

FEDERAL MINISTRY OF EDUCATION

# National Skills Qualifications

FOR

## FURNITURE MAKING AND UPHOLSERY

LEVEL 1, 2 & 3

February, 2025

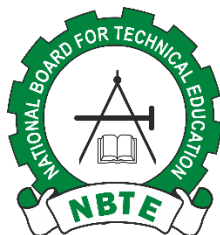


Innovation Development  
and Effectiveness in the  
Acquisition of Skills  
(IDEAS) Project

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**National Board for Technical Education**

Plot B, Bida Road, P.M.B. 2239, Kaduna, Nigeria



**NATIONAL SKILLS QUALIFICATION**

# **FURNITURE MAKING AND UPHOLSERY**

## **LEVEL 1-3**

**FEBRUARY, 2025**

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### OVERVIEW

This qualification aims to equip learners with knowledge and skills in Communicating effectively, working in team, complying with health and safety requirements, create and finish furniture products.

This qualification is subject to review as at when the need arises.

### QUALIFICATION PURPOSE

This qualification is designed to equip learner with knowledge and skills in furniture production

### QUALIFICATION REQUIREMENTS

All Candidates must:

- a. Be at least (13) years of age
- b. Be medically fit
- c. Be physically fit
- d. Be mentally fit (Mental alertness)
- e. Have achieved all the Safety and Health mandatory units in the qualification
- f. Be a Nigerian citizen
- g. Other nationals (International passport, residence permit)
- h. Be vetted

### QUALIFICATION OBJECTIVE

At the end of the qualification, the learner should be able to:

- a. Communicate effectively in workplace
- b. Work in a team
- c. Comply with health and safety requirements
- d. Assist in different sections in furniture industry
- e. Assist in operating basic hand tools use in the furniture making industry
- f. Handle different types of materials used in furniture making
- g. Assist in handling basic furniture making processes
- h. Assist basic furniture making operations
- i. Assist in handling basic finishing materials, equipment and the process of its application
- j. Assist in reading and interpreting simple sketches and specifications
- k. Assist in operating basic ICT applications on furniture making

### UNIT ASSESSMENT/EVIDENCE REQUIREMENTS:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. Simulation is allowed in this unit and level.

#### Assessment Methods to be Used Include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Assignment (ASS)

*(This depends on the Trade Areas to be assessed)*

**NATIONAL SKILLS QUALIFICATION**

**FURNITURE  
MAKING AND  
UPHOLSERY**

**LEVEL 1**

**FEBRUARY, 2025**

**NATIONAL SKILLS QUALIFICATION****LEVEL 1: ASSISTANT FURNITURE MAKER**

In order to obtain this qualification, a minimum of 22 credits is required.

Unit	Unit Reference Number	Unit Title	Credit Value	Guided Learning Hours
<b>MANDATORY UNITS</b>				
<b>1</b>	CON/FWK/001/L1	Health and safety in furniture Industry	2	20
<b>2</b>	CON/FWK/002/L1	Communication skills in work environment	1	10
<b>3</b>	CON/FWK/003/L1	Team work	1	10
<b>4</b>	CON/FWK/004/L1	Introduction to Furniture Industry	2	20
<b>5</b>	CON/FWK/005/L1	Introduction to hand tools in furniture making	2	20
<b>6</b>	CON/FWK/006/L1	Introduction to furniture making materials	2	20
<b>7</b>	CON/FWK/007/L1	Introduction to furniture making processes	3	30
<b>8</b>	CON/FWK/008/L1	Introduction to furniture making operations	3	30
<b>9</b>	CON/FWK/009/L1	Finishing and finishing materials	2	20
<b>10</b>	CON/FWK/010/L1	Reading and interpretation of simple sketches	2	20
<b>11</b>	CON/FWK/011/L1	Basic ICT Usage	2	20
	<b>TOTAL</b>		<b>22</b>	<b>220</b>

**NOTE: This is a 20-credit qualification in mandatory and 2 credit optional**

**GENERAL GUIDE**

<b>Unit Title</b>	Provides a clear explanation of the content of the unit.
<b>Unit Number</b>	The unique number assigned to the unit
<b>Unit Reference</b>	The unique reference number given to each unit at qualification approval by NBTE
<b>Unit Level</b>	Denotes the level of the unit within the National Skills Qualifications Framework NSQF.
<b>Unit Credit Value</b>	The value that has been given to the unit based on the expected learning time for an average learner. 1 credit value = 10 guided learning hours
<b>Unit Purpose</b>	Provides a brief outline of the unit content.
<b>Learning Outcome</b>	A statement of what a learner will know, understand or be able to do, as a result of learning process.
<b>Assessment Criteria</b>	A description of the requirements a learner must achieve to demonstrate that a learning outcome has been met.
<b>Unit Assessment Guidance</b>	Any additional guidance provided to support the assessment of the unit.
<b>Unit Guided Learning Hours</b>	The average number of hours of supervised or directed study time or assessment required to achieve a qualification or unit of qualification.

**Unit 1: Health and Safety in Furniture Industry**

<b>Unit Reference Number</b>	<b>CON/FWK/001/L1</b>
<b>QCF Level:</b>	<b>1</b>
<b>Credit Unit</b>	<b>2</b>
<b>Guided learning hours</b>	<b>20</b>

**Unit Purpose**

The purpose of this unit is to introduce the learners to health and safety issues relating to furniture industry

**Objectives:**

At the end of this unit, the learner should be able to:

1. Know safety hazards and risks
2. Know proper PPE
3. Know First Aid
4. Know the process of housekeeping in work environment
5. Know correct lifting, loading/offloading and stacking of materials appropriately

**Unit Assessment Evidence Requirement**

Assessment methods to be used include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Assignment (ASS)

**Unit 001: Health and Safety in Furniture Industry**

<b>Learning outcome (LO)</b>		<b>Performance Criteria: -</b>	<b>Evidence Type</b>					<b>Evidence Ref Page No.</b>			
<b>LO 1:</b> <i>Understand safe working instructions and practices in furniture industry</i>	1.1	Explain safe working instructions and practices in furniture industry									
	1.2	Identify safe working instructions and practices in furniture industry									
	1.3	Identify signs and symbols in furniture industry									
	1.4	Explain the use of signs and symbols furniture industry									
	1.5	Identify safe access and exit routes to and from work environment									
<b>LO 2:</b> <i>Know safety hazards and risks in furniture industry</i>	2.1	Identify work environment hazard and risks in furniture industry									
	2.2	Take appropriate actions against identified hazards									
	2.3	Recognize types of hazards and risks in surface area									
	2.4	Recognize types of hazards and risks in height and depth									
<b>LO 3:</b> <i>Know proper use of PPE in furniture industry</i>	3.1	Identify types of PPE									
	3.2	Describe work related PPE									
	3.3	Select types of PPE use in furniture making									
	3.4	Wear PPE in accordance with instructions									
	3.5	Carryout maintenance of PPE after use									
	3.6	Carryout storage of PPE after cleaning									
<b>LO 4:</b> <i>Know first aid in furniture industry</i>	4.1	Identify first aid box /kit									
	4.2	Identify the materials in the first aid box/kit									
	4.3	Use basic dressing material									
	4.4	Respond to supervisors given instructions on health-related matters									
	4.5	Report accident/injury to the appropriate supervisor									
<b>LO 5:</b> <i>Know the process of housekeeping in furniture working environment</i>	5.1	Explain housing keeping in furniture working environment									
	5.2	Identify tools, equipment and materials use in furniture working environment									
	5.3	Carry out general housekeeping of work environment									
	5.4	Carryout storage of tools, equipment and unused material									
<b>LO 6</b>	6.1	List the correct lifting and stacking techniques									

<b><i>Know correct lifting, loading/offloading and stacking of materials appropriately</i></b>	6.2	Demonstrate appropriate lifting techniques in loading and off-loading of materials without assistance												
	6.3	Demonstrate correct lifting and loading techniques with mechanical assistance or persons												
	6.4	Carryout stacking of materials correctly in accordance with instructions												

<b>Leaner's Signature</b>	<b>Date</b>
<b>Assessor's Signature</b>	<b>Date</b>
<b>IQA Signature if sampled</b>	<b>Date</b>
<b>EQA Signature if sampled</b>	<b>Date</b>

**Unit 2: Communication Skills in a Work Environment**

<b>Unit Reference Number</b>	<b>CON/FWK/002/L1</b>
<b>QCF Level:</b>	<b>1</b>
<b>Credit Unit</b>	<b>1</b>
<b>Guided learning hours</b>	<b>10</b>

**Unit Purpose**

This unit is designed to provide learner with knowledge and skills to communicate effectively in workplace.

**Objectives**

At the end of this unit, the learner should be able to:

1. Understand the importance of effective communication in the workplace.
2. Demonstrate verbal and non-verbal communication skills.
3. Interpret and follow workplace instructions accurately.
4. Maintain professional etiquette when communicating with colleagues and supervisors.
5. Utilize workplace communication tools effectively.

**Unit Assessment Evidence Requirement**

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Reflective Account

**Unit 002: Communication skills in the work environment**

Learning outcome (LO)		Performance Criteria: -	Evidence Type	Evidence Ref Page No.
<b>LO 1:</b> <i>Understand workplace communication</i>	1.1	Define communication in the workplace environment.		
	1.2	Explain the importance of communication in a furniture workshop.		
	1.3	List factors affecting effective communication		
<b>LO 2:</b> <i>Know verbal and non-verbal communication skills</i>	2.1	Explain verbal and non-verbal communication		
	2.2	Demonstrate appropriate use of tone and gestures when communicating.		
	2.3	Identify the use of non-verbal communication in the workplace environment: <ul style="list-style-type: none"> <li>Charts</li> <li>Symbols</li> </ul>		
<b>LO 3:</b> <i>Know how to interpret and follow workplace instructions accurately</i>	3.1	Identify communication barriers and how to overcome them.		
	3.2	Read and interpret simple workshop notices and instructions.		
	3.3	Ask relevant questions to clarify instructions.		
<b>LO 4:</b> <i>Know how to maintain professional etiquette when communicating</i>	4.1	Demonstrate respect and courtesy in workplace environment		
	4.2	Communicate effectively with colleagues and supervisors		
	4.3	Follow instruction for a given task		
<b>LO 5:</b> <i>Know how to utilize workplace communication tools effectively</i>	5.1	Identify common communication tools used in a workshop e.g.: <ul style="list-style-type: none"> <li>Walkie-talkies</li> <li>Notice boards</li> <li>Logs</li> </ul>		
	5.2	Use written communication in the workplace environment e.g.: <ul style="list-style-type: none"> <li>Record keeping</li> <li>Message writing</li> </ul>		
	5.3	Use non-written communication in the workplace environment e.g.: <ul style="list-style-type: none"> <li>Phone call message</li> <li>Text message etc.</li> </ul>		

<b>Learner's Signature</b>	<b>Date</b>
<b>Assessor's Signature</b>	<b>Date</b>
<b>IQA Signature if sampled</b>	<b>Date</b>
<b>EQA Signature if sampled</b>	<b>Date</b>

**Unit 3: Teamwork****Unit Reference Number:** CON/FWK/003/L1**QCF Level:** 1**Credit Unit:** 1**Guided learning hours:** 10**Unit Purpose**

The unit is designed to equip the learner with knowledge and skills required to develop team spirit and positive working relationship with colleagues

**Objectives**

At the end of this unit, the learner should be able to:

1. Understand Positive working relationship
2. Know your responsibilities within the team
3. Know Compliance with organizational policies

**Unit Assessment Evidence Requirement**

1. Direct Observation (DO)
2. Assignment (ASS)
3. Question and Answer (QA)
4. Witness Testimony (WT)

**Unit 003: Teamwork**

<b>Learning outcome (LO)</b>		<b>Performance Criteria: -</b>	<b>Evidence Type</b>	<b>Evidence Ref Page No.</b>
<b>LO 1:</b> <i>Understand Positive working relationship</i>	1.1	Explain the need for developing positive working relationship with colleagues in workplace environment		
	1.2	State the importance of relating with other people in workplace environment		
	1.3	Assist team members when required in workplace environment		
	1.4	Report to appropriate personnel when request for assistance fall outside area of responsibility		
	1.5	Communicate information to colleagues about own work that might affect others		
<b>LO 2:</b> <i>Know your responsibilities within the team</i>	2.1	Carry out own role and responsibilities within the team		
	2.2	Perform individual tasks assigned by team leader		
	2.3	Participate effectively in team work		
<b>LO 3:</b> <i>Know Compliance with organizational policies</i>	3.1	Work in line with organizational standards		
	3.2	Observe organizational codes of practices		
	3.3	Explain organizational code of conduct		

<b>Leaner's Signature</b>	<b>Date</b>
<b>Assessor's Signature</b>	<b>Date</b>
<b>IQA Signature if sampled</b>	<b>Date</b>
<b>EQA Signature if sampled</b>	<b>Date</b>

**Unit 4: Introduction to Furniture Industry**

<b>Unit Reference Number</b>	<b>CON/FWK/004/L1</b>
<b>QCF Level:</b>	<b>1</b>
<b>Credit Unit</b>	<b>2</b>
<b>Guided learning hours</b>	<b>20</b>

**Unit Purpose**

The unit is designed to provide the learner with knowledge and skills of sections in furniture industry

**Objectives**

At the end of this unit, the learner should be able to:

1. Classify professions in the Furniture industry
2. Identify different machine operation professionals
3. Understand types of services rendered by furniture makers

**Unit Assessment/ Evidence Requirement**

Assessment must be carried out in a workshop/ work environment where learning and human development takes place.

