

Levels 1, 2 & 3 NVQs in Furniture, Furnishings and Interiors

5614

National Occupational Standards and
assessment requirements

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Introduction

NVQs in Furniture, Furnishings and Interiors

This guide aims to provide information to centres and candidates for the administration and assessment of Level 1, 2 and 3 National Vocational Qualifications (NVQs) in Furniture, Furnishings and Interiors.

There are three sections to the Guide.

| | |
|-----------|-------------------------|
| Section 1 | Scheme information |
| Section 2 | Assessment requirements |
| Section 3 | Key skills |

The first section contains information on who will benefit from the awards and the structure and scope of the NVQs. The second section includes the assessment requirements providing specific information on assessment and evidence requirements. This Guide does not contain specific details for making centre and scheme approval; this is included in the City & Guilds document '*Providing City & Guilds Qualifications*' available free of charge from the Sales Department or your regional/national City & Guilds office.

Details of general regulations, administrative, registration and certification procedures and fees are included in the City & Guilds Directory of N/SVQ Awards. This information also appears on City & Guilds web site <http://www.city-and-guilds.co.uk>

This document is designed to be used in conjunction with:
the *N/SVQ Candidate Guide* (stock reference TS-11-0001) on this CD-ROM
and
the *N/SVQ Centre Guide* (stock reference EN-11-0001) on this CD-ROM.

Check the City & Guilds website: www.city-and-guilds.co.uk, for latest version.

Packs of multiple copies of the recording forms are also available from Publications Sales (Recording forms for N/SVQs, stock reference TS-22-0001).

In the case of any inconsistency between the *N/SVQ Centre Guide* or the *N/SVQ Candidate Guide* and this N/SVQ specific document, this document shall prevail.

The following documents also include information on policy and guidance on quality assurance within NVQs and assessors and verifiers should be aware of the contents.

- City & Guilds policy document '*Ensuring Quality*' – aimed at those involved in the assessment and verification of City & Guilds awards. Issued 3-4 times a year (available from Sales Department) NB Edition 12 – December 2001 summarises policy from all previous editions)
- *Joint Awarding Body Guidance on Internal Verification of NVQs*, issued November 2001, published by the DfES, also available on City & Guilds web site.

General NVQ information

Centres should refer to the City & Guilds *Centre Guide for NVQs*, included on this CD-ROM, for information on NVQs, the people involved, the assessment process and model recording forms.

Section 1 – Scheme information

1.1 Scope of the awards

NVQs for Furniture, Furnishings and Interiors are work-based qualifications designed for those employed within Furniture, Furnishings and Interiors operations.

The NVQs in Furniture, Furnishings and Interiors are available at levels 1, 2 and 3. The awards are made up of mandatory and optional units. The mandatory units cover those areas which have a common approach, such as safety and team working. The optional units offer a choice that can be combined to meet the needs of organisations and candidates.

1.2 National Occupational Standards and Key/Core Skills

The full National Occupation Standards and key Skills mapping are included as a separate document on this CD-ROM. Centres should print out the units required by their candidates.

1.3 Qualification structure

The awards have been designed to allow progression through the various levels where appropriate. Thus, candidates who have achieved units which are common to awards at differing levels can take these units forward for the purpose of certification. The qualification structure requires candidates to complete common mandatory units followed by a choice of optional units.

The qualifications referred to in this guide are as follows

LEVEL 1 NVQ in Supporting the production of furniture and furnishings

LEVEL 2 NVQ in Making and installing furniture

LEVEL 3 NVQ in Making and repairing hand-crafted furniture and furnishings

LEVEL 3 NVQ in Making and installing production furniture

LEVEL 1 NVQ in supporting the production of furniture and furnishings

Candidates must achieve BOTH mandatory units and any TWO or more optional units

Mandatory units

| C & G unit | FFINTO Unit ref and title |
|------------|---|
| 101 | Comply with Health and Safety requirements in the workplace |
| 102 | Support effective working |

Optional units

| C & G unit | FFINTO Unit ref and title |
|------------|--|
| 103 | Support manufacturing operations in furniture/furnishings and interiors industry |
| 104 | Pack and store furniture items and components |
| 105 | Prepare furniture and furnishing sub-assemblies |
| 106 | Maintain tools used in furniture making |
| 107 | Prepare resources for use in making hand-crafted furniture |
| 108 | Prepare resources and components for use in soft furnishings and/or upholstery |
| 109 | Strip down items of furniture |

LEVEL 2 NVQ in Making and installing furniture

Candidates must achieve BOTH mandatory units and THREE or more optional units. These must be *either* 1 unit from set A (which must be different from any units taken at level 1) and TWO units from set B *or* THREE units from set B.

