

# Furniture Manufacturer - Level 2

## Occupational Profile

The Furniture, Furnishings and Interiors industry is of significant importance to the UK economy, particularly in the supply of end products for residential and commercial living and work places. The industry has an annual turnover well in excess of £12 billion. The ability to work to agreed targets in terms of output and quality standards is essential. Workplaces can be wide ranging from small workshops to large factories. Apprentices must be dexterous and have a good work ethic. Apprentices must be able to demonstrate their ability to work individually and as part of a team.

The programme is designed to give a wide range of skills appropriate to the different occupations in the industry and each apprentice will be able to achieve the company's required standard in each skill obtained. This apprenticeship covers the following occupational areas:

- General Furniture Manufacturer
- Bed Manufacturer
- Modern Upholsterer

Each apprentice will take the occupational route that is best suited to the business they work in. They will complete all the core requirements set out below and then the set number of the optional requirements for each route.

Each business, depending on size, market position and skills needs, will require a different combination of the optional requirements detailed within each occupational area. This apprenticeship is designed to allow the business and the apprentice to agree which of these options are most valuable to that specific organisation and apprentice. The completion of a minimum number of optional requirements in each occupational area ensure competency for the apprentice.

## Core Requirements: Knowledge, Skills and Behaviours

KNOWLEDGE	WHAT IS REQUIRED
<b>Industry</b>	Knowledge and understanding of general background of the furniture industry.
<b>Organisation</b>	Knowledge and understanding of the company you are working in. This includes understanding the manufacturing process and how you contribute and fit into it.
<b>Materials</b>	Knowledge and understanding of industry materials. Properties and characteristics of materials used within your organisation
<b>Customers</b>	Knowledge and understanding of customer expectations. Who are the industry customers and what are their expectations in terms of packaging and delivery?
<b>Quality Standards</b>	Know the quality standards which apply to the products and how to check that these have been met. Read and interpret specifications, drawings, cutting lists and other relevant technical information used within your organisation.
<b>Health, Safety and Environment</b>	Knowledge and understanding of the relevant health, safety and environmental requirements and regulations. Understand sustainability within the industry.
SKILLS	WHAT IS REQUIRED
<b>Maintain Tools &amp; Equipment</b>	Perform regular autonomous maintenance tasks on machinery, tools and equipment used.
<b>Problem Solving</b>	Identify issues quickly, solve problems and apply appropriate solutions.
<b>Achieve quality and output targets</b>	Carry out work to required quality standards and output targets.
<b>Health &amp; Safety</b>	Comply with health, safety and environmental requirements, relevant statutory regulations and industry standards/codes of practice at all times
BEHAVIOURS	WHAT IS REQUIRED
<b>Adaptability</b>	Willing to both listen and learn and to accept changing priorities and working requirements
<b>Collaboration</b>	Work effectively with others in a team whilst maintaining effective professional working relationships.
<b>Time management</b>	Time management and ability to complete work to schedule.
<b>Pride in the workplace</b>	Organise work space for efficiency and effectiveness by identifying and storing items used, maintaining work area and sustaining order.
<b>Positive Attitude</b>	Actively engage in wider business and look to provide information that positively contributes to the business.
<b>Attention to detail</b>	High attention for detail, must monitor and check work meets specifications and follow

## General Furniture Manufacturer:

Furniture Manufacturers are skilled craftsmen/women who make pieces of furniture. They may work in a small, independent shop that produces custom furniture or in a factory that mass-produces pieces of furniture. They will manufacture furniture such as:

- Domestic – kitchens, bedrooms, living room and other items for the home
- Office - desk, seating, tables and other items for the office environment
- Contract - furniture for public areas such as hospitals, schools, hotels and airports
- Manufacture of high quality wooden components

Due to the flexibility of the industry, General Furniture Manufacturers must be able to undertake at least 6 of the following requirements. The requirements chosen will be agreed between the employer and the apprentice depending on the specific role undertaken.

### YOU WILL KNOW HOW TO AND BE ABLE TO

Pre-assembly	<b>Machinery, Tools and Equipment</b>	Set up and operate machinery, tools and equipment used to produce furniture. Understand tools and equipment used
	<b>Measure and mark out</b>	Measure and mark out materials to specification
	<b>Components</b>	Make components of furniture to specification within acceptable tolerances. Understand how and where components are used
	<b>Cutting</b>	Use appropriate equipment to cut materials within acceptable tolerances
	<b>Sanding</b>	Sand materials for preparation prior to assembly, post-assembly and de-nibbing. Understand grit sizes and the process of sanding
	<b>Joints</b>	Understand the principles of joints used in making hand-crafted furniture
	<b>Veneers and Laminates</b>	Select, prepare and apply veneers to items of furniture
Assembly	<b>Cramping</b>	Position components and apply cramps to ensure products are positioned securely to specification
	<b>Fittings</b>	Prepare and assemble components to specification, finishing and checking the assembly conforms to specifications
	<b>Gluing</b>	Apply adhesives to components. Understand types, methods and processes involved in gluing
	<b>Jigs and Templates</b>	Use and maintain jigs and templates for furniture production. <i>Jigs are used to ensure repeatability and accuracy in the production of furniture. These can be hand held or mounted on workbenches.</i>
	<b>Assembly</b>	Assemble components of furniture. Understand the sequence of assembly and why this is important
	<b>Edge Banding</b>	Carry out edge-banding process following standard operating procedures. <i>Edge banding is the process of applying a trim or edge to the piece of furniture to make it neat and aesthetically pleasing.</i>
Finishing	<b>Finishing</b>	Apply stains, sealers, basecoats and finishes to production furniture
	<b>Electrical/ Mechanical Fittings</b>	Fit mechanical or electrical components to furniture
	<b>Rectification/ Rework</b>	Carry out rectification or rework. This includes assessing and repairing items
	<b>Safe handling and Storage</b>	Pack and store products and components following standard operating procedures. Understand and follow procedures for safe handling of products

## Bed Manufacturer:

Bed Manufacturers work in factory environments where the ability to work to agreed targets in terms of output and quality standards is essential. Manufacturers often work shift systems and the seasonality of the industry, plus peaks and troughs in orders often demands overtime working.

