

Title:	Maintaining Non-Structural Carpentry Work
Level:	2
Credits	9
GLH	90
Unique Reference Number:	L/618/0807
Aim:	The aim of this unit is to provide evidence that the learner is able to interpret information required to maintain non-structural carpentry work.
Assessment	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.
Learning outcomes	
<i>The learner will:</i>	
1.	Be able to obtain and interpret the information required in order to carry out the maintenance of non-structural carpentry work.
Delivery Content:	
The aim of this learning outcome is to provide the learner with the skills and knowledge to establish the requirements necessary to carry out the maintenance of non-structural carpentry work.	
The learner must:	
<ul style="list-style-type: none"> • identify the documentation and the details contained within in order to be able to complete given tasks. • identify and report any inaccuracies with supplied information in accordance with organisational procedures. • identify different types of drawings and their purpose. • interpret drawings including common scales and symbols and hatchings used. • read and apply measurements from the information correctly. • use manufacturer's information appropriately when using resources. 	
2.	Be able to identify tools, equipment and materials required to carry out the maintenance of non-structural carpentry work.
Delivery Content:	
The aim of this learning outcome is to provide the learner with the skills and knowledge to identify the tools, equipment and materials used to carry out the maintenance of non-structural carpentry work.	
The learner must:	
<ul style="list-style-type: none"> • identify all tools, equipment and materials from the provided information and confirm it is correct for the given tasks. • report any discrepancies in accordance with organisational procedures. • carry out checks on all tools, equipment and materials provided to ensure they are fit for purpose and free from defects. • report and replace any that do not meet the required standard in accordance with organisational procedures. 	
3.	Be able to prepare work areas and materials in order to carry out the maintenance of non-structural carpentry work.

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 the maintenance of non-structural carpentry work.

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 repair timber mouldings.

Delivery Content:

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

The learner must:

- identify the correct type and style of moulding.
- remove damaged sections of mouldings.
- splice new sections of mouldings to match original in accordance with current regulations and specifications.

5. Be able to repair timber doors and window frames.

Delivery Content:

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

The learner must:

- identify damage and required repairs.
- set out replacement sections for doors and window frames.
- splice in new sections to doors and window frames in accordance with specifications.

6. Be able to replace guttering components.

Delivery Content:

The aim of this learning outcome is to provide the learner with the skills and knowledge to be able to replace **guttering components**.

The learner must:

- identify damaged guttering components.
- replace and join damaged guttering components to specification.

7. Be able to replace sash window cords.

Delivery Content:

The aim of this learning outcome is to provide the learner with the skills and knowledge to be able to replace sash window cords.

The learner must:

- identify the **components** that comprise a box sash window.
- replace and fix a sash cord to a sash window.

8. Be able to complete works following maintenance of non-structural carpentry work.

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, reporting 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.

	Requirements		
Documentation and sources of information	Current legislation relating to health and safety Job specification	Risk assessments Manufacturer's guidance Method statements	
Drawings	2D and 3D drawings (including elevations)	Site and location plans BIM related models	
Common scales	To include: 1:5, 1:10, 1:20, 1:50, 1:100 and 1:500		
Tools	Saws (Tenon, coping, hand, hack) Screwdrivers Mallets Bradawl Bevels	Hammers Marking gauges Planes Set square Nail punch	Chisels, Try square Tape measure Mitre block Nail/pry bar
Equipment	Electric drills Spirit levels Jig saw Electric router Circular saw Sander	Cordless drills Laser level Nail gun Pencil Bench	Drill bits Electric mitre saw Holding devices Chop saw Transformer
Defects	Splits in timber	Waney edge	Fungal attack

	Transit damage Cupping	Knots and shakes Insect infestation	Resin pockets Rot (wet and dry)
Materials	Timber Nails Plugs Insulation Abrasive paper	Manufacture boards Adhesive Plasterboard Joist hangers Tape	Screws Prepared timber products Restraint straps
Personal protective equipment	Steel toe-capped boots Gloves Goggles	Hard hat High-visibility clothing Knee pads	Respiratory protection Hearing protection
Collective protective equipment	Signage Barriers Sheeting		
Hazards	Slips, trips and falls Working at height Confined spaces Cuts and abrasions	Manual handling Hazardous substances Fire	Electrical equipment and leads Plant and equipment
Mouldings	Skirting Dado rails	Architrave Cornice	Picture Rails
Guttering components	Pipe Elbow Clips Stop end Swan neck	Shoe Offset Brackets Stop end outlet Downpipe	Hopper Gutter Running outlet Angled bends Round / square
Sash window components	Pocket Pulley wheels Balance spring Sash cord	Parting bead Cill Weights Glazing bar	Staff bead Pulley stiles Sliding sash