

# Our Apprenticeship Programme

## Site Carpentry and Bench Joinery

<b>Associated qualifications</b>	City & Guilds Level 2 Diploma in Bench Joinery City & Guilds Level 2 Diploma in Site Carpentry City & Guilds Level 3 Diploma in Site Carpentry City & Guilds Level 3 Diploma in Bench Joinery (Option 1 - Year 4) or CIOB Level 3 Diploma in Construction Site Supervisory Studies (Option 2 - Year 4)
<b>Duration</b>	4 years

### Off-the-job training, assessment and apprentice reviews:

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This details what training the apprentice will receive, principally through qualification unit delivery with the learner outcomes attached. It also includes estimated assessment dates.

### On-the-job support for learning, competency and behaviour:

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This summarises the broad timetable of tasks that can take place in the workplace, where possible, to support the off-the-job training. It should focus on duties that include:



- Competencies - activities and practical tasks gained through on-the-job exercises with opportunities to practise
- Behaviours - actions, attitudes and beliefs embedded through the employer's organisational code of conduct

### Key:





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Training to be delivered

Assessments ←



	<b>Off-the-job training, assessment and apprentice reviews</b>	<b>On-the-job support for learning, competency and behaviour</b>
<b>Year 1</b>	<b>City &amp; Guilds Level 2 Diploma in Bench Joinery</b>	
	<b>Health, safety and welfare in construction (Unit 201/601)</b> <i>Outcomes:</i> Knowledge of: <ul style="list-style-type: none"> <li>- the health and safety regulations, roles and responsibilities</li> <li>- accident and emergency reporting procedures and documentation</li> <li>- how to identify hazards in the workplace</li> <li>- about health and welfare in the workplace</li> <li>- how to handle materials and equipment safely</li> <li>- about access equipment and working at heights</li> <li>- how to work with electrical equipment in the workplace</li> <li>- how to use Personal Protective Equipment (PPE)</li> <li>- the cause of fire and fire emergency procedures</li> </ul>	<ul style="list-style-type: none"> <li>- Observe Health &amp; Safety requirements</li> <li>- Look out for risks and hazards in the work area</li> </ul>
	<b>Set up and operate a circular saw (Unit 211)</b> <i>Outcomes:</i> Knowledge of: <ul style="list-style-type: none"> <li>- the principles of using circular saws safely</li> <li>- how to change circular saw blades</li> <li>- timber, timber products and processes</li> <li>- how to cut timber and manufactured boards</li> </ul> Be able to: <ul style="list-style-type: none"> <li>- change circular saw blades</li> <li>- cut timber and manufactured boards</li> </ul>	<ul style="list-style-type: none"> <li>- Observe processes and procedures</li> <li>- Understand safe working practices when using workshop machinery</li> <li>- practice changing circular saw blades</li> <li>- use the circular saw to cut timber and board material</li> </ul>
	<b>Set up and operate a circular saw (Unit 211)</b> Multiple choice test Practical assignment 	
	<b>Produce setting out details for bench joinery products (Unit 212)</b> <i>Outcomes:</i> Understand and be able to: <ul style="list-style-type: none"> <li>- interpret information for setting out bench joinery products</li> <li>- select resources for setting out bench joinery products</li> <li>- set out for bench joinery products</li> </ul>	<ul style="list-style-type: none"> <li>- Observe processes and procedures in the workplace</li> <li>- Identify key information needed when setting out any product</li> <li>- Observe and experience joinery procedures is a desirable requirement but not mandatory</li> </ul>
	<b>Health, safety and welfare in construction (Unit 201/601)</b> Multiple choice test 	