**Assessment methods to be used include**

1. Direct Observation / Oral Question (DO)
2. Question and Answer (QA)
3. Assignment (ASS)

**Unit 004: Introduction to the Furniture Making Industry**

Learning outcome (LO)		Performance Criteria: -	Evidence Type	Evidence Ref	Page No
<b>LO 1:</b> <i>Understand professions in the Furniture industry</i>	1.1	List types of occupations in Furniture making industry such as: <ul style="list-style-type: none"> <li>• Upholsterer</li> <li>• Woodworker</li> <li>• Joiner</li> <li>• Designer</li> <li>• Finisher</li> <li>• Furniture installer</li> <li>• Wood carver</li> <li>• Wood machinist</li> </ul>			
	1.2	Explain the roles of different professionals in the Furniture Industry			
	1.3	List classification of furniture: <ul style="list-style-type: none"> <li>• Classroom</li> <li>• Bedroom</li> <li>• Office</li> <li>• Hospital</li> <li>• Home</li> <li>• Kitchen cabinet</li> </ul>			
<b>LO 2:</b> <i>Understand different machine operation professionals</i>	2.1	Identify types of machine operation professionals in the furniture industry <ul style="list-style-type: none"> <li>• Wood Turner</li> <li>• Table saw operator</li> <li>• Moulder operator</li> <li>• Planer / jointer operator</li> <li>• Shaper</li> <li>• Band saw operator</li> <li>• Spray booth operator</li> <li>• CNC operator</li> </ul>			
	2.2	Explain the roles of various professions in wood processing			
	2.3	List types of products produced by each profession			
<b>LO 3:</b> <i>Know types of services rendered by furniture makers</i>	3.1	Describe types of services rendered by furniture makers under repair and restoration such as <ul style="list-style-type: none"> <li>• Repair of damaged broken furniture</li> <li>• Restoration of antiques furniture to its original condition</li> </ul>			

	3.2	Describe services related to refurbishing of upholstery with new fabrics, leather or other materials											
	3.3	Differentiate between finishing and polishing services											
	3.4	Recognize types of custom-made furniture e.g.: <ul style="list-style-type: none"> <li>• Residential custom furniture</li> <li>• Commercial custom furniture</li> <li>• Specialty custom furniture</li> <li>• Custom furniture style</li> </ul>											

**Learner's Signature****Date****Assessor's Signature****Date****IQA Signature if sampled****Date****EQA Signature if sampled****Date**

**Unit 5: Introduction to hand tools in furniture making**

<b>Unit Reference Number</b>	<b>CON/FWK/006/L1</b>
<b>QCF Level:</b>	<b>1</b>
<b>Credit Unit</b>	<b>2</b>
<b>Guided learning hours</b>	<b>20</b>

**Unit Purpose**

This unit is designed to introduce learners with knowledge and skills of basic hand tools use in the furniture making industry

**Objectives**

At the end of this unit, the learner should be able to:

1. Know basic hand tools used in furniture making
2. Select a hand tool for a given task
3. Understand the use of hand tools

**Unit Assessment /Evidence Requirement****Assessments method to be used include:**

1. Direct Observation/Question and Answer (DO)
2. Question and Answer (QA)
3. Assignment (ASS)

**Unit 005: Introduction to hand tools in furniture making**

Learning outcome (LO)		Performance Criteria: -	Evidence Type	Evidence Ref Page No.
<b>LO 1:</b> <i>Know basic hand tools use in furniture making industry</i>	1.1	Explain hand tools		
	1.2	Identify different types of measuring tools		
	1.3	Identify different types of marking tools		
	1.4	Identify different types sawing tools		
	1.5	Recognize different types of boring tools		
	1.6	Identify different types of driving tools		
	1.7	Identify different types of shaving tools		
<b>LO 2:</b> <i>Know the selection of hand tools for a given task</i>	2.1	Select hand tools for a given task in furniture making		
	2.2	Select the correct tools for measuring angles		
	2.3	Select the correct tools for marking inclined lines		
	2.4	Select the right saw for cutting across, along and cutting curves the grain		
	2.5	Select the correct tools for boring dowel holes		
	2.6	Select the correct tools for driving nails		
	2.7	Select the right tools for shaving curved surfaces		
	2.8	Recognize the basic safety applicable to each hand tool		
	2.9	Carry out operations with hand tools following the correct handling technique		
	2.10	Carryout maintenance of hand tools		
	2.11	Carryout safe storage of hand tools after use		
<b>LO 3:</b> <i>Know the use of hand tools in furniture making</i>	3.1	Measure a piece of wood to a given size		
	3.2	Mark a piece of wood to required size		
	3.3	Carry out sawing operation on a piece of wood by cutting it to the required size with a hand saw		

	3.4	Use a plane to make a piece of wood flat											
	3.5	Use a plane to prepare a wood square piece											
	3.6	Plane a piece of wood to a given dimension											
	3.7	Chisel out a mortise on a piece of wood											
	3.8	Bore a dowel hole											
	3.9	Carryout maintenance of boring tools											
	3.10	Carryout the storage of boring tools after use											

**Learner's Signature****Date****Assessor's Signature****Date****IQA Signature if sampled****Date****EQA Signature if sampled****Date**

**Unit 6: Introduction to Furniture Making Materials**

<b>Unit Reference Number:</b>	<b>CON/FWK/005/L1</b>
<b>QCF Level:</b>	<b>1</b>
<b>Credit Unit</b>	<b>2</b>
<b>Guided learning hours</b>	<b>20</b>

**Unit Purpose**

The unit is designed to introduce learners with knowledge and skills of different types of materials used in furniture making

**Objectives**

At the end of this unit, the learner should be able to:

1. Identify different types of material
2. Understand the steps in processing wood
3. State various types of manufactured boards
4. Know types of timber bonding materials

**Unit Assessment/ Evidence Requirement**

Assessment methods to be used include:

1. Direct Observation/ Oral Question (DO)
2. Question and Answer (QA)
3. Assignment (ASS)

**Unit 006: Introduction to Furniture Making Materials**

<b>Learning Outcome (LO)</b>		<b>Performance Criteria: -</b>	<b>Evidence Type</b>					<b>Evidence Ref Page No.</b>				
<b>LO 1:</b> <i>Understand different types of material use in furniture making</i>	1.1	Distinguish between types of timber: <ul style="list-style-type: none"> <li>• Softwood</li> <li>• Hardwood</li> </ul>										
	1.2	Identify the characteristics of different types of Nigerian timber specimens: <ul style="list-style-type: none"> <li>• Abura</li> <li>• Mahogany</li> <li>• Iroko</li> <li>• Mansonia</li> <li>• Teak etc.</li> </ul>										
	1.3	List different marketable sizes of Nigerian timber										
<b>LO 2:</b> <i>Know the steps in processing wood</i>	2.1	Recognize felling of a tree										
	2.2	Explain conversion methods of logs										
	2.3	Identify different conversion methods of logs										
	2.4	Explain seasoning techniques										
	2.5	Discuss types of seasoning techniques										
	2.6	Identify natural from artificial seasoning techniques										
	2.7	State different types of defects in woods										
	2.8	State how to carryout seasoning of timber										
	2.9	Identify natural defects in timber										
	2.10	Identify artificial defects in timber										
<b>LO 3:</b> <i>Know various types of manufactured boards</i>	3.1	Explain manufactured boards										
	3.2	Identify different types of manufactured boards										
	3.3	State the properties of each type of manufactured board										
	3.4	State the uses of each type of manufactured board										
	3.5	Identify commercial sizes of manufactured board										
<b>LO 4:</b> <i>Know types of timber bonding materials</i>	4.1	Identify different types of timber bonding materials										
	4.2	Distinguish between types of bonding materials										
	4.3	Use bonding materials on solid wood										
	4.4	Use bonding materials for edge banding of manufactured boards										

**Learner's Signature****Date****Assessor's Signature****Date****IQA Signature if sampled****Date****EQA Signature if sampled****Date**

**Unit 7: Introduction to Furniture Making Processes**

<b>Unit Reference Number</b>	<b>CON/FWK/007/L1</b>
<b>QCF Level:</b>	<b>1</b>
<b>Credit Unit</b>	<b>3</b>
<b>Guided learning hours</b>	<b>30</b>

**Unit Purpose**

This unit is designed to introduce the learners with knowledge and skills of basic furniture making process

**Objectives**

At the end of this unit, the learner should be able to:

1. Know the construction of a simple furniture item
2. Understand process of timber preparation for stool construction
3. Understand joining techniques in furniture making

**Unit Assessment /Evidence Requirement****Assessments method to be used include:**

1. Direct Observation/Question and Answer (DO)
2. Question and Answer (QA)
3. Assignment (ASS)

**Unit 007: Introduction to Furniture Making Processes**

Learning outcome (LO)		Performance Criteria: -	Evidence Type	Evidence Ref	Evidence Page No.
<b>LO 1:</b> <i>Understand process of timber preparation in furniture making</i>	1.1	Mark pieces of wood to required dimensions			
	1.2	Saw pieces of wood to given dimensions			
	1.3	Plane pieces of timber to given sizes			
	1.4	Put the appropriate marks on face side and face edge			
<b>LO 2:</b> <i>Understand joining techniques in furniture making</i>	2.1	Identify basic joints used in furniture making			
	2.2	Construct a sample of simple halving joint			
	2.3	Construct a simple mortise and tenon joint			
	2.4	Prepare material for stool construction			
	2.5	Construct the required joints in stools construction			
	2.6	Clean joint to fit			
	2.7	Assemble stool with bonding material			
	2.8	Dress material for the top of the stool			
	2.9	Carry out appropriate edge banding			
	2.10	Return unused materials for proper storage			
	2.11	Return tools to store			
	2.12	Clean the work environment			
<b>LO 3:</b> <i>Know the construction of a simple furniture item</i>	3.1	Prepare cutting list for a simple stool			
	3.2	Explain how to prepare cost estimate for making simple objects			
	3.3	Make a cost estimate for making a simple stool			
	3.4	Identify suitable material for constructing a stool			

<b>Learner's Signature</b>	<b>Date</b>
<b>Assessor's Signature</b>	<b>Date</b>
<b>IQA Signature if sampled</b>	<b>Date</b>
<b>EQA Signature if sampled</b>	<b>Date</b>

**Unit 8: Introduction to furniture making operations**

<b>Unit Reference Number</b>	<b>CON/FWK/008/L1</b>
<b>QCF Level:</b>	<b>1</b>
<b>Credit Unit</b>	<b>3</b>
<b>Guided learning hours</b>	<b>30</b>

**Unit Purpose**

This unit is designed to introduce the learners to basic furniture making operations

**Objectives**

At the end of this unit, the learner should be able to:

1. Know the types of joints used in table construction
2. Know preparation of material for table construction
3. Know how to construct a table
4. Conduct appropriate housekeeping

**Unit Assessment/ Evidence Requirement**

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Assignment (ASS)
4. Work Product (WP)