Due to the flexibility of the industry, Bed Manufacturers must be able to undertake a minimum of 4 of the following requirements. These could be mattress making skills, divan and headboard making or a mixture of both. The requirements chosen will be agreed between the employer and the apprentice depending on the specific role undertaken.

### Mattress Making

#### YOU WILL KNOW HOW TO AND BE ABLE TO

Pre-assembly	Spring Making	Prepare work area, set up machine for appropriate spring type and size and produce springs to the required specification
	Quilting	Prepare for and carry out mattress quilting operations. Understand and operate quilting machines
	Panel Cutting	Prepare and cut fabric and components used for panels. Understand and use any machinery used in this process
	Sewing Borders/Labels	Identify and sort components. Sew materials to specification
Assembly	Mattress Assembly	Assemble mattresses using appropriate components such as spring units and fillings to agreed standards. This will involve the use of equipment such as a glue spray and staple guns.
Finishing	Tape Edging	Prepare work area, set up machinery, select materials and carry out tape edging. <i>Tape edging is usually the final process in mattress making. It involves closing the mattress up by the application of a tape using a sewing machine</i>
	Tufting	Tuft mattresses to appropriate pattern and standard
	Hand Side Stitching	Identify and sort components and sew materials to specification

### Divan and Headboard Making

#### YOU WILL KNOW HOW TO AND BE ABLE TO

Pre-assembly	CNC Routing	Prepare, set up, operate and maintain computer numerically controlled (CNC) machinery to produce shaped headboards
	Wood Machining	Prepare, set up, operate and maintain machinery to produce wood components
	Laying and Cutting Fabrics	Prepare and cut fabric and components
	Sewing	Produce sewn / seamed components by hand and through the use of machinery
Assembly	Frame Making	Prepare and assemble frames using jigs
	Drawer Making	Upholster drawer fronts, prepare and assemble drawers
	Ottoman / Adjustable Bed Frames	Produce ottoman or adjustable beds ensuring the mechanisms are correctly attached and in working order
Finishing	Headboard Upholstery	Upholster headboards including pleats, deep buttoning, ruching and fluting
	Upholstery	Prepare, cut and apply upholstery materials, trim and finish divans

## Modern Upholsterer:

A Modern Upholsterer is a skilled and methodical individual capable of creating ergonomic and comfortable furniture using both traditional and modern techniques, materials and fabrics to produce aesthetically pleasing and fit for purpose consumer products.

Due to the flexibility of the industry, Modern Upholsterers must be able to undertake at least 5 of the following requirements. The requirements chosen will be agreed between the employer and the apprentice depending on the specific role undertaken.

### YOU WILL KNOW HOW TO AND BE ABLE TO

Pre-assembly	<b>Cut Fabrics and Components</b>	Prepare and cut fabric and components used in upholstery.
	<b>Frame Construction</b>	Construct upholstery frames to specification. Understanding the methods used to construct frames
	<b>Jigs and Templates</b>	Use and maintain jigs and templates. <i>Jigs are used to ensure repeatability and accuracy in the production of furniture. These can be hand held or mounted on workbenches.</i>
	<b>Produce Templates</b>	Determine details of templates from specifications, mark out, measure dimensions and cut templates using appropriate tools and equipment.
	<b>Resolve Faults in Leather</b>	Deal with scuffs, scratches, stains, burn marks, water marks and discolouration in leather.
Assembly	<b>Filling Materials</b>	Select and fix filling materials. Understand different types and fixing methods
	<b>Fit Mechanical or Electrical Components</b>	Assemble, fit and quality assure components.
	<b>Cushions and Padded Items</b>	Measure and cut fabric; sew components to produce scatter, box and bolster cushions.
	<b>Sewn / Seamed Components</b>	Produce sewn / seamed components by hand and through the use of machinery.
	<b>Suspensions and Foundations</b>	Select materials for suspensions including springs, pocket springs, sprung units and webbing. Apply these to frames using appropriate modern or traditional methods, tools and equipment.
	<b>Upholstering</b>	Measure and cut fabric, fit, apply and finish top covers including fluting, pleating and buttoning.
Finishing	<b>Frame Finishes</b>	Finish and polish show-wood frames, apply stains, sealers basecoats and finishes.
	<b>Loose Covers</b>	Cut, sew and fit loose covers to specification.
	<b>Trimmings and Finishings</b>	Position and fix trimmings and finishings. This includes castors, valances, borders, skirts, dust covers and feet and legs.
Repair/Re-upholstery	<b>Strip Down Furniture</b>	Strip back existing upholstery to frames. Understand when and how to retain original foundation work
	<b>Repair</b>	Repair joints and frame ready for re-upholstery and revive and polish show-wood frame.

## Maths and English Requirements

For apprentices that have not yet achieved level 2 English and maths, as a minimum they must achieve level 1 English and maths and take the test for level 2.

## Duration

Typically this apprenticeship will take 24 months to complete.

## Review Date

March 2018