Mandatory units

| C & G unit | FFINTO Unit ref and title |
|------------|--|
| 231 | Ensure your own actions reduce risks to Health and Safety in the workplace |
| 232 | Work effectively in a commercial environment |

Optional units

| C & G unit | FFINTO Unit ref and title |
|------------|---------------------------|
|------------|---------------------------|

Set A

| | |
|-----|--|
| 103 | Support manufacturing operations in furniture/furnishings and interiors industry |
| 106 | Maintain tools used in furniture making |
| 107 | Prepare resources for use in making hand-crafted furniture |
| 109 | Strip down items of furniture |

Set B

| | |
|-----|--------------------------------------|
| 201 | Prepare to make furniture assemblies |
| 202 | Make furniture assemblies |
| 203 | Produce sheet veneers |
| 204 | Lay production veneers |

**C & G
unit**

FFINTO Unit ref and title

| | |
|-----|--|
| 205 | Attach fittings to production furniture |
| 206 | Prepare to apply finishing processes to production furniture |
| 207 | Apply finishing processes to production furniture |
| 208 | Operate computer controlled furniture production plant |
| 209 | Assist with the operation of furniture production machinery |
| 210 | Prepare to upholster standard items of modern furniture |
| 211 | Upholster standard items of modern furniture |
| 212 | Prepare fabrics and components for use in soft furnishings and/or upholstery |
| 213 | Cut fabrics and components for use in soft furnishings and/or upholstery |
| 214 | Produce simple seamed components by hand and machine |
| 215 | Produce standard window treatments |
| 216 | Produce workshop equipment |
| 217 | Make wooden components of hand-crafted furniture |
| 218 | Cut and assemble veneers |
| 219 | Lay veneers by hand and press methods |
| 220 | Apply stains, sealers and primers to hand-crafted furniture |
| 221 | Prepare hand-crafted furniture for finishing |
| 222 | Prepare location for assembly and placement of furniture |
| 223 | Re-instate a location after assembly and placement of furniture |
| 224 | Mattress assembly and tufting |
| 225 | Mattress quilting operations |
| 226 | Develop customer relationships |
| 227 | Collect information to support furniture restoration and repair commissions |
| 228 | Produce timber and timber based products |
| 229 | Construct upholstery foundations |
| 230 | Produce complex seamed components |

LEVEL 3 NVQ in Making and repairing hand-crafted furniture and furnishings

Candidates must achieve THREE mandatory units, units 231 and 301 and *either* 302 *or* 303 and FOUR or more optional units, *either* FOUR units from set B *or* a maximum of TWO units from set A and the rest from set B together with the underpinning knowledge assessments

Mandatory units

**C & G
unit**

FFINTO Unit ref and title

| | |
|-----|--|
| 231 | Ensure your own actions reduce risks to Health and Safety in the workplace |
| 301 | Evaluate and develop own skills and expertise <i>And either</i> |
| 302 | Evaluate and specify requirements for making hand-crafted furniture and/or soft furnishings <i>Or</i> |
| 303 | Evaluate and specify restoration requirements |

Optional units

**C & G
unit**

FFINTO Unit ref and title

Set A

- 220** Apply stains, sealers and primers to hand-crafted furniture
- 221** Prepare hand-crafted furniture for finishing
- 226** Develop customer relationships
- 227** Collect information to support furniture restoration and repair commissions
- 229** Construct upholstery foundations

Set B

- 304** Decorative veneering
- 305** Assemble and complete handcrafted/ antique furniture
- 306** Finish hand-crafted furniture
- 307** Complete high specification hand-crafted furniture
- 308** Create decorative effects on hand-crafted furniture
- 309** Produce upholstery templates
- 310** Assemble and finish loose covers
- 311** Apply and fit top covers
- 312** Produce table wall and/or bed treatments
- 313** Produce cushions, bolsters and/or padded items
- 314** Install and dress soft furnishings
- 315** Mattress finishing operations
- 316** Develop and present suitable design responses
- 317** Clarify briefs and design information
- 318** Produce advanced window treatment
- 319** Replicate / restore wooden components of furniture
- 320** Improve the customer relationship

Level 3 NVQ in Making and installing production furniture

Candidates must achieve the ONE mandatory unit and FIVE or more optional units, at least ONE from set A and the other FOUR from Set A or SET B

Mandatory unit

| C & G unit | FFINTO Unit ref and title |
|------------|--|
| 231 | Ensure your own actions reduce risks to Health and Safety in the workplace |

Optional units

| C & G unit | FFINTO Unit ref and title |
|--------------|---|
| Set A | |
| 351 | Improve quality and workflow in a commercial environment |
| 352 | Define and develop standard operating procedures within the furniture, furnishings and interiors industry |
| Set B | |
| 226 | Develop customer relationships |
| 353 | Provide technical advice on furniture production operations |
| 354 | Configure furniture production equipment for operation |
| 355 | Produce and maintain jigs and templates |
| 356 | Solve and prevent furniture production problems |
| 357 | Produce furniture design prototypes |
| 358 | Produce furniture production specifications |
| 359 | Operate CAD equipment |
| 360 | Prepare specifications for furniture to be assembled in location |
| 361 | Assemble furniture in location |
| 362 | Quality assure and co-ordinate placements |
| 309 | Produce upholstery templates |
| 315 | Mattress finishing operations |
| 320 | Improve the customer relationship |