**Unit 008: Introduction to furniture making operations**

<b>Learning outcome (LO)</b>		<b>Performance Criteria:-</b>	<b>Evidence Type</b>	<b>Evidence Ref Page No.</b>
<b>LO 1:</b> <i>Know the types of joints used in table construction</i>	1.1	Identify different types of joints used in table construction		
	1.2	Select suitable materials for table construction		
	1.3	Make a cutting list for table construction		
	1.4	Prepare material for constructing a table		
<b>LO 2:</b> <i>Know preparation of material for table construction</i>	2.1	Cut wood to a given size		
	2.2	Plane a surface flat and mark face side		
	2.3	Plane one edge square to the face side and mark face edge		
	2.4	Gauge to the required width and thickness of the piece of wood		
	2.5	Plane the wood required width and thickness		
<b>LO 3:</b> <i>Know how to construct a table</i>	3-1	Mark mortise and tenon joint		
	3.2	Cut the tenon		
	3.3	Chisel out the mortise		
	3.4	Dry assemble joints		
	3.5	Clean joints to fit		
	3.6	Assemble joints with the right adhesives and cramps		
	3.7	Clean excess glue with wet rag		
	3.8	Dress material for the top of the table		
<b>LO 4:</b> <i>Conduct appropriate housekeeping</i>	4.1	Return unused materials to store		
	4.2	Return tools to store		
	4.3	Free work environment of all scraps and obstructions		

**Learner's Signature****Date****Assessor's Signature****Date****IQA Signature if sampled****Date****EQA Signature if sampled****Date**

**Unit 9: Finishing and Finishing Materials**

<b>Unit Reference Number</b>	<b>CON/FWK/009/L1</b>
<b>QCF Level:</b>	<b>1</b>
<b>Credit Unit</b>	<b>2</b>
<b>Guided learning hours</b>	<b>20</b>

**Unit Purpose**

This unit is designed to introduce the learner with the knowledge and skills of basic finishing materials, equipment and the process of its application

**Objectives**

At the end of this unit, the learner should be able to:

1. Understand safety in application of finishing material
2. Know Preparation of surface for application of finishing materials
3. Know Proper handling and care of finishing material and equipment

**Unit Assessment /Evidence Requirement**

Assessment methods include the following:

1. Direct Observation (DO)
2. Work Product (WP)
3. Question and Answer (QA)
4. Assignment (ASS)

**Unit 009: Finishing and Finishing Materials**

<b>Learning outcome (LO)</b>		<b>Performance Criteria:-</b>	<b>Evidence Type</b>	<b>Evidence Ref Page No.</b>
<b>LO 1:</b> <i>Understand safety in application of finishing material</i>	1.1	Discuss finishing and finishing materials		
	1.2	Identify the reasons for finishing		
	1.3	Recognize different types of finishing materials		
	1.4	State the use of each type of material		
	1.5	State basic safety precaution in the application of finishes		
	1.6	State safety precaution in the storage of finishes		
<b>LO 2:</b> <i>Know Preparation of surface for application of finishing materials</i>	2.1	Carry out initial sanding operation		
	2.2	Carry out filling operation		
	2.3	Carry out scraping operation		
	2.4	Carry out final sanding operation		
	2.5	Carry out sealing operation with brush		
	2.6	Carry out staining operation with brush		
	2.7	Apply appropriate finish with brush		
<b>LO 3:</b> <i>Know Proper handling and care of finishing materials and equipment</i>	3.1	Recognize the various safety, hazards and risks associated with wood finishes.		
	3.2	Mix finish material for application		
	3.3	Carry out finishing correctly observing safe methods.		
	3.4	Return unused materials for proper storage.		
	3.5	Carry out proper housekeeping procedures after application of finishes		

<b>Leaner's Signature</b>	<b>Date</b>
<b>Assessor's Signature</b>	<b>Date</b>
<b>IQA Signature if sampled</b>	<b>Date</b>
<b>EQA Signature if sampled</b>	<b>Date</b>

**Unit 10: Reading and interpretation of simple sketches and specifications**

<b>Unit Reference Number</b>	<b>CON/FWK/010/L1</b>
<b>QCF Level:</b>	<b>1</b>
<b>Credit Unit</b>	<b>2</b>
<b>Guided learning hours</b>	<b>20</b>

**Unit Purpose**

The unit is designed to provide learners with the knowledge and skills of reading and interpreting simple sketches and specifications

**Objectives**

At the end of this unit, the learner should be able to:

1. Understand simple sketches
2. Understand specifications
3. Know different signs and symbols

**Unit Assessment Evidence Requirement**

1. Direct Observation (DO)
2. Work Product (WP)
3. Question and Answer (QA)
4. Witness Testimony (WT)
5. Reflective Account (RA)

**Unit 010: Reading and Interpretation of Simple Sketches and Specifications**

<b>Learning outcome (LO)</b>		<b>Performance Criteria:-</b>	<b>Evidence Type</b>	<b>Evidence Ref Page No.</b>
<b>LO 1:</b> <i>Understand simple sketches</i>	1.1	Explain how to sketch a simple object		
	1.2	Demonstrate simple sketches of simple furniture items		
	1.3	Draw simple oblique sketches of furniture items		
	1.4	Draw Isometric sketches of simple furniture items		
<b>LO 2:</b> <i>Understand furniture materials specifications</i>	2.1	Explain furniture materials specifications		
	2.2	Interpret furniture materials specifications		
	2.3	Demonstrate ability to apply furniture materials specifications		
	2.4	Demonstrate ability of marking inclined lines at given angles		
<b>LO 3:</b> <i>Know different signs and symbols of furniture materials</i>	3.1	Recognize different signs and symbols of furniture materials		
	3.2	Explain the uses of symbols in furniture construction		
	3.3	Explain the uses of signs in furniture construction		

<b>Leaner's Signature</b>	<b>Date</b>
<b>Assessor's Signature</b>	<b>Date</b>
<b>IQA Signature if sampled</b>	<b>Date</b>
<b>EQA Signature if sampled</b>	<b>Date</b>

**UNIT 11: Basic ICT Skills for furniture making**

<b>Unit Reference number:</b>	<b>CON/FWK/011/L1</b>
<b>QCF Level:</b>	<b>1</b>
<b>Credit Units:</b>	<b>2</b>
<b>Guided Learning Hours:</b>	<b>20</b>

**Unit Purpose:**

The unit is designed to provide the learner with knowledge and skills of basic ICT applications on furniture making.

**Objectives**

At the end of this unit, the learner should be able to:

1. Know the ability to interpret the menu of a cell phone
2. Know Safety regulations when using Cell phone
3. Understand Cell Phone application
4. Understand the use of cell phone in bank transaction

**Unit Assessment Evidence Requirement**

1. Direct Observation (DO)
2. Work Product (WP)
3. Question and Answer (QA)
4. Witness Testimony (WT)
5. Reflective Account (RA)

**Unit 0011: Basic ICT Skills for furniture making**

Learning outcome (LO)		Performance Criteria:	Evidence Type	Evidence Ref	Page No.
<b>LO1:</b> <i>Know the ability to interpret drawings using basic ICT skills</i>	1.1	Identify the use of ICT in furniture making			
	1.2	Identify the ICT tools use in furniture making			
	1.3	Explain the benefits of ICT in furniture making			
	1.4	Explain the importance of AutoCAD in furniture drawing			
	1.5	Use AutoCAD to draw a furniture item			
<b>LO 2:</b> <i>Know Safety regulations when using ICT skills in furniture making</i>	2.1	State safety rules to be observed when using ICT in producing furniture drawing			
	2.2	State unsafe acts when using ICT in producing furniture drawing			
	2.3	Observe software safety in furniture making drawing: <ul style="list-style-type: none"> <li>• Data backup</li> <li>• User authentication</li> </ul>			
<b>LO 3:</b> <i>Understand software application in furniture making drawing</i>	3.1	Connect to the internet using Wi-Fi			
	3.2	Draw furniture item using a software application (AutoCAD)			
	3.3	Open an e-mail address to download reference furniture items			
	3.4	Demonstrate the use of downloaded reference materials in furniture making			
<b>LO 4:</b> <i>Understand the use of cell phone in bank transaction</i>	4.1	Open a bank account with a cell phone			
	4.2	Transfer money using a cell phone			
	4.3	Check account balance with a cell phone			
	4.4	Perform Internet Banking			

<b>Leaner's Signature</b>	<b>Date</b>
<b>Assessor's Signature</b>	<b>Date</b>
<b>IQA Signature if sampled</b>	<b>Date</b>
<b>EQA Signature if sampled</b>	<b>Date</b>

**NATIONAL SKILLS QUALIFICATION**

**FURNITURE  
MAKING AND  
UPHOLSERY**

**LEVEL 2**

**FEBRUARY, 2025**

## OVERVIEW

This qualification aims to equip learners with knowledge and skills in Communicating effectively, working in team, complying with health and safety requirements, create and finish furniture products.

This qualification is subject to review as at when the need arises.

## QUALIFICATION PURPOSE

This qualification is designed to equip learner with knowledge and skills in furniture production

## QUALIFICATION REQUIREMENTS

All Candidates must:

- a. Be at least (15) years of age
- b. Be medically fit
- c. Be physically fit
- d. Be mentally fit (Mental alertness)
- e. Have achieved all the Safety and Health mandatory units in the qualification
- f. Be a Nigerian citizen
- g. Other nationals (International passport, residence permit)
- h. Be vetted

## QUALIFICATION OBJECTIVE

At the end of the qualification, the learner should be able to:

- a. Communicate effectively in workplace
- b. Work in a team
- c. Comply with health and safety requirements
- d. Assist operate basic power tools and machines in furniture making industry
- e. Handle furniture making materials
- f. Assist in handling and application of finishing materials
- g. Assist in basic upholstery operation in furniture making.
- h. Assist in running furniture making business.
- i. Assist in facilitating furniture making for the comfort of society.
- j. Assist in operating basic ICT applications on furniture making

## UNIT ASSESSMENT/EVIDENCE REQUIREMENTS:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. Simulation is allowed in this unit and level.

## Assessment Methods to be Used Include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Assignment (ASS)

*(This depends on the Trade Areas to be assessed)*

## NATIONAL SKILLS QUALIFICATION

### LEVEL 2 FURNITURE MAKER

In order to obtain a certificate, a minimum of 29 credits is required. This can be achieved as follows

- All mandatory units with a total of 27 credits
- 2 credits from the optional units

Unit	Unit Reference Number	Unit Title	Credit Unit	Guided Learning Hours
<b>MANDATORY</b>				
1	CON/FWK/001/L2	Health and safety in Furniture Making	2	20
2	CON/FWK/002/L2	Communication systems in work environment	2	20
3	CON/FWK/003/L2	Team work	2	20
4	CON/FWK/004/L2	Power Tools	6	60
5	CON/FWK/005/L2	Furniture making materials 11	3	30
6	CON/FWK/006/L2	Wood finishing 11	5	50
7	CON/FWK/007/L2	Introduction to basic upholstery	4	40
8	CON/FWK/008/L2	Furniture making business	3	30
<b>OPTIONAL</b>				
9	CON/FWK/009/L2	Introduction to Technical Vocational Education	2	20
10	CON/FWK/010/L2	Basic ICT usage	2	30
	TOTAL		31	310

**NOTE:** This is a 29 credits qualification. The candidate is expected to undertake and achieve 27 credits from the mandatory units and remaining 2 credits from optional units to be able to have level 2 qualification.

**GENERAL GUIDE**

<b>Unit Title</b>	Provides a clear explanation of the content of the unit.
<b>Unit Number</b>	The unique number assigned to the unit
<b>Unit Reference</b>	The unique reference number given to each unit at qualification approval by NBTE
<b>Unit Level</b>	Denotes the level of the unit within the National Skills Qualifications Framework NSQF.
<b>Unit Credit Value</b>	The value that has been given to the unit based on the expected learning time for an average learner. 1 credit value = 10 guided learning hours
<b>Unit Purpose</b>	Provides a brief outline of the unit content.
<b>Learning Outcome</b>	A statement of what a learner will know, understand or be able to do, as a result of learning process.
<b>Assessment Criteria</b>	A description of the requirements a learner must achieve to demonstrate that a learning outcome has been met.
<b>Unit Assessment Guidance</b>	Any additional guidance provided to support the assessment of the unit.
<b>Unit Guided Learning Hours</b>	The average number of hours of supervised or directed study time or assessment required to achieve a qualification or unit of qualification.

