

NATIONAL SKILLS QUALIFICATIONS

(NSQ)

FOR

**CARPENTRY AND
JOINERY**

LEVEL 1-3

2021

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NATIONAL SKILLS QUALIFICATIONS

(NSQ)

FOR

CARPENTRY AND JOINERY

LEVEL 1

2021

OVERVIEW

This qualification is for those interested in developing a career in Carpentry and Joinery for the award of National Skills Qualifications (NSQ). It is aimed at producing Assistant Carpentry and Joinery Craftsman in wood works at NSQ level 1, Carpentry and Joinery Craftsman II at NSQ level 2 and Carpentry and Joinery Craftsman I at NSQ level 3 with the competencies to produce Carpentry and Joinery items under strict supervision.

This qualification is subject to review based on the requirements of the relevant sector.

GENERAL INFORMATION

QUALIFICATION PURPOSE

This qualification is for those interested in developing a career in Carpentry and Joinery subsector in the construction industry. It is aimed at the ability of the learner to acquire sufficient knowledge and skills in the work environment to carry out basic marking and cutting operations, shaping, trimming, polishing, make simple joints and support experienced workers in the production processes.

NSQ LEVEL: 1

General Objective: At the completion of the Units within this level, the Learner should be able to:

1. Demonstrate safe work practices and instruction
2. Recognise safety, hazards and risks in work environment
3. Recognise the various types of personal protective Equipment (PPE) relevant to task being executed
4. Take appropriate actions in case of personal accidents/injuries.
5. Carry out lifting, loading/off-loading and stacking of materials appropriately.
6. Use a non complex communication system in a work environment
7. Develop the ability to identify the source of information in a work environment.
8. Demonstrate the use of various communication means in a work environment.
9. Use effectively basic hand tools in joinery and carpentry work.
10. Explain the operations of portable power tools and equipment used in carpentry and joinery.
11. Recognize the various types of timbers
12. Recognize various types of plywood (manufacture boards)
13. Know types of timber bonding materials used in carpentry and joinery works
14. Know different types of wood finishes and their application
15. Assist in various materials production processes
16. Know the effects of gaseous, liquid and solid materials on self and work environment.
17. Identify various types of timber and manufactured board and their preparation.
18. Identifying of the various wood joints
19. Understand sketches used in methods and procedures in joint construction and assembling
20. Assist in drilling operation on simple framework.

Level assessment requirements/evidence requirements

The candidate for level 1 is expected to undertake and achieve all the mandatory units and two (2) of optional units to be able to have level 1 qualification.

The Candidate must complete a minimum of sixteen (16) credits, thirteen (13) credits must be achieved from the mandatory units and remaining three (3) credit from the optional units.

- i. Direct Observation (DO)
 - ii. Question and Answers (QA)
 - iii. Witness Testimony (WT) (during work product assessment)
 - iv. Work Product
 - v. Personal Statement/Reflective Account

TITLE OF NOS: CARPENTRY AND JOINERY**NSQ LEVEL: 1****TOTAL GUIDED LEARNING HOURS (GLH) REQUIRED: 150 Hours****INDEPENDENT LEARNING HOURS (ILH):****225 HOURS**

UNIT NO.	Credit Value	GLH	ILH	UNIT REFERENCE	UNIT TITLE	Remarks
01	1	10	15	CON/CJ/001/L1	Health and Safety in carpentry and joinery work environment	Mandatory
02	1	10	15	CON/CJ/002/L1	Communication in a work environment	Mandatory
03	1	10	15	CON/CJ/003/L1	Team Work	Mandatory
04	2	20	30	CON/CJ/004/L1	Basic tools and equipment in Carpentry and Joinery work	Mandatory
05	2	20	30	CON/CJ/005/L1	Carpentry and joinery materials	Mandatory
06	3	30	45	CON/CJ/006/L1	Materials handling and storage	Mandatory
07	3	30	45	CON/CJ/007/L1	Basic Operations in Carpentry and Joinery work	Mandatory
08	1	10	15	CON/CJ/008/L1	Site preparation and excavation	Optional
09	2	20	20	CON/CJ/009/L1	Basic Scaffolding Operations in Carpentry and Joinery work	Optional
010	4	40	60	CON/CJ/010/L 1	Doors and Fixture in Carpentry and Joinery work	Optional
011	2	20	30	CON/CJ/011/L 1	Basic Formwork Operations	Optional
012	5	50	75	CON/CJ/012/L 1	Basic working platform	Optional
013	3	30	-	CON/TL/006/L1	Surface preparation for tiling	Optional

Unit: 001 Health and Safety in carpentry and joinery work environment**Unit reference number:** **CON/CJ/001/L1****NSQ level:** 1**Credit value:** 1**Guided Learning Hours (GLH):** 10**STUDY HOUR (ILH):** **15**

Unit Purpose:	The unit is designed to ensure that man Assistant Carpenter and Joinery Craft that operates and works within the carpentry and joinery works environment, identifies and applies safe work practices and procedures in accordance with company procedures and legislative requirements.
Unit assessment evidence requirements	Direct Observation Question and answers Witness testimony Work product Personal statement/Reflective Journal
Objectives	By completing this mandatory unit, the learner must demonstrate competence in: <ol style="list-style-type: none"> 1. Safe work practices and instructions 2. Recognizing safety, hazards and risks 3. Recognizing the various types of personal protective Equipment (PPE) relevant to task being executed. 4. Taking appropriate actions in case of personal accident/injury 5. Working safely and maintain clean work environment 6. Demonstrating safe methods of lifting and moving heavy tools and equipment.

Unit: 001 Health and Safety in carpentry and joinery work environment

Learning outcome		Criteria:-	Evidence Type				Evidence Ref Page number			
LO 1: Understand and Demonstrate safe work practices and instructions	1.1	Explain safe work practices and Instructions.								
	1.2	Identify safety signs, codes and symbols.								
	1.3	Explain use of signs, codes and symbols.								
	1.4	Demonstrate safe work practices as related to clean work environment.								
	1.5	Operate safe work practices								
LO 2: Recognise safety hazards and risks	2.1	Identify work environment hazards and risks and take appropriate Personal actions.								
	2.2	Identify types of hazards and risks in Surface area.								
	2.3	Identify types of hazards and risks in Height and use of ladder.								
	2.4	Identify types of hazards risks in depth.								
	2.5	Explain the effect of hazardous gas, liquid and solid materials on self, tools and work environment								
LO3: Recognise the various types of personal protective Equipment (PPE) relevant to task being executed.										
	3.1	Identify types of PPE in Carpentry and Joinery.								
	3.2	Describe work related PPE.								
	3.3	Select appropriate PPE.								
	3.4	Wear PPE in accordance with Instructions.								
	3.5	Maintain PPE after use.								
	3.6	Return PPE for storage after Cleaning.								

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materials appropriately.	6.3	Demonstrate correct lifting and Loading techniques with mechanical assistance or persons.									
	6.4	Stack materials correctly in accordance with instruction to designated location.									

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit: 002 Communication in a Work Environment**Unit reference number: CON/CJ/002/L1****QCF level: 1****Credit value: 1****Guided learning hours: 10**

Unit Purpose:	To establish a quality communication system that is responsive and subject to change in meeting workers and employers need, in work environment.
Unit assessment evidence requirements	<p>To perform effectively and efficiently, the learner must show evidence through:</p> <p>Direct Observation Question and answers Witness testimony Work product Personal statement (Reflective account)</p>
Objectives	<p>By completing this mandatory unit, learner must show competence in:</p> <ol style="list-style-type: none"> 1. Using a non complex communication system in a work environment 2. Source of information in a work environment. 3.

Unit 002: Communication in a Work Environment

Learning outcome		Performance Criteria (PC)	Evidence Type				Evidence Page number				Ref
L01:											
Use a non complex communication system in a work environment	1.1	Identify signs and symbols used in communication in the work environment.									
	1.2	Interpret signs and symbols appropriately.									
	1.3	Use a simple verbal means to pass on necessary information.									
	1.4	Use non verbal means to pass on necessary information e.g. body language									
L02:											
Sources of Information In the Work Environment											
	2.1	Identify various sources of information in a work environment									
	2.2	Recognize information passed in the leather environment									
	2.3	Identify the sources of information in an organisation and work environment									
	2.4	Relate appropriately with sources of information in the work environment.									
	2.5	Use the various information flow systems in a work environment									
	2.6	Use information to avoid challenges in a work situation.									
L03:											
Understand how to use various communication means in a Work Environment	3.1	Identify the various communication equipment in the work environment.									
	3.2	Use effectively the various communication equipment in the work environment.									

	3.3	Use information effectively in the work environment with symbols, signs and codes.										
	3.4	Carry-out instructions in line with ethics of the work environment.										
	3.5	Use various means of communication in a work environment.										

Learner's Signature:

Date:

Assessor's Signature:

Date:

IQA Signature (if sampled)

Date:

EQA Signature (if sampled)**Date:**

Unit 003: Team Work**Unit reference number: CON/CJ/003/L1****CF Level: 1****Credit Value: 1****Guided Learning Hours (GLH): 10**

Unit Purpose:	The purpose for this unit is to impact onto the learner, skills, knowledge and understanding required to develop team spirit and positive working relationship with colleagues.
Unit assessment requirements/evidence requirements	<p>To perform effectively and efficiently in this unit, operative needs to show evidence of competence in the identified performance criteria by completing mandatory tasks of basic communication skilled base units over 3 sample locations</p> <p>Evidence can be generated through:</p> <p>Direct Observation Question and answers Witness testimony Simple assignment Personal statement (Reflective account)</p>
Objectives	<p>By completing this mandatory unit, the learner must show competence in:</p> <ol style="list-style-type: none"> 1. Demonstrating positive working relationship with co-workers 2. Taking responsibilities within the team 3. Complying with policy of own organization

Unit: 003 Team Work

		Performance Criteria (PC)	Evidence Type				Evidence Ref Page number			
LO 1: Positive working relationship with colleagues	1.1	Identify the need for developing positive working relationship with colleagues.								
	1.2	State the importance of relating with other people in a way that makes them feel valued and respected.								
	1.3	Assist team members when required.								
	1.4	Report to the appropriate personnel when request for assistance fall outside area of responsibility.								
	1.5	Communicate information to colleagues about own work that might affect others.								
LO 2: Take responsibilities within the team										
	2.1	Recognize own role and responsibilities within the team.								
	2.2	Perform individual tasks in line with the team rules and regulations.								
	2.3	Participate effectively in team work.								
LO 3 : Compliance with policy of organisation										
	3.1	Work in line with Organisational standards.								
	3.2	Use organisation code of Practice to maintain discipline.								
	3.3	Explain organisational code of conduct.								

Learner's Signature:	Date
Assessor's Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit: 004 Basic Tools and Equipment in carpentry and Joinery work**Unit reference number:** CON/CJ/004/L1**NSQ level:** 1**Credit value:** 2**Guided learning hours:** 20**Independent Learning Hours (ILH) :** 30

Unit Purpose:	The unit is designed for the Learner to operate and work effectively within the carpentry and joinery works environment. Be able to Identify and apply safe work practices and procedures in the use of basic hand tools and equipment in accordance with manufacturers requirement and organisational procedures.
Unit assessment evidence requirements	<p>To perform effectively and efficiently, the learner must show evidence through:</p> <p>Direct Observation Question and answers Witness testimony Work product Personal statement/Reflective journal</p>
Objectives	<p>By completing this mandatory unit, the learner must show competence in:</p> <ol style="list-style-type: none"> 1. Using basic hand tools in joinery and carpentry work. 2. Demonstrating an understanding of portable power tools and equipment used in carpentry and joinery.

Unit: 004 Basic tools and equipment in Carpentry and Joinery work

Learning outcome		Performance Criteria (PC)	Evidence	Type		Evidence Ref Page number
LO1: Use basic hand tools in joinery and carpentry work.	1.1	Identify appropriate basic manual hand tools for related work in Carpentry and joinery.				
	1.2	Select amongst range of hand tools and use in accordance with given task.				
	1.3	Maintain hand tools and equipment.				
	1.4	Use hand tools correctly in accordance with instructions in a given task.				
	1.5	Clean hand tools and return for appropriate storage.				
LO 2: Understand portable power tools and equipment in carpentry and joinery.	2.1	Identify the use of portable power (PP) tools.				
	2.2	Carry to site/location appropriate Portable Power hand tools to be used by carpenter.				
	2.3	Connect portable power tools to appropriate power source				
	2.4	Assist in the use of portable power tools				
LO 3: Understand housekeeping procedures in carpentry and joinery work	3.1	Explain housekeeping operations				
	3.2	Disconnect portable power tools from source				
	3.3	Clean and Return Portable Power				
	3.4	Handle tools for appropriate storage.				
	3.5	Clean the site				

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 5: Carpentry and Joinery Materials**Unit reference number: CON/CJ/005/L1****NSQ level:** 1**Credit value:** 2**Guided learning hours:** 20**Independent Learning Hours (ILH): 30**

Unit Purpose:	The unit is designed to ensure that the learner operates and works effectively within the carpentry and joinery work environment. Be able to Identify and use materials in accordance with organizational procedures and legislative requirements.
Unit assessment evidence requirements	<p>To perform effectively and efficiently, the learner must show evidence through:</p> <p>Direct Observation Question and answers Witness testimony Work product Personal statement/ Reflective Journal</p>
Objectives	<p>By completing this mandatory unit, the learner must able to:</p> <ol style="list-style-type: none"> 1. know various types of timber 2. know various manufactured boards (plywood, Chip board, MDF, etc) 3. Know timber bonding materials. 4. Understand the application of wood finishes

Unit: 005 Carpentry and Joinery materials

Learning Outcome		Performance Criteria (PC)	Evidence Type				Evidence Page number				Ref
LO1: Know the various types of timber	1.1	Explain types of timber used in carpentry and joinery work									
	1.2	Identify sources of timber and types.									
	1.3	Differentiate between soft and hard wood.									
	1.4	Explain properties of common timber in use.									
	1.5	Identify various market sizes of timber.									
LO 2: Know various Plywood (manufactured boards)											
	2.1	Identify various types of manufactured boards to include - plywood, particle board, hard boards etc									
	2.2	Select manufactured boards in carpentry and joinery work for a given task.									
	2.3	Demonstrate use of manufactured boards in a given task.									
	2.4	Return unused materials for storage.									
	2.5	Carry out house keeping									
LO 3: Know timber bonding materials.											
	3.1	Explain the bonding materials in carpentry and joinery									
	3.2	Identify various bonding materials for manufactured boards.									
	3.3	Select bonding materials in relation to given task.									

	3.4	Handle bonding materials in accordance with safe methods											
	3.5	Apply bonding material in accordance with given instructions.											
	3.6	Clean excess bonding materials in accordance with instructions after use.											
	3.7	Return unused bonding Materials for storage.											
LO 4: Understand the application wood finishes													
	4.1	Explain wood finishes used in Carpentry and Joinery											
	4.2	Identify various types of wood finishes including thinner, lacquer, paraffin, polishes, oil, paints etc.											
	4.3	State various reasons for the use of finishes in carpentry and joinery work.											
	4.4	Select appropriate finishes for specific task in accordance with manufacturer's instructions.											
	4.5	Carry a range of finishes to work location in accordance with safety instructions											
	4.6	Store finishes properly.											
LO 5: Understand the application of iron mongery	5.1	Explain the use of iron mongery											
	5.2	Identify various types of Ironmongery to include fastening materials to include nails, hinges, screws, bolts and nuts etc.											