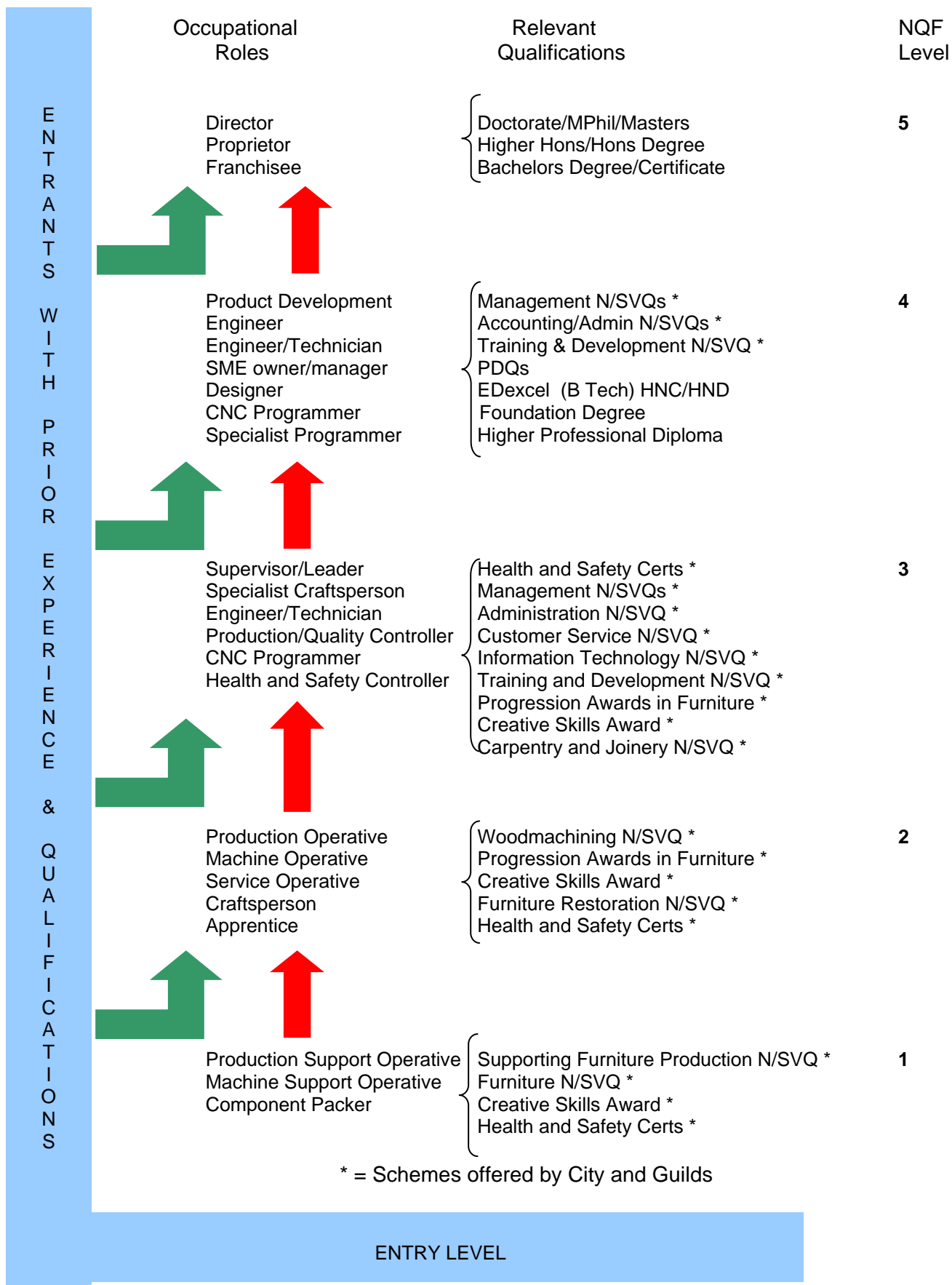
1.4 Restrictions on entry

There are no restrictions on entry to this award, however, candidates should not register for this award if they hold or are registered with City & Guilds or another awarding body for a similar award at the same level.

1.5 Furniture Sector Progression Routes

The Furniture Sector Progression Routes are detailed on the following page(s)

Furniture, Furnishings and Interiors Sector Progression Routes



Section - 2 Assessment Requirements

2.1 Introduction

1. The following has been extracted from the Assessment Strategy for the qualifications relevant to centres and candidates. These Assessment Requirements have been prepared to address the proposed new framework of National Vocational Qualifications in Furniture, Furnishings and Interiors. This encompasses the following awards:
 - Supporting the production of furniture and furnishings (level 1)
 - Making and Installing furniture (level 2)
 - Making and repairing hand-crafted furniture and furnishings (level 3)
 - Making and installing production furniture (level 3)

2.2 Assessment Requirements

Mandatory Workplace Performance Evidence

Workplace performance evidence form the largest portion of candidate evidence for all standards except those dealing with extremely rare events, such as in relation to emergencies and other contingencies.

Some units have an extensive scope and it would be impracticable and unnecessary to obtain workplace performance evidence across the entire scope. In such cases, performance evidence under simulated conditions may be acceptable as may be establishing candidate competence from evidence of candidate knowledge in use. Detailed guidance within each unit will indicate the extent to which workplace performance evidence is mandatory.

The Acceptability and Design of Simulations

City & Guilds recognises that there are situations where evidence from workplace performance is impracticable to collect, for example, with regard to candidate competence in dealing with emergencies and/or rare events at work. For such situations, evidence from candidate performance under simulated, but realistic, workplace conditions should be deemed acceptable. In addition, where mandatory workplace performance evidence is not essential across the entire scope of a unit, but it is believed that evidence of performance, albeit under simulated conditions, is required, simulations may be used. This is to be clearly detailed on the standards themselves.

