

Title:	Preparing to Carry Out Carpentry and Joinery
Aim:	The aim of this unit is to explain the preparation requirements that need to be addressed prior to carrying out carpentry activities.
Unit Level:	E3
Credit Value:	3
GLH:	30
Unique Reference Number:	Y/618/0678
Assessment	This unit is internally assessed through the completion of at least two practical tasks as detailed in Learning Outcome 3 and 4, and externally quality assured. The NOCN assessment booklet has been produced and should be used to evidence all learning outcomes.
Learning outcomes	
<i>The learner will:</i>	
1. Be able to use sources of information to prepare to carry out carpentry tasks.	
Delivery content:	
The purpose of this learning outcome is to introduce the learner to the sources of information used when preparing to carry out carpentry tasks.	
The learner must:	
<ul style="list-style-type: none"> • know the details that can be obtained from the various sources and how these are used. • know how to use job specifications and drawings to interpret the dimensions of the task. • know how to use the provided information in order to identify resources and calculate requirements. • identify risks and hazards from the provided information and the measures to be in place to mitigate. 	
2. Be able to select tools, materials and equipment as identified in sources of information.	
Delivery content:	
The purpose of this learning outcome is to instruct learners in how to use the provided information to identify the tools, materials and equipment , including quantities for given tasks.	
The learner must be able to:	
<ul style="list-style-type: none"> • select appropriate hand tools and equipment for carrying out carpentry activities. • check the condition of tools prior to use and know what they should do if any are found to be unsafe. • identify appropriate materials for the carpentry activities. • calculate the required materials for given tasks. • identify the Personal Protective Equipment (PPE) required for the given tasks, obtain as necessary, and check it is safe to use. 	
3. Be able to set up the work areas.	

Delivery content:

The purpose of this learning outcome is to ensure that the learner is able to set up the work area in accordance with the provided information.

The learner must be able to:

- locate the position of the carpentry task.
- place tools and materials in a logical position to enable ease of use.
- set up an area and equipment for the cutting and joining of timber, ensuring the surrounding environment is protected from damage and debris.
- inspect the work area to ensure it is ready for carpentry to commence.

4. Be able to prepare materials for given tasks.

Delivery content:

The purpose of this learning outcome is to enable the learner to demonstrate how they prepare materials so they are ready for use.

The learner must be able to:

- measure and mark out lengths of timber for cutting.
- follow the method statements and risk assessments to ensure that materials are prepared correctly and safely.

Scope of Training/Assessment

What would you expect the learner to be able to do or not to do?

The expectation is that the learner will be able to complete final basic preparation activities with little, or no, support from the trainer. It is not expected that the work produced will be at site standard but must be carried out safely and the completed work left in a safe condition.

The following expands on terms highlighted through the unit. Those in bold are the minimum expectations, those not highlighted can be addressed in order to stretch and challenge learners. It is expected that tutors use their professional experience to expand on the areas covered, making them relevant to the local area and employment opportunities and explain terms in using terminology understandable to their learners.

Assessment:

The Assessment Workbook is available from NOCN.

Sources of Information	Details	Tools
<ul style="list-style-type: none"> • Job specification • Drawings (2D and 3D) • Method statements • Risk assessments • Permits to work • Plans 	<ul style="list-style-type: none"> • Materials • Tools • Quantities • Measurements • Hazards and risks • Position • Tolerances 	<ul style="list-style-type: none"> • Saw <ul style="list-style-type: none"> • Standard hand • Tenon • Hack • Rip • Keyhole / Coping • Tape measure • Tri-square

		<ul style="list-style-type: none"> • Marking (combination) gauge • Mallet • Clamps • Carpenter's / Combination square • Wood chisels • Spirit level • Screwdrivers • Claw hammer • Metal rule • Planes
Materials	Equipment	Personal Protective Equipment (PPE)
<ul style="list-style-type: none"> • Pencils • Adhesives • Screws • Timber 	<ul style="list-style-type: none"> • Sheeting • Brush • Waste sacks 	<ul style="list-style-type: none"> • Hard hat • Safety boots • Goggles • Gloves • High visibility clothing • Hearing protection