5.3	Select fastening materials according to given task in carpentry and joinery.									
5.4	Use fastening materials for a given task.									
5.5	Return unused fastening materials for storage									

Learner's Signature:

Date:

Assessor's Signature:

Date:

IQA Signature (if sampled)

Date:

EQA Signature (if sampled)**Date:**

Unit: 006 Materials Handling and Storage**Unit reference number: CON/CJ/006/L1****NSQ level: 1****Credit value: 3****Guided learning hours: 30****Independent Learning Hours (ILH): 45**

Unit Purpose:	The unit is designed to ensure that the Learner operates and works effectively in selecting and handling materials, able to Identify, apply safe work practices and procedures in accordance to organizational procedures and legislative requirements.
Unit assessment evidence requirements	<p>To perform effectively and efficiently, the learner must show evidence through:</p> <p>Direct Observation Question and answers Witness testimony Work product Personal statement (Reflective account)</p>
Objectives	<p>By completing this mandatory unit, the learner must show competence in:</p> <ol style="list-style-type: none"> 1. Applying various methods of materials handling processes. 2. Illustrating the effects of gaseous, liquid and solid materials on self and work environment. 3. Read manufacturer's instructions on products

Unit: 006 Materials Handling and Storage

Learning Outcome		Performance Criteria (PC)	Evidence Type				Evidence Page number				Ref
LO 1: Apply various methods of materials handling processes.	1.1	Define material handling processes involved in carpentry and joinery									
	1.2	Identify various types of carpentry and joinery chemicals in a work environment.									
	1.3	Explain the procedures involved in the storage of wood chemical									
	1.4	Explain the proper procedures involved in the retrieval of wood chemical									
	1.5	Identify various stacking methods.									
	1.6	Stack various types of carpentry and joinery materials in accordance with safe procedures.									
	1.7	Observe safe procedures of handling liquid materials for a given task in work environment.									
	1.8	Observe safe procedures of handling solid/powder materials									
	1.9	Observe safe procedure of handling gaseous materials for a given task in work environment.									
	1.10	Return unused materials for appropriate storage.									
LO 2: Illustrates the effects of gaseous, liquid and solid materials on self and work environment.	2.1	Explain the effects of a dirty and disorderly work environment.									
	2.2	Clean spilled liquid or powdered materials in work environment.									

	2.3	Arrange solid materials in accordance to Instruction.								
	2.4	State the procedure for Preventing effects of gaseous, liquid and solid materials using appropriate PPE and other devices.								
	2.5	Explain how read manufacturer's instructions and note expiry dates								
	2.6	Explain the risks and hazards associated with gaseous, liquid and solid materials.								
	2.7	Carry out proper housekeeping								

Learner's Signature:

Date:

Assessor's Signature:

Date:

IQA Signature (if sampled)

Date:

EQA Signature (if sampled)**Date:**

Unit: 007 Basic Operations in Carpentry and Joinery**Unit Reference Number: CON/CJ/007/L1****NSQ Level: 1****Credit Value: 3****Guided Learning Hours: 30****Independent Learning Hours (ILH): 45**

Unit Purpose:	The unit is designed to ensure that the learner operates and works effectively In basic carpentry and joinery operations such as measuring, marking, Cutting and Drilling Of Timber/Manufactured Board and Making Joints and apply safe work practices in accordance with organizational procedures and Legislative requirements.
Unit assessment evidence requirements	<p>To perform effectively and efficiently, the learner must show evidence through:</p> <p>Direct Observation Question and answers Witness testimony Work product Personal statement (Reflective account)</p>
Objectives	<p>By completing this mandatory unit, the learner must show competence in:</p> <ol style="list-style-type: none"> 1. Converting imperial system to metric system. 2. Preparing timber/manufactured boards 3. Illustrating with sketches various types of wood joints. 4. Applying methods and procedure in joint construction and assembling. 5. Carrying out drilling operations on simple framework.

Unit: 007 Basic Operations in Carpentry and Joinery work

Learning Outcome		Performance Criteria (PC)	Evidence Type				Evidence	Ref		
							Page	number		
LO1: Know how to convert imperial to metric system	1.1	Explain units used in measurement in carpentry and joinery work								
	1.2	Demonstrate the conversion of imperial systems to metric system and vice versa.								
	1.3	Identify standards sizes of timber and manufactured boards.								
LO 2: Preparation of timber/manufactured boards	2.1	Explain the importance timber preparation								
	2.2	Demonstrate correct use of basic hand tools to include, gauges, measuring tapes, rules, try-square etc.								
	2.3	Cut timber/manufactured boards to size correctly using basic hand cutting tools following standard procedures in accordance with instructions.								
	2.4	Plane timber and dress the edges of manufactured boards to size to include correct use of different planes.								
LO 3: Illustrate with sketches various types of wood joints										
	3.1	Explain joints used in carpentry and joinery work								
	3.2	Identify various joints used in carpentry and joinery works to include lengthening joints.								
	3.3	State basic requirements of a good wood work joint.								
	3.4	Read basic sketches of wood work joint.								
	3.5	Make sketches basic woodwork joints								

LO 4: Apply methods and procedure in joint construction and assembly																				
	4.1	Prepare wood/manufactured boards for construction to include simple bookcase, drawer and stool magazine rack, etc.																		
	4.2	Construct simple joints such as lap joint, tongue and groove, finger joints, etc.																		
	4.3	Identify basic assembly tools and equipment.																		
	4.4	Assemble joint using appropriate assembly tools such as sash clamp, mallet, hammer, etc.																		
	4.5	Dress joints neatly.																		
	4.6	Apply bond material and assemble correctly according to instruction.																		
	4.7	Clean joints neatly and keep in a safe place to set.																		
LO 5: Carry out drill operations on simple framework.																				
	5.1	Identify simple basic hand drilling tools used in carpentry and joinery work in accordance with specification and measurement.																		
	5.2	Describe different drilling procedures to include stopped hole, through hole drilling etc. using appropriate drill sizes and procedures safely.																		
	5.3	Carry out house keeping																		

Learner's Signature:

Date:

Assessor's Signature:

Date:

IQA Signature (if sampled)

Date:

EQA Signature (if sampled)**Date:**

Unit: 008 Site Preparation and Excavation**Unit Reference Number: CON/CJ/008/L1****NSQ Level: 1****Credit Value: 1****Guided Learning Hours (GHL): 10****Independent Learning Hours (ILH): 15**

Unit Purpose:	This unit is designed to ensure that the learner can operate and work effectively within the carpentry and joinery works environment. Be able to prepare sites and participate in excavation works.
Unit assessment requirements/evidence requirements	<p>The evidence required for this level includes:</p> <ol style="list-style-type: none"> 1. Observation 2. Professional discussion 3. Witness statement 4. Work Product evidence 5. Personal statement/ Reflective Journal
Objectives	<p>By completing this optional unit, the Learner should show competence in:</p> <ol style="list-style-type: none"> 1. Preparing the workplace with appropriate Tools and equipment. 2. Assisting in setting out for excavating foundation trench. 3. Assisting in procedures for backfilling, levelling and compacting earth

Unit: 008 Site Preparation and excavation

Learning outcome		Performance Criteria (PC)	Evidence Type				Evidence Ref Page number			
LO 1: Prepare the workplace with appropriate Tools and Equipment	1.1	Identify basic hand tools and equipment required for manual site preparation								
	1.2	Select and use appropriate tools and equipment for specific Sites.								
	1.3	Clear site observing safe work practices and procedures								
	1.4	Maintain the tools and equipment								
	1.5	Return tools and equipment for safe storage								
LO 2: Assist in setting out for excavating foundation trench	2.1	Identify basic tools used in setting out and excavation								
	2.2	Identify the procedures in setting out of the structure								
	2.3	Explain in the procedures for pegging to establish length and width trenches								
	2.4	Assist in setting out observing safe work practices								
	2.5	Identify and demonstrate the procedures required in excavation								
	2.6	Erect timbering against faces of excavation								
	2.7	Apply anti- termite treatment observing safe method of handling hazardous materials								
	2.8	Maintain and return all tools and unused materials for safe storage								
LO 3:										

Assist in procedures for back filling, levelling and compacting earth	3.1	Describe the procedures involved in filling, levelling in foundation									
	3.2	State the procedure for compacting of earth work manually.									
	3.3	State the safety precaution involved in 3.1 and 3.2 above									

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 009: Basic Scaffolding Operations**Unit Reference Number: CON/CJ/009/L1****NSQ Level: 1****Credit Value: 2****Guided Learning Hours: 20****Independent Learning Hours (ILH): 30**

Unit Purpose:	This unit is designed to ensure that the learner should effectively erect and dismantle different types of scaffolding applying safe work practices and procedures in accordance with safe work procedures and legislative requirements.
Unit assessment requirements/evidence requirements	<p>To perform effectively and efficiently, the learner must show evidence through:</p> <p>Direct Observation</p> <p>Question and answers</p> <p>Witness testimony</p> <p>Work Product</p> <p>Personal statement/ Reflective Journal</p>
Objectives	<p>By completing this optional unit, the Learner should show competence in:</p> <ol style="list-style-type: none"> 1. Identifying different types of scaffolds in use and requirements in construction. 2. Erecting different types of scaffolds in accordance with instructions. 3. Dismantling different types of scaffolds according to instruction.

Unit 009: Basic Scaffolding Operations

Learning outcome		Performance Criteria (PC)	Evidence Type				Evidence Ref Page number			
LO 1: Know types of scaffolds in use and requirements	1.1	Explain scaffolding								
	1.2	Identify different types of scaffolds used in carpentry and joinery works environment such as dependent and independent scaffolds								
	1.3	Explain reasons and basic requirements for using dependent and independent scaffolds								
	1.4	Explain the functional requirements of scaffolds								
	1.5	Identify different scaffolding materials such as: props, platforms, brace, toe, board, guardrail etc.								
	1.6	Observe safety measures in working at heights								
	1.7	Select appropriate scaffolds According to task to be carried out.								
LO 2: Understand how to erect different types of scaffolds according to instruction	2.1	State procedures of erecting dependent and independent scaffolds								
	2.2	Erect dependent and independent scaffolds in accordance with the task								
	2.3	Check scaffolds for strength, rigidity and stability								
	2.4	Maintain erected scaffold								
LO 3:										
	3.1	Dismantle dependent and independent scaffold after								

Know how to dismantle different types of scaffolds according to instruction		use in accordance with methods and procedure									
	3.2	Carryout dismantled scaffold members in accordance with loading and off-loading techniques									
	3.3	Stack scaffolds members in accordance with instruction of designated/specified locations									
	3.4	Carryout housekeeping and maintain clean work environment in accordance with work and safety at work regulations Act.									

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit: 010 Doors and Fixtures**Unit reference number:** CON/CJ/010/L 1**NSQ level:** 1**Credit value:** 4**Guided Learning Hours:** 40**Independent Learning Hours (ILH):** 60

Unit Purpose:	The unit is designed to ensure that the learner efficiently and effectively practice safe method and procedures in Installing frames, linings, and side hung doors in accordance with laid down accordance with company and Legislative requirements.
Unit assessment evidence requirements	<p>To perform effectively and efficiently, the learner should show evidence through:</p> <p>Direct Observation Question and answers Witness testimony Work product Personal statement (Reflective account)</p>
Objectives	<p>By completing this mandatory unit, the learner should show competence in:</p> <ol style="list-style-type: none"> 1. Selecting and using Tools for installation of frames, linings and side hung doors. 2. Installing frames, linings and side hung doors.

Unit 010: Doors and Fixtures

Learning outcome Criteria:-		Performance Criteria (PC)	Evidence Type	Evidence Ref Page number
LO 1: Know how to use tools for installation of frames, linings and side hung doors.				
	1.1	List appropriate working tools, materials and equipment according to task.		
	1.2	Select the right tools and equipment safely in accordance with appropriate instruction.		
	1.3	Use hand tools correctly in accordance with instructions for the given task.		
	1.4	Maintain and return used tools to appropriate storage space.		
LO 2: Understand how to Install frames, linings and side hung doors.				
	2.1	Prepare the jamb and door Opening to receive the frame and lining.		
	2.2	Select and bring the right Size of frame and lining to the opening.		
	2.3	Measure and ensure that the frame and lining are in conformity with Specifications.		
	2.4	Cut and trim to Appropriate size.		
	2.5	Fix and plumb the frame to the opening.		
	2.6	Select trim and fix lining and hinges appropriately.		
LO 3: Understand how to protect installed frames and lining from distortion and damage	3.1	Explain how to Protect the installed frames and lining from damage.		
	3.2	Barricade access from installed frames and lining		
	3.3	Carryout proper housekeeping.		
	3.4	Clean and return all tools used for safe storage.		
LO 4:	4.1	Explain the procedures involved for installation hung doors		

Understand how to install hung doors	4.2	Brace frame at top and bottom to maintain alignment											
	4.3	Take of the frame opening and transfer to door											
	4.4	Make adjustment where required											
	4.5	Use appropriate iron mongering and screw appropriately for stability											
	4.6	Fix locks and handle according to instruction											
	4.7	Carrying house keeping											

Learner's Signature:

Date:

Assessor's Signature:

Date:

IQA Signature (if sampled)

Date:

EQA Signature (if sampled)**Date:**

Unit 011:	Formwork in Foundation
Unit reference number:	CON/CJ/011/L 1
NSQ Level:	6
Credit Value:	9
Guided Learning Hours(GLH):	9
Independent Learning Hours (ILH):	18

Unit Purpose:	The unit is designed to ensure that the learner efficiently and effectively practice safe procedures in formwork construction
Unit assessment evidence requirements	<p>To perform effectively and efficiently, the learner should show evidence through:</p> <p>Direct Observation</p> <p>Question and answers</p> <p>Witness testimony</p> <p>Work product</p> <p>Personal statement (Reflective account)</p>
Objectives	<p>By completing this mandatory unit, the learner should show evidence and competence in:</p> <ol style="list-style-type: none"> 1. Selecting resources for erecting and striking formwork. 2. Working with specification within allowed time below ground level 3. Preparing Formwork above ground level according to specifications. 4. Dismantling formwork according to specification.

Unit: 011 Formwork in Foundation

Learning outcome		Performance Criteria (PC)	Evidence Type				Evidence Ref Page number			
LO 1: Know how to Select resources to erect and strike formwork										
	1.1	Explain the function of formwork								
	1.2	Identify the tools to be used for the formwork.								
	1.2	Select the relevant materials used for a given formwork.								
	1.3	Identify the hazards associated with the use of materials and tools.								
	1.4	Explain how to protect work, tools, materials and equipment from damage.								
	1.6	Recognise how to avoid human injury.								
	1.7	Dispose waste safely.								
LO 2: Understand how to work with specification within allowed time below ground level										
	2.1	Select the methods of work to meet specification within estimated and allocated time (keep deadline)								
	2.2	Wear PPE for the task.								
	2.3	Use drawings, specifications, codes, symbols, and schedules for the task.								
	2.4	Demonstrate work skills to measure mark-out, fit, finish work.								
	2.5	Use hand tools and assist in the use portable power tools								
	2.6	Erect formwork below ground level to given working instructions for at least 2 of the following: i) Walls ii) Columns iii) Beams (ground or suspended) iv) Suspended floors.								
	2.7	Fasten the Formwork.								
	2.8	Brace the Formwork.								
	2.9	Secure the work to health and safety at work requirement.								
	2.10	Return unused materials to storage								
	2.11	Clean tools for appropriate storage.								
	2.12	Carry out and ensure good housekeeping of the Workplace.								

Unit: 012 Working Platform in Carpentry and Joinery**Unit reference number:** CON/CJ/012/L 1**NSQ Level:** 1**Credit Value:** 5**Guided Learning Hours:** 50**Independent Learning Hours (ILH): 75**

Unit Purpose:	The unit is designed to ensure that the learner efficiently and effectively erect and dismantle access/working platform follow safe work practices, method and procedures to complete the task within estimated time with minimum wastage and damages.
Unit assessment evidence requirements	<p>To perform effectively and efficiently, the learner should show evidence through at least three of the under listed assessment methods:</p> <p>Direct Observation Question and answers Witness testimony Work product Personal statement/Reflective Journal</p>
Objectives	<p>By completing this mandatory unit, the learner should be able to show competence in:</p> <ol style="list-style-type: none"> 1. Sourcing and interpreting information related to working platforms and its environment. 2. Selecting materials, tools and equipment. 3. Erecting and dismantling access/work platforms.