The design of simulations, where adopted, should be such as to correspond to the following criteria which enable them to be considered as a realistic workplace environment:

- the physical characteristics of the workplace in terms of visibility, noise levels, lighting and temperature;
- general tidiness - the area in which simulations take place should not be artificially free of obstructions and obstacles (*this is especially pertinent in relation to assessing reactions to emergency situations*);
- the presence/absence of other people who should be behaving in a manner consistent with their role in the workplace (*these others should be briefed on their role within the simulation so that they perform it in a manner consistent with normal workplace practice*);

- the use of equipment, materials and tools consistent with the resources that would be available in a contemporary, commercial workplace;
- the availability and means of accessing information needed to carry out the actions required by the simulation.

In addition, simulations should require candidates to follow the kinds of procedures found in contemporary, commercial workplaces *eg with regard to the reporting of incidents and emergencies.*

2.3 The Occupational Competence Requirements of Assessors and Verifiers

In addition to the basic requirements to have demonstrated competence in the role of Assessor, Internal Verifier or External Verifier, through attainment of the relevant 'A', 'V' units. It is expected that these roles should be filled with people who have the levels of occupational expertise described below. In all cases, it is recommended that potential appointees be asked to provide evidence of employment (*for example through Curriculum Vitae and/or letters of reference from employers*) in the categories listed.

Assessors

Assessors should have current expertise in the occupational area(s) covered by the NVQs they are assessing. It is most likely that this would be demonstrated by a person holding some or all of the following characteristics:

- at least two years relevant technical or practical experience of performing the role covered by the NVQ within the last four years;
- or**
- at least two years experience of supervising practitioners performing the role covered by the NVQ within the last four years;
- or**
- at least three years experience of providing direct skill training or coaching in competences contained within the NVQ within the last four years.

Internal Verifiers

Internal verifiers should have a sound technical understanding of the practices and work quality expectations associated with the occupational area(s) covered by the NVQs they are assessing. It is most likely that this would be demonstrated by a person holding some or all of the following characteristics:

- at least three years experience of supervising practitioners performing the role covered by the NVQ within the last five years;
- or**
- at least three years experience of providing direct skill training or coaching in competences contained within the NVQ within the last five years.

External Verifiers

External verifiers should have considerable experience in the furniture, furnishings or interiors sectors, and should be conversant with current occupational practices in these areas. It is unlikely, although not impossible, that this would be demonstrated by anyone with fewer than five years experience in a skilled operational or management role; this experience to have been gained within the eight years prior to appointment. It would be expected that External verifiers would ensure they maintain their occupational competence, and technical understanding of current practices and work quality expectations, through relevant development opportunities and/or performing an operational or management role within the sector.

2.4 Approach to External Quality Control

It is recommended that external quality control of NVQ assessment be improved through the following approaches:

- City & Guilds will provide, through its External Verifiers, a system of Data Analysis and Risk rating of centres which meets independent assessment requirements
- It is also recommended that independence is introduced into the assessment process by making use of independent assessment through the use of visiting, 3rd party assessors. If third party assessors are used they must be such as to have no vested interest in the outcome of the assessment and the Awarding Body must have clear and effective procedures in place for ensuring this. For pragmatic reasons, City & Guilds accepts that such peripatetic assessors are likely to work for the approved centre at which the candidate is registered, but requires that they have had no prior contact with the candidate before conducting the assessment. It is also recommended that centres devise a bank of underpinning knowledge questions for use in candidate questioning. Oral use of this bank of questions at the lower levels could give way to project type assignments at the higher levels of the qualification framework.

2.5 Access to assessment

There are no entry qualifications or age limits required for these awards unless this is a legal requirement of the process of the environment.

Assessment is open to any candidate who has the potential to reach the standards laid down for this qualification.

Aids or appliances which are designed to alleviate disability may be used during assessment providing they do not compromise the standard required.

2.6 Further guidance

Further guidance to general procedures for the assessment of NVQs and sample recording forms is found in the *N/SVQ Centre Guide* (stock reference EN-11-0001) on this CD-ROM.

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Section 3 – Key Skills

FURNITURE, FURNISHINGS AND INTERIORS NATIONAL OCCUPATIONAL STANDARDS KEY SKILLS SIGNPOSTING

This signposting matrix indicates the potential evidence links between units of occupational standards and key skills

