 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.</li> </ul>		
		2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.		

Learning Outcome	Assessment Criterion	Evidence type	Portfolio reference	Date
	2.3 Explain what the accident reporting procedures are and who is responsible for making reports.			
	2.4 State the types of fire extinguishers available when installing shopfronts and finishings and describe how and when they are used.			
3 Maintain safe working practices when installing shopfronts and finishings.	3.1 Use health and safety control equipment and access equipment/working platforms safely to carry out the activity in accordance with legislation and organisational requirements when installing shopfronts and finishings.			
	3.2 Explain why and when health and safety control equipment, identified by the principles of protection, should be used relating to installing shopfronts and finishings, 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.			

Learning Outcome	Assessment Criterion	Evidence type	Portfolio reference	Date
4 Select the required quantity and quality of resources for the methods of work to install shopfronts and finishings.	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.			
	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, non-ferrous metals, plastics, shopfront surrounds, stall risers, mouldings/trimms, window beds, fascias, signs, adhesives, sealants, fixings and associated ancillary items</li><li>- hand and/or powered 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.			
	4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to install shopfronts and finishings.			

Learning Outcome	Assessment Criterion	Evidence type	Portfolio reference	Date
5 Minimise the risk of damage to the work and surrounding area when installing shopfronts and finishings.	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 safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.			
6 Complete the work within the allocated time when installing shopfronts and finishings.	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>			

Learning Outcome	Assessment Criterion	Evidence type	Portfolio reference	Date
7 Comply with the given contract information to install shopfronts and finishings to the required specification.	7.1 Demonstrate the following work skills when installing shopfronts and finishings: – measuring, marking out, fitting, finishing, positioning and securing.			
	7.2 Install three of the following in timber and/or non-ferrous metal to given working instructions: – shopfront surrounds – stall risers – mouldings/trims – window beds – fascias – specialist treatment and finishing of non-ferrous metal (applies to non-ferrous metal only).			
	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 installing shopfronts and finishings.			

Learning Outcome	Assessment Criterion	Evidence type	Portfolio reference	Date
	<p>7.6 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>- prepare and fix timber and/or non-ferrous metal shopfront surrounds, stall risers, mouldings/trims, window beds, fascias and signs</li> <li>- form joints associated with shopfitting</li> <li>- treat and finish non-ferrous metal</li> <li>- use hand tools, power tools and equipment</li> <li>- work at height</li> <li>- use access equipment.</li> </ul>			
	<p>7.7 Describe the needs of other occupations and how to effectively communicate within a team when installing shopfronts and finishings.</p>			
	<p>7.8 Describe the methods of sharpening the hand tools used when installing shopfronts and finishings.</p>			
	<p>7.9 Describe how to maintain the tools and equipment used when installing shopfronts and finishings.</p>			



Learner name: \_\_\_\_\_ Date: \_\_\_\_\_  
Learner signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Assessor signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Internal verifier signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if sampled)