Unit 012: Working Platform

Learning outcome		Performance Criteria (PC)	Evidence Type					Evidence Ref					Page number
LO 1: Understand how to interpret information related to working platforms	1.1	Explain the term working platform											
	1.2	Identify organisational procedures and reporting appropriate information.											
	1.2	Interpret organisational procedures relating to the work such as risk, specification, manufacturers instruction, drawing, sketches and symbols.											
	1.3	Comply with work methods.											
	1.4	Wear and use PPE, in accordance with safety regulations to access working platforms.											
	1.5	Maintain access working platforms, tools and equipment.											
	1.6	Store safely unused materials, tools and equipment.											
LO 2: Select Materials, tools and equipment for Access/ Work platform.													
	2.1	Identify materials, tools and equipment for the work e.g. timber, nails etc.											
	2.2	Select materials for specific task.											
	2.3	Select tools and equipment for specific task.											
	2.4	Handle materials, tools and Equipment safely.											
	2.5	Protect working tools, equipment and its surrounding area from damage.											
	2.6	Clean and return all tools and equipment for storage.											
LO 3: Erect and dismantle access/ work platforms.													
	3.1	Prepare timber for erecting Access to working platform.											
	3.2	Demonstrate skills to measure, mark out and cut timber to required sizes.											
	3.3	Erect access to work platform using appropriate tools and equipment.											

3.4	Use correct sizes of nails to erect access to work platform.								
3.5	Minimize damages /wastage of materials during preparation and erection of access to working platform.								
3.6	Use erected work platform correctly.								
3.7	Dismantle erected access to work platform safely after use.								
3.8	Return dismantled access to work platform/components, for appropriate storage.								
3.9	Clean and return tools and equipment to store.								
3.10	Observe standard housekeeping procedures.								

Learner's Signature:

Date:

Assessor's Signature:

Date:

IQA Signature (if sampled)

Date:

EQA Signature (if sampled)**Date:**

NATIONAL SKILLS QUALIFICATIONS

CARPENTRY AND

JOINERY

LEVEL 2

2021

QUALIFICATION: **Carpentry and Joinery**

QCF Level: **2**

Credit Value: **26**

Total Guided Learning Hours: **310**

Total Independent Learning Hours: **465 Hours**

Level Purpose:	At the end of the Units within this level, the learner should be able to:
1.	Install frames, linings and side hung doors.
2.	Identify Tools requirement for the installation of frames, lining and side hung doors.
3.	Identify types of PPE relevant to the work environment.
4.	Understand safe work practices
5.	Source for Information in a work environment relating to the task.
6.	Understand the effects of gaseous, powder, solids and liquids on self and the work.
7.	Understand materials handling and storage.
8.	Identify chemicals in work environment.
9.	Identify bonding materials used in carpentry and joinery.
10.	Identify various types of manufactured boards.
11.	Identify range of materials used in carpentry and joinery.
12.	Understand health and safety in handling materials and storage in work environment.
13.	Understand the effective use of basic hand tools in carpentry and joinery.
14.	Identify the use of various power tools and equipment in carpentry and joinery work.
15.	Maintain and deploy communication equipment.
16.	Understand complex communication system in a work environment.
17.	Communicate clearly to assistant carpenter on H & S.
18.	Identify various types of PPE in the work environment.
19.	Identify safety hazards and risk in the work environment.
20.	Understand work practices and instruction in work environment.

LEVEL 2	CARPENTRY AND JOINERY				
LEVEL 2	SUMMARY				
UNIT	CREDIT VALUE	GLH	UNIT REFERENCE	PERFORMANCE CRITERIA:	REMARK
UNIT:01	3	30	CON/CJ/001/L2	Health and Safety in carpentry and joinery work Environment.	Mandatory
UNIT: 02	1	10	CON/CJ/002/L2	Communication system in a work environment	Mandatory
UNIT: 03	3	30	CON/CJ/003/L2	Teamwork	Mandatory
UNIT: 04	2	20	CON/CJ/004/L2	Tools and Equipment	Mandatory
UNIT: 05	4	40	CON/CJ/005/L2	Materials Handling and Storage	Mandatory
UNIT: 06	2	20	CON/MS/001/L2	Site Preparation and Excavation II	Mandatory
UNIT: 07	2	20	CON/CJ/007/L2	Scaffolding II	Mandatory
UNIT: 08	4	40	CON/CJ/008/L2	Work Platform II	Mandatory
UNIT: 09	2	20	CON/CJ/009/L2	Formwork Operations II	Mandatory
UNIT: 10	2	20	CON/CJ/010/L2	Woodwork Operations	Optional
UNIT: 11	5	50	CON/CJ/011/L3	Timber Walls and Floors	Optional
UNIT:12	4	40	CON/CJ/012/L3	Doors and Fixtures II	Optional
UNIT: 13	5	50		Information and Communication Technology (ICT)	Optional
UNIT: 14	1	10	CON/TL/004/L3	Lay and Repair Tiles	Optional
UNIT: 15	1	10	CON/TL/007/L3	Tiling Curved Surface	Optional



Note the format for summary page is different from that of level one

Level assessment requirements/evidence requirements	
To be able to have the level 2 qualification in carpentry and joinery, the candidate is expected to undertake and achieve all the mandatory units 23 credits and 8 credits from optional units.	
The evidence requirements for this level include:	
1.	Direct Observation
2.	Question and Answers
3.	Witness Testimony
4.	Work Product
5.	Personal Statement/ reflective account
6.	Recognition of Prior Learning

Unit 001: Health and Safety in Carpentry and Joinery Work Environment**Unit Reference Number:** CON/CJ/001/L2**QCF Level:** 2**Credit Value:** 3**Guided Learning Hours:** 30**Independent Learning Hours:** 45

Unit Purpose:	The unit is designed to ensure that the learner who operates and works within the carpentry and joinery Environment is able to Identify, compare and apply safe work practices and procedures in accordance with organizational and legislative requirements.
Unit assessment Evidence requirements	To perform effectively and efficiently, the learner should show evidence through: Observations Question and Answers Witness Statement Work Product Personal Statement/Reflective Account
Objectives	By completing this mandatory unit, the learner should show competence in: <ol style="list-style-type: none"> 1. Comparing and applying safe work practices and instructions 2. Identifying safety, hazards and risks of the work 3. Recognizing the various types of Personal Protective Equipment (PPE) relevant to task being executed. 4. Applying appropriate techniques for lifting and stacking tools equipment and materials 5. Working safely and supervise Assistant Carpenter.

Unit 001: Health and Safety in Carpentry and Joinery Work Environment

Learning Outcome		Performance Criteria	Evidence Type				Evidence Ref. Page Number			
LO 1: Know work practices and instructions in a Work environment	1.1	Explain safe work practices and instructions to Assistant Carpenter.								
	1.2	Compare safe work practices and instructions in accordance with company safety guides.								
	1.3	Apply safe work practices to a given task such as formwork, scaffolding, etc.								
	1.4	Follow safe methods and procedures of work practices.								
LO 2: Understand Safety hazards and risks in the work Environment.	2.1	Recognize safety signs and symbols in work environment								
	2.2	Identify potential hazards and risks in work environment.								
	2.3	Explain potential hazards and risks in surface, heights and depth areas.								
	2.4	Take appropriate actions to prevent accident/injury.								
	2.5	Carry out safety drills.								
LO 3: Understand the use of various types of PPE in the work environment.	3.1	Identify types of PPE and their uses.								
	3.2	Select and wear appropriate PPE correctly.								
	3.3	Provide PPE to Assistant Carpenter and supervise him/her to follow instructions.								
	3.4	Maintain and return PPE for storage.								
LO 4: Know stacking techniques.	4.1	Apply appropriate methods of lifting techniques for materials in work environment.								
	4.2	Implement proper stacking methods and procedures in material handling.								
	4.3	Guide on proper application of manual lifting techniques for heavy materials.								

	4.4	Check on application of safe work practices and procedures in work environment.										
LO 5: Know how to provide information clearly to Assistant Carpenter on health & safety policy.	5.1	Provide health and safety information of organizational safety policy to Assistant Carpenter.										
	5.2	Explain the importance of health and safety to Assistant Carpenter.										
	5.3	Compare Assistant Carpenter work practices with safety guidelines										

Learner's Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 002: Communication System in a Work Environment**Unit Number Reference:** CON/CJ/002/L2**QCF Level:** 1**Credit Value:** 1**Guided Learning Hours:** 10**Independent Learning Hours:** 15

Unit Purpose	To establish a quality communication system that is responsive and subject to change in meeting workers and employers need, in work Environment.
Unit assessment evidence:	To perform effectively and efficiently, the learner must show evidence requirements through: Observation Question and answers Witness testimony Work product Personal statement/Reflective account
Objectives:	By completing this mandatory unit, learner must show competence in: <ol style="list-style-type: none"> 1. Using a non-complex communication system in a work environment. 2. Developing the ability to identify the source of information in a work environment. 3. Recognize various communication means in a work environment. 4. Maintaining and use communication equipment.

Unit 002: Communication System in a Work Environment

Learning Outcome		Performance Criteria	Evidence Type		Evidence Ref. Page Number
LO 1: Complex communication system in a work environment.	1.1	Supervise the use of audio, electronic and Electro-magnetic means to pass on necessary information.			
	1.2	Describe simple non-verbal means of communication.			
	1.3	Read and interpret concept of symbols and signs appropriately.			
LO 2: Source of Information in a work environment.	2.1	Participate in creating and making functional the source of information in an organization, and work environment.			
	2.2	Make accessible the source of information in an organization or work environment.			
	2.3	Relate appropriately with the Source of information.			
	2.4	Use the various information flow system in an organization or work environment to overcome challenges.			
	2.5	Ensure proper documentation and retrieval of information in accordance with procedure in a work environment.			
LO 3: Understand various communication means in a work environment	3.1	Ensure the accessibility of the communication equipment in the work environment.			
	3.2	Describe the effective use of the Various communication channels in a work environment.			
	3.3	Demonstrate the use of various communication means in a work environment.			
	3.4	Ensure effective information flow to the right personnel.			
	3.5	Ensure the effective use of symbols, signs and codes.			
	3.6	Ensure that instructions are obeyed and disseminated in line with ethics of the work environment.			

LO 4: Know how to maintain and deploy communication equipment.	4.1	Ensure that communication equipment are in good working conditions.										
	4.2	Liaise with the maintenance unit to ensure that communication equipment are maintained regularly.										
	4.3	Liaise with appropriate authority to replace communication equipment in the event of loss or damage.										
	4.4	Ensure that communication equipment are stored appropriately in a work environment.										

Learner's Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 003: Teamwork**Unit Reference Number:** CON/CJ/003/L2**QCF Level:** 2**Credit Value:** 3**Guided Learning Hours:** 30**Independent Learning Hours:** 45

Unit Purpose:	The purpose for this unit is to impart on the carpenter skills, knowledge and understanding required to develop team spirit and positive working relationship with colleagues.
Unit Assessment Evidence Requirements:	To perform effectively and efficiently, the learner must show evidence requirements through: Question and answers Witness testimony Work product Personal statement/ Reflective account Check list
Objectives:	By completing this optional unit, learner should show competence in: <ol style="list-style-type: none"> 1. Developing positive working relationship with colleagues. 2. Taking responsibilities within his team. 3. Complying with the code of conduct in the workplace as it's relates to team work.

Unit 003: Teamwork

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Know positive working relationship with colleagues.	1.1	Identify the need for developing positive working relationship with colleagues.		
	1.2	Recognize the importance of relating with other people in a way that makes them feel valued and respected.		
	1.3	Assist team members when required.		
	1.4	Report to the appropriate personnel when request for assistance falls outside area of your area responsibility.		
	1.5	Communicate information to colleagues about own work that might affect others.		
LO 2: Understand how to take responsibilities within the team.	2.1	Recognize own role and responsibilities within the team.		
	2.2	Perform individual tasks in line with the team rules and regulations		
	2.3	Participate effectively in teamwork.		
LO 3: Understand compliance with policy of organization.	3.1	Work in line with the policy of organizational standard.		
	3.2	Use organization code of practice.		
	3.3	Explain organizational code of conduct.		

Learner's Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 004: Tools and Equipment**Unit Reference Number:** CON/CJ/004/L2**NSQ Level:** 2**Credit Value:** 2**Guided Learning Hours:** 20**Independent Learning Hours (ILH):** 30

Unit Purpose:	The unit is designed to ensure that the learner operates and work effectively within the carpentry and joinery environment to identify and use tools and equipment in accordance with safe work practices and procedures.
Unit Assessment Evidence Requirements:	<p>To perform effectively and efficiently, the learner should show evidence through:</p> <p>Observation</p> <p>Question and answers</p> <p>Witness testimony</p> <p>Work product</p> <p>Personal statement / Reflective account</p>
Objectives:	<p>By completing this mandatory unit, learner must show competence in:</p> <ol style="list-style-type: none"> 1. Use of hand tools and equipment in carpentry and joinery work. 2. Use of portable power tools and equipment in carpentry and joinery work. 3. Use of machines tools.

Unit 004: Tools and Equipment

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Know how to use hand tools and equipment in carpentry joinery work.	1.1	Select hand tools for cutting and planing.		
	1.2	Use hand tools correctly and efficiently following safe methods and procedures for marking, cutting etc. in accordance with instructions.		
	1.3	Maintain all hand tools used in accordance with manufacturer's instructions.		
	1.4	Clean and return hand tools used for proper storage.		
	1.5	Identify the various Portable Power Tools (PPT) and equipment such as orbital sanders, portable power planer, portable power drill, portable power jig saw etc.		
LO 2: Know how to use portable power tools in Carpentry and Joinery work.	2.1	Describe and explain the uses of PPT in 1.1 above.		
	2.2	Select and safely use appropriate PPT according to a given task such as formwork, scaffold etc.		
	2.3	Maintain all PPT used following manufacturer's guidelines and instructions.		
	2.4	Clean and return all PPT used for proper storage.		
LO 3: Know how to use machine tools in carpentry and joinery work.	3.1	Identify the various fixed woodworking machines such as spindle moulder, thicknesser, band saws, drilling, cross-cutting machines, circular saw etc.		
	3.2	Select appropriate machine for specific task such as drilling.		
	3.3	Check to ensure that the machine is in good condition.		
	3.4	Operate drilling machine to perform a given task such as drilling, boring etc. safely.		

	3.5	Maintain equipment in accordance with instruction.										
	3.6	Carryout proper housekeeping.										

Learner's Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 005: Material Handling and Storage**Unit Reference Number:** CON/CJ/005/L2**NSQ Level:** 2**Credit Value:** 4**Guided Learning Hours:** 40**Independent Learning Hours (ILH):** 60

Unit Purpose:	The unit is designed to ensure that the learner efficiently and effectively practices safe method and procedures in handling and storing materials.
Unit Assessment Evidence Requirements:	<p>To perform effectively and efficiently, the learner should show evidence through:</p> <ul style="list-style-type: none"> Observation Question and Answers Witness Testimony Work Product Personal Statement/Reflective Account
Objectives:	<p>By completing this mandatory unit, learner must show competence in:</p> <ol style="list-style-type: none"> 1. Observing Health and Safety in handling material and storage. 2. Demonstrating ability to identify and select a range of materials used in carpentry and joinery. 3. Identifying different types of manufactured boards and methods of storage. 4. Identifying and using bonding materials in carpentry and joinery. 5. Applying wood finishes. 6. Applying and using wood chemicals.

Unit 005: Material Handling and Storage

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Know the Health and safety requirements in handling materials and storage.	1.1	Source information in work environment		
	1.2	Identify sources of obtaining materials.		
	1.3	Observe safety in loading and off-loading of materials.		
	1.4	Observe safety in handling materials.		
	1.5	Observe safety in using materials.		
	1.6	Observe safety in returning of unused materials for storage.		
LO 2: Demonstrate ability to select from range of materials used in carpentry and joinery.	2.1	Differentiate between soft and hardwood.		
	2.2	Explain timber processing methods such as felling, logging, conversion, seasoning etc.		
	2.3	Describe timber seasoning and preservation.		
	2.4	Identify various timber defects.		
	2.5	Identify causes of timber defects.		
	2.6	Adopt appropriate methods of storing timber.		
LO 3: Know the various types of manufactured boards and storage methods.	3.1	Identify various types of Manufactured boards such as plywood, particles board, hardboards, medium density fiber boards etc.		
	3.2	Identify various sizes of Manufactured boards.		
	3.3	Select Manufactured boards for specific task in carpentry and joinery.		
	3.4	Adopt an appropriate method of storing Manufactured boards.		
LO 4: Know bonding and fastening materials in Carpentry and Joinery.	4.1	Select bonding materials in relation to Manufacture boards.		
	4.2	Apply bonding materials such as animal glue in accordance with manufacturer's instructions.		