**Unit 001: Health and Safety in Furniture Making****Unit Reference Number** CON/FWK/001/L2**QCF Level:** 2**Credit Unit** 2**Guided learning hours** 20**Unit Purpose**

The unit is designed to provide the learner with knowledge of health and safety in furniture making industry

**Objectives**

At the end of this unit, the learner should be able to:

1. Know work practices and instruction in work environment
2. Know Safety hazards and risks in the work environment
3. Know appropriate PPE
4. Know appropriate actions in case of personal accident/ injury
5. Work safely and maintain clean work environment

**Unit Assessment Evidence Requirement**

1. Direct Observation (DO)
2. Work Product (WP)
3. Question and Answer (QA)
4. Witness Testimony (WT)
5. Reflective Account (RA)

**Unit 001: Health and Safety in Furniture Making**

<b>Learning outcome (LO)</b>		<b>Performance Criteria: -</b>	<b>Evidence Type</b>	<b>Evidence Ref Page No.</b>
<b>LO 1:</b> <i>Know work practices and instruction in work environment</i>	<b>1.1</b>	Demonstrate safe working practice in furniture making industry		
	<b>1.2</b>	Apply safe work practice in accordance with company safety guides		
	<b>1.3</b>	Apply safe work practices when carrying out a given task		
	<b>1.4</b>	Follow safe methods and procedures of work practices		
<b>LO 2:</b> <i>Know Safety hazards and risks in the work environment</i>	<b>2.1</b>	Recognize safety signs and symbols in the work environment		
	<b>2.2</b>	Recognize potential hazards and risks in the work environment		
	<b>2.3</b>	Recognize potential hazards and risks in surface, height and depth areas		
	<b>2.4</b>	Take appropriate action to prevent accident/ injury		
	<b>2.5</b>	Carry out safety drills		
<b>LO 3:</b> <i>Know the use of appropriate PPE</i>	<b>3.1</b>	Recognize types of PPE and their uses		
	<b>3.2</b>	Wear appropriate PPE correctly		
	<b>3.3</b>	Ensure strict compliance with safety regulation instructions		
<b>LO 4:</b> <i>Know appropriate actions in case of personal accident/ injury</i>	<b>4.1</b>	Demonstrate appropriate methods of lifting techniques for heavy materials		
	<b>4.2</b>	Carryout proper stacking of wood method and procedures		
	<b>4.3</b>	Demonstrate the application of manual lifting techniques for heavy materials		
	<b>4.4</b>	Apply safe work practices and procedures in work environment		
<b>LO 5:</b> <i>Know work safely and maintain clean work environment</i>	<b>5.1</b>	Provide Health and Safety information of workplace safety policy		
	<b>5.2</b>	Explain the importance of health and safety furniture making industry		
	<b>5.3</b>	Identify the effects of noncompliance with safety guidelines		

<b>Leaner's Signature</b>	<b>Date</b>
<b>Assessor's Signature</b>	<b>Date</b>
<b>IQA Signature if sampled</b>	<b>Date</b>
<b>EQA Signature if sampled</b>	<b>Date</b>

**Unit 002: Communication Skills in a Furniture making industry**

<b>Unit Reference Number</b>	<b>CON/FWK/002/L2</b>
<b>QCF Level:</b>	2
<b>Credit Unit</b>	2
<b>Guided learning hours</b>	20

**Unit Purpose**

This unit is designed to provide the learner with knowledge and skills of communication skills needed in furniture making industry.

**Objectives**

At the end of this unit, the learner should be able to:

1. Understand complex communication system in work environment
2. Locate the source of information in workplace
3. Use various communication means in work environment
4. Ensure regular maintenance of communication equipment

**Unit Assessment Evidence Requirement**

1. Direct Observation (DO)
2. Work Product (WP)
3. Question and Answer (QA)
4. Witness Testimony (WT)
5. Reflective Account (RA)

**Unit 002: Communication Skills in furniture making industry**

Learning outcome (LO)		Performance Criteria: -	Evidence Type	Evidence Ref Page No.
<b>LO 1:</b> <i>Know complex communication system in furniture making industry</i>	1.1	Demonstrate the use of electronic devices to pass on necessary information		
	1.2	Demonstrate simple nonverbal means of communication in furniture making industry		
	1.3	Interpret concepts of symbols and signs in furniture making industry appropriately		
<b>LO 2:</b> <i>Know the sources of information in furniture making industry</i>	2.1	Identify sources of information in furniture making industry		
	2.2	Carryout a task using a source of information in furniture making industry		
	2.3	Ensure proper documentation of information in accordance with standard procedure in in furniture making industry		
	2.4	Ensure prompt retrieval of information in accordance with standard procedure in furniture making industry		
<b>LO 3:</b> <i>Know various communication means in furniture making industry</i>	3.1	Ensure the accessibility of the communication equipment		
	3.2	Describe the effective use of the various communication channels in furniture making industry		
	3.3	Ensure effective information flow to the right personnel		
	3.4	Ensure effective deployment of the use of symbols, signs and codes		
	3.5	Ensure that instructions are complied with and disseminated in line with the ethics of the work environment		
	3.6	Ensure that instructions are disseminated in line with the ethics of the work environment		
<b>LO 4:</b> <i>Know regular maintenance of communication equipment</i>	4.1	Ensure that communication equipment are in good working condition		
	4.2	Liaise with the maintenance unit to ensure that equipment are maintained regularly		
	4.3	Ensure appropriate storage of communication equipment in furniture making industry		

<b>Learner's Signature</b>	<b>Date</b>
<b>Assessor's Signature</b>	<b>Date</b>
<b>IQA Signature if sampled</b>	<b>Date</b>
<b>EQA Signature if sampled</b>	<b>Date</b>

**Unit 003: Teamwork**

<b>Unit Reference Number</b>	<b>CON/FWK/003/L2</b>
<b>QCF Level:</b>	<b>2</b>
<b>Credit Unit</b>	<b>2</b>
<b>Guided learning hours</b>	<b>20</b>

**Unit Purpose**

This unit is designed to provide the learner with knowledge of positive relationship with team members.

**Objectives:**

At the end of this unit, the learner should be able to:

1. Know positive working relationship with colleagues
2. Take responsibilities within the team
3. Compliance with organizational policies

**Unit Assessment Evidence Requirement**

1. Direct Observation (DO)
2. Work Product (WP)
3. Question and Answer (QA)
4. Witness Testimony (WT)
5. Reflective Account (RA)

**Unit 003: Teamwork**

<b>Learning outcome (LO)</b>		<b>Performance Criteria:-</b>	<b>Evidence Type</b>	<b>Evidence Ref Page No.</b>
<b>LO 1:</b> <i>Know positive working relationship with colleagues</i>	1.1	Recognize the need for developing positive working relationship with colleagues		
	1.2	Recognize the importance of relating with other people		
	1.3	Assist team members when required		
	1.4	Report to appropriate personnel when request for assistance fall outside area of responsibility		
	1.5	Communicate information to colleagues about own work that might affect theirs		
<b>LO 2:</b> <i>Know responsibilities within the team</i>	2.1	Recognize own role and responsibilities within the team		
	2.2	Perform individual tasks within the team's rules and regulations		
	2.3	Participate effectively in team work		
<b>LO 3:</b> <i>Know compliance with organizational policies</i>	3.1	Explain organizational code of conduct		
	3.2	Use organizational codes of practice		
	3.3	Work in line with organizational standards		

<b>Leaner's Signature</b>	<b>Date</b>
<b>Assessor's Signature</b>	<b>Date</b>
<b>IQA Signature if sampled</b>	<b>Date</b>
<b>EQA Signature if sampled</b>	<b>Date</b>

**Unit 004: Portable Power Tools and Machines**

<b>Unit Reference Number</b>	<b>CON/FWK/004/L2</b>
<b>QCF Level:</b>	<b>2</b>
<b>Credit Unit</b>	<b>6</b>
<b>Guided learning hours</b>	<b>60</b>

**Unit Purpose**

This unit is designed to provide the learner with knowledge and skills to operate basic power tools and machines in furniture making industry

**Objectives:**

At the end of this unit, the learner should be able to:

1. Know basic power tools used in furniture making
2. Know different operations of portable power saw
3. Know the operations of portable power planer
4. Know operations of a portable jig saw
5. Know the operations of portable power sander
6. Know operations of portable power drill

**Unit Assessment Evidence Requirement**

1. Direct Observation (DO)
2. Work Product (WP)
3. Question and Answer (QA)
4. Witness Testimony (WT)
5. Reflective Account (RA)

**Unit 004: Portable Power Tools and Machines**

<b>Learning outcome (LO)</b>		<b>Performance Criteria: -</b>	<b>Evidence Type</b>	<b>Evidence Ref Page No.</b>
<b>LO 1:</b> <i>Know basic portable power tools used in furniture making</i>	1.1	Explain portable power tools used in furniture making		
	1.2	Identify types of portable power tools used in furniture making		
	1.3	Recognize appropriate portable power tools for related work		
	1.4	Select the appropriate portable power tools for a given task		
	1.5	Determine the use of different types of portable power tools		
	1.4	Return portable power tools for appropriate storage		
<b>LO 2:</b> <i>Know different operations of portable power saw</i>	2.1	Identify portable power saw		
	2.2	Identify safety precautions in the use of power saw		
	2.3	Recognize parts of a portable power saw		
	2.3	Recognize the function of each part of a portable power saw		
	2.4	Set the fence of portable power saw for ripping operation		
	2.5	Carry out ripping operation		
	2.6	Set the required distance for rebating operation with a portable power saw		
	2.7	Set the required depth of cut for rebating operation with a portable power saw		
	2.8	Carry out rebating operation		
	2.9	Set fence for cross cutting operation		
	2.10	Carry out cross cutting operation		
	2.11	Perform grooving operation with a portable power saw		
	2.12	Carryout maintenance and safe keeping of portable power saw		
<b>LO 3:</b> <i>Know the operations of portable power planer</i>	3.1	Identify portable power planer		
	3.2	Identify safety precaution in the use of portable power planer		
	3.3	Recognize parts of a portable power planer		
	3.4	State the function of each part of a portable power planer		
	3.5	Set planer blade for surfacing		

[illegible]

	6.6	Prepare and bore a through holes with a portable power drill												
	6.7	Perform operations with different types of bits												
	6.8	Perform maintenance on portable power drill												
	6.9	Return portable power drill to store for appropriate storage												

**Learner's Signature****Date****Assessor's Signature****Date****IQA Signature if sampled****Date****EQA Signature if sampled****Date**

**Unit 005: Furniture Making Materials II**

<b>Unit Reference Number</b>	<b>CON/FWK/005/L2</b>
<b>QCF Level:</b>	<b>2</b>
<b>Credit Unit</b>	<b>3</b>
<b>Guided learning hours</b>	<b>30</b>

**Unit Purpose**

The unit is designed to provide the learner with knowledge and skills of furniture making materials

**Objectives:**

At the end of this unit, the learner should be able to:

1. Know types of wood finish
2. Know wood processing method
3. Know types of wood fasteners
4. Know different types of furniture fittings
5. Know different types of hinges

**Unit Assessment Evidence Requirement**

1. Direct Observation (DO)
2. Work Product (WP)
3. Question and Answer (QA)
4. Witness Testimony (WT)
5. Reflective Account (RA)

**Unit 005: Furniture Making Materials II**

<b>Learning outcome (LO)</b>		<b>Performance Criteria:-</b>	<b>Evidence Type</b>	<b>Evidence Ref Page No.</b>
<b>LO 1:</b> <i>Know types of wood finish</i>	1.1	Identify types of wood finish		
	1.2	Select the appropriate finish for a particular job		
	1.3	Distinguish the characteristics of different finishing materials		
	1.4	Carry out the process of preparation of surface for application of finishes		
	1.5	Apply stain using brush		
	1.6	Apply sanding sealer with a brush		
	1.7	Apply varnish using spray equipment		
	1.8	Apply safety precaution in the application of finishing materials		
<b>LO 2:</b> <i>Know wood processing method</i>	2.1	Identify different methods of processing wood		
	2.2	Carry out laminating process		
	2.3	Apply veneer to wood surfaces and edges		
	2.4	Apply wax to wood surface		
	2.5	Carry out bleaching to lighten the colour of wood		
<b>LO 3:</b> <i>Know types of wood fasteners</i>	3.1	Identify different types of wood fasteners		
	3.2	Distinguish mechanical from non-mechanical fasteners		
	3.3	Differentiate types of wood fasteners		
	3.4	Select the appropriate fastener for a job		
	3.5	Use screw nail following the right procedure		
	3.6	Install bolt and nut in the appropriate place		
	3.7	Mark out material for dowel holes		
	3.8	Install dowels following the right procedures		
	3.9	Prepare surfaces for application of epoxy		
	3.10	Apply contact glue to bond wood and other materials		
	3.11	Prepare surfaces for application of wood glue		
	3.12	Apply glue to bond wood surfaces		
<b>LO 4:</b> <i>Know different types of furniture fittings</i>	4.1	Identify different types of catches		
	4.2	Select the right type of catch for a particular job		
	4.3	Install a suitable catch on a drawer		
	4.4	Identify different types of decorative fittings		
	4.5	Select a suitable handle for a given job		
	4.6	Install a suitable handle for a drawer		

