

Unit 727

Producing setting out details for routine architectural joinery products in the workplace

14 credits

Level: 2

UAN: K/506/4973

Unit aim:

The aim of this unit is to provide you with an awareness of:

- interpreting information
- adopting safe and healthy working practices
- selecting materials, components and equipment
- producing plain setting out details for architectural joinery

*PER – Portfolio evidence reference

SO – Site observation

OQ – Oral question

WQ – Written question

WT – Witness testimony

PS – Product supplementary

PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. interpret the given information relating to the work and resources when producing setting out details for routine architectural joinery products							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 interpret and extract relevant information from:							
a. drawings							
b. specifications							
c. cutting lists							
d. schedules							
e. method statements							

f. risk assessments							
g. 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:							
a. drawings							
b. specifications							
c. schedules							
d. cutting lists, method statements							
e. risk assessments							
f. manufacturers' information							
g. component standards and regulations governing buildings (animal welfare).							

2. Know how to comply with relevant legislation and official guidance when producing setting out details for routine architectural joinery products.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe their responsibilities under current legislation and official guidance whilst working:							
a. in the workplace							
b. with tools and equipment							
c. with materials and substances							
d. 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 and healthy working practices when producing setting out details for routine architectural joinery products.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
3.1	use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when producing setting out details for routine architectural joinery products.							
3.2	Demonstrate compliance with given information and relevant legislation when producing setting out details for routine architectural joinery products in relation to							
	a. safe handling of materials							
	b. safe use and storage of materials, tools and equipment							
	c. specific risks to health.							
3.3	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to producing setting out details for routine architectural joinery products, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
	a. collective protective measures							
	b. personal protective equipment (PPE)							
	c. respiratory protective equipment (RPE)							
	d. local exhaust ventilation (LEV)							
3.4	describe how the relevant health and safety control equipment should be used in accordance with the given instructions							
3.5	describe 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. Select the required quantity and quality of resources for the methods of work to produce setting out details for routine architectural joinery products.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
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:							
	a. timber							
	b. manufactured sheet material,							
	c. paper for rods							
	d. glass							
	e. plastic							
	f. fabric							
	g. non-ferrous metal							
	h. ironmongery							
	i. adhesives							
	j. fixings							
	k. associated ancillary items							
	l. marking and testing 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 produce setting out details for routine architectural joinery products.							

5. Minimise the risk of damage to the work and surrounding area when producing setting out details for routine architectural joinery products.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
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 current 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 producing setting out details for routine architectural joinery products.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
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:							
	a. types of progress charts, timetables and estimated times							
	b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to produce setting out details for routine architectural joinery products to the required specification.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
7.1	demonstrate the following work skills when producing setting out details for routine architectural joinery products:							
	a. measuring							
	b. marking out							
	c. drawing							
7.2	use and maintain marking and testing tools and ancillary equipment							
7.3	produce setting out details and cutting lists for routine architectural joinery products to given working instructions; for two of the following:							
	a. doors							
	b. windows with opening lights							
	c. units and/or fitments (panelling/cladding)							
	d. staircases							
7.4	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. set out and produce cutting lists for routine products							
	b. produce straight in plan and elevation: doors, frames (glazed and non-glazed), windows with opening lights, linings, units, fitments and panelling/cladding, staircases							
	c. take site and workplace dimensions							
	d. proportion joints associated with the product and construction method							
	e. use marking and testing tools							
	f. requisition material							
7.5	describe the needs of other occupations and how to effectively communicate within a team when producing setting out details for routine architectural joinery products							
7.6	describe how to maintain the tools and equipment used when producing setting out details for routine architectural joinery products.							

Unit 727. Producing setting out details for routine architectural joinery products in the workplace

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	