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Learner's Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 006: Site Clearance and Excavation II**Unit Reference Number:** CON/MS/011/L2**NSQ Level:** 2**Credit Value:** 2**Guided Learning Hours:** 20**Independent Learning Hours (ILH):** 30

Unit Purpose:	The unit is designed to ensure that the carpenter that operates and works within the carpentry and joinery work environment has the ability to construct roof and ceiling in work environment.
Unit Assessment Evidence Requirements:	<p>To perform effectively and efficiently, the learner should show evidence through:</p> <p>Observation Questions and Answers Witness Statement Product Evidence Personal Statement Reflective/ Account</p>
Objectives:	<p>By completing this mandatory unit, learner should show evidence and competence in:</p> <ol style="list-style-type: none"> 1. Identifying basic hand tools and equipment for site clearance and excavation. 2. Selecting and using appropriate tools and equipment for site clearance and excavation. 3. Clearing site safely in accordance with instructions. 4. Maintaining and returning tools and equipment for proper storage. 5. Practice good housekeeping.

Unit 006: Site Clearance and Excavation II

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Information in a work environment.	1.1	Identify portable power tools used in site clearance.		
	1.2	Select appropriate tools and equipment for specific sites.		
	1.3	Clear site observing safe work practices and procedures.		
	1.4	Maintain the tools and equipment.		
	1.5	Return tools and equipment for safe storage.		
LO 2: Excavate foundation trench.	2.1	Identify basic tools used in setting out and excavation.		
	2.2	Identify the methods and procedures in setting out of the structure.		
	2.3	Assist in setting out observing safe work practices.		
	2.4	Identify and demonstrate the necessary procedures in excavation.		
	2.5	Erect timbering against faces of excavation.		
	2.6	Apply anti-termite treatment observing safe method of handling hazardous materials.		
	2.7	Maintain and return all tools and unused materials for safe storage.		
LO 03: Selection and use of resources.	3.1	Identify material for used filling.		
	3.2	State procedure for levelling.		
	3.3	State procedure for compaction of earth manually and mechanically		

Learner's Signature:

Date:

Assessors Signature:

Date:

IQA Signature (if sampled)

Date:

EQA Signature (if sampled)**Date:**

Unit 007: Scaffolding II**Unit Reference Number:** CON/CJ/007/L2**NSQ Level:** 2**Credit Value:** 2**Guided Learning Hours:** 20**Independent Learning Hours (ILH):** 30

Unit Purpose:	The unit is designed to ensure that the learner works within the carpentry and joinery environment applying safe work practice in erecting and dismantling scaffold in accordance with laid down procedures and legislative requirements.
Unit Assessment Evidence Requirements:	<p>To perform effectively and efficiently, the learner should show evidence through:</p> <p>Observation Question and Answers Witness Testimony Work Product Reflective Account</p>
Objectives:	<p>By completing this mandatory unit, learner must show competence in:</p> <ol style="list-style-type: none"> 1. Scaffolding operations. 2. Erecting scaffold. 3. Dismantling scaffold.

Unit 007: Scaffolding II

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Understand scaffolding operations.	1.1	Differentiate between types of scaffolds (dependent, independent etc.) used in work environment.		
	1.2	Explain the basic requirement of when and how to use dependent and independent scaffolds.		
	1.3	Select different scaffolding components such as props, platforms, brace, toe board, guardrail etc.		
	1.4	Use safety devices such as safety belt.		
	1.5	Select appropriate scaffold according to task to be carried out.		
LO 2: Understand the erection of scaffolds	2.1	State procedures and method of erecting dependent and independent scaffolds.		
	2.2	Erect dependent and independent scaffolds to meet functional requirements.		
	2.3	Check scaffold for strength, rigidity and stability.		
	2.4	Maintain erected scaffold.		
LO 3: Understand procedure of dismantling dependent and independent scaffolds.	3.1	Dismantle dependent and independent scaffold after use in accordance with procedure.		
	3.2	Carry dismantled scaffold members in accordance with loading and off-loading techniques.		
	3.3	Stack dismantled scaffolds members in accordance with instruction of designated/specified locations.		
	3.4	Carry out housekeeping and maintain clean work environment in accordance with work and safety at work regulations Act.		

Learner's Signature:

Date:

Assessors Signature:

Date:

IQA Signature (if sampled)

Date:

EQA Signature (if sampled)**Date:**

Unit 008: Work Platform II

Unit Reference Number:	CON/CJ/008/L2
NSQ Level:	2
Credit Value:	4
Guided Learning Hours:	40
Independent Learning Hours (ILH):	60

Unit Purpose:	The unit is designed to ensure that Carpenter efficiently and effectively practices safe method and procedures in constructing access to work platform in accordance with laid down organizational and legislative requirements.
Unit Assessment Requirements/Evidence Requirements	<p>To perform effectively and efficiently, the learner should show evidence through at least three of the under listed assessment methods:</p> <p>Observation Question and Answers Witness statement Work product Reflective account</p>
Objectives:	<p>By completing this optional unit, the learner should show evidence and competence in:</p> <ol style="list-style-type: none"> 1. Understanding the process of constructing access to work platforms. 2. Constructing access to work platform. 3. Dismantling access to work platform.

Unit 008:**Work Platform II**

Learning Outcome		Performance Criteria	Evidence Type						Evidence Ref. Page Number
LO 1: Process of constructing access to platform.	1.1	Explain the process of constructing access to work platform.							
	1.2	Select material for making access to working platform.							
	1.3	Select appropriate tools for making access to working platform e.g. hammer, saw etc.							
LO 2: Construct access to work platform.	2.1	Prepare material for access to working platform.							
	2.2	Apply safety in constructing work access platform.							
	2.3	Construct access to platform using the correct procedure.							
	2.4	Return tools for proper storage e.g. nails, solid wood etc.							
LO 3: Dismantle access to work platform.	3.1	Explain the process of dismantling access to work platform.							
	3.2	Dismantle access to work platform using the correct procedures.							
	3.3	Stack dismantled members according to instruction.							
	3.4	Return tools for proper storage.							
	3.5	Carry out proper housekeeping							

Learner's Signature:

Date:

Assessors Signature:

Date:

IQA Signature (if sampled)

Date:

EQA Signature (if sampled)**Date:**

Unit 009: Formwork Operations II**Unit Reference Number:** CON/CJ/009/L2**NSQ Level:** 2**Credit Value:** 2**Guided Learning Hours:** 20**Independent Learning Hours (ILH):** 30

Unit Purpose:	The unit is designed to ensure that Carpenter efficiently and effectively practices safe method and procedures in constructing basic formwork.
Unit Assessment Evidence Requirements:	<p>To perform effectively and efficiently, the learner should show evidence through:</p> <ul style="list-style-type: none"> i. Observation ii. Question and Answers iii. Witness Testimony iv. Work Product v. Reflective Account vi. Check list
Objectives:	<p>By completing this mandatory unit, learner should show evidence of competence in:</p> <ul style="list-style-type: none"> 1. Selecting Resources necessary for erecting formwork. 2. Working in accordance with specification to erect formwork below ground level. 3. Erecting formwork above ground level. 4. Dismantling formwork.

Unit 009: Formwork Operations II

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Understand how to select resources for formwork	1.1	Select the relevant materials to be used for formwork operations.		
	1.2	Select the relevant tools to be used for the task.		
	1.3	Identify the hazards associated with the resources and use of tools.		
	1.4	Describe how to protect work, tools, materials and equipment from damage.		
	1.5	State how to avoid human injury.		
	1.6	State how to dispose waste safely.		
LO 2: Know how to erect formwork to specification within allowed time below ground level.	2.1	Interpret work specification to meet deadline.		
	2.2	Interpret drawings, specifications, codes, symbols, schedules for the task.		
	2.3	Measure, mark-out, cut and finish work.		
	2.4	Use portable power tools etc.		
	2.5	Erect formwork below ground level of given working instructions for at least 2 of the following: <ul style="list-style-type: none"> • Walls • Columns • Beams (ground or suspended) • Suspended floors. 		
	2.6	Fasten and brace the formwork.		
	2.7	Secure the work to health and safety requirement.		
	2.8	Protect formwork from damage and distortion.		
	2.9	Return unused material for storage.		
	2.10	Carry out proper housekeeping of the workplace.		
LO 3:	3.1	Apply safe work practices in erecting formwork above ground level.		

Know how to Erect Formwork above ground level.	3.2	Erect formwork for columns, beams, floor, slabs, kickers, stop ends, precast units etc.									
	3.3	Strike formwork for columns, beams, floor, slabs, kickers, stop ends, precast units etc.									
	3.4	Attach fasteners, braces, soldiers and wallings to the formwork.									
LO 4 Know how to Dismantle Formwork.	4.1	Apply safety procedures relevant to dismantling formwork.									
	4.2	Apply appropriate method in dismantling formwork.									
	4.3	Remove fasteners and braces.									
	4.4	Stack fasteners and braces									
	4.5	Remove the formwork members.									
	4.6	Stack the formwork members.									

Learner's Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 010:**Woodwork Operations****Unit Reference Number:**

CON/CJ/010/L2

NSQ Level:

2

Credit Value:

2

Guided Learning Hours:

20

Independent Learning Hours (ILH):

30

Unit Purpose:	The unit is designed to ensure that the carpenter operates within the carpentry and joinery works environment applying safe work practices and procedures to carry out wood operations in accordance with organizational procedures and legislative requirements.
Unit Assessment Evidence Requirements:	<p>To perform effectively and efficiently, the learner should show evidence through:</p> <p>Observation Question and Answers Witness Testimony Work Product Personal Statement/ Reflective Account</p>
Objectives:	<p>By completing this mandatory unit, learner must show competence in:</p> <ol style="list-style-type: none"> 1. Preparing timber and manufactured boards to the right sizes for a given task. 2. Understanding various wood joints in Carpentry and Joinery. 3. Constructing and assembling of various wood joints. 4. Performing drilling operations.

Unit 010:**Woodwork Operations**

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Know how to prepare timber and manufactured boards to the right sizes for a given task.	1.1	Identify standard for timber and manufactured board.		
	1.2	Calculate the dimensions of table length, height and width.		
	1.3	Use measuring devices such as gauges, measuring tapes, ruler, try square etc.		
	1.4	Cut timber/manufactured board to sizes as contained in the working drawing.		
	1.5	Plane wood component of table members to actual sizes.		
LO 2: Understand various wood joints in Carpentry and Joinery.	2.1	Identify various joints used in carpentry and joinery work.		
	2.2	Read basic wood work joint sketches.		
	2.3	Sketch basic wood work joints.		
	2.4	Identify basic assembly tools and equipment.		
LO 3: Know the procedure for constructing and assembling various wood joints.	3.1	Prepare wood/manufactured board to construct bookshelf, drawers, stool magazine rack etc.		
	3.2	Construct joints such as dove tail, tongue and groove etc.		
	3.3	Dress joint members neatly.		
	3.4	Apply synthetic bond neatly to joint members.		
	3.5	Assemble joint members using tools such as sash clamp, mallet, hammer etc.		
	3.6	Clean joints neatly and keep in a safe place to set.		
LO 4: Perform drilling operations of a given task.	4.1	Identify simple basic hand drilling tools used in carpentry and joinery work in accordance with specification and measurement.		
	4.2	Describe different drilling procedures to include stopped hole, through hole etc.		

	using appropriate drill sizes and procedures safely.									
4.3	Use portable power drill correctly in accordance with instruction given for task such as stopped hole, through hole etc.									
4.4	Use hand tools correctly in accordance with instructions given for the task.									
4.5	Maintain and return used tools to appropriate storage space.									

Learner's Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 011: Timber Walls and Floors**Unit Reference Number:** CON/CJ/011/L2**NSQ Level:** 2**Credit Value:** 2**Guided Learning Hours:** 20**Independent Learning Hours (ILN):** 30

Unit Purpose:	The unit is designed to ensure that the learner efficiently and effectively practices safe method and procedures in erecting timber walls and floors in accordance with laid down Health and Safety environment and legislative requirements.
Unit Assessment Evidence Requirements:	<p>To perform effectively and efficiently, the learner should show evidence through:</p> <p>Observation Questions and Answers Witness Testimony Work Product Personal Statement/Reflective Account</p>
Objectives:	<p>By completing this optional unit, Learner should show competence in:</p> <ol style="list-style-type: none"> 1. Accessing information for the desired task. 2. Safe work practice. 3. Identifying resources (materials and tools) and use them efficiently in carrying out given task. 4. Identifying and using Protective devices. 5. Constructing wooden walls and floors. 6. Keeping time frame as scheduled.

Unit 011: Timber Walls and Floors

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Access information for the desired task.	1.1	Identify drawings, specifications, schedules etc.		
	1.2	Explain method statement, risk assessments, manufacturer's information and regulation governing buildings.		
	1.3	Use various types of information, their sources and how they are interpreted.		
	1.4	Explain the organizational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.		
LO 2: Safe work practices.	2.1	Determine the level of knowledge operatives must have on relevant information, current legislative, official guidance and how it is applied.		
	2.2	Explain how emergencies should be reported and responded to.		
	2.3	Use organizational security procedures for tools, equipment, materials and personal belongings.		
	2.4	Identify accident reporting procedures and who is responsible for making the report.		
	2.5	Explain when and how health and safety control equipment should be used.		
LO 3: Identify Resources (materials and tools) for a given task.	3.1	Identify the characteristics associated with resources such as wood, tools finance, transport etc.		
	3.2	Explain how defects should be rectified.		
	3.3	Explain how the resources should be used and any problems associated with the resources are reported.		
	3.4	Explain procedures for selecting resources.		
	3.5	Identify hazards associated with the resources and methods of work and how they can be overcome.		
	3.6	Select good materials, components before fixing timber on walls or floors.		

[illegible]

Learner's Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 012: Doors and Fixtures II**Unit Reference Number:** CON/CJ/012/L2**NSQ Level:** 2**Credit Value:** 4**Guided Learning Hours:** 40**Independent Learning Hours (ILN):** 60

Unit Purpose:	The unit is designed to ensure that Carpenter efficiently and effectively practices safe method and procedures in installing frames, linings and side hung doors in accordance with company and legislative requirement.
Unit Assessment Evidence Requirements:	<p>To perform effectively and efficiently, the learner should show evidence through:</p> <p>Observation Question and Answers Witness Testimony Work Product Reflective Account</p>
Objectives:	<p>By completing this mandatory unit, learner should be able to show competence in:</p> <ol style="list-style-type: none"> 1. Observing Health and Safety in installing frames, linings and side hung doors. 2. Selecting a range of materials used in carpentry and joinery. 3. Installing frames, linings and side hung doors correctly and efficiently.

Unit 012: Doors and Fixtures II

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Understand the process of installing frame, lining and side hung doors.	1.1	Explain the process of installing a frame.		
	1.2	State the sequence of installing a side hung door.		
	1.3	State the safety requirements of installing frame, lining and side hung doors.		
	1.4	Select the tools required for installing a frame.		
LO 2: Know the tools requirement for installation of frames, linings and side hung doors.	2.1	Select hand, portable power tools and equipment that are deployed in installation of framed doors and fixtures.		
	2.2	Apply hand tools correctly in accordance with instructions given for the installation of frames and fittings.		
	2.3	Return used tools to appropriate storage space.		
LO 3: Installation of frames, linings and side hung doors.	3.1	Prepare the wall opening to receive jamb frame and lining.		
	3.2	Bring the right size of frame and lining to the wall opening.		
	3.3	Measure and ensure that the frames and lining are in conformity with specification.		
	3.4	Trim to appropriate size.		
	3.5	Fix the frame to the opening.		
	3.6	Plumb the frame to the opening.		
	3.7	Fix lining and hinges appropriately.		
	3.8	Protect the work from damage and distortion.		
	3.9	Carry out proper housekeeping.		
	3.10	Maintain and return all tools used for safe storage.		