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<b>Leaner's Signature</b>	<b>Date</b>
<b>Assessor's Signature</b>	<b>Date</b>
<b>IQA Signature if sampled</b>	<b>Date</b>
<b>EQA Signature if sampled</b>	<b>Date</b>

**Unit 006: Wood Finishing II**

<b>Unit Reference Number</b>	<b>CON/FWK/006/L2</b>
<b>QCF Level:</b>	2
<b>Credit Unit</b>	5
<b>Guided learning hours</b>	50

**Unit Purpose**

The unit is designed to introduce learner with knowledge and skills of finishing materials and the various methods of applying finishes

**Objectives:**

At the end of this unit, the learner should be able to:

1. Know Surface preparation for finishing
2. Know the application of finishes with brush
3. Know the application of finishing materials with spray equipment

**Unit Assessment Evidence Requirement**

1. Direct Observation (DO)
2. Work Product (WP)
3. Question and Answer (QA)
4. Witness Testimony (WT)
5. Reflective Account (RA)

**Unit 006: Wood Finishing II**

Learning outcome (LO)		Performance Criteria:-	Evidence Type	Evidence Ref	Page No.
<b>LO 1:</b> <i>Know Surface preparation for finishing</i>	1.1	Identify different grades of sand paper			
	1.2	Carry out sanding process on a piece of wood			
	1.3	State the importance of using sanding block			
	1.4	Carry out scraping on a piece of work			
	1.5	Select a suitable grade of sandpaper			
	1.6	Use different grades of sandpaper			
	1.7	Recognize the use of wire brush in furniture making			
	1.8	Use wire brush to remove old finishes			
	1.9	Use wire brush to clean wood surfaces			
<b>LO 2:</b> <i>Know the application of finishes with brush</i>	2.1	Identify any two methods of applying finishes			
	2.2	Carry out preparation to apply finishing materials with brush			
	2.3	Mix finishing material to the right consistency			
	2.4	Apply all safety precautions for application of finishing materials			
	2.5	Apply finishes with brush			
	2.6	Clean brush and container after use			
	2.7	Store brush and container appropriately			
<b>LO 3:</b> <i>Know the application of finishing materials with spray equipment</i>	3.1	Carry out preparations for application of finishes with spray equipment			
	3.2	Observe safety precautions associated with spray equipment			
	3.3	Apply finishes with spray equipment			
	3.4	Clean spray gun			
	3.5	Carry out appropriate housekeeping			

**Learner's Signature****Date****Assessor's Signature****Date****IQA Signature if sampled****Date****EQA Signature if sampled****Date**

**Unit 007: Introduction to basic upholstery**

<b>Unit Reference Number</b>	<b>CON/FWK/007/L2</b>
<b>QCF Level:</b>	2
<b>Credit Unit</b>	4
<b>Guided learning hours</b>	40

**Unit Purpose**

This unit is designed to introduce the learner to basic upholstery in furniture making.

**Objectives:**

At the end of this unit, the learner should be able to:

1. Know Basic upholstery forms, tools and materials
2. Know basic upholstery tools
3. Construct traditional upholstery
4. Construct modern upholstery

**Unit Assessment Evidence Requirement**

1. Direct Observation (DO)
2. Work Product (WP)
3. Question and Answer (QA)
4. Witness Testimony (WT)
5. Reflective Account (RA)

**Unit 007: Introduction to basic upholstery**

Learning outcome (LO)		Performance Criteria: -	Evidence Type	Evidence Ref	Page No.
<b>LO 1:</b> <b>Know Basic upholstery forms, tools and materials</b>	1.1	Identify material for basic upholstery platforms			
	1.2	Identify types of wood for platform construction			
	1.3	Identify different webbing Materials			
	1.4	Identify different padding or stuffing materials			
	1.5	Identify different covering materials			
	1.6	Identify basic tacking materials			
	1.7	Identify different types of chair legs			
<b>LO 2:</b> <b>Know basic upholstery tools</b>	2.1	Identify basic upholstery tools			
	2.2	Identify different upholstery power tools			
	2.3	Identify measuring and marking tools			
	2.4	Distinguish different upholstery specialty tools			
<b>LO 3:</b> <b>Know construct traditional upholstery</b>	3.1	Identify traditional upholstery platform			
	3.2	Identify materials for traditional upholstery platform			
	3.3	Select suitable wood for traditional platform			
	3.4	Measure material for platform			
	3.5	Cut material to required size and shape			
	3.6	Select webbing material for traditional upholstery			
	3.7	Fix webbing material			
	3.8	Select suitable padding material			
	3.9	Install Padding material on platform			
	3.10	Select suitable fabric			
	3.11	Cut fabric to size and shape			
	3.12	Sew fabric where required			
	3.13	Cover padded platform with fabric using tack nails or stapler			
	3.14	Fix legs			
<b>LO 4:</b> <b>Know Construct modern upholstery</b>	4.1	Identify materials for modern upholstery platform			
	4.2	Select suitable wood for modern platform			
	4.3	Measure material for platform			
	4.4	Cut material to required size and shape			

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<b>Leaner's Signature</b>	<b>Date</b>
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<b>IQA Signature if sampled</b>	<b>Date</b>
<b>EQA Signature if sampled</b>	<b>Date</b>

**Unit 008: Furniture Making Business**

<b>Unit Reference Number</b>	<b>CON/FWK/008/L2</b>
<b>QCF Level:</b>	1
<b>Credit Unit</b>	3
<b>Guided learning hours</b>	30

**Unit Purpose**

The unit is designed to equip the learner with basic knowledge and skills of furniture making business.

**Objectives:**

At the end of this unit, the learner should be able to:

1. Know the process of establishing a business
2. Know procedure for business set up
3. Know ways of marketing furniture product and furniture making services

**Unit Assessment Evidence Requirement**

1. Direct Observation (DO)
2. Work Product (WP)
3. Question and Answer (QA)
4. Witness Testimony (WT)
5. Reflective Account (RA)

**Unit 008: Furniture Making Business**

<b>Learning outcome (LO)</b>		<b>Performance Criteria:-</b>	<b>Evidence Type</b>	<b>Evidence Ref Page No.</b>
<b>LO 1:</b> <i>Know the process of establishing a business</i>	1.1	Explain a business plan		
	1.2	Identify the importance of business plan		
	1.3	Prepare a business plan		
	1.4	Make a business forecast		
	1.5	Conduct market research		
	1.6	Take decisions in establishing a business		
<b>LO 2:</b> <i>Know procedure for business set up</i>	2.1	Explain finance		
	2.2	Explain the importance of finance in a business		
	2.3	Identify sources of finance		
	2.4	Recognize means of accessing finance		
	2.5	Recognize sources of acquiring tools and equipment for establishing a business		
	2.6	Recognize a business premises in a suitable and secure location		
	2.7	Set up the business		
<b>LO 3:</b> <i>Know ways of marketing furniture product and furniture making services</i>	3.1	Explain marketing		
	3.2	Explain the importance of marketing		
	3.3	Identify ways of marketing furniture products		
	3.4	Identify ways of marketing furniture making services		
	3.5	Use medium to market furniture products		
	3.6	Use medium to market furniture making services		
	3.7	Evaluate marketing medium for efficiency		

<b>Leaner's Signature</b>	<b>Date</b>
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<b>IQA Signature if sampled</b>	<b>Date</b>
<b>EQA Signature if sampled</b>	<b>Date</b>

**UNIT 009: Vocational Education and Training in Furniture Making**

<b>Unit Reference number:</b>	<b>CON/FWK/009/L2</b>
<b>QCF Level:</b>	<b>2</b>
<b>Credit Units:</b>	<b>2</b>
<b>Guided Learning Hours</b>	<b>20</b>

**Unit Purpose**

This unit is designed to provide learner with Knowledge and skills of facilitating furniture making for the comfort of society

**Objectives:**

At the end of this unit, the learner should be able to:

1. Understand skills acquisition and its relevance to individual and the economy
2. Understand the Physical and Mental requirements for acquiring skills in furniture making
3. Understand the concept of furniture making

**Unit Assessment Evidence Requirement**

1. Direct Observation (DO)
2. Work Product (WP)
3. Question and Answer (QA)
4. Witness Testimony (WT)
5. Reflective Account (RA)

**Unit 009: Vocational Education and Training in Furniture Making**

Learning Outcome (LO)		Performance Criteria:	Evidence Type	Evidence Ref	Page No.
<b>L01:</b> <i>Understand skills acquisition and its relevance to individual and the economy</i>	1.1	Define skills acquisition			
	1.2	State the contribution of skills acquisition to the economy			
	1.3	Explain the prospect of skill acquisition to the individual			
<b>L02</b> <i>Understand the Physical and Mental requirements for acquiring skills in furniture making</i>	2.1	List the Physical requirements for acquiring skills in furniture making			
	2.2	Discuss the Mental requirements of acquiring skills in furniture making			
	2.3	Apply the attributes and qualities of the requirements of acquiring skills in furniture making			
<b>L03</b> <i>Understand the concept of furniture making</i>	3.1	Discuss furniture making as a profession			
	3.2	Discuss the importance of furniture making to the Nigerian Economy			
	3.3	Explain the various uses of furniture items			

<b>Leaner's Signature</b>	<b>Date</b>
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<b>IQA Signature if sampled</b>	<b>Date</b>
<b>EQA Signature if sampled</b>	<b>Date</b>

<b>UNIT 010:</b>	<b>Basic ICT Usage</b>
<b>Unit Reference number:</b>	<b>CON/FWK/010/L2</b>
<b>QCF Level:</b>	<b>2</b>
<b>Credit Units:</b>	<b>2</b>
<b>Guided Learning Hours</b>	<b>20</b>

**Unit Purpose**

The unit is designed to provide the learner with knowledge and skills of basic ICT applications to furniture business.

**Objectives:**

At the end of this unit, the learner should be able to:

1. Know menu of a cell phone
2. Observe Safety regulations when using Cell phone
3. Understand Cell Phone application
4. Using Cell Phone in Bank Transaction
5. Know the various applications of a cell phone.

**Unit Assessment Evidence Requirement**

1. Direct Observation (DO)
2. Work Product (WP)
3. Question and Answer (QA)
4. Witness Testimony (WT)
5. Reflective Account (RA)

**Unit 010: Basic ICT usage.**

<b>Learning Outcome (LO)</b>		<b>Performance Criteria</b>	<b>Evidence Type</b>	<b>Evidence Ref</b>	<b>Page No.</b>
<b>LO1:</b> <i>Know menu of a computer</i>	1.1	Identify the icons on the menu of a computer			
	1.2	List the icons on the menu of a computer			
	1.3	Locate the position of the icons on the menu of a computer			
<b>LO2:</b> <i>Know how to observe safety regulations when using a computer</i>	2.1	State the safety rules to be observed in the use and handling of a computer			
	2.2	Adhere to safety in the use and handling of a computer			
	2.3	Recognize unsafe acts in using a computer			
	2.4	State the importance of safeguarding the information in a computer			
<b>LO 3:</b> <i>Understand computer application</i>	3.1	State the functions of the icons in the menu of a computer			
	3.2	Operate the icons in the menu of a computer			
	3.3	Describe how to download pictures using a computer			
	3.4	Explain how to place an advertisement using a computer			
	3.5	State the procedure for opening an e-mail account			
	3.6	Describe how to connect to the internet			
<b>LO 4:</b> <i>Using Cell Phone in Bank Transaction</i>	4.1	State the procedure for opening a bank account with a cell phone			
	4.2	Explain the procedure for money transfer using a cell phone			
	4.3	Check Bank Account			
	4.4	Perform Internet Banking			
	4.5	Pay utility bills and other services			
<b>LO 5:</b> <i>Know the various applications of a cell phone.</i>	5.3	Snap pictures of projects using a cell phone			
	5.4	Place an advert using a cell phone			
	5.5	Open and use an E-mail address using a cell phone			
	5.6	Connect to the internet and download information using a cell phone			

**Leaner's Signature****Date****Assessor's Signature****Date****IQA Signature if sampled****Date****EQA Signature if sampled****Date**

**NATIONAL SKILLS QUALIFICATION**

**FURNITURE  
MAKING AND  
UPHOLSERY**

**LEVEL 3**

**FEBRUARY, 2025**

## OVERVIEW

This qualification aims to equip learners with knowledge and skills in Communicating effectively, working in team, complying with health and safety requirements, create and finish furniture products. This qualification is subject to review as at when the need arises.