	<b>Off-the-job training, assessment and apprentice reviews</b>	<b>On-the-job support for learning, competency and behaviour</b>
	<b>Produce setting out details for bench joinery products (Unit 212)</b> Multiple choice test Practical assignment	←
	<b>Mark out from setting out details for bench joinery products (Unit 213)</b> <i>Outcomes:</i> Understand the effect of marking out errors on work Know how to and be able to: - mark out for bench joinery products	- Observe processes and procedures - Observe and experience joinery procedures is a desirable requirement but not mandatory
	<b>Mark out from setting out details for bench joinery products (Unit 213)</b> Multiple choice test Practical assignment	←
	<b>Manufacture bench joinery products (Unit 214)</b> <i>Outcomes:</i> Understand: - tools and materials used for manufacturing bench joinery products Understand and be able to: - prepare and manufacture bench joinery products - assemble and finish bench joinery products	- Observe processes and procedures - The opportunity to work with a wide selection of hand tools and power tools (including a router) as well as a range of materials (hardwoods, softwoods and sheet materials) - Observe and experience joinery procedures is a desirable requirement but not mandatory
	<b>Manufacture bench joinery products (Unit 214)</b> Multiple choice test Practical assignment	←
<b>Year 2</b>	<b>City &amp; Guilds Level 2 Diploma in Site Carpentry</b>	
	<b>Principles of building construction, information and communication (Unit 202/602)</b> <i>Outcomes:</i> Understand: - how to select types of building information - how to communicate in the workplace - the construction of foundations - construction of internal and external walls Knowledge about: - construction of floors - construction of roofs - environmental considerations in relation to construction	Experience construction site processes and procedures throughout different phases of the project
	<b>Carry out first fix flooring and roofing (Unit 207)</b> <i>Outcomes:</i>	- Observe site processes and procedures <i>With the Workplace Mentor:</i>

	<b>Off-the-job training, assessment and apprentice reviews</b>	<b>On-the-job support for learning, competency and behaviour</b>
	Knowledge of and be able to: <ul style="list-style-type: none"> <li>- construct roofing structures</li> <li>- fix verge and eave components</li> <li>- lay floor joists</li> <li>- fix and fit joist coverings</li> </ul>	<ul style="list-style-type: none"> <li>- Mark out, cut and fix floor joists and floor coverings</li> <li>- Mark out, cut and fix rafters, fascia's and soffits</li> </ul>
	<b>Carry out first fix flooring and roofing (Unit 207)</b> Multiple choice test Practical assignment 	
	<b>Principles of building construction, information and communication (Unit 202/602)</b> Multiple choice test 	
	<b>Carry out first fix frames, partitions and stairs (Unit 208)</b> <i>Outcomes:</i> Knowledge of and be able to: <ul style="list-style-type: none"> <li>- fix frames and linings</li> <li>- construct stud partitions</li> <li>- fix a straight flight of stairs</li> </ul>	<ul style="list-style-type: none"> <li>- Observe site processes and procedures</li> </ul> <i>With the Workplace Mentor:</i> <ul style="list-style-type: none"> <li>- Construct stud partitions</li> <li>- Fit and fix door lining</li> <li>- Be able to space components (horizontally and on the rake)</li> </ul>
	<b>Carry out first fix frames, partitions and stairs (Unit 208)</b> Multiple choice test Practical assignment 	
	<b>Carry out second fixing operations (Unit 209)</b> <i>Outcomes:</i> Knowledge of and be able to: <ul style="list-style-type: none"> <li>- install doors and ironmongery</li> <li>- to fix mouldings</li> <li>- install service encasements and cladding</li> <li>- install kitchen units, worktops and fitments</li> </ul>	<ul style="list-style-type: none"> <li>- Observe site processes and procedures</li> </ul> <i>With the Workplace Mentor:</i> <ul style="list-style-type: none"> <li>- Fit and hang a door</li> <li>- Fit and fix mouldings (Skirting boards and architraves)</li> <li>- Fit kitchen units and install worktops with the use of a router and jig</li> </ul>
	<b>Carry out second fixing operations (Unit 209)</b> Multiple choice test Practical assignment 	
<b>Year 3</b>	<b>City &amp; Guilds Level 3 Diploma in Site Carpentry</b>	
	<b>Carry out carpentry maintenance (Unit 210 – Level 2 Site Carpentry unit)</b> <i>Outcomes:</i> Knowledge of and be able to: <ul style="list-style-type: none"> <li>- repair mouldings, doors and windows</li> <li>- replace gutters and downpipes</li> </ul>	<ul style="list-style-type: none"> <li>- Observe site processes and procedures</li> </ul> <i>With the Workplace Mentor:</i> <ul style="list-style-type: none"> <li>- Carry out rot repairs on doors and windows</li> <li>- Fit and fix gutters and downpipes</li> </ul>

