

# **Carpentry and Joinery at Level 2 in Construction Assessment Plan**

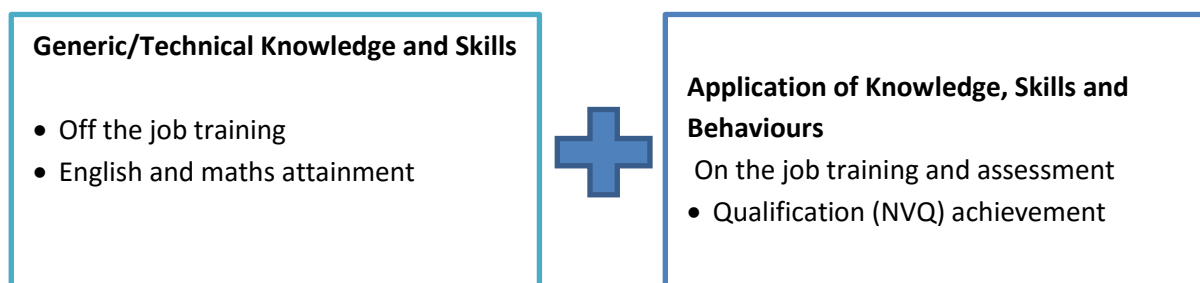
<b>Contents</b>	<b>Page</b>
1. Introduction and overview	3
2. Assessment Overview Diagram	3
3. Summary of Assessment	4
4. Assessment Overview	4
5. On-programme Assessment	4
5.1. Mandatory Qualifications	
6. Assessment Gateway	5
7. End-point Assessment	5-6
7.1. End-point Knowledge Test	
7.2. End-point Practical Test	
7.3. Test Criteria – Site Carpentry	
7.4. Test Criteria – Architectural Joinery	
7.5. Assessor Requirements	
8. End-point Assessment – Final Judgement	6-7
9. Independence/Impartiality	7
10. End-point – Summary of Roles and Responsibilities	7
11. Quality Assurance – Internal	8-9
12. Quality Assurance – External	10-11
13. End-point – Grading	10-11
14. Implementation	12
14.1. Affordability	
14.2. Professional Body Recognition	
14.3. Delivering Consistent Assessment Judgements	
14.4. Volume	
Annex A      Methods of Assessment Grid	13-15

## 1. Introduction and overview

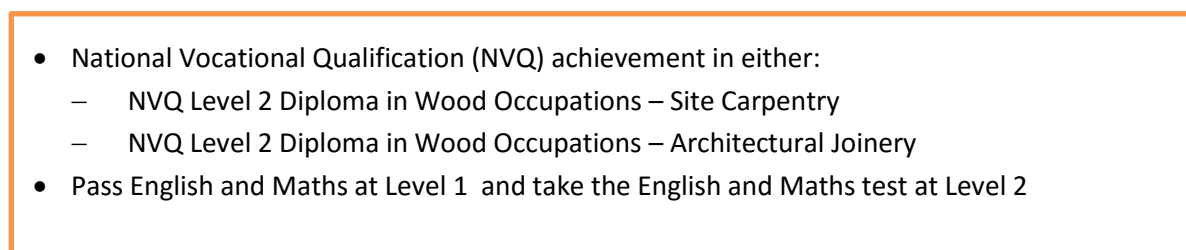
This assessment plan has been developed by employers, to accompany and underpin the delivery of the carpentry and joinery in construction apprenticeship standard. The assessment plan incorporates the occupational requirements for both the site carpentry and architectural joinery pathways in the apprenticeship standard and how they will be tested. The plan will help to ensure, through the use of a combination of assessment methods, that the required knowledge, skills and behaviours have been achieved over the duration of the apprenticeship and that the apprentice is fully competent in the occupational job role at the end of the apprenticeship.