## QUALIFICATION PURPOSE

This qualification is designed to equip learner with knowledge and skills in furniture production

## QUALIFICATION REQUIREMENTS

All Candidates must:

- a. Be at least (17) years of age
- b. Be medically fit
- c. Be physically fit
- d. Be mentally fit (Mental alertness)
- e. Have achieved all the Safety and Health mandatory units in the qualification
- f. Be a Nigerian citizen
- g. Other nationals (International passport, residence permit)
- h. Be vetted

## QUALIFICATION OBJECTIVE

At the end of the qualification, the learner should be able to:

- a. Communicate effectively in workplace
- b. Work in a team
- c. Comply with health and safety requirements
- d. Interpret specifications, perform measurements and precise marking out related to furniture making
- e. Perform operations using furniture making machines
- f. Perform maintenance on hand tools
- g. Operate Power tools and furniture making machines
- h. Perform maintenance work on Power tools and furniture making machines
- i. Carryout designing furniture items
- j. Prepare bill of quantities
- k. Construct simple furniture items
- l. Facilitate in furniture making for the comfort of society.
- m. Operate basic ICT applications on furniture making

## UNIT ASSESSMENT/EVIDENCE REQUIREMENTS:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. Simulation is allowed in this unit and level.

## Assessment Methods to be Used Include:

1. Direct Observation (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Personal statement (PS) or Reflective Practice (RP)
5. Assignment (ASS)

*(This depends on the Trade Areas to be assessed)*

**NATIONAL SKILLS QUALIFICATION  
LEVEL 3: FURNITURE MAKING**

Unit	Unit Reference Number	Unit title	Credit Value	Guided Learning Hours
<b>MANDATORY</b>				
<b>1</b>	CON/FWK/001/L3	Health and safety in Furniture work	3	30
<b>2</b>	CON/FWK/002/L3	Communication skills in work environment	2	20
<b>3</b>	CON/FWK/003/L3	Team work	2	20
<b>4</b>	CON/FWK/003/L3	Measurement, specifications and marking out	3	30
<b>5</b>	CON/FWK/004/L3	Furniture making and machines operations	5	50
<b>6</b>	CON/FWK/005/L3	Maintenance of hand tools	4	40
<b>7</b>	CON/FWK/006/L3	Maintenance of power tools and machines	5	50
<b>8</b>	CON/FWK/007/L3	Initial stages in furniture design	4	40
<b>9</b>	CON/FWK/008/L3	Calculations and bill of quantities	3	30
<b>10</b>	CON/FWK/009/L3	Furniture construction	6	60
<b>OPTIONAL</b>				
<b>11</b>	CON/FWK/011/L3	Vocational Education	2	20
<b>12</b>	CON/FWK/012/L3	Basic ICT Usage	2	20
	<b>Total</b>		<b>41</b>	<b>410</b>

**NOTE:** This is a 39-credit qualification. The candidate is expected to undertake and achieve 37 credits from the mandatory units and remaining 2 credits from optional units to be able to have level 3 qualification.

**GENERAL GUIDE**

<b>Unit Title</b>	Provides a clear explanation of the content of the unit.
<b>Unit Number</b>	The unique number assigned to the unit
<b>Unit Reference</b>	The unique reference number given to each unit at qualification approval by NBTE
<b>Unit Level</b>	Denotes the level of the unit within the National Skills Qualifications Framework NSQF.
<b>Unit Credit Value</b>	The value that has been given to the unit based on the expected learning time for an average learner. 1 credit value = 10 guided learning hours
<b>Unit Purpose</b>	Provides a brief outline of the unit content.
<b>Learning Outcome</b>	A statement of what a learner will know, understand or be able to do, as a result of learning process.
<b>Assessment Criteria</b>	A description of the requirements a learner must achieve to demonstrate that a learning outcome has been met.
<b>Unit Assessment Guidance</b>	Any additional guidance provided to support the assessment of the unit.
<b>Unit Guided Learning Hours</b>	The average number of hours of supervised or directed study time or assessment required to achieve a qualification or unit of qualification.

**Unit 001: Health and Safety in Furniture Making**

<b>Unit Reference Number</b>	<b>CON/FWK/001/L3</b>
<b>QCF Level:</b>	3
<b>Credit Unit</b>	3
<b>Guided learning hours</b>	30

**Unit Purpose**

The unit is designed to provide the learner with knowledge and skills to comply with safety work practice in furniture making.

**Objectives:**

At the end of this unit, the learner should be able to:

1. Apply health and safety work practices in work environment
2. Know safety health requirements
3. Know methods of lifting and stacking

**Unit Assessment Evidence Requirement**

1. Direct Observation (DO)
2. Work Product (WP)
3. Question and Answer (QA)
4. Witness Testimony (WT)
5. Reflective Account (RA)

**Unit 001: Health and Safety in Furniture Making**

Learning outcome (LO)		Performance Criteria:-	Evidence Type	Evidence Ref. Page No.
<b>LO 1:</b> <i>Apply health and safety work practices in furniture work environment</i>	1.1	Identify sources of health safety information		
	1.2	Communicate instruction on safe work practices to assistant furniture makers and furniture makers		
	1.3	Provide team support with assistant furniture makers workers and furniture makers		
	1.4	Recognize safety hazards and risks associated with furniture making		
	1.5	Communicate safety concerns with supervisor/ Safety officer or personnel		
	1.6	Respond to emergencies of accident/injuries and take appropriate action		
	1.7	Recognize first aid and health facility/ personnel		
	1.8	Treat minor injuries		
	1.9	Supervise removal of causes of accident and health hazards in furniture work environment		
	1.10	Monitor compliance of removal of causes of accident and health hazards in furniture work environment		
<b>LO 2:</b> <i>Know safety health requirements</i>	2.1	Use appropriate PPE		
	2.2	Observe personal safety and safety of others in work environment		
	2.3	Supervise proper use and maintenance of PPE		
	2.6	Monitor compliance with instructions		
<b>LO 3:</b> <i>Know safety in lifting and stacking of materials/equipment</i>	3.1	Explain importance of safe lifting and stacking of material or equipment		
	3.2	Demonstrate safe methods and procedure in lifting and stacking of materials in work environment		
	3.3	Lift and stack materials correctly observing safe methods and procedures in accordance with given instructions		
	3.4	Monitor compliance		

<b>Leaner's Signature</b>	<b>Date</b>
<b>Assessor's Signature</b>	<b>Date</b>
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<b>EQA Signature if sampled</b>	<b>Date</b>

**Unit 002: Communication skills in a work environment**

<b>Unit Reference Number</b>	<b>CON/FWK/002/L3</b>
<b>QCF Level:</b>	2
<b>Credit Unit</b>	2
<b>Guided learning hours</b>	<b>20</b>

**Unit Purpose**

This unit is designed to provide the learner with knowledge and skills of communication system in furniture work environment.

**Objectives:**

At the end of this unit, the learner should be able to:

1. Know complex communication system in work environment
2. Know source of information in workplace
3. Understand various communication means in work environment
4. Know maintenance of communication equipment in work environment

**Unit Assessment Evidence Requirement**

1. Direct Observation (DO)
2. Work Product (WP)
3. Question and Answer (QA)
4. Witness Testimony (WT)
5. Reflective Account (RA)

**Unit 002: Communication Skills in the Work Environment**

<b>Learning outcome (LO)</b>		<b>Performance Criteria:-</b>	<b>Evidence Type</b>	<b>Evidence Ref. Page No.</b>
<b>LO 1:</b> <i>Know complex communication system in furniture work environment</i>	1.1	Supervise the use of electronics means to pass on necessary information		
	1.2	Demonstrate simple nonverbal means of communication		
	1.3	Interpret concepts of symbols and signs appropriately		
<b>LO 2:</b> <i>Know source of information in workplace</i>	2.1	Be involved in creating and making the source of information in an organization or work environment functional		
	2.2	Make the source of information in an organization or work environment accessible		
	2.3	Use various information flow systems in the organization or work environment to overcome challenges		
	2.4	Ensure proper documentation prompt retrieval of information in accordance with standard procedure in a work environment		
	2.5	Ensure prompt retrieval of information in accordance with standard procedure in a work environment		
<b>LO 3:</b> <i>Understand various communication means in work environment</i>	3.1	Ensure the accessibility of the communication equipment		
	3.2	Supervise the effective use of the various communication channels in a work environment		
	3.3	Ensure effective information flow to the right personnel		
	3.4	Ensure effective deployment of the use of symbols signs and codes		
<b>LO 4:</b> <i>Know maintenance of communication equipment in furniture work environment</i>	4.1	Ensure that communication equipment are in good working condition		
	4.2	Liaise with the maintenance unit to ensure that equipment are maintained regularly		
	4.3	Ensure that communication equipment are stored appropriately in the work environment		

**Leaner's Signature****Date****Assessor's Signature****Date****IQA Signature if sampled****Date****EQA Signature if sampled****Date**

<b>Unit 003:</b>	<b>Teamwork</b>
<b>Unit Reference Number</b>	<b>CON/FM/003/L3</b>
<b>QCF Level:</b>	<b>3</b>
<b>Credit Unit</b>	<b>2</b>
<b>Guided learning hours</b>	<b>20</b>

**Unit Purpose**

The unit is designed to provide the learner with knowledge and skills required to develop team spirit and positive relationship with colleagues in furniture industry

**Objectives:**

At the end of this unit, the learner should be able to:

1. Demonstrate Positive working relationship with colleagues
2. Take responsibilities within the team
3. Compliance with organizational policies

**Unit Assessment Evidence Requirement**

1. Direct Observation (DO)
2. Work Product (WP)
3. Question and Answer (QA)
4. Witness Testimony (WT)
5. Reflective Account (RA)

**Unit 003: Teamwork**

<b>Learning outcome (LO)</b>		<b>Performance Criteria:-</b>	<b>Evidence Type</b>				<b>Evidence Ref Page No.</b>			
<b>LO 1:</b> <i>Know positive working relationship with colleagues</i>	1.1	Recognize 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 united and respected								
	1.3	Assist team members when required								
	1.4	Report to appropriate personnel when request for assistance fall outside area of responsibility								
	1.5	Communicate information to colleagues about own work that might affect others								
<b>LO 2:</b> <i>Take responsibilities within the team</i>	2.1	Recognize own role and responsibilities within the team								
	2.2	Perform individual tasks within the team's rules and regulations								
	2.3	Participate effectively in team work								
<b>LO 3:</b> <i>Compliance with organizational policies</i>	3.1	Work in line with organizational standards								
	3.2	Use organizational codes of practice								
	3.3	Explain organizational code of conduct								

<b>Learner's Signature</b>	<b>Date</b>
<b>Assessor's Signature</b>	<b>Date</b>
<b>IQA Signature if sampled</b>	<b>Date</b>
<b>EQA Signature if sampled</b>	<b>Date</b>

**Unit 004: Measurements, Specifications and Marking Out**

<b>Unit 1 Reference Number</b>	<b>CON/FWK/004/L3</b>
<b>QCF Level:</b>	<b>3</b>
<b>Credit Unit</b>	<b>3</b>
<b>Guided learning hours</b>	<b>30</b>

**Unit Purpose**

The unit is designed to provide learners with knowledge and skills to interpret specifications, perform measurements and precise marking out related to furniture making

**Objectives:**

At the end of this unit, the learner should be able to:

1. Understand measurements in furniture work
2. Know how to Calculate and set out angles
3. Understand how to read simple designs of furniture items
4. Know Interpretation of symbols and application of specifications

**Unit Assessment Evidence Requirement**

1. Direct Observation (DO)
2. Work Product (WP)
3. Question and Answer (QA)
4. Witness Testimony (WT)
5. Reflective Account (RA)