Learner's Signature:

Date:

Assessors Signature:

Date:

IQA Signature (if sampled)

Date:

EQA Signature (if sampled)**Date:**

Unit 013: Information and Communication Technology (ICT)**Unit Reference Number:** CON/CJ/013/L2**NSQ Level:** 2**Credit Value:** 5**Guided Learning Hours:** 50**Independent Learning Hours (ILH):** 75

Unit Purpose:	The unit enables the learner use information and communication technology, effectively in discharging his/her duties.
Unit Assessment Evidence Requirements:	The learner in level 4 , if achieved this unit, not only operate computer using computer appreciation knowledge, but also operate Microsoft excel by creating formulae and charts to represent information and use relevant power system operating tool/software.
Unit assessment requirement:	Computer System Input and output devices.
Evidence requirements:	<ol style="list-style-type: none"> 1. Observation 2. Witness testimony 3. Questioning 4. Personal statement or reflective account 5. Work product 6. Processional discussion.

Unit 013: Information and Communication Technology (ICT)

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Application of the knowledge of computer appreciation.	1.1	Identify and explain computer and its accessories.		
	1.2	Operate computer by starting and shutting down effectively.		
	1.3	Understand Microsoft office.		
	1.4	Use Microsoft word to create document.		
	1.5	Use Microsoft excel to create spread sheet.,		
LO 2: Saving and retrieving information.	2.1	Save information.		
	2.2	Retrieve information whenever required.		
	2.3	Edit and modify information whenever required.		
LO 3: Updating and validating information using computer system.	3.1	Update information/record appropriately.		
	3.2	Select and share appropriate information for communication.		
	3.3	Process data.		
LO 4: Identification of tools and software for power system operation.	4.1	Identify tools and software used for power system operation in your environment.		
	4.2	Explain the basics of operating the tools and software.		
LO 5: Formulae and charts usage in excel.	5.1	Explain how to use formulae in excel operation.		
	5.2	Explain the procedure of creating simple formulae in excel relevant to your operation.		
	5.3	Open and interpret charts in excel.		
	5.4	Use formulae and chart to represent information.		
LO 6: Internet usage to source information.	6.1	Identify sources of internet.		
	6.2	Understand and explain how to use internet to source information.		
	6.3	Identify websites relevant to your field of operation.		

Learner's Signature:

Date:

Assessors Signature:

Date:

IQA Signature (if sampled)

Date:

EQA Signature (if sampled)**Date:**

Unit 014: Lay and Repair Tiles**Unit Reference Number:** CON/TL/014/L2**NSQ Level:** 2**Credit Value:** 2**Guided Learning Hours:** 24**Independent Learning Hours (ILH):** 75

Unit Purpose:	The purpose for this unit is to impart into the learner, skills, knowledge required by an individual to be proficient in the laying and repairs to the tiling in construction sector.
Unit Assessment Evidence Requirements:	To perform effectively and efficiently in this unit, operative needs to show evidence of competence in performance in the identified performance criteria by completing mandatory tasks of basic laying and repair of tiles skilled base units over 3 sample locations.
Objectives:	<p>By completing this mandatory unit, learner should show competence in:</p> <ol style="list-style-type: none"> 1. Organise mixing of adhesives for the tile work. 2. Supervise the laying of tiles to level and alignment. 3. Inspect and ensure tile joints and surfaces are aligned and flat. 4. Organize and supervise the fixing and laying of mosaic tiles to the background. 5. Confirm that joints grouted are straight and uniform in width.

Unit 014: Lay and Repair Tiles

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Organize mixing for adhesives for Tile work.	1.1	Organize to request for materials for mixing adhesives.		
	1.2	Organize to prepare position of mixing adhesives according to mechanical or manual methods.		
	1.3	Organize to measure the materials.		
	1.4	Supervise the mixing of adhesive according to requirements.		
LO 2: Supervise the laying of tiles to level and alignment.	2.1	Provide any suitable working drawing e.g. Residential, Commercial or Educational.		
	2.2	Interpret the working drawing to locate area to be tiled.		
	2.3	Organize to set out the area to be tiled as usual.		
	2.4	Organize to select the tiles required according to size and color.		
	2.5	Supervise the cutting of any fraction of size using diamond cutter or mechanical tile cutter.		
	2.6	Supervise the soaking of tiles to absorb initial water so as to prevent tiles from absorbing water from the mortar.		
	2.7	Organize to measure materials for adhesive as required.		
	2.8	Supervise the mixing of adhesive on selected and prepared area.		
	2.9	Supervise the laying of tiles to standard using the adhesives.		
	2.10	Confirm tiles are laid, leveled and aligned including all fractions.		
LO 3: Inspect and ensure tile joints surfaces are aligned and flat.	3.1	Monitor the laying of the tiles to the final level.		
	3.2	Organize to grout the joints using adhesives.		
	3.3	Supervise the cleaning of tiled surface and work area.		
	3.4	Inspect tile joints as work proceed to ensure bond and joint alignment.		

[illegible]

Learner's Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 015: Tiling Curved Surface**Unit Reference Number:** CON/TL/015/L3**NSQ Level:** 2**Credit Value:** 1**Guided Learning Hours:** 12

Unit Purpose:	The purpose for this unit is to impart into the learner, skills, knowledge by an individual to be proficient in the tile installation to curved surfaces.
Unit Assessment Evidence Requirements:	To perform effectively and efficiently in this unit, operative needs to show evidence of competence in the identified performance criteria by completing mandatory tasks of basic tiling curved surfaces skilled based units over 3 sample locations.
Objectives:	By completing this mandatory unit, learner must show competence in: <ul style="list-style-type: none"> 1. Organise and supervise tile work on curved surfaces. 2. Set out the tile work as required.

Unit 015: Tiling Curved Surface

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Organize and supervise tile work on curved surfaces.	1.1	Inspect the working drawing to locate position of curved work.		
	1.2	Inspect the work to locate the position physically as detailed on the working.		
	1.3	Organize to ensure tiles are prepared for the position.		
	1.4	Ensure quantity of tiles required is estimated.		
LO 2: Prepare and fix tiles	2.1	Organize to set out the curved surfaces by checking the layout of the tiles.		
	2.2	Organize to mark the position of tiles on the curve.		
	2.3	Prepare and organize cutting of the tiles if so required.		
	2.4	Supervise the fixing of tiles using approved mortar.		
	2.5	Check to see that curve is uniform according to requirement.		
	2.6	Confirm accuracy of work.		
	2.7	Request for provision of scaffold for all the tile work at higher level in accordance with rules and regulations concerning working place.		

Learner's Signature:

Date:

Assessors Signature:

Date:

IQA Signature (if sampled)

Date:

EQA Signature (if sampled)**Date:**

NATIONAL SKILLS QUALIFICATIONS

CARPENTRY AND

JOINERY

LEVEL 3

2021

Qualifications: **Carpentry and Joinery**

NSQ Level: 3

Credit Value: 38

Independent Learning Hours (ILH): 570

At the end of the Units within this level, the Learner should be able to:

Level Purpose:

1.	Demonstrate and apply knowledge and understanding of health and safety work practices in work environment
2.	Relate knowledge and understanding of health and safety.
3.	Relate knowledge and understanding of safe methods and procedures in lifting and stacking of materials in carpentry and joinery work environment
4.	Use complex communication system in a work environment
5.	Locate the source of information in a work environment.
6.	Use various communication means in a work environment.
7.	Relate and apply knowledge and understanding of basic hand tools used in carpentry and joinery work environment
8.	Relate knowledge and understanding of portable power tools used in carpentry and joinery works environment
9.	Demonstrate and apply knowledge of understanding of fixed wood working machines use in the carpentry and joinery works environment
10.	Explain safe work practices.
11.	Meet contract specifications.
12.	Meet Allocated time
13.	Use Basic tools in carpentry and joinery work environment
14.	Use portable power tools in carpentry and joinery in a work environment
15.	Fixed wood working machines used in carpentry and joinery work environment.
16.	Identify types of Timber used in Carpentry and Joinery work environment.
17.	Identify various manufactured boards
18.	Identify wood bonding / fastening materials and their uses in carpentry and joinery work environment
19.	Use wood finishes
20.	Describe lifting and stacking techniques.
21.	Illustrate lifting and handling of gaseous, liquid and solid materials.
22.	Construct different types of roof

National Skills Qualification NSQ /QCF Level 3 Carpentry and Joinery

Level assessment requirements/evidence requirements

This is a 38 credit qualification. The candidate for level 3 is expected to undertake and achieve 27 credit from the mandatory units and remaining 11 credit from optional units to be able to have level 3 qualification.

The evidence requirements for this level include:	
1.	Direct Observation (DO)
2.	Question and answers (QA)
3.	Professional Discussion (PD)
4.	Witness testimony (WT)
5.	Work product (WP)
6.	Personal statement/ Reflective Journal
7.	Assignment / Case study (ASS)
8.	Recognition of Prior Learning (RPL)

LEVEL 3	CARPENTRY AND JOINERY					
LEVEL 3	SUMMARY					
UNIT	CREDIT VALUE	GLH	ILH	UNIT REFERENCE	PERFORMANCE CRITERIA:	REMARK
UNIT:01	3	30	45	CON/CJ/001/L3	Health and Safety in carpentry and joinery work Environment.	Mandatory
UNIT: 02	2	20	30	CON/CJ/002/L3	Communication system in a work environment	Mandatory
UNIT: 03	2	20	30	CON/CJ/003/L3	Teamwork	Mandatory
UNIT: 04	3	30	45	CON/CJ/004/L3	Use of hand tools and equipment	Mandatory
UNIT: 05	2	20	30	CON/CJ/005/L3	Timber walls and floors	Mandatory
UNIT: 06	2	20	30	CON/CJ/006/L3	Carpentry and joinery Materials	Mandatory
UNIT: 07	3	30	45	CON/CJ/007/L3	Materials handling and storage	Mandatory
UNIT: 08	2	20	30	CON/CJ/008/L3	Site Clearance and excavation	Optional
UNIT: 09	6	60	90	CON/CJ/009/L3	Advanced formwork	Optional
UNIT: 10	4	40	60	CON/CJ/010/L3	Advanced woodwork operations	Optional
UNIT: 11	5	50	75	CON/CJ/011/L3	Advanced scaffolding	Optional
UNIT:12	3	30	45	CON/CJ/012/L3	Platform, Gantries and Hoarding	Mandatory
UNIT: 13	5	50	75	CON/CJ/013/L3	Roofs and Ceiling	Mandatory
UNIT: 14	3	30	45	EPS/SO/004/L3	Information and Communication Technology	Mandatory
UNIT: 15	5	50	75	CON/CJ/015/L3	Frames, linings and side hung doors	Optional
UNIT: 16	4	40	60	CON/CJ/016/L3	Edge treatment of wood	Optional
UNIT:17	5	50	75	CON/CJ/017/L3	Business Study	Optional
UNIT:18	3	30	45	CON/TL/003/L3	Mix preparation	Optional
UNIT:19	3	30	45	CON/TL/018/L3	Surface preparation	Optional
UNIT:20	3	30	45	CON/TL/010/L3	Math skill Tiling	Optional
UNIT:21	3	30	45	CON/CJ/021/L3	Project planning	Optional

PURPOSE OF QUALIFICATION:

This qualification is for senior carpenter to secure qualification after having satisfied completion of the mandatory units and any of the optional units in carpentry and joinery works.

TOTAL GUIDED LEARNING HOURS REQUIRED:	380 Hours
INDEPENDENT LEARNING HOURS (ILH):	570 Hours
NSQ LEVEL:	3

Unit 001: Health and Safety in Carpentry and Joinery Work Environment**Unit Reference Number:** CONCJ/001/L3**NSQ Level:** 3**Credit Value:** 3**Guided Learning Hours (GLH):** 30**Independent Learning Hours (ILH):** 45

Unit Purpose: Unit	This unit is designed to ensure that the Senior Carpenter can operate and work within the carpentry and joinery works environment. The Learner should be able to identify, apply, supervise and monitor compliance with health and safety practices according to organizational guidelines and legislative requirement.
Assessment/evidence Requirements:	To perform effectively and efficiently, the learner should show evidence through: Direct Observation (DO) Reflective Practice (RP) Professional Discussion (PD) Question and Answer (QA) Recognition of Prior Learning(RPL) and supervisors written statement
Objectives:	By completing this mandatory unit, the learner should show evidence of competence in: <ol style="list-style-type: none"> 1. Understanding health and safety work practices in work environment 2. Monitor Compliance 3. Respond and take action in emergencies.

Unit 001: Health and Safety in Carpentry and Joinery Work Environment

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Understanding of health and safety work practices in work environment.	1.1	Sources of health and safety information on company policies and guidelines.		
	1.2	Communicate instruction on safe work practices in accordance with organizational policy and legislative requirements to subordinates.		
	1.3	Provide instruction on safe methods and Procedure of work.		
	1.4	Provide team support to Assistant carpenter and carpenter.		
	1.5	Identify safety hazards and risks associated with carpentry and joinery work.		
LO 2: Monitor Compliance.	2.1	Select appropriate PPE.		
	2.2	Use appropriate PPE.		
	2.3	Observe personal/personnel safety in work environment.		
	2.4	Ensure proper maintenance of PPE and proper storage.		
	2.5	Monitor compliance with the use of safety devices.		
	2.6	Monitor compliance to safe work practices in accordance with organizational instructions.		
LO 3: Action in emergency.	3.1	Respond to emergencies of accident/injury and take appropriate actions.		
	3.2	Identify first aid and health facility and personnel.		
	3.3	Treat minor cuts and bruises and report serious incidents to supervisor or safety officer.		
	3.4	Supervise action to remove or rectify cause of accident/injury.		

Learner's Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 002: Communication System in a Work Environment**Unit Reference Number:** CON/CJ/002/L3**NSQ Level:** 3**Credit Value:** 2**Guided Learning Hours:** 20**Independent Learning Hours (ILH):** 30

Unit Purpose:	To establish a quality communication system that is responsive and reflective in meeting workers and employers need, in work environment
Evidence Requirements:	<p>To perform effectively and efficiently, the learner should show evidence through:</p> <ul style="list-style-type: none"> i. Direct Observation (DO) ii. Case Study (CS) iii. Assignment (ASS) iv. Personal statement (Reflective account) (RA) v. Work Product (WP) vi. Question and Answer (QA) vii. Witness Statement (WS) viii. Recognition of Prior Learning (RPL)
Objectives:	<p>By Completing this mandatory unit, the senior Carpenter should show competence in;</p> <ul style="list-style-type: none"> 1. Using complex communication system in work environment. 2. Locating sources of information in a work environment. 3. Using other communication means in a work environment. 4. Maintaining and deploying communication equipment.

Unit 002: Communication System in a Work Environment

Learning Outcome		Performance Criteria	Evidence Type					Evidence Ref. Page Number			
LO 1: Communication System in a Work environment	1.1	Supervise the use of audio, electronic, electro-magnetic means to pass on necessary information. e.g. mobile phone, Radio etc.									
	1.2	Describe simple non-verbal means of communication.									
	1.3	Interpret concept of symbols, codes and signs appropriately.									
LO 2: Code information in the work environment.	2.1	Locate functional source of information in an organization and work environment.									
	2.2	Provide the source of information in an organization or work environment.									
	2.3	Relate appropriately with the sources of information.									
	2.4	Use the various information flow system in an organization or work environment to overcome challenges.									
	2.5	Document information in accordance with procedure in a work environment.									
LO 3: Communication means in a work environment	3.1	Describe the effective uses of the various communication channels in a work environment.									
	3.2	Demonstrate the uses of various communication means in a work environment.									
	3.3	Ensure the accessibility of the communications equipment in the work environment.									
	3.4	Ensure effective information flow to the right personnel.									
	3.5	Ensure the effective deployment of the use of symbols, signs and codes.									
	3.6	Ensure that instructions are obeyed and disseminated in line with ethics of the work environment.									
LO 4:	4.1	Ensure that communication equipment are in good working condition.									

Communication equipment.	4.2	Liaise with the maintenance unit to ensure that communication equipment are maintained regularly.											
	4.3	Liaise with appropriate authority to replace communication equipment in the event of loss or damage.											
	4.4	Monitor that communication equipment are stored appropriately in a work environment.											