## 2. Assessment Overview Diagram

### On-programme Assessment Approach

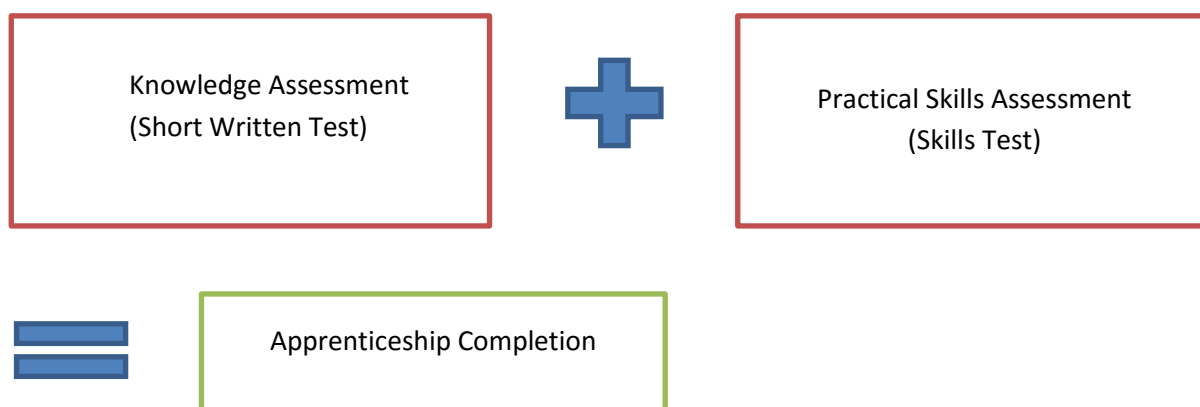


### Assessment Gateway



### End-point Assessment

(Fully co-ordinated and delivered by an Independent end-point assessment organisation)



### 3. Summary of Assessment

- The apprentice must complete all elements of the on-programme learning to achieve the assessment gateway requirements.
- The end-point assessment will assess the knowledge, skills and behaviours required to undertake the work of a site carpenter or architectural joiner.
- The employer, in consultation with the training provider will make the final decision on when the apprentice is ready to progress to the end-point assessment stage, based upon achievement of the on-programme and assessment gateway requirements.
- The employer will make the necessary arrangements for the apprentice to undertake the end-point assessment.
- The apprentice must only undertake the end-point assessment following a minimum of 12 months of training.
- The end-point assessment will be provided by an Independent End-Point Assessment Organisation and will take place in the final 3 months of the apprenticeship. The total duration of the apprenticeship will typically be 18-24 months.
- Only apprenticeship assessment organisations listed for this occupation on the register of apprenticeship end-point assessment organisations may be used to deliver the end-point assessment.

### 4. Assessment Overview

Assessment Method	Assessment Points	Area Assessed	Assessed by	Grading
Synoptic knowledge assessment	End point	Synoptic Knowledge and behaviours	Independent Assessment Organisation	Fail/Pass/Merit /Distinction
Practical assessment		Synoptic skills, knowledge and behaviours	Independent Assessment Organisation	Fail/Pass/Merit/D istance

## 5. On-programme Assessment

### 5.1 Mandatory Qualifications

As a pre-requisite to undertaking the end-point assessment, the apprentice must achieve a National Vocational Qualification (NVQ) in their chosen job role from one of the following:

- NVQ Level 2 Diploma in Wood Occupations – Site Carpentry
- NVQ Level 2 Diploma in Wood Occupations – Architectural Joinery
- Pass English and Maths at Level 1 and take the English and Maths test at Level 2

Further requirements covering on-programme training and assessment can be found within the Employer Occupational Brief that accompanies this assessment plan which can be found at <http://www.citb.co.uk/qualifications-standards/national-occupational-standards/national-occupational-standards-suites/wood-occupations/>

## 6. Assessment Gateway

The employer in consultation with the training provider will make the judgement as to whether the apprentice is ready for end point assessment through the achievement of the following;

- Level 2 National Vocational Qualification (NVQ) in Site Carpentry or Architectural Joinery.
- A recognised Level 1 English and Mathematics qualification and evidence of having undertaken the English and Mathematics tests at Level 2.

On conclusion that the assessment gateway requirements have been achieved, the apprentice will be able to proceed to the end-point assessment stage of the apprenticeship.

It is expected that apprentices will complete the assessment gateway requirements within three months of their planned apprenticeship completion.