**Unit 004: Measurements, Specifications and Marking out**

<b>Learning outcome (LO)</b>		<b>Performance Criteria: -</b>	<b>Evidence Type</b>	<b>Evidence Ref. Page No.</b>
<b>LO 1:</b> <i>Know measurements in furniture work</i>	1.1	Carryout measurement and marking out		
	1.2	Calculate measurements involving multiplication and division		
	1.3	Make simple measurements of length, width and breath		
	1.4	Perform more complex marking out operations		
<b>LO 2:</b> <i>Know how to Calculate and set out angles</i>	2.1	Make calculations relating to angles		
	2.2	Make advance measurements of angles in degrees		
	2.3	Set out and mark pieces at different angles		
<b>LO 3:</b> <i>Know how to read simple designs of furniture items</i>	3.1	Interpret drawings and sketches of furniture items		
	3.2	Interpret specifications		
	3.3	Apply specifications to production		
	3.4	Demonstrate safe working practice and instructions		
<b>LO 4:</b> <i>Know Interpretation of symbols and application of specifications</i>	4.1	Recognize signs and symbols on furniture drawings		
	4.2	Explain use of signs and symbols in furniture making		
	4.3	Apply knowledge of signs and symbols to production		

<b>Leaner's Signature</b>	<b>Date</b>
<b>Assessor's Signature</b>	<b>Date</b>
<b>IQA Signature if sampled</b>	<b>Date</b>
<b>EQA Signature if sampled</b>	<b>Date</b>

**Unit 005: Furniture Making Machine Operations**

<b>Unit Reference Number</b>	<b>CON/FWK/005/L3</b>
<b>QCF Level:</b>	3
<b>Credit Unit</b>	5
<b>Guided learning hours</b>	50

**Unit Purpose**

The unit is designed to provide the learner with knowledge and skills to perform operations using furniture making machines

**Objectives:**

At the end of this unit, the learner should be able to:

1. Understand circular sawing machine operations
2. Know different operations on surface planer
3. Know the process of operating a band saw
4. Know the operations of a radial arm saw
5. Know the operations of a mortiser

**Unit assessment evidence requirement**

Assessment methods to be used include:

1. Direct Observation (DO)
2. Professional Discussion (PD)
3. Question and Answer (QA)
4. Assignment (ASS)

**Unit 005: Furniture Making Machines Operations**

Learning outcome (LO)		Performance Criteria: -	Evidence Type	Evidence Ref Page No.
<b>LO 1:</b> <i>Understand circular sawing machine operations</i>	1.1	Identify circular sawing machine parts		
	1.2	Apply safety precaution in the use of circular sawing machine		
	1.3	Identify functional parts of a circular sawing machine		
	1.4	Demonstrate the function of push stick		
	1.5	Demonstrate the function of riving knife		
	1.6	Perform ripping operation		
	1.7	Perform rebating operations on a circular sawing machine		
	1.8	Perform chamfering operation		
	1.9	Perform cross cutting operation on a circular sawing machine		
	1.10	Observe safety precautions in the use of circular sawing machine		
<b>LO 2:</b> <i>Know different operations on surface planer</i>	2.1	Apply safety precaution in the use of surface planer		
	2.2	Identify parts of surface planer		
	2.3	State the function of each part of a surface planer		
	2.4	Explain the working principle of a surface planer		
	2.5	Perform surfacing operation		
	2.6	Perform jointing operation		
	2.7	Perform rebating operations		
	2.8	Perform chamfering operations		
	2.9	Perform beveling operations		
	2.10	Carryout maintenance of surface planer		
<b>LO 3:</b> <i>Know the process of operating a band saw</i>	3.1	Apply safety precaution in the use of Band saw		
	3.2	Recognize parts of a band saw		
	3.3	State the function of each part of a band saw		
	3.4	Demonstrate the process of cutting curves		
	3.5	Demonstrate tangential cut on a band saw		
	3.6	Make curve cuts using relieve holes		
	3.7	Make curve cuts using enlarged kerf		

	3.8	Carryout maintenance of band saw																		
<b>LO 4:</b> <b>Know the operations of a radial arm saw</b>	4.1	Apply safety precaution in the use of radial arm saw																		
	4.2	Recognize parts of a radial arm saw																		
	4.3	State the function of each part of a radial arm saw																		
	4.4	Demonstrate the process of cutting duplicate parts																		
	4.5	Perform cross cutting operation																		
	4.6	Perform miter cutting operation																		
	4.7	Perform bevel cutting operation																		
	4.8	Perform trenching operation																		
	4.9	Perform basic maintenance on a band saw																		
<b>LO 5:</b> <b>Know the operations of a mortiser</b>	5.1	Apply safety precaution in the use of mortiser																		
	5.2	Recognize parts of a mortiser																		
	5.3	State the function of each part of a mortiser																		
	5.4	Demonstrate the process of mortising																		
	5.5	Perform grooving operation on a mortiser																		
	5.6	Perform trenching operation																		
	5.7	Carryout maintenance of mortise machine																		

**Leaner's Signature****Date****Assessor's Signature****Date****IQA Signature if sampled****Date****EQA Signature if sampled****Date**

**Unit 006: Maintenance of Hand tools**

<b>Unit Reference Number</b>	<b>CON/FWK/005/L3</b>
<b>QCF Level:</b>	<b>3</b>
<b>Credit Unit</b>	<b>4</b>
<b>Guided learning hours</b>	<b>40</b>

**Unit Purpose**

The unit is designed to provide the learner with knowledge and skills to performs maintenance on hand tools

**Objectives:**

At the end of this unit, the learner should be able to:

1. Know the Maintenance process of hand saw
2. Know the Maintenance of Plane blade
3. Know the maintenance process of chisels

**Unit assessment evidence requirement**

Assessment methods to be used include:

1. Direct Observation (DO)
2. Professional Discussion (PD)
3. Question and Answer (QA)
4. Assignment (ASS)

**Unit 006: Maintenance of Hand tools**

<b>Learning outcome (LO)</b>		<b>Performance Criteria: -</b>	<b>Evidence Type</b>	<b>Evidence Ref Page No.</b>
<b>LO 1:</b> <i>Know the Maintenance process of hand saw</i>	1.1	Identity different types of maintenance		
	1.2	Carry out preventive maintenance on hand saw		
	1.3	Carry out topping on a saw		
	1.4	Sharpen the teeth of a hand saw		
	1.5	Carry out setting on a saw teeth		
	1.6	Side dress a saw		
	1.7	Observe safety during saw maintenance		
<b>LO 2:</b> <i>Know the Maintenance of Plane blade</i>	2.1	Carry out preventive maintenance on plane		
	2.2	Grind plane blade on a grind wheel		
	2.3	Sharpen plane blade on oil stone		
	2.4	Carry out honing on plane blade		
	2.5	Apply safety precaution in the maintenance of plane blade		
<b>LO 3:</b> <i>Know the maintenance process of chisels</i>	3.1	Perform preventive maintenance on chisels		
	3.2	Grind the cutting edge of chisel on a grinder		
	3.3	Sharpen the cutting edge of a chisel on oil stone		
	3.4	Observe safety precaution in maintenance of chisel		

<b>Leaner's Signature</b>	<b>Date</b>
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<b>IQA Signature if sampled</b>	<b>Date</b>
<b>EQA Signature if sampled</b>	<b>Date</b>

**Unit 007: Maintenance of Power Tools and Machines**

<b>Unit Reference Number</b>	<b>CON/FWK/007/L3</b>
<b>QCF Level:</b>	3
<b>Credit Unit</b>	5
<b>Guided learning hours</b>	50

**Unit Purpose**

The unit is designed to provide the learner with knowledge and skills to operate and perform maintenance work on Power tools and furniture making machines

**Objectives:**

At the end of this unit, the learner should be able to:

1. Understand the process of maintenance of a circular saw
2. Know the steps of maintenance a surface planer
3. Know operations on band saw
4. Know power tools maintenance

**Unit assessment/ evidence requirement**

Assessment methods to be used include:

To perform effectively and efficiently, the learner must show evidence through:

1. Direct Observation (DO)
2. Professional Discussion (PD)
3. Question and Answer (QA)
4. Assignment (ASS)
5. Reflective Account (RA)

**Unit 007: Maintenance of power tools and machines**

<b>Learning outcome (LO)</b>		<b>Performance Criteria:-</b>	<b>Evidence Type</b>	<b>Evidence Ref</b>	<b>Page No.</b>
<b>LO 1:</b> <i>Know the process of maintenance of a circular saw</i>	1.1	Carry out preventive maintenance on a circular saw			
	1.2	Bring damaged teeth of blunt saw into the saw sawing circle			
	1.3	File each tooth of the circular saw alternately			
	1.4	Set the teeth with a circular saw gauge			
	1.5	Apply lubricating oil			
	1.6	Observe safety during the maintenance process			
<b>LO 2:</b> <i>Know the steps in maintenance of a planer</i>	2.1	Carry out preventive maintenance on a planer			
	2.2	Remove planer knives			
	2.3	Grind knives at the required angle			
	2.4	Follow the right procedure for grinding planer knives			
	2.5	Follow procedure for whetting planer knives			
	2.6	Reset planer knives with straight edge			
	2.7	Apply lubricating oil			
	2.8	Observe safety in the maintenance of planer blades			
<b>LO 3:</b> <i>Know operations on band saw</i>	3.1	Carry out preventive maintenance on a band saw			
	3.2	Clean the saw			
	3.3	Check and replace blade			
	3.4	Lubricate the guides			
	3.5	Tighten lose parts			
	3.6	Check the tire and the wheel			
	3.7	Check blade tension			
	3.8	Carryout maintenance of band saw			

<b>LO 4:</b> <b>Know power tools maintenance</b>	4.1	Clean the tool											
	4.2	Lubricate moving parts											
	4.3	Check and replace worn out parts											
	4.4	Tighten loose screws and bolts											
	4.5	Check the cord and plug for damage											
	4.6	Observe safety in the maintenance of power tools											

<b>Learner's Signature</b>	<b>Date</b>
<b>Assessor's Signature</b>	<b>Date</b>
<b>IQA Signature if sampled</b>	<b>Date</b>
<b>EQA Signature if sampled</b>	<b>Date</b>

**Unit 008: Stages in furniture design**

<b>Unit Reference Number</b>	<b>CON/FWK/008/L3</b>
<b>QCF Level:</b>	3
<b>Credit Unit</b>	4
<b>Guided learning hours</b>	40

**Unit Purpose**

The unit is designed to provide the learner with knowledge and skills of designing furniture items

**Objectives:**

At the end of this unit, the learner should be able to:

1. Understand the concept and elements of design
2. Know design process
3. Develop Project ideas
4. Develop cutting list
5. Make the final design

**Unit assessment/ evidence requirement**

Assessment methods to be used include:

To perform effectively and efficiently, the learner must show evidence through:

1. Direct Observation (DO)
2. Professional Discussion (PD)
3. Question and Answer (QA)
4. Assignment (ASS)
5. Reflective Account (RA)

**Unit 008: Stages in furniture design**

Learning outcome		Performance Criteria:-	Evidence Type	Evidence Ref	Page No.
<b>LO 1:</b> <i>Understand the concept and elements of design</i>	1.1	Sketch a project concept			
	1.2	Explain the concept of “Efficiency” of the project in the sketch			
	1.3	Explain the concept of “Appearance” in design			
	1.4	Explain the uses of the sketch project in the concept			
<b>LO 2:</b> <i>Know design process</i>	2.1	Discuss “situation” in design with specific example			
	2.2	Discuss “brief” in design with examples			
	2.3	Discuss the process of carrying out “Analysis” in furniture design			
	2.4	Explain the term “specifications” in design			
<b>LO 3:</b> <i>Develop Project ideas</i>	3.1	Initiate a project idea			
	3.2	Develop the project idea with sketches			
	3.3	Communicate the project idea with sketches			
	3.4	Develop a chosen solution			
<b>LO 4:</b> <i>Develop cutting list</i>	4.1	Make a list of parts			
	4.2	State the quantity required			
	4.3	State the size of each part and the type of material			
	4.4	Prepare the material to nominal size			
	4.5	Prepare material to net size			
<b>LO 5:</b> <i>Make the final design</i>	5.1	Plan for construction			
	5.2	organize resources needed for construction			
	5.3	Make the final product			
	5.4	Test the product			
	5.5	Modifying the product			
	5.6	Evaluate the product			

**Learner's Signature****Date****Assessor's Signature****Date****IQA Signature if sampled****Date****EQA Signature if sampled****Date**

**Unit 009: Calculations and Bill of Quantities**

<b>Unit Reference Number</b>	<b>CON/FWK/009/L3</b>
<b>QCF Level:</b>	3
<b>Credit Unit</b>	3
<b>Guided learning hours</b>	30

**Unit Purpose**

The unit is designed to provide the learner with knowledge and skills to prepare bill of quantities