	<b>Off-the-job training, assessment and apprentice reviews</b>	<b>On-the-job support for learning, competency and behaviour</b>
	- replace sash cords	
	<b>Set up and use fixed and transportable machinery (Unit 308 – Level 3 Site Carpentry unit)</b> <i>Outcomes:</i> Understand and be able to: - inspect and maintain fixed and transportable machinery - use fixed and transportable machinery efficiently and safely	- Access to fixed machinery is a desirable requirement but not mandatory
	<b>Carry out carpentry maintenance (Unit 210 – Level 2 Site Carpentry unit)</b> Multiple choice test Practical assignment	←
	<b>Set up and use fixed and transportable machinery (Unit 308 – Level 3 Site Carpentry unit)</b> Multiple choice test Practical assignment	←
	<b>Carry out second fixing double doors and mouldings (Unit 307)</b> <i>Outcomes:</i> Understand and be able to: - install double doors and ironmongery - install curved and raking mouldings	- Observe site processes and procedures and carry out work on a range of different doors using all forms of ironmongery <i>With the Workplace Mentor:</i> - Oversee the learner fitting double doors (including ironmongery) and mouldings
	<b>Carry out first fix roofing and stairs (Unit 306)</b> <i>Outcomes:</i> Understand and be able to: - construct a traditional cut roof - fix a flight of stairs with a quarter turn	- Observe site processes and procedures and carry out work on a variation of different roofs - Identify how to carry out the setting out of hip roofs from a ready reckoner - Identify all components of a roof and staircase and understand the calculations for the working out of both <i>With the Workplace Mentor:</i> - Construct cut roofs and fit staircases
	<b>Carry out second fixing double doors and mouldings (Unit 307)</b> Multiple choice test Practical assignment	←
	<b>Carry out first fix roofing and stairs (Unit 306)</b> Multiple choice test Practical assignment	←
	<b>Principles of organising, planning and pricing construction work (Unit 301/701)</b> <i>Outcomes:</i>	- Observe site processes and procedures and carry out basic organisation tasks - Read from a site plan and be able to organise tasks from looking at the plan <i>With the Workplace Mentor:</i>

	<b>Off-the-job training, assessment and apprentice reviews</b>	<b>On-the-job support for learning, competency and behaviour</b>
	Understand: <ul style="list-style-type: none"> <li>- different types of drawn information in construction</li> <li>- energy efficiency and sustainable materials for construction</li> <li>- how to estimate quantities and price work for construction</li> <li>- how to plan work activities for construction</li> <li>- how to communicate effectively in the workplace</li> </ul>	- Identify key areas of site documentation and place orders for site materials
	<b>Principles of organising, planning and pricing construction work (Unit301/701)</b> Multiple choice test	←
<b>Year 4</b>	<b>Option 1 - City &amp; Guilds Level 3 Diploma in Bench Joinery</b>	
	<b>Manufacture shaped doors and frames (Unit 309)</b> <i>Outcomes:</i> Understand and be able to: <ul style="list-style-type: none"> <li>- set out shaped doors and frames</li> <li>- manufacture shaped doors and frames</li> <li>- assemble and finish shaped doors and frames</li> </ul>	<ul style="list-style-type: none"> <li>- Access to fixed machinery is a desirable requirement but not mandatory</li> <li>- Observe and experience joinery procedures is a desirable requirement but not mandatory</li> </ul>
	<b>Manufacture shaped doors and frames (Unit 309)</b> Multiple choice test Practical assignment	←
	<b>Manufacture stairs with turns (Unit 310)</b> <i>Outcomes:</i> Understand and be able to: <ul style="list-style-type: none"> <li>- set out stairs with turns</li> <li>- manufacture stairs with turns</li> <li>- assemble and finish stairs with turns</li> </ul>	<ul style="list-style-type: none"> <li>- Access to fixed machinery is a desirable requirement but not mandatory</li> <li>- Observe and experience joinery procedures is a desirable requirement but not mandatory</li> </ul>
	<b>Manufacture stairs with turns (Unit 310)</b> Multiple choice test Practical assignment	←
<b>Year 4</b>	<b>Option 2 - CIOB Level 3 Diploma in Construction Site Supervisory Studies (Unit 3 is mandatory with a choice to take 5 of the 6 optional units)</b>	
	<b>Supervising Health, Safety, Welfare and Environment of Construction Works (Unit 3 MANDATORY)</b> <i>Outcomes:</i>	The candidate will have gain a minimum of 3 years' experience working within the construction industry and should now showing competence, confidence and the ability to work independently on a number of projects.