## 7. End-point Assessment

The end-point assessment is intended to test the higher order skills as defined in the apprenticeship standard. It is expected that the knowledge and practical assessments will be developed by the Independent End-Point Assessment Organisation(s) in consultation with the employers working group. The end-point assessment consists of two key elements:

**7.1** An end-point **knowledge assessment** to consist of a short written test lasting 45 minutes, delivered in a controlled invigilated environment approved by the Independent End-Point Assessment Organisation, which could be at the employers place of work, at a training provider facility, or at an approved assessment centre. The test will consist of 35 questions designed to assess the apprentice's understanding of the core and specific knowledge and behavioural requirements, as detailed in the carpentry and joinery apprenticeship standard covering the following areas:

- 10 questions will test the core elements of the standard (e.g. health and safety, manual handling)
- 20 questions will test the specific elements of the chosen pathway in the standard (e.g. principles of site carpentry or architectural joinery)
- 5 questions will test the behavioural elements of the standard (e.g. effective communication, team working, logical thinking etc)

The assessment will be set, moderated and externally marked by the Independent End-Point Assessment Organisation.

Grades are identified in the knowledge assessment grading descriptors on page 10 of this assessment plan.

**7.2** An end-point **practical assessment** - delivered in a controlled environment approved by the Independent End-Point Assessment Organisation, which could be at the employer's place of work, at a training provider facility, or at an approved assessment centre. The end-point practical assessment will be a skills test, designed and set by the Independent End-Point Assessment Organisation and in consultation with the carpentry and joinery apprenticeship development group. Each Independent End-Point Assessment Organisation will be expected to develop multiple practical skills tests working in collaboration with the employer group. They

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will be expected to circulate the use of different tests with sufficient frequency to prevent 'teaching to the test'. A review of the appropriateness and consistency of practical skills tests will be carried out through internal and external quality assurance activity. The employer group has developed the following practical skills test criteria for site carpentry and architectural joinery as examples of a suitable approach.

The test will be supervised and marked by an Independent Assessor, and approved and moderated by the Independent End-Point Assessment Organisation. The end-point practical test specification will be made available to approved providers of the end point assessment by the Independent End-Point Assessment Organisation. The assessment will require the apprentice to successfully complete a practical activity, and will include oral questioning where required to ensure the apprentice has the skills, supporting knowledge and behaviours required for the chosen job role. The test will be scored out of 100 marks using a marking schedule designed and set by the Independent Assessment Organisation, and graded in conjunction with the practical test specification and assessment grading descriptors on pages 10 and 11 of this assessment plan. The test for both site carpentry and architectural joinery will take a minimum of 6 hours to complete.

### **7.3 Example Test Criteria – Site Carpentry**

The end-point practical test will consist of constructing a timber frame and hanging a door as detailed by a drawing and work specification. Skills, knowledge and behaviours will be tested when:

- Interpreting information
- Planning and organising work
- Setting out/marketing out
- Using tool skills including the use of hand and powered tools
- Producing work to specification in accordance with building requirements
- Working to deadlines
- Working safely

### **7.4 Example Test Criteria – Architectural Joinery**

The end-point practical test will consist of setting out a full sized rod for an exterior door and marking out from a prepared rod to produce a frame with an angled head as detailed by a drawing and work specification. Skills, knowledge and behaviours will be tested when:

- Interpreting information
- Planning and organising work
- Setting out/marketing out
- Using tool skills including the use of hand and powered tools
- Producing work to specification in accordance with building requirements
- Working to deadlines
- Working safely

### **7.5 Assessor Requirements**

All assessors will be required to have the relevant qualifications and experience as detailed in the 'Assessor Minimum Requirements' section of this plan.

The Independent End Point Assessment Organisation will appoint Independent Assessors for the practical assessment who have not been involved with the on programme training and independent from the employer, this will provide independence and impartiality The assessor requirements are detailed under Quality Assurance–Internal in this document

## 8. End-point Assessment – Final Judgement

The final judgement decision made by the Independent End-Point Assessment Organisation will determine if the apprentice has achieved the full requirements of the apprenticeship and will be made considering the following:

- Has the apprentice successfully achieved all requirements of the assessment gateway?
- Has the apprentice successfully achieved all elements of the end point assessment?

The final apprenticeship achievement decision, and grading will be made by the Independent Assessment Organisation.

## 9. Independence/Impartiality

Independence will be achieved throughout the apprenticeship assessment process in the following manner.

- The knowledge assessment will be set, moderated and externally marked by the Independent End-Point Assessment Organisation.
- The practical assessment will also be set and fully moderated by the Independent End-Point Assessment Organisation
- The final judgement on achievement of the apprenticeship will also be made by the Independent End-Point Assessment Organisation

The combination of these measures by the Independent End-Point Assessment Organisation throughout the End Point Assessment process will ensure the impartiality, robustness and fairness of judgements made.