**Objectives:**

At the end of this unit, the learner should be able to:

1. Determine quantity of material
2. Estimate the cost of producing an item
3. Estimate length of time and number of personnel to accomplish a task

**Unit assessment/ evidence requirement**

Assessment methods to be used include:

To perform effectively and efficiently, the learner must show evidence through:

1. Direct Observation (DO)
2. Professional Discussion (PD)
3. Question and Answer (QA)
4. Assignment (ASS)
5. Reflective Account (RA)

**Unit 009: Calculations and Bill of Quantities**

Learning outcome		Criteria:-	Evidence Type	Evidence Ref	Page No.
<b>LO 1:</b> <i>Know to determine quantity of materials</i>	1.1	Determine area and volume of materials for a given work			
	1.2	Calculate quantity of core material			
	1.3	Determine quantity of other auxiliary material			
<b>LO 2:</b> <i>Know estimate cost of producing an item</i>					
	2.1	Determine cost of materials			
	2.2	Determine labor cost			
	2.3	Determine overhead cost			
	2.4	Determine logistics requirement			
	2.5	Determine the need for specialized tools/equipment			
<b>LO 3:</b> <i>Know estimate length of time and number of personnel to accomplish a task</i>	3.1	Estimate time required to complete a job			
	3.2	Determine the number of personnel needed for a job			
	3.3	Determine the need for specialized personnel			
	3.4	Estimate the cost for hiring specialized personnel			

<b>Leaner's Signature</b>	<b>Date</b>
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<b>EQA Signature if sampled</b>	<b>Date</b>

**Unit 010: Furniture construction**

<b>Unit Reference Number</b>	<b>CON/FWK/010/L3</b>
<b>QCF Level:</b>	<b>1</b>
<b>Credit Unit</b>	<b>6</b>
<b>Guided learning hours</b>	<b>60</b>

**Unit Purpose**

The unit is designed to provide the learner with knowledge and skills to construct furniture items

**Objectives:**

At the end of this unit, the learner should be able to:

1. Know how to construct furniture item
2. Understand how to construct a wardrobe
3. Apply edge banding material

**Unit assessment/ evidence requirement**

Assessment methods to be used include:

To perform effectively and efficiently, the learner must show evidence through:

1. Direct Observation (DO)
2. Professional Discussion (PD)
3. Question and Answer (QA)
4. Assignment (ASS)
5. Reflective Account (RA)

**Unit 010: Furniture Construction**

<b>Learning outcome (LO)</b>		<b>Performance Criteria:</b>	<b>Evidence Type</b>	<b>Evidence Ref</b>	<b>Page No.</b>
<b>LO 1:</b> <i>Know how to Construct furniture item</i>	1.1	Procure needed material (MDF)			
	1.2	Measure head board and tail board			
	1.3	Cut all head board and tail board members to required sizes			
	1.4	Measure rails members to required size			
	1.5	Cut rails to required length and width			
	1.6	Carry out edge banding at the appropriate places			
	1.7	Screw bed hooks to headboard, tail board and rails			
	1.8	Measure material for floor			
	1.9	Cut floor members and nail them at the appropriate places			
<b>LO 2:</b> <i>Know how to Construct a wardrobe</i>	2.1	Measure and set out upright pieces (sides) for wardrobe			
	2.2	Cut the upright pieces (sides)			
	2.3	Measure and set out pieces for shelves			
	2.4	Cut the pieces for shelves			
	2.5	Measure and set out top and bottom pieces			
	2.6	Cut pieces for top and bottom			
	2.7	Measure pieces for doors			
	2.8	Cut pieces for doors			
	2.9	Assemble sides to top and bottom of wardrobe			
	2.10	Fix hinges on doors			
	2.11	Fix handles as required			
	2.12	Fix lock			
<b>LO 3:</b> <i>Know how to apply edge banding material</i>	3.1	Apply contact adhesive on all members at the appropriate places			
	3.2	Cut edge tape to the appropriate sizes for all members			
	3.3	Apply edge banding for all members			
	3.4	Trim edge banding material as required			

**Learner's Signature****Date****Assessor's Signature****Date****IQA Signature if sampled****Date****EQA Signature if sampled****Date**

**UNIT 011: Vocational Education and Training in Furniture Making**

<b>Unit Reference number:</b>	<b>CON/FWK/011/L3</b>
<b>QCF Level;</b>	<b>3</b>
<b>Credit Units:</b>	<b>2</b>
<b>Guided Learning Hours</b>	<b>20</b>

**Unit Purpose**

This unit is designed to provide learners with knowledge and skills of facilitating furniture making for the comfort of society

**Objectives:**

At the end of this unit, the learner should be able to:

1. Understand skills acquisition and its relevance to individual and the economy
2. Recognize the Physical and Mental requirements for acquiring skills in furniture making
3. Understand the concept of furniture making

**Unit assessment/ evidence requirement**

Assessment methods to be used include:

To perform effectively and efficiently, the learner must show evidence through:

1. Direct Observation (DO)
2. Professional Discussion (PD)
3. Question and Answer (QA)
4. Assignment (ASS)
5. Reflective Account (RA)

**Unit 011: Vocational Education and Training in Furniture making**

Learning Outcome (LO)		Performance Criteria:	Evidence Type	Evidence Ref. Page No.
<b>LO 1:</b> <i>Know skills acquisition and its relevance to individual and the economy</i>	1.1	Define skills acquisition		
	1.2	State the contribution of skills acquisition to the economy		
	1.3	Explain the prospect of skill acquisition to the individual		
<b>LO 2:</b> <i>Know the Physical and Mental requirements for acquiring skills in furniture making</i>	2.1	List the Physical requirements for acquiring skills in furniture making		
	2.2	Discuss the Mental requirements of acquiring skills in furniture making		
	2.3	Apply the attributes and qualities of the requirements of acquiring skills in furniture making		
<b>LO 3:</b> <i>Understand the concept of furniture making</i>	3.1	Discuss furniture making as a profession		
	3.2	Discuss the importance of furniture making to the Nigerian Economy		
	3.3	Explain the various uses of furniture items		

<b>Leaner's Signature</b>	<b>Date</b>
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<b>EQA Signature if sampled</b>	<b>Date</b>

**UNIT 012: Basic ICT Usage**

<b>Unit Reference number:</b>	<b>CON/WK/012/L3</b>
<b>QCF Level:</b>	<b>3</b>
<b>Credit Units:</b>	<b>2</b>
<b>Guided Learning Hours</b>	<b>20</b>

**Unit Purpose**

The unit is designed to provide the learner with knowledge and skills of basic ICT applications used in furniture making

**Objectives:**

At the end of this unit, the learner should be able to:

1. Interpret the menu of a cell phone
2. Observe Safety regulations when using Cell phone
3. Understand Cell Phone application
4. Using Cell Phone in Bank Transaction
5. Demonstrate understanding of the various applications of a cell phone.

**Unit assessment/ evidence requirement**

Assessment methods to be used include:

To perform effectively and efficiently, the learner must show evidence through:

1. Direct Observation (DO)
2. Professional Discussion (PD)
3. Question and Answer (QA)
4. Assignment (ASS)
5. Reflective Account (RA)

**Unit 12: Basic ICT Usage**

Learning Outcome (LO)		Performance Criteria:	Evidence Type	Evidence Ref. Page No.
<b>LO 1:</b> <i>Know interpretation the menu of a computer</i>	1.1	Recognize the icons on the menu of a computer		
	1.2	List the icons on the menu of a computer		
	1.3	Locate the position of the icons on the menu of a computer		
<b>LO 2:</b> <i>Observe Safety regulations when using Cell phone</i>	2.1	State the safety rules to be observed in the use and handling of a computer		
	2.2	Adhere to safety in the use and handling of a computer		
	2.3	Recognize unsafe acts on the use computer		
	2.4	State the importance of safeguarding the information in computer		
<b>LO 3:</b> <i>Understand furniture making software applications</i>	3.1	State the functions of the furniture making software applications		
	3.2	Operate the software application		
	3.3	Describe how to download pictures using furniture making software application		
	3.4	Explain how to sketch a simple item using furniture making software application		
	3.5	State the procedure for opening a furniture making software application		
	3.6	Describe how to connect to the internet		
<b>LO 4:</b> <i>Using Cell Phone in Bank Transaction</i>	4.1	State the procedure for opening a bank account with a cell phone		
	4.2	Explain the procedure for money transfer using a cell phone		
	4.3	Checking Bank Account		

	4.4	Perform Internet Banking									
	4.5	Payment of Utility bills and other services									
<b>LO 5:</b> <b>Know applications of a cell phone.</b>	5.1	Show how to record video									
	5.3	Snap pictures of projects using a cell phone									
	5.4	Place an advert using a cell phone									
	5.5	Open and use an E-mail address using a cell phone									
	5.6	Connect to the internet and download information using a cell phone									

<b>Leaner's Signature</b>	<b>Date</b>
<b>Assessor's Signature</b>	<b>Date</b>
<b>IQA Signature if sampled</b>	<b>Date</b>
<b>EQA Signature if sampled</b>	<b>Date</b>

**LIST OF EQUIPMENT FOR FURNITURE MAKING AND UPHOLSTERY**

<b>S/NO</b>	<b>MACHINES</b>	<b>QUANTITY REQUIRED</b>
<b>1</b>	<b>Pull-over cross cutting machine</b>	
<b>2</b>	<b>Circular bench saw</b>	
<b>3</b>	<b>Dimension saw</b>	
<b>4</b>	<b>Surface planer</b>	
<b>5</b>	<b>Combined Planer Thicknesser</b>	
<b>6</b>	<b>Narrow band saw</b>	
<b>7</b>	<b>CNC Router</b>	
<b>8</b>	<b>Mortising machine</b>	
<b>9</b>	<b>Tenoning machine</b>	
<b>10</b>	<b>Pedestal drill</b>	
<b>11</b>	<b>Disc sander</b>	
<b>12</b>	<b>Wood turning lathe machine</b>	
<b>S/NO</b>	<b>PORTABLE POWER TOOLS</b>	
<b>1</b>	<b>Portable Power saw</b>	
<b>2</b>	<b>Portable Power planer</b>	
<b>3</b>	<b>Portable Power drill</b>	
<b>4</b>	<b>Portable Power orbital sander</b>	
<b>5</b>	<b>Portable Power drum sander</b>	
<b>6</b>	<b>Portable Power jig saw</b>	
<b>7</b>	<b>Portable Power router</b>	
<b>1</b>	<b>Complete Electrical Spray equipment</b>	
<b>2</b>	<b>Completer petrol operated spray equipment</b>	
<b>S/NO</b>	<b>HAND TOOLS</b>	
<b>1</b>	Paint brushes (sets)	
<b>3</b>	Marking gauge	
<b>4</b>	Mortise gauge	
<b>5</b>	Marking knives	
<b>6</b>	Try square	
<b>7</b>	Mitre square	
<b>8</b>	Sliding bevel	
<b>9</b>	Tape (metric) rule	

10	Jack plane	
11	Smoothing plane	
12	Rebate plane	
13	Grooving/plough plane	
14	Router Plane	
15	Rip Saw	
16	Crosscut/Hand saw	
17	Tenon saw	
18	Panel saw	
19	Dovetail/back saw	
20	Firmer Chisel	
21	Bevel-edge Firmer Chisel	
S/NO	TOOLS	QUANTITY REQUIRED
22	Mortise (set) chisel	
23	Turning chisel	
24	Centre Bits	
25	Auger Bits	
26	Twist Bits	
27	Countersink Bits	
28	Ratchet braces	
29	Hand drills	
30	Drills Bits	
31	Screw Driver (set of 6)	
32	Mallet	
33	Claw-hammer	
34	Bradawl	
35	Pincers	
36	'F' Cramp	
37	Sash cramp	
38	Gee ('G') cramp	
39	Bench-hold fast	
40	Scraper (flat)	
41	Dividers	
42	Scraper (cabinet)	

S/NO	TOOLS	QUANTITY REQUIRED
43	Scissors	

44	Staplers	
45	Needles (set) curved and straight	
46	Tack hammer	
47	Gimlets	
48	Magnetic hammer	
49	Marking Knives	
50	Mallets	
51	Screw drivers	
52	Tape measures	
53	Webbing strainer	
54	Work benches	
55	Storage cub boards	
56	Button making machines	

**National Skills  
Qualifications**  
**FOR**  
**FURNITURE  
MAKING AND  
UPHOLSERY**  
**LEVEL 1, 2 & 3**



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