| C&G Unit | FFINTO Unit | FFINTO Unit Title | Key Skills Reference |
|----------|-------------|--|---|
| 101 | 1.1 | Comply with Health and Safety requirements in the workplace | Application of Number 1.1 Communication 1.1/1.2/1.3 Information Technology 1.1/1.2 Improve Learning 1.1/1.2/1.3 Working with Others 1.1/1.2/1.3 |
| 102 | 1.2 | Support effective working | Communication 1.1 Improve Learning 1.1/1.2/1.3 Working with Others 1.1/1.2/1.3 |
| 103 | 1.3 | Support manufacturing operations in the furniture, furniture and interiors industry | Application of Number 1.1 Communication 1.1/1.2 Improve Learning 1.1 Working with Others 1.1/1.2 |
| 104 | 1.4 | Pack and store furniture items and components | Application of Number 1.1 Communication 1.1/1.2 Information Technology 1.1 Improve Learning 1.1/1.2/1.3 Working with Others 1.1/1.2 |
| 105 | 1.5 | Prepare furniture and furnishing sub-assemblies | Application of Number 1.1 Communication 1.1/1.2 Information Technology 1.1 Improve Learning 1.1/1.2/1.3 Working with Others 1.1/1.2 |
| 106 | 1.6 | Maintain tools used in furniture making | Communication 1.1 Improve Learning 1.1/1.2/1.3 Working with Others 1.1/1.2 |
| 107 | 1.7 | Prepare resources for use in making hand-crafted furniture | Application of Number 1.1 Communication 1.1/1.2/1.3 Improve Learning 1.1 Working with Others 1.1/1.2 |
| 108 | 1.8 | Prepare resources and components for use in soft furnishings and /or upholstery | Application of Number 1.1/1.2 Communication 1.1/1.2/1.3 Information Technology 1.1 Improve Learning 1.1/1.2/1.3 Working with Others 1.1/1.2/1.3 |
| 109 | 1.9 | Strip down items of furniture | Application of Number 1.1/1.2 Communication 1.1/1.2/1.3 Information Technology 1.1 Improve Learning 1.1/1.2/1.3 Working with Others 1.1/1.2 |

| | | | |
|-----|------|---|---|
| 201 | 2.1 | Prepare to make furniture assemblies | Communication 1.1 Information Technology 1.1 Improve Learning 1.1/1.2 Problem Solving 2.1/2.2 Working with Others 1.1/1.2/2.1 |
| 202 | 2.2 | Make furniture assemblies | Communication 1.1 Information Technology 1.1 Improve Learning 1.1/1.2/1.3/2.1 Problem Solving 2.1/2.2 Working with Others 1.1/1.2/2.1 |
| 203 | 2.3 | Produce sheet veneers | Communication 1.1 Information Technology 1.1 Improve Learning 1.1/1.2/1.3/2.1 Problem Solving 2.1/2.2 Working with Others 1.1/1.2 |
| 204 | 2.4 | Lay production veneers | Communication 1.1 Improve Learning 1.1/1.2/1.3/2.1 Problem Solving 2.1/2.2 Working with Others 1.1/1.2 |
| 205 | 2.5 | Attach fittings to production furniture | Communication 1.1 Information Technology 1.1 Improve Learning 1.1/1.2/1.3/2.1 Problem Solving 2.1/2.2 Working with Others 1.1/1.2/2.1 |
| 206 | 2.6 | Prepare to apply finishing processes to production furniture | Communication 1.1 Improve Learning 1.1/1.2/2.1 Problem Solving 2.1/2.2 Working with Others 1.1/1.2 |
| 207 | 2.7 | Apply finishing processes to production furniture | Communication 1.1/1.2/1.3 Information Technology 1.1 Improve Learning 1.1/1.2/1.3/2.1 Problem Solving 2.1/2.2 Working with Others 1.1/1.2 |
| 208 | 2.8 | Operate computer controlled furniture production plant | Communication 1.1 Information Technology 1.1 Improve Learning 1.1/1.2/1.3/2.1 Problem Solving 2.1/2.2 Working with Others 1.1/1.2/2.1 |
| 209 | 2.9 | Assist with the operation of furniture production machinery | Communication 1.1 Information Technology 1.1 Improve Learning 1.1/1.2/1.3/2.1 Problem Solving 2.1/2.2 Working with Others 1.1/1.2/1.3/2.1/2.2/2.3 |
| 210 | 2.10 | Prepare to upholster standard items of modern furniture | Communication 1.1 Information Technology 1.1 Improve Learning 1.1/1.2/1.3/2.1 Problem Solving 2.1/2.2 Working with Others 1.1/1.2 |
| 211 | 2.11 | Upholster standard items of modern furniture | Communication 1.1 Improve Learning 1.1/1.2/1.3/2.1 Problem Solving 2.1/2.2 Working with Others 1.1/1.2 |