## 10. End-point – Summary of roles and responsibilities

<b>1. Employer</b>	<p>The employer will:</p> <ul style="list-style-type: none"> <li>• make the decision, in consultation with the training provider as to when the apprentice is ready to progress to the end-point assessment stage.</li> <li>• make the necessary arrangements for the apprentice to undertake the end-point assessment</li> </ul>
<b>2. Independent End-Point Assessment Organisation</b>	<p>The Apprenticeship End-Point Assessment Organisation will:</p> <ul style="list-style-type: none"> <li>• be responsible for the delivery of the end point assessment of the apprentice</li> <li>• ensure independence and impartiality into the assessment process</li> <li>• bring rigour and consistency through wider industry perspective, knowledge and experience</li> <li>• supply qualified assessor guidance and documentation for use in the end-point assessment process</li> <li>• apply grading to the end-point assessment</li> </ul>

	<ul style="list-style-type: none"> <li>• make the final judgement as to whether the apprentice has achieved the apprenticeship</li> </ul>
<b>3. Independent Assessor</b>	<p>The Independent Assessor:</p> <ul style="list-style-type: none"> <li>• holistically assesses the higher order skills, knowledge and behaviours in an integrated manner at the end-point assessment stage.</li> <li>• brings rigour and consistency to the assessment process through their wider industry perspective, knowledge and experience</li> <li>• brings an independent view as they have not been previously involved with the apprentice</li> <li>• Informs the Independent End-Point Assessment Organisation of the pass/fail result achieved in the Practical Assessment</li> </ul>
<b>4. Training Provider</b>	<p>The Training Provider:</p> <ul style="list-style-type: none"> <li>• Delivers and assesses on programme training</li> <li>• Supports the employer in deciding the timing and arranging the End point Assessment</li> <li>• Prepares the apprentices through training and guidance</li> <li>• Supports the employer if remedial training is required for re-sit or re-take of the End point Assessment</li> </ul>

## 11. Quality Assurance - Internal

The responsibility for quality and robustness of the assessment process will be held by the Independent End-Point Assessment Organisation. The Independent End-Point Assessment Organisation responsibilities focussing on quality assurance are summarised below:

- Apply to become an approved Independent Assessment Organisation to offer end point assessment for Advanced Carpentry and Joinery at Level 3 in Construction
- Provide training and support to Independent Assessors for standardisation of End Point Assessment by holding twice yearly meetings to give updates, best practice and CPD.
- Ensures that new materials are available for apprentices undertaking the End Point Assessment
- Ensures there are robust processes in place to deliver assessments to the required standard and that they are appropriate for the sector
- Develops and maintains a single set of assessment tools that are used by all to carry out assessments
- Applies robust internal quality assurance and verification processes to the assessments, including working together to standardise assessments
- Offers an appeals process for any appeals that arise from assessment decisions
- Reports to the employer/training provider on any issues that arise on the apprenticeship assessment process
- Trains and certifies all individual assessors to be able to assess consistently against the standard and assessment plan criteria, ensuring relevant qualifications have been achieved as detailed in the Assessor Minimum Requirements below.



**Assessor Minimum Requirements**

Assessment organisations must ensure that assessors:

1. Have sufficient, verifiable, relevant current industry experience, knowledge and understanding of the occupational working area at, or above, the level being assessed. This must be of sufficient depth to be effective and reliable when judging candidates' competence. Assessors' experience, knowledge and understanding could be verified by a combination of:

- Curriculum vitae and employer endorsement
- References
- Possession of a relevant NVQ/SVQ, or vocationally related qualification
- Corporate membership of a relevant professional institution
- Interview

(The verification process must be recorded and available for audit)

2. Have sufficient occupational expertise so they have up to date experience, knowledge and understanding of the particular aspects of work they are assessing. This could be verified by records of continuing professional development achievements.

