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| <b>Title:</b>  | <b>First and Second Fix Carpentry Operations</b>  |
| <b>Level:</b>  | 2   |
| <b>Credits</b>   | 32  |
| <b>GLH</b>   | 320   |
| <b>Unique Reference Number:</b>  | H/618/0800  |
| <b>Aim:</b>  | The aim of this unit is to provide evidence that the learner is able to interpret information required and carry out first and second fix carpentry operations.   |
| <b>Assessment</b>  | Assessment of this unit will be through the completion of a NOCN devised practical task and associated knowledge questions (written or verbal). This unit is internally assessed and internally and externally quality assured using the NOCN assessment booklet to evidence all learning outcomes. |
| <b>Learning outcomes</b>   |   |
| <i>The learner will:</i>   |   |
| 1.   | Be able to obtain and interpret the information required in order to carry out first and second fixing carpentry operations.  |
| <b>Delivery Content:</b>   |   |
| The aim of this learning outcome is to provide the learner with the skills and knowledge to establish the requirements necessary to carry out first and second fix carpentry operations.   |   |
| The learner must:  |   |
| <ul style="list-style-type: none"> <li>• identify the <b>documentation</b> and the details contained within in order to be able to complete given tasks.</li> <li>• identify and report any inaccuracies with supplied information in accordance with organisational procedures.</li> <li>• identify different types of <b>drawings</b> and their purpose.</li> <li>• interpret <b>drawings</b> including <b>common scales</b> and symbols and hatchings used.</li> <li>• read and apply measurements from the information correctly.</li> <li>• use manufacturer's information appropriately when using resources.</li> </ul> |   |
| 2.   | Be able to identify tools, equipment and materials required to carry out first and second fix carpentry operations.   |
| <b>Delivery Content:</b>   |   |
| The aim of this learning outcome is to provide the learner with the skills and knowledge to identify the <b>tools, equipment</b> and <b>materials</b> used to carry out first and second fix carpentry operations.   |   |
| The learner must:  |   |
| <ul style="list-style-type: none"> <li>• identify all <b>tools, equipment</b> and <b>materials</b> from the provided information and confirm it is correct for the given tasks.</li> <li>• report any discrepancies in accordance with organisational procedures.</li> <li>• carry out checks on all tools, equipment and materials provided to ensure they are fit for purpose and free from defects.</li> <li>• report and replace any that do not meet the required standard in accordance with organisational procedures.</li> </ul>   |   |
| 3.   | Be able to prepare work areas and materials in order to carry out first and second fix carpentry operations.  |

**Delivery Content:**

The aim of this learning outcome is to provide the learner with the skills and knowledge to carry out preparations in order to complete first and second fix carpentry operations.

The learner must:

- review **risk assessments** to identify hazards and ensure collective protection measures are used correctly.
- identify any additional **hazards** present and ensure they are mitigated.
- report issues and mitigating work carried out in accordance with organisational procedures.
- use drawings to set out work area including transfer datum points as appropriate.
- ensure that the work area is cleared ready and protect the work and surrounding areas.
- ensure all **tools, equipment** and **materials** are in place and set out, safely and logically in order to support effective completion of the tasks.
- rectify **defects** in timber products and resources, where appropriate.
- carry out **calculations** to identify the correct quantities of **materials** required for the given tasks.

4. Be able to install timber frames and lining.

**Delivery Content:**

The aim of this learning outcome is to provide the learner with the skills and knowledge to be able to install timber frames and linings.

The learner must:

- be able to fix, without wind or twist, and in accordance with drawings and specification, all three of the following:
  - door frames
  - windows frames
  - linings.

5. Be able to install timber floor coverings and flat roof decking.

**Delivery Content:**

The aim of this learning outcome is to provide the learner with the skills and knowledge to be able to install timber floor coverings and flat roof decking.

The learner must:

- fit and fix floor coverings in accordance with specifications.
- form openings to underfloor services in accordance with specifications.
- install flat roof decking / covering in accordance with specifications.
- fix a range of joist coverings in accordance with specifications including:
  - softwood
  - timber manufactured boards.

6. Be able to erect timber stud partitions.

**Delivery Content:**

The aim of this learning outcome is to provide the learner with the skills and knowledge to be able to erect timber stud partitions.

The learner must:

- construct and fit timber stud partitions using a range of joints, to suit the type of cladding, to specification.
- construct internal and external corners within the stud partition walls to specification.