Learner's Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit: 003

Teamwork

Unit Reference Number: CON/CJ/003/L3

NSQ Level: 3

Credit Value: 2

Guided Learning Hours: 20

Independent Learning Hours (ILH): 30

Unit Purpose:	The purpose for this unit is to impart into the learner, skills, knowledge and understanding required to develop team spirit and positive working relationship with colleagues.
Unit assessment Evidence Requirements	<p>To perform effectively and efficiently, the learner should show evidence through:</p> <ul style="list-style-type: none"> i. Direct Observation (DO) ii. Case Study (CS) iii. Assignment (ASS) iv. Personal statement (Reflective account) v. Work Product (WP) vi. Question and Answer (QA) vii. Witness Statement (WS) viii. Recognition of Prior Learning (RPL)
Objectives:	<p>By Completing this Unit, the Senior Carpenter should show competence in;</p> <ul style="list-style-type: none"> 1. Positive working relationship with colleagues 2. Taking responsibility within the team 3. Complying with policies of organization.

Unit: 003**Teamwork**

Learning Outcome		Performance Criteria (PC)	Evidence Type	Evidence Ref. Page Number
LO 1: Positive working relationship with colleagues.	1.1	Identify the need for developing positive working relationship with colleagues.		
	1.2	Recognize the importance of relating with other people in way that makes them feel valued and respected.		
	1.3	Assist team members when required.		
	1.4	Report to the appropriate personnel when request for assistance falls outside area of your responsibility		
	1.5	Communicate information to colleagues about own work that might affect others.		
LO 2: Take responsibilities within the team.	2.1	Recognize own role and responsibility within the team.		
	2.2	Perform individual tasks in line with the team rules and regulations.		
	2.3	Participate effectively in team work.		
LO 3: Compliance with policy of organization.	3.1	Work in line with organizational standard		
	3.2	Explain organizational code		
	3.3	Use organizations' code of practice.		

Learner's Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 004:	Hand tools and Equipment III
Unit Reference Number:	CON/CJ/004/L3
NSQ Level:	3
Credit Value:	3
Guided Learning Hours:	30
Independent Learning Hours (ILH):	45

Unit Purpose:	This unit is designed to ensure that the Senior Carpenter effectively operates and works efficiently within the carpentry and joinery work environment. And able to identify, use hand tools and equipment.
Unit Assessment/evidence Requirements:-	<p>To perform effectively and efficiently, the learner should show evidence through:</p> <ul style="list-style-type: none"> i. Direct Observation (DO) ii. Case Study (CS) iii. Assignment (ASS) iv. Personal statement (Reflective account) (RA) v. Work Product (WP) vi. Question and Answer (QA) vii. Witness Statement (WS) <p>Supervisors written statement, learner need to show evidence of competence in performance in the identified performance criteria by completing the mandatory tasks of basic Safety skilled-units over three (3) separate assessment visits.</p>
Objectives:	<p>By Completing this mandatory Unit, the learner should show competence in:</p> <ul style="list-style-type: none"> 1. Selecting basic hand tools used in Carpentry and Joinery. 2. Identifying portable power tools used in Carpentry and Joinery. 3. Identifying fixed machines used in Carpentry and Joinery.

Unit 004: Hand tools and Equipment III

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Hand tools used in Carpentry and Joinery work.	1.1	Select appropriate hand tools used in Carpentry and Joinery work.		
	1.2	Provide appropriate hand tools for a given task to Assistant Carpenter and Carpenter.		
	1.3	Identify safety hazards and risks associated with using hand tools.		
	1.4	Provide instructions on safe methods and procedures of using hand tools in accordance with manufacturer's instructions		
	1.5	Supervise assistant Carpenter and Carpenter on the correct method and procedure in the use of hand tools		
	1.6	Monitor compliance with safe work practices in the use of hand tools in accordance with organizational instruction.		
LO 2: Portable Power tools.	2.1	Select Portable power tools.		
	2.2	Identify safety hazards associated with the use of portable power hand tools		
	2.3	Provide instructions on safety methods of handling and use of portable power tools		
	2.4	Use portable power tools correctly in accordance with safety instruction given to cut, plane timber etc.		
	2.5	Maintain portable power tools		
	2.6	Return PPT for storage.		
	2.7	Maintain clean work environment		
LO 3: Fixed Machines use in Carpentry and Joinery.	3.1	Describe the importance of using fixed working machines		
	3.2	Select machine according to instructions.		
	3.3	Use fixed machine as instructed to cut, plane, drill etc.		

[illegible]

Learner's Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 005: Construct Timber Walls and floors**Unit Reference Number:** CON/CJ/005/L3**NSQ Level:** 2**Credit Value:** 2**Guided Learning Hours:** 20**Independent Learning Hours (ILH):** 30

Unit Purpose:	This unit is designed to ensure that the learner efficiently and effectively practice safe methods and procedures in erecting timber walls and floors in accordance with laid down Health and Safety requirements.
Unit Assessment/evidence Requirements:-	<p>To perform effectively and efficiently, the Senior Carpenter should show evidence through:</p> <ul style="list-style-type: none"> i. Direct Observation (DO) ii. Case Study (CS) iii. Assignment (ASS) iv. Personal statement (Reflective account) (RA) v. Work product (WP) vi. Question and Answer (QA) vii. Witness statement (WS) viii. Recognition of Prior Learning(RPL)
Objectives:	<p>By completing this mandatory unit, the Senior Carpenter should show evidence and competence in:</p> <ol style="list-style-type: none"> 1. Observing Health and Safety in erecting timber walls and floors. 2. Explaining safe work practices. 3. Selecting resources for constructing timber walls and floors. 4. Minimizing the risk of damage to completed task. 5. Meeting contract specifications. 6. Meeting allocated time for the task. 7. Supervising construction of timber walls and floors

Unit 005: Construct Timber Walls and floors

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Interpret Information.	1.1	Distinguish between drawings, specifications, schedules etc.		
	1.2	Explain method statement, risk assessments, manufacturers' information and regulations governing buildings.		
	1.3	Use the type of information, their sources and how they are interpreted.		
	1.4	Determine the organizational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.		
LO 2: Explain safe working practices.	2.1	Explain to operatives information on Relevant, current legislative, official guidance and how it is applied.		
	2.2	Explain how emergencies should be responded to and who should respond.		
	2.3	Identify accident reporting procedures and who is responsible for making the report.		
	2.4	Use organizational security procedures for tools, equipment, materials and personal belongings.		
	2.5	Explain when and how health and safety control equipment should be used.		
LO 3: Select Resources to construct timber walls and floors.	3.1	Identify the characteristics, quality, uses, sustainability, limitations and defects associated with the resource.		
	3.2	Explain clearly how defect should be rectified.		
	3.3	Discuss how the resources should be used and how any problems associated with the resources are reported.		
	3.4	Explain the organizational procedure to select resources, why they have been developed and how they are used.		

	7.3	Select appropriate tools/equipment for project implementation.												
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Learner's Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 006: Carpentry and Joinery Materials III**Unit Reference Number:** CON/CI/006/L3**NSQ Level:** 1**Credit Value:** 2**Guided Learning Hours (GLH):** 20**Independent Learning Hours (ILH):** 30

Unit Purpose:	This unit is designed to ensure that the senior carpenter can effectively operate and work efficiently within the carpentry and joinery work environment and be able to identify and use stored materials.
Unit Assessment/evidence Requirements:	<p>To perform effectively and efficiently, the Senior Carpenter should show evidence through:</p> <ul style="list-style-type: none"> i. Professional Discussion (PD) ii. Reflective Practice (RP) iii. Question and Answer (QA) iv. Work Product (WP) v. Assignment (ASS) vi. Direct Observation (DO) vii. Witness Statement
Unit Objectives:	<p>By completing this mandatory unit, the learner should show competency in:</p> <ul style="list-style-type: none"> 1. Explaining Sources, types and cost of timber in use Carpentry and Joinery. 2. Explaining types and cost of manufactured board used in Carpentry and Joinery. 3. Using bonding/fastening materials in Carpentry and Joinery. 4. Identifying types and uses of wood finishes. 5. Supervising carpentry and joinery operation.

Unit 006: Carpentry and Joinery Materials III

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Processing of Timber used in Carpentry and Joinery.	1.1	Explain sources of timber used in carpentry and joinery work.		
	1.2	Describe the process involved in felling timber		
	1.3	Explain the process of conversion.		
	1.4	Explain the process of timber seasoning.		
	1.5	Explain the concept of timber preservation.		
	1.6	Identify and select types of timber.		
	1.7	Identify various sizes of timber found in Nigerian Market.		
	1.8	Make calculation of financial implication associated with conversion.		
	1.9	Identify various wood defects and their causes.		
LO 2: Manufactured Board used in Carpentry and Joinery.	2.1	Select various manufactured boards for use.		
	2.2	Identify different types of manufactured boards.		
	2.3	Identify various sizes and lengths of manufactured boards.		
	2.4	Apply material correctly in accordance with instructions.		
	2.5	Return unused materials for proper storage.		
	2.6	Maintain clean work environment.		
LO 3: Bonding /fastening materials in Carpentry and Joinery.	3.1	Identify and describe characteristics of bonding and fastening materials.		
	3.2	Identify safety hazards and risks associated with bonding materials.		
	3.3	Use bonding materials e.g. animal glue and synthetic glue. in accordance to manufacturers' specifications.		

[illegible]

Learner's Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 007: Material Handling and Storage**Unit Reference Number:** CON/CJ/007/L3**NSQ Level:** 3**Credit Value:** 3**Guided Learning Hours:** 30**Independent Learning Hours:** 45

Unit Purpose:	The unit is designed to ensure that the Senior Carpenter can operate and work effectively and be able to apply safe lifting and stacking techniques for various material in accordance with instruction.
Unit Assessment Evidence Requirements:	<p>To perform effectively and efficiently, the Senior Carpenter should show evidence through:</p> <p>Direct Observation (DO) Reflective Practice (RP) Supervisors Written Statement (WS) Professional Discussion (PD) Question and Answer (QA) Recognition of Prior Learning (RPL)</p>
Objectives:	<p>By completing this mandatory unit, the learner must show competence in:</p> <ol style="list-style-type: none"> 1. Identifying various methods and procedure in manual lifting of various materials handling processes and methods in lifting materials 2. Supervising the Carpenter on lifting planks and logs following recommended lifting techniques 3. Identifying various methods of storage materials 4. Supervising the disposal of hazardous waste.

Unit 007: Material Handling and Storage

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Manual lifting and Handling Techniques	1.1	Identify various Carpentry and Joinery manual lifting and handling techniques.		
	1.2	Identify various manual lifting and loading techniques.		
	1.3	Identify methods in handling materials.		
	1.4	Apply safe methods and procedures of lifting materials in the work environment.		
	1.5	Apply safe methods of handling liquid materials in work environment.		
	1.6	Observe safe methods for handling powdered materials.		
	1.7	Explain safe methods and procedure for handling gaseous material in work environment.		
LO 2: Handling and storage of materials	2.1	Clean solid waste, spilled liquid, and powdered materials in work environment.		
	2.2	Prevent effect of gaseous, liquid and solid materials using appropriate PPE.		
	2.3	Identify various storage facilities and explain the importance for their use		
	2.4	Store materials in appropriate storage facility following safe methods of handling materials.		
	2.5	Carry out proper housekeeping.		
LO 3: Storage of materials	3.1	Store material according to their state.		
	3.2	Store material in storage facilities following safe methods.		
	3.3	Carry out proper housekeeping		
LO 4 Disposal of hazardous waste.	4.1	Sketch symbols and signs indicating hazardous materials.		
	4.2	Identify hazardous waste		

	4.3	Dispose hazardous waste following recommended disposal procedures											
	4.4	Carry out proper housekeeping											

Learner's Signature:

Date:

Assessors Signature:

Date:

IQA Signature (if sampled)

Date:

EQA Signature (if sampled)**Date:**

Unit 008: Site Clearance and excavation**Unit Reference Number:** CON/CJ/008/L3**NSQ Level:** 3**Credit Value:** 2**Guided Learning Hours:** 20**Independent Learning Hours:** 30

Unit Purpose:	This unit is designed to ensure that the Learner can carry out and supervise setting out and excavation activities effectively using appropriate tools and equipment within the work Environment.
Unit Assessment Evidence Requirements:	<p>To perform effectively and efficiently, the Senior Carpenter should show evidence through:</p> <p>Direct Observation (DO) Case Study (CS) Reflective Practice (RP) Witness Statement (WS) Professional Discussion (PD) Question and Answer(QA) Recognition of Prior Learning (RPL)</p>
Objectives:	<p>By completing this mandatory unit, the learner must show competence in:</p> <ol style="list-style-type: none"> 1. Identifying, selecting and using appropriate Tools and equipment for setting out. 2. Site Clearing, Setting out for excavation in foundation including timbering to trenches and termites control 3. Back filling, levelling and compacting earth using manual and mechanical tools

Unit 008:**Site Clearance and excavation**

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Manual lifting and Handling Techniques	1.1	Identify basic hand tools and equipment required for manual site clearance		
	1.2	Identify tools and equipment use in specific sites		
	1.3	Use appropriate tools and equipment for specific sites		
	1.4	Maintain the tools and equipment		
	1.5	Return tools and equipment for safe storage		
LO 2: Clear site, set out for excavation in foundation including timbering to trenches and termites control	2.1	Clear site observing safe work practices and procedures		
	2.2	Explain the methods and procedures in setting out of a structure		
	2.3	Assist in setting out safe work practices		
	2.4	Demonstrate the necessary procedures in excavation		
	2.5	Level and compact earth manually and mechanically		
	2.6	Erect timbering against sides of excavation		
	2.7	Apply anti-termite treatment		
	2.8	Observe safe method of handling hazardous materials		
LO 3: Back fill, level and compact earth manually and mechanically	3.1	Recognize the procedure involved in filling levelling and compaction of earth manually and mechanically		
	3.2	Maintain all tools and materials used for excavation		
	3.3	Return all tools and unused materials for safe storage		

Learner's Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 009: Advanced Framework**Unit Reference Number:** CON/CJ/009/L3**NSQ Level:** 3**Credit Value:** 6**Guided Learning Hours:** 60**Independent Learning Hours:** 30

Unit Purpose:	The unit is designed to ensure that the learner efficiently and effectively erects, strikes and supervises formwork in foundation to include columns, lintels, column bases, floor slabs and beams in the skilled based mandatory unit in accordance with laid down company and legislative requirements.
Evidence Requirements:	<p>To perform effectively and efficiently, the senior carpenter should show evidence generated through:</p> <ol style="list-style-type: none"> 1. Direct Observation (DO) 2. Case Study (CS) 3. Assignment (ASS) 4. Personal statement (Reflective account) (RA) 5. Work Product (WP) 6. Question and Answer (QA) 7. Witness Statement (WS) 8. Recognition of Prior Learning (RPL)
Objectives:	<p>By Completing this mandatory Unit, the senior Carpenter should show evidence and competence in:</p> <ol style="list-style-type: none"> 1. Selecting resources necessary for erecting foundation formwork. 2. Working with specification within timeline. 3. Erecting formwork above ground level. 4. Erecting formwork below ground level. 5. Disposing hazardous waste.

Unit 009: Advanced Framework

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref.	Page Number
LO 1: Select resources.	1.1	Identify resources required to be used for the task.			
	1.2	Select the relevant materials used for formwork.			
	1.3	Select the relevant tools to be used for the task.			
	1.4	Identify the hazards associated with the resources and use of tools.			
	1.5	Protect work, tools, materials and equipment from damage.			
	1.6	Explain how to avoid human injury.			
	1.7	Dispose waste safely.			
LO 2: Work with specification within time line.	2.1	Determine the method of work to meet specification within allocated time (keep deadline).			
	2.2	Select the appropriate PPE for the task.			
	2.3	Wear the PPE required for the task.			
	2.4	Interpret drawings, specifications, codes, symbols and schedules for the task.			
	2.5	Demonstrate work skills to measure, mark-out, fit and finish the work.			
	2.6	Select appropriate tools for the task.			
LO 3: Erect formwork below ground level.	3.1	Erect formwork below ground level to given working instructions for at least 2 of the following: <ul style="list-style-type: none"> • Walls • Columns • Beams (ground or suspended) • Suspended floors. 			
	3.2	Fasten and brace the formwork.			
	3.3	Finish the work in accordance with health and safety requirement.			
	3.4	Return unused material to storage.			