3. Only assess in their acknowledged area of occupational competence

4. Have a sound, in-depth knowledge of, and uphold the integrity of, the sector's NOS and this Assessment Strategy (this document)

5. Are prepared to participate in training activities for their continued professional development

6. Hold, or are working towards, a qualification as listed within 'Assessing and Assuring Quality of Assessment', either in the Qualifications and Credit Framework (QCF), or the Scottish Credit and Qualifications Framework (SCQF):

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Certificate in Assessing Vocational Achievement
- SVQ (SCQF level) Assessing Competence in the Work Environment
- SVQ (SCQF level) Assessing Vocational Achievement

or hold one of the following

- A1 Assess candidates using a range of methods
- D32/33 Assess candidate performance, using differing sources of evidence

Holders of A1 and D32/33 must assess to the reviewed National Occupational Standards (NOS) for Learning and Development.

In taking on the lead role in assessment, it is strongly recommend that the Independent End-Point Assessment Organisation has:

- Understanding of the sector and the assessment requirements for the standard, together with the expertise to administer the assessment tools required.
- Capability to deliver assessments at the scale and with the levels of service required, giving confidence that this is a strategic part of their business.
- Geographical coverage required.
- Assessors with the requisite background and assessor qualifications to be both credible and effective.

- Robust internal verification and quality assurance processes that can ensure the end point assessment is of the required standard.

## 12. Quality Assurance – External

The external quality assurance option that has been chosen is the employer-led approach, working in partnership with the Construction Industry Training Board (CITB). The proposed responsibility for external quality assurance of the end-point assessments will rest with a representative (no-profit) board convened by the Construction Industry Training Board (CITB).

## 13. End-point – Grading

The apprenticeship will have four grading levels, fail, pass, merit and distinction. A grading profile has been developed to articulate the ratios expected for a fail, pass, merit and distinction type apprentice. A pass will represent minimum acceptable standard for the industry, merit will represent a good standard for the industry, whilst distinction will represent a high standard for the industry. The overall final grade will be calculated depending on the grade achieved by the candidate for each of the graded assessment components. Decision on grading will be made by the Apprenticeship End-Point Assessment Organisation.

### Grading Profile

Assessment Method	Fail	Pass	Merit	Distinction
Knowledge Assessment (including behaviours)	Less than 50%	50-60%	61-75%	76-100%
Practical Assessment (including behaviours)	Less than 50%	50-65%	66-79%	80-100%

### Knowledge Assessment Grading Descriptors

Fail (less than 50%)	Pass (50-60%)	Merit (61-75%)	Distinction (76-100%)
Less than 35 marks out of a possible 70	Minimum of 35 marks out of a possible 70	Minimum of 43 marks out of a possible 70	Minimum of 53 marks out of a possible 70

### Practical Assessment Grading Descriptors

Fail (less than 50%)	Pass (50-65%)	Merit (66-79%)	Distinction (80-100%)
Under 50 marks out of a possible 100	Minimum of 50 marks out of a possible 100	Minimum of 66 marks out of a possible 100	Minimum of 80 marks out of a possible 100
The apprentice has been unable to: <ul style="list-style-type: none"> <li>• interpret the given information to carry out the task</li> <li>• plan actions and organise resources and equipment required to undertake the task</li> </ul>	The apprentice has: <ul style="list-style-type: none"> <li>• interpreted the given information to carry out the task</li> <li>• planned appropriate actions and organised the suitable resources and equipment required to undertake the task</li> </ul>	The apprentice has met all the pass criteria and has: <ul style="list-style-type: none"> <li>• completed the task without requesting further materials or components caused by miscalculations during the setting out/markering out process</li> </ul>	The apprentice has met all the pass and merit criteria and has: <ul style="list-style-type: none"> <li>• completed the task in at least 10% less time than the allowed timeframe</li> <li>• produced the work with 80% of the work completed to within the tolerances defined in</li> </ul>