| | | | |
|-----|------|---|---|
| 212 | 2.12 | Prepare fabrics and components for use in soft furnishings and/or upholstery | Communication 1.1/1.2 Information Technology 1.1 Improve Learning 1.1/1.2/1.3/2.1 Problem Solving 2.1/2.2 Working with Others 1.1/1.2 |
| 213 | 2.13 | Cut fabrics and components for use in soft furnishings and/or upholstery | Communication 1.1 Information Technology 1.1 Improve Learning 1.1/1.2/1.3/2.1 Problem Solving 1.1/1.2/1.3/2.1/2.2 Working with Others 1.1/1.2 |
| 214 | 2.14 | Produce simple seamed components by hand and machine | Communication 1.1/1.2 Improve Learning 1.1/1.2/1.3/2.1 Problem Solving 1.1/1.2/1.3/2.1/2.2 Working with Others 1.1/1.2 |
| 215 | 2.15 | Produce standard window treatments | Communication 1.1/1.2 Information Technology 1.1 Improve Learning 1.1/1.2/1.3/2.1 Problem Solving 1.1/1.2/1.3/2.1/2.2 Working with Others 1.1/1.2/2.1/2.2 |
| 216 | 2.16 | Produce workshop equipment | Communication 1.1 Information Technology 1.1 Improve Learning 1.1/1.2/1.3/2.1 Problem Solving 1.1/1.2/1.3/2.1/2.2 Working with Others 1.1/1.2 |
| 217 | 2.17 | Make wooden components of hand-crafted furniture | Communication 1.1 Information Technology 1.1 Improve Learning 1.1/1.2/1.3/2.1 Problem Solving 1.1/1.2/1.3/2.1/2.2 Working with Others 1.1/1.2 |
| 218 | 2.18 | Cut and assemble veneers | Communication 1.1 Improve Learning 1.1/1.2/1.3/2.1 Problem Solving 1.1/1.2/1.3/2.1/2.2 Working with Others 1.1/1.2 |
| 219 | 2.19 | Lay veneers by hand and press methods | Communication 1.1 Improve Learning 1.1/1.2/1.3/2.1 Problem Solving 1.1/1.2/1.3/2.1/2.2 Working with Others 1.1/1.2 |
| 220 | 2.20 | Apply stains, sealers and primers to hand-crafted furniture | Communication 1.1 Improve Learning 1.1/1.2/1.3/2.1 Problem Solving 2.1/2.2 Working with Others 1.1/1.2 |
| 221 | 2.21 | Prepare hand-crafted furniture for finishing | Communication 1.1 Improve Learning 1.1/1.2/1.3/2.1 Problem Solving 2.1/2.2 Working with Others 1.1/1.2 |
| 222 | 2.22 | Prepare location for assembly and placement of furniture | Communication 1.1 Information Technology 1.1 Improve Learning 1.1/1.2/2.1/2.2 Problem Solving 2.1/2.2 Working with Others 1.1/1.2/1.3/2.1/2.2 |
| 223 | 2.23 | Re-instate a location after assembly and placement of furniture | Communication 1.1/1.2/1.3/2.3 Information Technology 1.1 Improve Learning 1.1/1.2/1.3/2.1/2.2/2.3 Problem Solving 2.1/2.2 Working with Others 1.1/1.2/1.3/2.1/2.2 |

| | | | |
|-----|--------|--|--|
| 224 | 2.24 | Mattress assembly and tufting | Communication 1.1 Improve Learning 1.1/1.2/1.3/2.1 Problem Solving 2.1/2.2 Working with Others 1.1/1.2 |
| 225 | 2.25 | Mattress quilting operations | Communication 1.1 Improve Learning 1.1/1.2/1.3/2.1 Problem Solving 2.1/2.2 Working with Others 1.1/1.2 |
| 226 | 2.26 | Develop customer relationships | Communication 1.1/1.2/1.3/2.1/2.3 Information Technology 1.1 Improve Learning 1.1/1.2/1.3/2.1/2.2 Problem Solving 2.1/2.2 Working with Others 1.1/1.2/1.3/2.1/2.2 |
| 227 | 2.27 | Collect information to support furniture restoration and repair commissions | Communication 1.1/1.2/1.3/2.3 Information Technology 1.1/2.1/2.2/2.3 Improve Learning 1.1/1.2/1.3/2.1/2.2 Problem Solving 1.1/1.2/1.3/2.1/2.2 Working with Others 1.1/1.2/2.1 |
| 228 | 2.28 | Produce timber and timber-based products | Communication 1.1/2.3 Improve Learning 1.1/1.2/1.3/2.1 Problem Solving 1.1/1.2/1.3/2.1/2.2 Working with Others 1.1/1.2/1.3 |
| 229 | 2.29 | Construct upholstery foundations | Communication 1.1 Improve Learning 1.1/1.2/1.3/2.1 Problem Solving 1.1/1.2/1.3/2.1/2.2 Working with Others 1.1/1.2 |
| 230 | 2.30 | Produce complex seamed components | Communication 1.1/2.1/2.3 Information Technology 1.1 Improve Learning 1.1/1.2/1.3/2.1 Problem Solving 1.1/1.2/1.3/2.1/2.2 Working with Others 1.1/1.2 |
| 231 | 2.31 | Ensure your own actions reduce risks to Health and Safety in the workplace | Communication 1.1/1.2/1.3/2.3 Information Technology 1.1/2.1/2.2/2.3 Improve Learning 1.1/1.2/1.3/2.1/2.2 Problem Solving 1.1/1.2/1.3/2.1/2.2 Working with Others 1.1/1.2/1.3 |
| 232 | 2.32 | Work effectively in a commercial environment | Communication 1.1/1.2/1.3/2.1/2.3 Information Technology 1.1/2.1/2.2/2.3 Improve Learning 1.1/1.2/1.3/2.1/2.2/2.3 Problem Solving 1.1/1.2/1.3/2.1/2.2/2.3 Working with Others 1.1/1.2/1.3/2.1/2.2/2.3 |
| 301 | HC 3.1 | Evaluate and develop own skills and expertise | Application of Number 1.1 Improve Learning 2.1/2.2/2.3/3.1 Problem Solving 2.1/2.2/2.3 Working with Others 1.1/1.2/1.3/2.1/2.2 |
| 302 | HC 3.2 | Evaluate and specify requirements for making hand-crafted furniture and/or soft furnishings | Application of Number 1.1/1.2/1.3/2.1/2.2/2.3/3.2 Information Technology 1.1/1.2/1.2/2.3 Improve Learning 2.1/2.2/2.3/3.1/3.2 Problem Solving 2.1/2.2/2.3 Working with Others 1.1/1.2/1.3/2.1/2.2/2.3/3.1/3.2/3.3 |
| 303 | HC 3.3 | Evaluate and specify restoration requirements | Application of Number 1.1 Improve Learning 2.1/2.2/2.3/3.1/3.2/3.3 Problem Solving 2.1/2.2/2.3 Working with Others 1.1/1.2/1.3/2.1/2.2/2.3/3.1 |