Learner's Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 010: Advanced Wood Work Operations**Unit Reference Number:** CON/CJ/010/L3**NSQ Level:** 3**Credit Value:** 4**Guided Learning Hours (GLH):** 40**Independent Learning Hours:** 60

Unit Purpose:	This unit is designed for Senior Carpenter to efficiently and effectively practice safe methods and procedures in accordance with instructions in carpentry and joinery works environment. Also, be able to Identify various sizes, cut and drill timber/plywood, and prepare timber surfaces and drill holes in a given material according to design.
Evidence Requirements:	<p>To perform effectively and efficiently, the senior carpenter should show evidence generated through:</p> <ul style="list-style-type: none"> i. Direct Observation (DO) ii. Case Study (CS) iii. Assignment (ASS) iv. Personal statement (Reflective account) (RA) v. Work Product (WP) vi. Question and Answer (QA) vii. Witness Statement (WS) viii. Recognition of Prior Learning (RPL)
Objectives:	<p>By completing this mandatory unit, learner must show competence in:</p> <ul style="list-style-type: none"> 1. Identifying timber sizes. 2. Identifying the various wood joint. 3. Constructing various wood joint. 4. Drilling, boring and bracing work pieces.

Unit 010: Advanced Wood Work Operations

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Prepare timber surfaces/ edges of manufactured boards.	1.1	Identify standard sizes of timber and manufactured board.		
	1.2	Calculate/measure timber to sizes e.g Length, Width and Thickness (LxWxT)		
	1.3	Interpret drawing codes and symbols.		
	1.4	Measure and cut timber/manufactured boards to sizes correctly using basic hand cutting tools following standard procedures in accordance with Instructions.		
LO 2: Woodwork joints.	2.1	Read basic drawing of structures.		
	2.2	Interpret drawings.		
	2.3	Identify various joints used in carpentry and joinery work to include lengthening joints.		
	2.4	Apply appropriate woodwork joints such as mortise and tenon, dovetail etc.		
	2.5	Construct appropriate woodwork joints to meet functional requirements i.e. scarf joint etc.		
LO 3: Joint construction and assembly.	3.1	Prepare wood/manufactured boards for construction of items to include simple bookcase, drawer, stool, magazine rack.		
	3.2	Construct simple joints to include lap joint, tongue and groove, finger joints, dovetail.		
	3.3	Supervise carpenter in assembling of joint and follow correctly using appropriate assembly tools such as sash clamp, mallet, hammer etc.		
	3.4	Apply bonding material and assemble correctly according to Instruction.		
	3.5	Clean joints neatly, keep in a safe place and allow to set.		

LO 4: Drill and brace work piece.	4.1	Identify basic hand drilling tools used in carpentry and joinery.											
	4.2	Describe different drilling procedures to include stopped hole, though, etc. using appropriate tools and equipment safely.											
	4.3	Work in accordance with specification and measurement.											
	4.4	Demonstrate drilling/boring on prepared timber/ manufactured board.											
	4.5	Supervise carpenter performing drilling operations on a given task.											

Learner's Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 011: Advanced Scaffolding**Unit Reference Number:** CON/CJ/011/L3**NSQ Level:** 3**Credit Value:** 5**Guided Learning Hours (GLH):** 50**Independent Learning Hours (ILH):** 75

Unit Purpose:	The unit is designed to ensure that the Senior Carpenter can operate and Work effectively to erect and dismantle different types of scaffolds following safe work practices and procedures in accordance with instructions.
Unit assessment evidence requirements:	<p>To perform effectively and efficiently, the learner should show evidence through:</p> <ul style="list-style-type: none"> i. Direct Observation (DO) ii. Professional Discussion (PD) iii. Assignment (ASS) iv. Personal statement v. Reflective account (RA) vi. Work Product (WP) vii. Question and Answer (QA) viii. Witness Statement (WS) ix. Recognition of Prior Learning (RPL)
Objectives:	<p>By completing this optional unit, learner must show competence in:</p> <ul style="list-style-type: none"> 1. Identifying different types of Scaffolds and stating safety requirements 2. Erecting Scaffolds in accordance with safe work practices 3. Dismantling scaffolds in accordance with safety regulations. 4. Supervising, constructing, and assembling of scaffold. 5. Supervising and dismantling of scaffold.

Unit 011: Advanced Scaffolding

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Identify different types of scaffolds and state safety requirements.	1.1	Identify different types of scaffold used in carpentry and joinery work to include cantilevers, box scaffold, truss out, mobile scaffolds etc.		
	1.2	State the basic requirement of when and how to use dependent and independent scaffold.		
	1.3	Identify different scaffolding members to include props, platforms, timber, metals etc.		
	1.4	State the safety reason to observe while working at height.		
	1.5	Select appropriate scaffold according to a given task.		
LO 2: Erect Scaffold in accordance with safe work practices.	2.1	Identify the procedure and method of erecting different scaffolds.		
	2.2	Erect dependent scaffold in accordance with identified task and site following correct method and procedure.		
	2.3	Erect independent scaffold in accordance with identified task and site following correct method and procedure.		
LO 3: Dismantle Scaffold in accordance with safety procedures.	3.1	Dismantle dependent and independent scaffold in accordance with method and procedure and observe safety methods and procedures.		
	3.2	Carry dismantled scaffold members in accordance with handling procedures.		
	3.3	Load dismantled scaffold members in accordance with handling procedures.		
	3.3	Stack scaffold members in accordance with instruction, observing stacking/storage procedures and method of safe handling.		

[illegible]

Learner's Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 012: Platform, Gantries and Hoarding**Unit Reference Number:** CON/CJ/012/L3**NSQ Level:** 3**Credit Value:** 3**Guided Learning Hours (GLH):** 30**Independent Learning Hours:** 45

Unit Purpose:	This unit is designed to ensure that the Learner efficiently and effectively erects and dismantles platforms, gantries and hoarding and be able to follow safe work practices to complete the task within estimated time with minimum wastages and damages
Evidence Requirements:	<p>To perform effectively and efficiently, the Learner should show evidence generated through at least three of the under listed assessment methods:</p> <ol style="list-style-type: none"> i. Direct Observation (DO) ii. Case Study (CS) iii. Assignment (ASS) iv. Personal statement (Reflective account) (RA) v. Work Product (WP) vi. Question and Answer (QA) vii. Witness Statement (WS) viii. Recognition of Prior Learning (RPL)
Objectives:	<p>To perform effectively and efficiently, the Learner should show evidence through:</p> <ol style="list-style-type: none"> 1. Sourcing and interpreting information relating to erecting and platforms gantries and hoardings. 2. Selecting materials, tools and equipment effectively 3. Erecting and dismantling of platforms, gantries and hoardings 4. Supervise construction assembling/ dismantling of platforms, gantries and hoardings

Unit 012: Platforms, Gantries and Hoardings

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Source and interpret information relating to Platform, Gantries and Hoarding.	1.1	Identify organizational procedures for reporting appropriate information		
	1.2	Interpret organizational procedures relating to the work such as: risk, specification, manufacturers' instructions, drawings, sketches and symbols.		
	1.3	Comply with work methods		
	1.4	Wear PPE and use appropriate tools and equipment according to instruction		
	1.5	Maintain tools and equipment constructing platforms, gantries and hoardings		
	1.6	Safe storage of unused materials, tools and equipment		
LO 2: Select materials, tools and equipment effectively for the given task	2.1	Identify materials such as: timber, nails etc. tools and equipment for the work		
	2.2	Select materials for specific task		
	2.3	Select tools and equipment for specific task		
	2.4	Handle materials, tools and equipment safely.		
	2.5	Protect tools, equipment and its surrounding area from damage		
	2.6	Ensure safe return of all tools and equipment after use for storage		
LO 3: Erect and dismantle platforms, gantries and hoardings	3.1	Prepare timber for erecting platform, gantries and hoardings		
	3.2	Demonstrate skills to measure, mark out and cut timber to required sizes		
	3.3	Erect platform, gantries and hoarding access using appropriate tools and equipment		
	3.4	Use correct sizes of nails to erect platform, gantries and hoardings		

	3.5	Minimize damage/ wastage of materials during preparation and erection of platform, gantries and hoardings								
	3.6	Use erected platform, gantries and hoardings correctly								
	3.7	Dismantle erected platform, gantries and hoardings safely after use								
	3.8	Return dismantle erected platform, gantries and hoardings components, tools and equipment to store for proper storage								
	3.9	Observe standard housekeeping procedure								
LO 4: Supervise construction assembling/ dismantling platform, gantries and hoardings	4.1	Ensure all safely regulations in constructing and assembling of platform, gantries and hoardings								
	4.2	Ensure safety regulations in the dismantling of platform, gantries and hoardings								
	4.3	Apply appropriate tools and equipment for the task								
	4.4	Ensure standard housekeeping procedure								

Learner's Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 013: Roofs and Ceilings**Unit Reference Number:** CON/CJ/013/L3**NSQ Level:** 3**Credit Value:** 5**Guided Learning Hours:** 50**Independent Learning Hours (ILH):** 75

Unit Purpose:	This unit is designed to ensure that the learner has the ability to construct roofs and ceilings in carpentry and joinery works.
Unit assessment requirements/evidence Requirements:	<p>To perform effectively and efficiently, the learner should show evidence through:</p> <ul style="list-style-type: none"> i. Direct Observation (DO) ii. Case Study (CS) iii. Assignment (ASS) iv. Personal statement (Reflective account) (RA) v. Work Product (WP) vi. Question and Answer (QA) vii. Witness Statement (WS) viii. Recognition of Prior Learning (RPL)
Objectives:	<p>By Completing this unit, the learner should show competence in:</p> <ul style="list-style-type: none"> 1. Identifying different types of roofs and construction methods. 2. Identifying different sizes of roofing members, estimating and costing materials for roofing. 3. Identifying, selecting and using appropriate tools for constructing roof 4. Reading and interpreting drawings as related to roof construction. 5. Erecting roof carcass. 6. Identifying different types of ceilings in building. 7. Describing the methods and processes of ceiling construction. 8. Estimating and Costing materials for ceiling construction. 9. Fixing ceiling in place following correct methods and procedures.

Unit 013: Roofs and Ceilings

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Types of Roofs and construction methods.	1.1	Identify different types of roofs for different buildings.		
	1.2	Identify different roof members to include king and queen post, purlins, struts, fascia board, tie beam, ridge, eaves.		
	1.3	Explain factors in roof slope determination.		
	1.4	Describe structural frames.		
	1.5	Explain different methods and processes for roof construction and erection.		
LO 2: Estimate and cost materials for roofing.	2.1	Identify different sizes of roof members.		
	2.2	Estimate quantity of material in roof construction.		
	2.3	Determine the quantity and cost of materials for roof construction.		
LO 3: Tools for Roof construction.	3.1	Identify tools and equipment for roof construction.		
	3.2	Select and use appropriate tools and equipment for roof construction.		
	3.3	Return tools for proper storage.		
	3.4	Conduct proper housekeeping.		
LO 4: Roof Construction Drawings	4.1	Read roof sketches and drawings.		
	4.2	Interpret roof specifications.		
	4.3	Calculate area of roofing.		
LO 5: Roof carcass.	5.1	Measure roof carcass members		
	5.2	Cut roof carcass members to required sizes and shapes.		
	5.3	Assemble roof carcass such as wall plate, tie beam, king post, rafter, purlins etc.		
	5.4	Fix and place roof covering using identified roof materials in accordance with instruction.		
LO 6: Types of ceilings.	6.1	Identify different types of ceilings for different buildings.		

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Learner's Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 014: Information and Communication Technology (ICT)**Unit Reference Number:** EPS/SO/014/L3**NSQ Level:** 3**Credit Value:** 3**Guided Learning Hours:** 30**Independent Learning Hours (ILH):** 45

Unit Purpose:	The unit enables the learner use information and communication technology, effectively in discharging his/her duties. The learner in level 4, if achieved this unit, not only operate computer using computer appreciation knowledge, but also operate Microsoft excel by creating formulae and charts to represent information and use relevant power system operating tool/software.
Unit assessment requirements:	<p>To perform effectively and efficiently, the learner should show evidence through:</p> <ol style="list-style-type: none"> 1. Observation 2. Witness Statement 3. Questioning 4. Personal statement (Reflective account) (RA) 5. Work Product 6. Professional Discussion.
Objectives:	<p>By Completing this unit, the learner should show competence in:</p> <ol style="list-style-type: none"> i. Computer system ii. Input and output devices.

Unit 014: Information and Communication Technology (ICT)

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Application of the knowledge of computer appreciation.	1.1	Identify computer and its accessories.		
	1.2	Operate computer by starting and shutting down, effectively.		
	1.3	Understand Microsoft office.		
	1.4	Use Microsoft work to create document.		
	1.5	Use Microsoft excel to create spread sheet.		
LO 2: Saving and retrieving information.	2.1	Save information.		
	2.2	Retrieve information whenever required.		
	2.3	Edit and modify information whenever required.		
LO 3: Updating and validating information using computer system.	3.1	Update information/record appropriately.		
	3.2	Select and share appropriate.		
	3.3	Process data.		
LO 4: Identification of tools and software for power system operation.	4.1	Identify tools and software used for power system operation in your environment.		
	4.2	Understand the basics of operating the tools and software.		
LO 5: Formulae and charts usage in excel.	5.1	Understand how to use formulae in excel operations.		
	5.2	Understand the procedure of creating simple formulae in excel relevant to your operation.		
	5.3	Understand and interpret charts in excel.		
	5.4	Use formulae and charts to represent information.		
LO 6: Internet usage to source information.	6.1	Identify sources of internet.		
	6.2	Understand and explain how to use internet to source information.		
	6.3	Identify websites relevant to your field of operation.		

Learner's Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 015: Frames, Linings, and Side Hung Door**Unit Reference Number:** CON/CJ/015/L3**NSQ Level:** 3**Credit Value:** 5**Guided Learning Hours:** 50**Independent Learning Hours (ILH):** 75

Unit Purpose:	This unit is designed to ensure that the learner efficiently and effectively practices safe methods and procedures in installing frames, linings and side hung doors in accordance with laid down organizational and legislative requirements.
Unit assessment evidence Requirements:	<p>To perform effectively and efficiently, the learner should show evidence through:</p> <ul style="list-style-type: none"> i. Direct Observation (DO) ii. Case Study (CS) iii. Assignment (ASS) iv. Personal statement (Reflective account) (RA) v. Work Product (WP) vi. Question and Answer (QA) vii. Witness Statement (WS) viii. Recognition of Prior Learning (RPL)
Objectives:	<p>By Completing this mandatory unit, the learner should show competence in:</p> <ul style="list-style-type: none"> 1. Using sources of information in work environment relating to door installation. 2. Observing Health and Safety in install frames, linings and side hung doors. 3. Selecting the right tools and equipment for installation of frame linings and side hung doors. 4. Installing frames, linings and side hung doors correctly and efficiently. 5. Supervising installation of frames, linings and side hung doors.

Unit 015: Frames, Linings, and Side Hung Doors

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Use sources of information in work environment.	1.1	Make accessible the various sources of information in the work environment.		
	1.2	Relate appropriately with all the information sources available.		
	1.3	Use the various sources of information relating to the task in the work environment.		
	1.4	Ensure proper documentation of information in accordance with standard operating procedure in the work environment.		
LO 2: Health and Safety procedure in installing frames, linings and side hung doors.	2.1	Share safe work practices and instructions adequately.		
	2.2	Comply with all safety standards, signs and symbols.		
	2.3	Wear PPE in accordance with guidelines and instructions.		
	2.4	Work in accordance with health and safety legislation.		
	2.5	Ensure compliance with safety instructions.		
	2.6	Clean PPE and return for storage appropriately.		
LO 3: Tools and equipment for installation of frames, linings and side hung doors.	3.1	Identify appropriate working tools, materials and equipment for the task.		
	3.2	Use among range of hand tools in accordance with the given task such as: measuring, cutting, planing etc.		
	3.3	Select the right tools and equipment for door installation.		
	3.4	Use hand tools correctly in accordance with instructions given for the task.		
	3.5	Maintain and return used tools to appropriate storage space.		