<ul style="list-style-type: none"> <li>• set out/mark out materials and components</li> <li>• demonstrate required tool and hand skills including the use of powered tools effectively</li> <li>• produce work to the given specification</li> <li>• completing work in the allocated time</li> <li>• work safely at all times using appropriate PPE and RPE where and when required</li> </ul>	<ul style="list-style-type: none"> <li>• set out/marked out materials and components from the supplied drawing to carry out the task</li> <li>• demonstrated the range of required tool and hand skills including the use of powered tools effectively</li> <li>• produced work to the given specification and drawing</li> <li>• completed the work in the allocated time</li> <li>• worked safely at all times using appropriate PPE and RPE where and when required</li> </ul>	<ul style="list-style-type: none"> <li>• completed the task without requesting further materials caused by errors during the construction process</li> <li>• avoided damage to fittings and components, including tool marks and damage to prepared or finished surfaces</li> <li>• produced the work with 70% of the task completed to within the tolerances defined in the given work specification</li> </ul>	<ul style="list-style-type: none"> <li>the given work specification</li> <li>• produced the work to a high standard and quality finish</li> </ul>
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Overall apprenticeship grading: The overall final grade will be calculated depending on the grade achieved by the candidate for each of the graded assessment components. All assessments must be passed to achieve an overall pass graded apprenticeship. To achieve a merit, an apprentice must achieve a minimum of a merit for all assessment where it is available. To achieve a distinction, an apprentice must achieve a distinction for all assessment where it is available. In a situation where the apprentice fails initially and has to re-take the end-point assessment, standard grading rules will apply, meaning the apprentice will still be able to achieve pass, merit or distinction.

Grade	Knowledge Assessment	Practical Test
<b>FAIL</b>	Fail	Fail
<b>FAIL</b>	Fail	Pass/Merit/Distinction
<b>FAIL</b>	Pass/Merit/Distinction	Fail
<b>PASS</b>	Pass	Pass
<b>PASS</b>	Pass	Pass/Merit/Distinction
<b>PASS</b>	Pass/Merit/Distinction	Pass
<b>MERIT</b>	Merit	Merit
<b>MERIT</b>	Merit	Merit/Distinction
<b>MERIT</b>	Merit/Distinction	Merit
<b>DISTINCTION</b>	Distinction	Distinction

## 14. Implementation

### 14.1 Deliverability

All steps have been taken to ensure that this assessment plan approach remains simple, effective and affordable, utilising existing delivery and assessment methodologies wherever possible to reduce the need for significant additional costs or burden into the assessment process. It cannot be predicted at

this stage what the precise costs of assessment will be to meet the requirements of the apprenticeship standard outcomes and this assessment plan. Existing practice in the delivery and assessment of existing frameworks suggests that the delivery and assessment of this apprenticeship will not be substantially different to existing frameworks. It is, however, predicted at this stage that the percentage cost of the end point assessment will equate to approximately 15% of the overall apprenticeship cost based upon;

- Knowledge Testing, training of invigilators and test centre approval
- Venue costs for setting up the End Point Assessment and administration
- Material costs to ensure that new materials are available for each apprentice

#### **14.2 Professional Body Recognition**

Successful completion of the new apprenticeship standard will enable the apprentice to meet the requirements of the relevant industry competent person scheme(s), which are widely accepted as a 'licence to operate' in the construction sector.

#### **14.3 Delivering Consistent Assessment Judgements**

The synoptic end point assessments will be set, externally marked and verified by the Independent End-Point Assessment Organisations, against the requirements of the standard and occupational brief and will be administered and marked in a consistent manner across the country. This consistency will be delivered by:

- The Independent End-Point Assessment Organisation will provide training and support for Independent Assessors to ensure rigour and consistency
- Independent Assessors will attend at least two meetings per year arranged and managed by the Independent End-Point Assessment Organisation to improve consistency, rigour, technical ability and standardisation as part of CPD.

When any technical or assessment variation is identified the above will ensure a standard interpretation is established and approved by the Independent End-Point Assessment Organisation in consultation with the employer group.

The Independent End-Point Assessment Organisation will provide Independent Assessors with guidance on:

- Standardisation on assessment and questioning
- Marking Schedule
- Schedules to record the outcomes

#### **14.4 Volume**

It is expected that approximately 3000 apprentices will be recruited and trained each year against the carpentry and joinery in construction apprenticeship standard.