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| 304 | HC 3.4 | Decorative veneering | Application of Number 1.1 Improve Learning 2.1/2.2/2.3 Problem Solving 2.1/2.2/2.3 Working with Others 1.1/1.2/1.3/2.1/2.2/2.3/3.1 |
| 305 | HC 3.5 | Assemble and complete hand-crafted / antique furniture | Application of Number 1.1 Improve Learning 2.1/2.2/2.3 Problem Solving 2.1/2.2/2.3 Working with Others 1.1/1.2/1.3/2.1 |
| 306 | HC 3.6 | Finish hand-crafted furniture | Application of Number 1.1 Improve Learning 2.1/2.2/2.3 Problem Solving 2.1/2.2/2.3 Working with Others 1.1/1.2/1.3/2.1/2.2 |
| 307 | HC 3.7 | Complete high specification hand-crafted furniture | Application of Number 1.1 Improve Learning 2.1/2.2/2.3 Problem Solving 2.1/2.2/2.3 Working with Others 1.1/1.2/1.3/2.1 |
| 308 | HC 3.8 | Create decorative effects on hand-crafted furniture | Application of Number 1.1 Improve Learning 2.1/2.2/2.3 Problem Solving 2.1/2.2/2.3 Working with Others 1.1/1.2/1.3/2.1/2.2 |
| 309 | HC 3.9 | Produce upholstery templates | Application of Number 1.1 Information Technology 1.1/1.2/2.1 Improve Learning 2.1/2.2/2.3 Problem Solving 2.1/2.2/2.3 Working with Others 1.1/1.2/1.3/2.1/2.2/2.3/3.1 |
| 310 | HC 3.10 | Assemble and finish loose covers | Application of Number 1.1 Improve Learning 2.1/2.2/2.3 Problem Solving 2.1/2.2/2.3 Working with Others 1.1/1.2/1.3/2.1/2.2 |
| 311 | HC 3.11 | Apply and fit top covers | Application of Number 1.1 Communication 1.1/1.2/1.3 Improve Learning 1.1/1.2/1.3/2.1/2.2/2.3 Problem Solving 1.1/1.2/1.3/2.1/2.2/2.3 Working with Others 1.1/1.2/1.3/2.1/2.2 |
| 312 | HC 3.12 | Produce table, wall and/or bed treatments | Application of Number 1.1 Communication 1.1/1.2/1.3 Improve Learning 1.1/1.2/1.3/2.1/2.2/2.3 Problem Solving 1.1/1.2/1.3/2.1/2.2/2.3 Working with Others 1.1/1.2/1.3/2.1/2.2 |
| 313 | HC 3.13 | Produce cushions and/or bolsters and padded items | Application of Number 1.1 Communication 1.1/1.2/1.3 Improve Learning 1.1/1.2/1.3/2.1/2.2/2.3 Problem Solving 1.1/1.2/1.3/2.1/2.2/2.3 Working with Others 1.1/1.2/1.3/2.1/2.2 |
| 314 | HC 3.14 | Install and dress soft furnishings | Application of Number 1.1 Communication 1.1/1.2/1.3 Improve Learning 1.1/1.2/1.3/2.1/2.2/2.3 Problem Solving 1.1/1.2/1.3/2.1/2.2/2.3 Working with Others 1.1/1.2/1.3/2.1/2.2 |
| 315 | HC 3.15 | Mattress finishing operations | Application of Number 1.1 Communication 1.1/1.2/1.3 Improve Learning 1.1/1.2/1.3/2.1/2.2/2.3 Problem Solving 1.1/1.2/1.3/2.1/2.2/2.3 Working with Others 1.1/1.2/1.3 |