	<b>Off-the-job training, assessment and apprentice reviews</b>	<b>On-the-job support for learning, competency and behaviour</b>
	Understand the requirements and obligations for a safe and healthy working environment Know how to: <ul style="list-style-type: none"> <li>- plan a safe and healthy working environment</li> <li>- induct the workforce and visitors regarding safe working</li> <li>- control environmental risks for a given project</li> </ul>	
	<b>Planning Construction Works (Unit 1 Optional)</b> <i>Outcomes:</i> Understand how to plan construction works Be able to: <ul style="list-style-type: none"> <li>- plan construction works</li> <li>- prepare programmes for construction works</li> </ul>	The candidate will have gain a minimum of 3 years' experience working within the construction industry and should now showing competence, confidence and the ability to work independently on a number of projects.
	<b>Supervising Health, Safety, Welfare and Environment of Construction Works (Unit 3 MANDATORY)</b> Written assignment	
	<b>Planning Construction Works (Unit 1 Optional)</b> Written assignment	
	<b>Organising and Controlling Construction Works (Unit 2 Optional)</b> <i>Outcomes:</i> Know how to: <ul style="list-style-type: none"> <li>- maintain administrative systems for construction works</li> <li>- plan workplace layouts</li> <li>- monitor the supply of materials for operations</li> <li>- monitor the supply of site plant and equipment</li> <li>- monitor the quality of construction work</li> </ul> Be able to: <ul style="list-style-type: none"> <li>- contribute to procuring the materials for construction works</li> <li>- monitor and control the progress of operations</li> </ul> Understand: <ul style="list-style-type: none"> <li>- the organisational and statutory obligations to those affected by the construction works</li> </ul>	The candidate will have gain a minimum of 3 years' experience working within the construction industry and should now showing competence, confidence and the ability to work independently on a number of projects.
	<b>Supervising Construction Works to Existing Buildings and Structures (Unit 6 Optional)</b> <i>Outcomes:</i> Know: <ul style="list-style-type: none"> <li>- health, safety welfare and environmental legislation affecting works to an existing building and structures</li> </ul>	The candidate will have gain a minimum of 3 years' experience working within the construction industry and should now showing competence, confidence and the ability to work independently on a number of projects.

	<b>Off-the-job training, assessment and apprentice reviews</b>	<b>On-the-job support for learning, competency and behaviour</b>
	<ul style="list-style-type: none"> <li>- how to apply customer care to construction works to existing buildings and structures Understand:</li> <li>- the types of existing buildings and how it affects implementation of construction works</li> <li>- protection of the built environment</li> <li>- the methods of ensuring quality on works to existing buildings and structures</li> </ul>	
	<p><b>Supervising the Construction of New Buildings and Structures (Unit 7 Optional)</b>  <i>Outcomes:</i>            Understand:</p> <ul style="list-style-type: none"> <li>- health, safety welfare and environmental legislation affecting the construction of new works - the types of new buildings and structures and how these affect implementation of construction works</li> <li>- service installations for buildings and structures</li> <li>- the methods of ensuring quality on works to new buildings and structures</li> </ul>	<p>The candidate will have gain a minimum of 3 years' experience working within the construction industry and should now showing competence, confidence and the ability to work independently on a number of projects.</p>
	<p><b>Organising and Controlling Construction Works (Unit 2 Optional)</b>            Written assignment</p>	
	<p><b>Maintaining the Dimensional Accuracy of Construction Works (Unit 4 Optional)</b>  <i>Outcomes:</i>            Know how to measure and set out buildings and structures            Be able to:</p> <ul style="list-style-type: none"> <li>- establish lines and levels for the works</li> <li>- establish the dimensions of an existing building or structure</li> </ul>	<p>The candidate will have gain a minimum of 3 years' experience working within the construction industry and should now showing competence, confidence and the ability to work independently on a number of projects.</p>
	<p><b>Working with People on a Construction Site (Unit 5 Optional)</b>  <i>Outcomes:</i>            Understand:</p> <ul style="list-style-type: none"> <li>- the selection process for new construction personnel</li> <li>- how to maintain professional working relationships</li> <li>- the characteristics of leadership and people management skills</li> </ul> <p>Be able to monitor the work of individuals and teams            Know how to identify training and development needs for teams and individuals</p>	<p>The candidate will have gain a minimum of 3 years' experience working within the construction industry and should now showing competence, confidence and the ability to work independently on a number of projects.</p>



	<b>Off-the-job training, assessment and apprentice reviews</b>	<b>On-the-job support for learning, competency and behaviour</b>
	<b>Supervising Construction Works to Existing Buildings and Structures (Unit 6 Optional)</b> Written assignment	←
	<b>Supervising the Construction of New Buildings and Structures (Unit 7 Optional)</b> Written assignment	←
	<b>Maintaining the Dimensional Accuracy of Construction Works (Unit 4 Optional)</b> Written assignment	←
	<b>Working with People on a Construction Site (Unit 5 Optional)</b> Written assignment	←
<b>End</b>	<b>Successful completion of the attached qualifications</b>	