

<b>Title:</b>	<b>Preparing and Using Carpentry and Joinery Portable Power Tools</b>
<b>Level:</b>	2
<b>Credits</b>	9
<b>GLH</b>	90
<b>Unique Reference Number:</b>	T/618/0803
<b>Aim:</b>	The aim of this unit is to provide evidence that the learner is able to interpret information required when preparing and using portable power tools.
<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 prepare and use portable power tools.	
<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 use portable power tools.	
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 prepare and use portable power tools.</li> <li>• identify the portable power tools for given tasks from the provided documentation.</li> <li>• identify and report any inaccuracies with supplied information in accordance with organisational procedures.</li> <li>• identify different types of drawings and their purpose.</li> <li>• interpret drawings including common scales 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 prepare to use portable power tools.	
<b>Delivery Content:</b>	
The aim of this learning outcome is to provide the learner with the skills and knowledge to carry out preparations in order to use portable power tools.	
The learner must:	
<ul style="list-style-type: none"> <li>• identify all <b>tools, equipment and materials</b> from the provided information and confirm it is correct for the given tasks.</li> <li>• carry out checks on all equipment and materials provided to ensure they are fit for purpose and free from defects.</li> <li>• review <b>risk assessments</b> to identify hazards and ensure collective protection measures are used correctly.</li> <li>• identify any additional <b>hazards</b> present and ensure they are mitigated.</li> <li>• report issues and mitigating work carried out in accordance with organisational procedures.</li> <li>• prepare the <b>power sources</b> for the relevant portable power tools.</li> </ul>	

- complete **checks** of portable power tools and associated cables and **tooling**.
- identify and report any issues with provided portable power tools in accordance with organisational procedures.
- demonstrate ability to change tooling in accordance with manufacturer's instructions.
- report and replace any defective resources that do not meet the required standard in accordance with organisational procedures.

3. Be able to use portable power tools to cut, shape and finish.

**Delivery Content:**

The aim of this learning outcome is to provide the learner with the skills and knowledge to use portable power tools to cut, shape and finish.

The learner must:

- select the correct tools for the tasks.
- select and use the correct personal protective equipment and collective protective measures.
- use holding **devices** to secure materials correctly.
- cut timber and timber manufactured boards to specification.
- shape timber and timber manufactured boards to specification.
- finish timber and timber manufactured boards to specification.

4. Be able to use portable power tools to drill and insert fastenings.

**Delivery Content:**

The aim of this learning outcome is to provide the learner with the skills and knowledge to drill and insert fastenings.

The learner must:

- select the correct tools for the tasks.
- select and use the correct personal protective equipment and collective protective measures.
- inspect work area to locate services prior to carrying out drilling operations.
- drill holes in different materials to the correct size and depth.
- select suitable fixings for the material.
- secure components using power tools.

5. Be able to complete works following the use of portable power tools.

**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.

The following details the requirements that **must** be met in order to achieve the learning outcome.

### Assessment:

The Assessment Workbook is available from NOCN.

	Requirements		
<b>Documentation and sources of information</b>	Current legislation relating to health and safety Job specification	Risk assessments Manufacturer's guidance Method statements	
<b>Equipment</b>	Hammer drills Electric router Laser level Plane Chop saw Transformer Waste sacks	Cordless drills Spirit level Jig saw Sander Table saw Tape measure Shovel	Drill bits Plumb bob Nail gun Bench plane Band saw Brushes Pencil / marking equipment
<b>Personal protective equipment</b>	Steel toe-capped boots Gloves Goggles	Hard hat High-visibility clothing	Respiratory protection Hearing protection
<b>Collective protective equipment</b>	Signage Barriers	Sheeting	
<b>Hazards</b>	Slips, trips and falls Working at height Confined spaces	Manual handling Hazardous substances Fire	Electrical equipment and leads Plant and equipment
<b>Protection</b>	Signage Barriers	Plastic/hessian sheeting Waste disposal / recycling	
<b>Power sources</b>	Mains electrics (110v, 230v and 415v)	Compressed air	Rechargeable packs
<b>Checks</b> (as appropriate)	Cables Guards	Casing Portable appliance test	Batteries
<b>Tooling</b> (as appropriate)	Router cutters Jigsaw and blades SDS drill bits Circular saw blades Band saw blades	Tungsten carbide tips (TCT) High speed steel (HSS) drill bits Plane blades	Drills and drill bits Polycrystalline diamond (PCD) bits Abrasive papers Screwdriver bits
<b>Devices</b>	Vices	Clamps	Jigs