LO 4: Installation of frames, linings and side hung doors.	4.1	Prepare the jamb and door opening to receive the frame and lining.																	
	4.2	Select and bring the right size of frame and lining to the opening.																	
	4.3	Measure and ensure that the frame and lining are in conformity with specification.																	
	4.4	Cut/ trim to appropriate size.																	
	4.5	Fix and plumb the frame to the opening.																	
	4.6	Trim and fix hinges to linings appropriately.																	
	4.7	Protect the work from damage.																	
	4.8	Maintain and return all tools used for safe storage.																	
	4.9	Carryout proper housekeeping.																	
LO 5: Supervise installation of frames, lining and side hung doors.	5.1	Ensure compliance with safety legislations.																	
	5.2	Supervise carpenters installing frames.																	
	5.3	Supervise carpenters installing linings.																	
	5.4	Supervise carpenters installing side hung doors.																	

Learner's Signature:

Date:

Assessors Signature:

Date:

IQA Signature (if sampled)

Date:

EQA Signature (if sampled)**Date:**

Unit 016: Edge Treatment of wood**Unit Reference Number:** CON/CJ/016/L3**NSQ Level:** 3**Credit Value:** 4**Guided Learning Hours:** 40**Independent Learning Hours (ILH):** 60

Unit Purpose:	This unit is designed to ensure that the Senior Carpenter works efficiently and effectively to be able to produce standard edge treatment to wood and wood based products following health and safety method and procedures.
Unit Assessment Evidence Requirements:	<p>To perform effectively and efficiently in this unit, the learner should be able to show competence through:</p> <ul style="list-style-type: none"> i. Direct observation (DO) ii. Case Study (CS) iii. Assignment (ASS) iv. Personal statement (Reflective account) v. Work product(WP) vi. Question and Answer (QA) vii. Witness statement (WS) viii. Recognition of Prior Learning(RPL)
Objectives:	<p>By completing this mandatory unit, the senior carpenter should show evidence of competence in:</p> <ul style="list-style-type: none"> 1. Sourcing and interpreting information relating to the work. 2. Selecting, handling materials, tools and equipment. 3. Producing edge treatment on wood-Based products in accordance with drawings and specification. 4. Supervising the production of edge treatment on wood based products.

Unit 016: Edge Treatment of Wood

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Source and interpret information relating to the production of on wood and wood based product.	1.1	Source organizational procedure for reporting information.		
	1.2	Interpret organizational procedure relating to the work schedule such as drawings, sketches, symbols, specifications and manufacturer's instructions.		
	1.3	Comply with work methods.		
	1.4	Use appropriate PPE, relating to the task.		
LO 2: Select materials, tools and equipment.	2.1	Identify materials, accessories, tools and equipment.		
	2.2	Select materials, accessories, tools and equipment.		
	2.3	Use materials, accessories, tools and equipment efficiently for the task.		
	2.4	Maintain edge treatment tools and equipment.		
	2.5	Safe storage of unused materials, components, tools and equipment		
LO 3: Produce edge treatment finishes to wood-based products in accordance with specification.	3.1	Prepare wood/wood-based product using selected accessories, tools and equipment.		
	3.2	Demonstrate skills to measure, mark-out and adjust to fit given task.		
	3.3	Treat edge of wood/wood-based products using selected materials, accessories, tools and equipment.		
	3.4	Use bonding materials, accessories, tools and equipment correctly for the given task.		
	3.5	Minimize damages to bonding materials, accessories, tools and equipment.		
	3.6	Prepare and treat edge of wood/wood-based product.		

	3.7	Maintain clean work area by removing waste following statutory regulations and senior carpenter instructions.									
	3.8	Return unused bonding materials, accessories, tools and equipment to store for storage.									
	3.9	Maintain tools and equipment and return to the store.									

Learner's Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 017: Business Study**Unit Reference Number:** CON/CJ/017/L3**NSQ Level:** 3**Credit Value:** 5**Guided Learning Hours:** 50**Independent Learning Hours (ILH):** 75

Unit Purpose:	The unit is designed to ensure that the learner efficiently and effectively markets himself and his trade in accordance with the company's allied regulations.
Unit Assessment Evidence Requirements:	<p>To perform effectively and efficiently in this unit, the learner should be able to show competence through:</p> <ul style="list-style-type: none"> i. Direct observation (DO) ii. Case Study (CS) iii. Assignment (ASS) iv. Personal statement (Reflective account) v. Work product(WP) vi. Question and Answer (QA) vii. Witness statement (WS) viii. Recognition of Prior Learning(RPL)
Objectives:	<p>By completing this optional unit, the learner should show evidence of competence in:</p> <ul style="list-style-type: none"> 1. Observing allied and company matters. 2. Demonstrating and applying knowledge of sources of financing his business. 3. Demonstrating the knowledge of registering a company to do business. 4. Demonstrating the ability to prepare business plan and proposal.

Unit 017:**Business Study**

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Types of business registration.	1.1	Identify various types of business registration such as sole proprietor, partnerships, private company etc.		
	1.2	Identify company and allied matters act		
	1.3	Determine the type of company registration.		
	1.4	Determine how to Select a company name.		
	1.5	Explain how to Search for Business name to ensure originality.		
LO 2: Registration of a business name.	2.1	State the functions of Corporate Affairs Commission (CAC).		
	2.2	List the processes of applying for registration of business name.		
	2.3	List the importance of certificate of business name.		
	2.4	List the importance of business premises.		
	2.5	List the importance of a business card.		
LO 3 Sources of business funding.	3.1	Identify different sources of funding a business such as personal saving, loans from family and friends, angel investors, financial institutions.		
	3.2	Know the advantages and disadvantages of borrowing from the bank.		
	3.3	Identify the various procedures for borrowing from the bank.		
LO 4: Business plan preparation.	4.1	Define a business plan.		
	4.2	Explain the reasons for a business plan.		
	4.3	List and describe the various items contained in a business plan.		
	4.4	Prepare a simple business plan.		
	4.5	Submit a simple business plan.		

Learner's Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 018: Mix Preparation**Unit Reference Number:** CON/TL/003/L3**NSQ Level:** 1**Credit Value:** 3**Guided Learning Hours:** 30

Unit Purpose:	The unit is designed to ensure that Assistant Tiler or Assistant Stone Decorator operate and work within the Tiling and Decorative Stone sector environment; select the right materials and prepare correct mix ratios.
Unit Assessment Evidence Requirements:	<p>To perform effectively and efficiently in this unit, operative needs to show evidence of competence in the identified performance criteria by completing mandatory task of basic techniques of mix preparation in Tiling.</p> <p>Required evidence should be generated through:</p> <ul style="list-style-type: none"> i. Direct observation (DO) ii. Case Study (CS) iii. Assignment (ASS) iv. Personal statement (Reflective account) v. Work product(WP) vi. Question and Answer (QA) vii. Witness statement (WS) viii. Recognition of Prior Learning(RPL)
Objectives:	<p>By completing this mandatory unit, the learner should show competence in:</p> <ul style="list-style-type: none"> 1. Identifying various materials used in tiling work. 2. Adopting proper methods of measuring materials. 3. Determining the accurate ration of component materials.

Unit 018: Mix Preparation

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Select a mix materials for tiling.	1.1	Identify different mixing ratio adhesives for tile work such as: i) Mix ii) Mix 1:1-- Cement : Sand iii) Mix 1-- White Cement iv) PVC Adhesives		
	1.2	Prepare and lay screed to receive tiles, ratio 1:3, well Graded with suitable water Cement		
	1.3	Select mixing point to ensure clean mixes, prepare surface by removing loose materials with scraper		
LO 2: Measure the materials using approved measuring methods.	2.1	Demonstrate the use of Batching devices for mixing tile work as follows: i. By nominal measuring devices (Volume) .e. Gauge Box, Head Pan, Bucket, wheel barrow etc. ii. By comparing weighing scales.		
LO 3: Mix adhesive s according to approved specifications	3.1	Mix cement sand screed by manual method.		
	3.2	Mix cement sand screed by mechanical method.		
LO 4: Determine the amount of water in a mix using water cement ration.	4.1	Identify the use of water cement ratio by: i. Weight of bag of cement, use the formula water cement ratio is equal to weight of water over weight of cement $r = w/c$ e.g. ratio 0.5, ratio 0.6 and ratio 0.7 ii. Note that weight of cement is 50kg		

Learner's Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 019: Surface Preparation for Tiling**Unit reference number:** CON/TL/019/L3**QCF level:** 3**Credit value:** 3**Guided learning hours:** 30

Unit Purpose:	The unit is designed to ensure that Assistant Tiller or Assistant Stone Decorator operate and work within the Tiling and Decorative Stone sector environment. Prepare surfaces for tiling and stone decoration.
Unit assessment requirements/evidence	Required evidence should be generated through: <ul style="list-style-type: none"> i. Direct observation ii. Case Study iii. Assignment iv. Personal statement (Reflective account) v. Work product vi. Questioning vii. Witness statement viii. Recognition of prior learning
Objectives	<p>To perform effectively and efficiently in this unit, operative needs to show evidence of competence in the identified performance criteria by completing mandatory task of basic methods in Cutting, Chiseling, Filling and Levelling of surfaces to receive tiles.</p> <p>By completing this mandatory unit, learner must show competence in:</p> <ol style="list-style-type: none"> 1. Methods of Cutting, Chiselling, Filling and Levelling of surfaces for tiling. 2. Selecting and fixing of tiles to both vertical and horizontal surfaces. 3. Using both manual and powered Cutting and Drilling tools

Unit 019: Surface Preparation for Tiling

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Cut, chisel, fill and level surfaces to receive tiles	1.1	Identify methods of cutting, chiseling, filling and leveling surfaces to receive decorative tiles as follows: <ul style="list-style-type: none"> i. Cut holes on walls ii. Cut tiles to cover electrical fittings, pipe outlets etc. iii. Chisel projecting concrete surfaces, block work etc. iv. Fill the chiseled surfaces flush to receive tiles 		
LO 2: Demonstrate methods of leveling and compacting floor surfaces to receive floor tiles	2.1	Level and compact floor surfaces to receive tiles as follows: Used spirit level to ensure the hard core is level Ensure the hard core is compacted using compacting equipment, mechanical or manual e.g.: manual steel rammer or mechanical compacting roller (portable)		
LO 3: Select and fix tiles to vertical surfaces	3.1	Prepare a vertical surface to receive tiles as follows: <ul style="list-style-type: none"> i. Wet the surface with water ii. Clean the surface iii. Start laying from the bottom of the wall iv. Ensure that the first layer is leveled and aligned v. Consider the joints to be either bonded or unbounded vi. Continue in that direction to the final height required vii. Ensure each course of tiles is truly plumped and well aligned 		
LO 4: Select and fix tiles to horizontal surfaces	4.1	Set out tile work for horizontal surfaces as follows: <ul style="list-style-type: none"> i. Select the space, room, hall, toilet etc. 		

		<ul style="list-style-type: none"> ii. Set out lines to determine the centre of the surface along the two axis, start tiling from the middle iii. Ensure the adhesive is properly spread, leveled to receive each slab to tile iv. Arrange for site visitations and work participation either paid or unpaid 								
LO 5: Use mechanical tile cutter	5.1	Use mechanical tile cutter as follows: <ul style="list-style-type: none"> i. Identify every part of the tile cutter ii. Use the tile cutter to cut different sizes of tiles iii. Use the tile cutter to drill holes iv. Use the tile cutter to drill circular holes on tiles 								

Learner's Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 020: Math Skill in Tiling**Unit reference number:** CON/TL/020/L3**QCF level:** 3**Credit value:** 3**Guided learning hours:** 30

Unit Purpose:	The purpose of this unit is to impact into learner, skill and knowledge by an individual to be proficient in math skill relevant to tiling occupation in the construction industry.
Unit assessment requirements/evidence	<p>To perform effectively and efficiently in this unit, operative needs to show evidence of competence in performance in the identified performance criteria by completing mandatory tasks of basic math skill in tiling skilled base units over 3 sample locations</p> <p>Required evidence should be generated through:</p> <ol style="list-style-type: none"> Direct observation Case Study Assignment Personal statement (Reflective account) Work product Questioning Witness statement Recognition of prior learning
Objectives	<p>By completing this mandatory unit, learner must show competence in:</p> <ol style="list-style-type: none"> Analyse drawings with mathematical methods Solve practical problems using percentages Organise to measure angles when cutting tiles according to the size of the angle Calculate surface area of floors and walls Organise and calculate volume and surface areas of three dimensional object Organise and calculate cost per m2 of a tiling project

Unit 020: Math Skill in Tiling Work

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Analyse drawings with mathematical methods	1.1	Use fractional methods to solve practical problems		
	1.2	Add, subtract, multiply and divide with fractions and decimal fractions		
LO 2: Solve practical problems using percentages	2.1	Explain quantities as percentages		
LO 3: Organise to measure angles when cutting tiles according to the size of the angle	3.1	Measure angle on tiles required for cutting		
	3.2	Measure angle required to cut for floor slab		
	3.3	Measure and cut as many different angles as possible		
	3.4	Use large wooden or plastic protractor to measure angles		
LO 4: Calculate surface area of floors and walls	4.1	Evaluate area of wall surface in m ² as (LxB)		
	4.2	Evaluate area of floor surface in m ² as (LxB)		
	4.3	Evaluate perimeter of given rectangle in m as 2(LxB)		
	4.4	Calculate different shapes using the above formulas		
LO 5: Organise and calculate volume and surface areas of three dimensional objects	5.1	Consider the volume of a room i.e.: bedroom, sitting room, kitchen or any cuboid object		
	5.2	Calculate volume using (LxBxH)		
	5.3	Calculate volume of a bedroom, sitting room, convenience etc.		
	5.4	Calculate areas of floors, walls in a room		
LO 6: Organise and calculate cost per m ² of a tiling project	6.1	Prepare layout of quotation		
	6.2	Use the format to carryout calculation for quantities of materials		
	6.3	List the materials with the quantities		
	6.4	Use the price list to cost the project		

Learner's Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 021: Project Planning**Unit Reference Number:** CON/CJ/021/L3**QCF Level:** 3**Credit Value:** 3**Guided Learning Hours:** 30

Unit Purpose:	The purpose of this unit is to impact on Senior Carpenter, skill and knowledge to be proficient in planning and coordination of relevant trades in the construction industry.
Unit assessment requirements/evidence requirements:	<p>To perform effectively and efficiently in this unit, the learner should be able to show competence through:</p> <ul style="list-style-type: none"> i. Direct observation ii. Case Study iii. Assignment iv. Personal statement (Reflective account) v. Work product vi. Questioning vii. Witness statement viii. Recognition of prior learning
Objectives:	<p>By completing this mandatory unit, learner must show competence in:</p> <ul style="list-style-type: none"> 1. Explaining project planning and coordination 2. Organizing and set basic activities required for Carpentry/Joinery work 3. Applying inspection procedures for Carpentry & Joinery work.

Unit 021: Project Planning

Learning Outcome		Performance Criteria	Evidence Type	Evidence Ref. Page Number
LO 1: Explain project planning and coordination.	1.1	Coordinate the setting of work to standard.		
	1.2	Prepare advice on cost reduction in Carpentry and joinery work.		
	1.3	Coordinate planning for maintenance.		
LO 2: Organize and set basic activities required for carpentry work.	2.1	Locate the project drawings.		
	2.2	Locate the job area.		
	2.3	Estimate and prepare quotation to include prices of material and labor.		
	2.4	Organize and request for materials.		
LO 3: Organize tools, equipment and personnel for carpentry work	3.1	Organize and arrange tools and materials.		
	3.2	Employ carpenters on level two and one respectively.		
	3.3	Supervise the carpentry and joinery work.		

Learner's Signature:

Date:

Assessors Signature:

Date:

IQA Signature (if sampled)

Date:

EQA Signature (if sampled)**Date:**