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| <ul style="list-style-type: none"> <li>• form door and window openings in partition walls to specification.</li> </ul>   |
| 7. Be able to install straight flights of stairs and handrails.  |
| <p><b>Delivery Content:</b></p> <p>The aim of this learning outcome is to provide the learner with the skills and knowledge to be able to install straight flights of stairs and handrails.</p> <p>The learner must:</p> <ul style="list-style-type: none"> <li>• use appropriate methods to set out, position and fix straight flights of stairs to specification and current building regulations.</li> <li>• position and fix newels to specification.</li> <li>• position and secure handrails and spindles in accordance to specification and current building regulations.</li> </ul>  |
| 8. Be able to install service encasements and cladding.  |
| <p><b>Delivery Content:</b></p> <p>The aim of this learning outcome is to provide the learner with the skills and knowledge to be able to install service encasements and cladding.</p> <p>The learner must:</p> <ul style="list-style-type: none"> <li>• fix timber plumb and level to specification.</li> <li>• construction frameworks to support timber cladding to specification.</li> <li>• construct casings of services to specification.</li> <li>• fix pipe boxing, bath panels and external cladding, all to specification.</li> </ul>  |
| 9. Be able to install wall units, floor units, work surfaces and fitments.   |
| <p><b>Delivery Content:</b></p> <p>The aim of this learning outcome is to provide the learner with the skills and knowledge to be able to install wall units, floor units, work surfaces and fitments.</p> <p>The learner must:</p> <ul style="list-style-type: none"> <li>• install wall and floor units to specification.</li> <li>• install work surfaces to specification.</li> <li>• return post-formed work surfaces with suitable jigs to specification.</li> <li>• form openings in work surfaces for appliances.</li> <li>• install a range of fitments to wall and floor units including:             <ul style="list-style-type: none"> <li>○ hinges</li> <li>○ handles</li> <li>○ shelving</li> <li>○ drawers and drawer runners.</li> </ul> </li> </ul> |
| 10. Be able to install side hung doors and associated ironmongery.   |
| <p><b>Delivery Content:</b></p> <p>The aim of this learning outcome is to provide the learner with the skills and knowledge to be able to install side hung doors and associated ironmongery door furniture.</p> <p>The learner must:</p> <ul style="list-style-type: none"> <li>• hang internal or external single doors to specification.</li> <li>• install associated <b>ironmongery/door furniture</b> to specification.</li> </ul>   |

11. Be able to install timber mouldings.

**Delivery Content:**

The aim of this learning outcome is to provide the learner with the skills and knowledge to be able to install timber mouldings.

The learner must:

- cut a range of joints for mouldings to specification.
- fix mouldings to specification, to include:
  - skirting
  - architrave
  - dado
  - picture rail.
- scribe mouldings to fit as and when required.

12. Be able to complete works following the completion of first and second fix carpentry operations.

**Delivery Content:**

The aim of this learning outcome is to provide the learners with the skills and knowledge to complete work.

The learner must:

- clean and inspect all tools, equipment and excess materials and store in accordance with manufacturers' guidance.
- report any issues in accordance with organisational procedures.
- clean the work area and dispose of all waste in accordance with legislative requirements, manufacturers' guidance and organisational procedures.
- leave the work area in a safe and clean condition, using collective protective measures as appropriate.
- complete all final paperwork as required and file correctly.

**Scope of Training:**

The Scope of Training identifies areas that must be covered during the delivery of this unit. This is the minimum that is expected but tutors are expected to include other areas, knowledge of which will benefit their learners, based on location, types of work available and from the tutors own professional experience.

**Assessment:**

The Assessment Workbook is available from NOCN.

|   | <b>Requirements</b>  |  |  |
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| <b>Documentation and sources of information</b> | Current legislation relating to health and safety<br>Job specification | Risk assessments<br>Manufacturer's guidance<br>Method statements |  |
| <b>Drawings</b>                                 | 2D and 3D drawings (including elevations)                              | Site and location plans<br>BIM related models                    |  |
| <b>Common scales</b>                            | To include: 1:5, 1:10, 1:20, 1:50, 1:100 and 1:500                     |  |  |
| <b>Tools</b>                                    | Saws (Tenon, coping, hand)<br>Screwdrivers                             | Hammers<br>Marking gauges<br>Planes                              | Chisels,<br>Try square<br>Tape measure |

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|  | Mallets<br>Bradawl<br>Bevels   | Set square<br>Nail punch   | Mitre block<br>Nail/pry bar   |
| <b>Equipment</b>                       | Electric drills<br>Spirit levels<br>Jig saw<br>Electric router<br>Circular saw<br>Sander | Cordless drills<br>Laser level<br>Nail gun<br>Pencil<br>Bench<br>Brushes | Drill bits<br>Electric mitre saw<br>Holding devices<br>Chop saw<br>Transformer<br>Waste |
| <b>Defects</b>                         | Splits in timber<br>Transit damage<br>Cupping  | Waney edge<br>Knots and shakes   | Fungal attack<br>Resin pockets  |
| <b>Materials</b>                       | Timber<br>Nails<br>Plugs<br>Insulation<br>Abrasive paper                                 | Manufacture boards<br>Adhesive<br>Plasterboard<br>Joist hangers<br>Tape  | Screws<br>Prepared timber products<br>Restraint straps                                  |
| <b>Personal protective equipment</b>   | Steel toe-capped boots<br>Gloves<br>Goggles  | Hard hat<br>High-visibility clothing<br>Knee pads                        | Respiratory protection<br>Hearing protection  |
| <b>Collective protective equipment</b> | Signage<br>Barriers<br>Sheeting  | Local exhaust ventilation  |   |
| <b>Hazards</b>                         | Slips, trips and falls<br>Working at height<br>Confined spaces<br>Cuts and abrasions     | Manual handling<br>Hazardous substances<br>Fire                          | Electrical equipment and leads<br>Plant and equipment                                   |
| <b>Protection</b>                      | Signage<br>Barriers  | Plastic/hessian sheeting<br>Waste disposal / recycling                   |   |
| <b>Ironmongery</b>                     | Door furniture<br>Bolts<br>Drawer runners  | Door knobs<br>Door closer  | Hinges<br>Locks   |