**Annex A****Method of Assessment Grid**

End point assessment Methods	Key
Knowledge Assessment	KA
Practical Skills Assessment	PSA

Core Skills to be Assessed	Assessment Method	
Work safely and be aware of key health, safety and welfare issues	PSA	
Plan and carry out work to commercial standards of quality and speed	PSA	
Move , handle and store resources, such as materials and timber components, complying with relevant legislation and guidance	PSA	KA
Interpret and follow verbal and written work instructions from trade supervisors and site managers	PSA	
Select the required materials to carry out the work, such as correct timber, tools and fixings	PSA	
Access, interpret and use drawings and specifications to carry out the work	PSA	

Core Knowledge to be Assessed	Assessment Method	
Understand the principles of health, safety and welfare and how these are applied in the workplace	PSA	KA
Understand how to communicate with others and comply with instructions and directions	PSA	KA
Understand the different techniques and methods used to move, handle and store materials		KA
Understand how to interpret and use relevant product information and specifications	PSA	KA
Understand the responsibilities under current employment and safety legislation, such as the Health and Safety at Work Act		KA
Understand how to calculate quantity, length, area and wastage of resources	PSA	KA
Understand the needs of other workers and how to work effectively with others		KA
Understand the characteristics, quality, uses, sustainability, limitations and defects associated with timber and timber-based products and components, such as hardwood, softwood, MDF and other materials	PSA	KA

Core Behaviours to be Assessed	Assessment Method	
<b>Effective communication:</b> oral, written, listening, body language, presentation	PSA	KA
<b>Effective team working:</b> work effectively with others with limited supervision	PSA	KA
<b>Independent working:</b> take responsibility for completing own work	PSA	
<b>Logical thinking:</b> use clear and valid reasoning when making decisions	PSA	KA
<b>Working effectively:</b> undertake the work in a reliable and productive manner	PSA	
<b>Time management:</b> use own time effectively to complete the work on schedule	PSA	KA
<b>Adaptability:</b> be able to adjust to changes to work instructions		KA

Site Carpentry Specific Skills to be Assessed	Assessment Method	
Carry out a range of job tasks including measuring, marking out, fitting, cutting, splicing, finishing, positioning and securing	PSA	KA
Install door and window frames, door and hatch linings, floor joist coverings, straight partitions and straight staircases	PSA	KA
Install doors, ironmongery, service encasements, wall and floor units and fitments, cladding and staircase components	PSA	KA
Erect inclined roofs with gables, joists, roof coverings and roof components		KA
Repair or replace frames, mouldings, doors, windows, door and window ironmongery, roofing components, guttering and downpipes and window components		KA
Use, maintain and store hand tools, power tools and associated equipment	PSA	KA

Site Carpentry Specific Knowledge to be Assessed	Assessment Method	
Understand the technical principles of site carpentry work and how these are applied to prepare and fix timber and timber-based products, erect inclined roofs, maintain and repair building components		KA
Understand how to form specific joints required for site carpentry work, such as mitres, butt and halving joints	PSA	KA
Understand why, when and how health and safety control equipment should be used when undertaking site carpentry work (e.g. personal protective equipment (PPE) and respiratory protective equipment (RPE))	PSA	KA
Understand how to work safely at height and use access equipment correctly		KA
Know how to use, maintain and store hand tools, power tools and associated equipment	PSA	KA

Architectural Joinery Specific Skills to be Assessed	Assessment Method	
Carry out a range of job tasks including drawing, measuring, marking out, fitting, finishing, positioning and securing	PSA	
Produce setting out details for the manufacture of doors, windows with opening lights, units and stairs	PSA	KA
Mark out timber from setting out details for the manufacture of doors, windows with opening lights, units and/or fitments and staircases	PSA	KA
Create, fit and assemble components to manufacture doors, windows with opening lights, units and/or fitments and staircases	PSA	KA
Use, maintain and store specific architectural joinery tools and equipment, such as marking and testing tools, power tools and hand tools	PSA	

Architectural Joinery Specific Knowledge to be Assessed	Assessment Method	
Understand the technical principles of architectural joinery and how they are applied in routine tasks, such as, setting out and producing cutting lists, marking out from setting out details and producing cutting lists, fitting and assembling routine products		KA
Understand how to accurately take site and workplace dimensions	PSA	KA

Understand how to form and proportion joints associated with architectural joinery work, such as mortice and tenon, dovetail and comb joints	PSA	KA
Understand why, when and how health and safety control equipment should be used when undertaking architectural joinery work (e.g. personal protective equipment (PPE) and respiratory protective equipment (RPE))	PSA	KA
Understand how to use, maintain and store marking and testing tools, hand tools, power tools and associated equipment	PSA	KA
Understand how to requisition architectural joinery materials, such as timber, adhesives and fixings		KA
Understand how to work safely at height and use access equipment safely		KA