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| 316 | HC 3.16 | Develop and present suitable design responses | Application of Number 1.1/1.2/1.3/2.1/2.2/2.3/3.1/3.2/3.3 Communication 1.1/1.2/1.3 Improve Learning 1.1/1.2/1.3/2.1/2.2/2.3/3.1/3.2/3.3 Problem Solving 1.1/1.2/1.3/2.1/2.2/2.3 Working with Others 1.1/1.2/1.3/2.1/2.2 |
| 317 | HC 3.17 | Clarify briefs and research information | Application of Number 1.1/2.3/3.1/3.2/3.3 Improve Learning 2.1/2.2/2.3/3.1/3.2/3.3 Problem Solving 2.1/2.2/2.3 Working with Others 1.1/1.2/1.3/2.1/2.2 |
| 318 | HC 3.18 | Produce advanced window treatments | Application of Number 1.1/1.2/1.3/2.3/3.2 Improve Learning 2.1/2.2/2.3/3.1/3.2/3.3 Problem Solving 2.1/2.2/2.3 Working with Others 1.1/1.2/1.3/2.1/2.2 |
| 319 | HC 3.19 | Replicate / restore wooden components of furniture | Application of Number 1.1 Improve Learning 2.1/2.2/2.3 Problem Solving 2.1/2.2/2.3 Working with Others 1.1/1.2/1.3 |
| 320 | HC 3.20 | Improve the customer relationship | Application of Number 1.1 Improve Learning 2.1/2.2/2.3 Problem Solving 2.1/2.2/2.3 Working with Others 1.1/1.2/1.3/2.1/2.2 |
| 351 | FP 3.1 | Improve quality and workflow in a commercial environment | Communication 1.1/1.2/1.3/2.1/2.3 Information Technology 1.1/1.2/2.1/2.2/2.3 Improve Learning 1.1/1.2/1.3/2.1/2.2/2.3/3.1 Working with Others 1.1/1.2/1.3/2.1/2.2/2.3/3.1/3.3 |
| 352 | FP 3.2 | Define and develop standard operating procedures within the furniture, furnishings and interiors industry | Communication 1.1/1.2/1.3/2.1/2.3/2.4 Information Technology 1.1/1.2/2.1/2.2/2.3/3.1 Improve Learning 1.1/1.2/1.3/2.1/2.2/2.3/3.1/3.3 Working with Others 1.1/1.2/1.3/2.1/2.2/2.3/3.1/3.2/3.3 |
| 353 | FP 3.3 | Provide technical advice on furniture production operations | Communication 1.1/1.2/1.3/2.1/2.2/2.3 Information Technology 1.1/1.2/2.1/2.2/2.3/3.1 Improve Learning 1.1/1.2/1.3/2.1/2.2/2.3/3.1/3.3 Working with Others 1.1/1.2/1.3/2.1/2.2/2.3/3.2/3.3 |
| 354 | FP 3.4 | Configure furniture production equipment for operation | Communication 1.1/1.2/1.3/2.1/2.3 Improve Learning 1.1/1.2/1.3/2.1/2.2/2.3 Working with Others 1.1/1.2/1.3/2.1/2.2/2.3 |
| 355 | FP 3.5 | Produce and maintain jigs and templates | Communication 1.1/1.2/1.3/2.1/2.3 Information Technology 1.1/1.2/2.1 Improve Learning 1.1/1.2/1.3/2.1/2.2/2.3 Working with Others 1.1/1.2/1.3/2.1/2.2/2.3 |
| 356 | FP 3.6 | Solve and prevent furniture production problems | Communication 1.1/1.2/1.3/2.1/2.3 Information Technology 1.1/1.2/2.1 Improve Learning 1.1/1.2/1.3/2.1/2.2/2.3/3.1/3.3 Working with Others 1.1/1.2/1.3/2.1/2.2/2.3/3.2/3.3 |
| 357 | FP 3.7 | Produce furniture design prototypes | Communication 1.1/1.2/1.3/2.1/2.3 Information Technology 1.1/1.2/2.1/2.2/2.3/3.1 Improve Learning 1.1/1.2/1.3/2.1/2.2/2.3/3.1 Working with Others 1.1/1.2/1.3/2.1/2.2/2.3/3.1/3.2/3.3 |

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| 358 | FP 3.8 | Produce furniture production specifications | Communication 1.1/1.2/1.3/2.1/2.3/2.4 Information Technology 1.1/1.2/2.1/2.2/2.3 Improve Learning 1.1/1.2/1.3/2.1/2.2/2.3 Working with Others 1.1/1.2/1.3/2.1/2.2/2.3/3.1 |
| 359 | FP 3.9 | Operate CAD equipment | Communication 1.1/1.2/1.3/2.1/2.3 Information Technology 1.1/1.2/2.1/2.2/2.3/3.1/3.2/3.3 Improve Learning 1.1/1.2/1.3/2.1/2.2/2.3 Working with Others 1.1/1.2/1.3/2.1/2.2/2.3 |
| 360 | FP 3.10 | Prepare specifications for furniture to be assembled in location | Communication 1.1/1.2/1.3/2.1/2.3/2.4 Information Technology 1.1/1.2/2.1/2.2/2.3/3.1/3.2/3.3 Improve Learning 1.1/1.2/1.3/2.1/2.2/2.3/3.1/3.3 Working with Others 1.1/1.2/1.3/2.1/2.2/2.3/3.1 |
| 361 | FP 3.11 | Assemble furniture in location | Communication 1.1/1.2/1.3/2.1/2.3 Improve Learning 1.1/1.2/1.3/2.1/2.2/2.3 Working with Others 1.1/1.2/1.3/2.1/2.2/2.3/3.2 |
| 362 | FP 3.12 | Quality assure and co-ordinate furniture placements | Communication 1.1/1.2/1.3/2.1/2.3 Improve Learning 1.1/1.2/1.3/2.1/2.2/2.3/3.1 Working with Others 1.1/1.2/1.3/2.1/2.2/2.3/3.1/3.2/3.3 |

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Section 4 National Occupational Standards

These are contained in a separate file on the scheme CD and can be printed to meet individual candidate requirements.

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Further information

Further information regarding centre/scheme approval or any aspect of assessment of the NVQs should be referred to the relevant City & Guilds regional/national office:

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|---|---------------|---------------|
| City & Guilds Scotland | 0131 226 1556 | 0131 226 1558 |
| City & Guilds North East | 0191 402 5100 | 0191 402 5101 |
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| City & Guilds East | 01480 308300 | 01480 308325 |
| City & Guilds Northern Ireland/ Ireland | 028 9032 5689 | 028 9031 2917 |
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