

CARPENTRY AND JOINERY APPRENTICESHIP STANDARD

Standard Code ST0264
Course Level 2
Day Release
Location: Lincoln
Funding Level £11000
Duration 27mths including EPA

Course Description

The occupation involves carrying out skilled work, primarily using timber products, either on a construction site, or in a workshop, creating and installing building components. This is a core and options apprenticeship, with two pathways:

Pathway 1: A Site Carpenter will normally work on a building site, or in domestic and commercial premises, preparing and fixing building components, from the initial erection of a new building, through to the installation of all necessary fixtures and fittings, as well as a range of repair and maintenance activities.

Pathway 2: An Architectural Joiner will normally be employed in a workshop producing timber-based building components and other architectural products, such as doors, windows, units and staircases, which are then transported to construction sites to be installed by site carpenters

Off the Job Training

A key requirement of an Apprenticeship is Off-the-job training. This must make up an average of 6 hours per week of the apprentice's working hours, over the total duration of the apprentice's planned training period. Off-the-job training must be directly relevant to the apprenticeship standard and must take place within the apprentice's normal working hours.

The new learning must be documented and reflected on through the Learner Journal on their E-portfolio.

Entry Requirements

The Apprentice will need to be in a relevant role and show a willingness to undertake the knowledge, skills and behaviours required. They will also need to have Level 2 Maths and English (GCSE at Grade 4/C or above or equivalent) or grade 3/D accompanied by 2 good references (in this case the apprentice needs to be prepared to attend a block study period for Maths and English).

Apprentices may be required to attend an interview and undertake relevant skills assessments.

Once they have been accepted on to the programme all apprentices will be required to attend a Lincoln College Induction. Apprentices will require access to a tablet/computer to access their e-portfolio.

Knowledge, Skills and Behaviours

KNOWLEDGE

Core Knowledge (both pathways)

- On completion of this apprenticeship, carpentry and joinery workers will have the following core knowledge to:
- Understand the principles of health, safety and welfare and how these are applied in the workplace.
- Understand how to communicate with others and comply with instructions and directions.
- Understand the different techniques and methods used to move, handle and store materials.
- Understand how to interpret and use relevant product information and specifications.
- Understand their responsibilities under current employment and safety legislation, such as The Health & Safety at Work Act.
- Understand how to calculate quantity, length, area and wastage of resources.
- Understand the needs of other workers and how to work effectively with others.
- Understand the characteristics, quality, uses, sustainability, limitations and defects associated with timber and timber-based products and components, such as hardwood, softwood, MDF and other materials.

SKILLS

Core Skills and Competencies (both pathways)

- Understand how to use, maintain and store marking and testing tools, hand tools, power tools and associated equipment.
- Understand how to requisition architectural joinery materials, such as timber, adhesives and fixings.
- Understand how to work at height and use access equipment safely.

BEHAVIOURS

Generic behaviours expected to be displayed by all skilled Carpentry and Joinery workers (both pathways)

- Effective communication: oral, written, listening, body language, presentation.
- Effective team working: work effectively with others with limited supervision.
- Independent working: take responsibility for completing their own work.
- Logical thinking: use clear and valid reasoning when making decisions.
- Working effectively: undertake the work in a reliable and productive manner.
- Time management: use own time effectively to complete the work on schedule.
- Adaptability: be able to adjust to changes to work instructions.

PATHWAYS

Pathway 1: Site Carpenter

- On completion of this apprenticeship, site carpenters will have acquired occupational skills to be able to:
- Carry out a range of job tasks including measuring, marking out, fitting, cutting, splicing, finishing, positioning and securing.
- Install door and window frames, door and hatch linings, floor joist coverings, straight partitions and straight staircases.
- Install doors, ironmongery, service encasements, wall and floor units and fitments, cladding and staircase components.
- Erect inclined roofs with gables, joists, roof coverings and roof components.
- Repair or replace frames, mouldings, doors, windows, door and window ironmongery, roofing components, guttering and downpipes and window components.
- Use, maintain and store hand tools, power tools and associated equipment.

Pathway 1: Specific Site Carpentry Knowledge:

Requirements On completion of this apprenticeship, site carpenters will have the occupational knowledge to:

- Understand the technical principles of site carpentry work and how these are applied to prepare and fix timber and timber-based products, erect inclined roofs, maintain and repair building components.
- Understand how to form specific joints required for site carpentry work, such as mitres, butt and halving joints.
- Understand why, when and how health and safety control equipment should be used when undertaking site carpentry work (e.g. personal protective equipment (PPE) and respiratory protective equipment (RPE)).
- Understand how to work safely at height and use access equipment correctly.
- Know how to use, maintain and store hand tools, power tools and associated equipment.

Pathway 2: Specific Architectural Joiner Skill Requirements:

On completion of this apprenticeship, architectural joiners will have acquired occupational skills to be able to:

- Carry out a range of job tasks including drawing, measuring, marking out, fitting, finishing, positioning and securing.
- Produce setting out details for the manufacture of doors, windows and opening lights, units and stairs.
- Mark out timber from setting out details for the manufacture of doors, windows and opening lights, units and/or fitments and staircases.
- Create, fit and assemble components to manufacture doors, windows with opening lights, units and/or fitments and staircases.
- Use, maintain and store specific architectural joinery tools and equipment, such as marking and testing tools, power tools and hand tools.

Pathway 2: Specific Architectural Joiner Knowledge Requirements:

On completion of this apprenticeship, architectural joiners will have the occupational knowledge to:

- Understand the technical principles of architectural joinery and how they are applied in routine tasks, such as, setting out and producing cutting lists, marking out from setting out details and producing cutting lists, fitting and assembling routine products.
- Understand how to accurately take site and workplace dimensions.
- Understand how to form and proportion joints associated with architectural joinery work, such as mortice and tenon, dovetail and comb joints.

- Understand why, when and how health and safety control equipment should be used when undertaking architectural joinery work (e.g. personal protective equipment (PPE) and respiratory protective equipment (RPE)).

Assessment

Before a candidate is offered a place on the Joinery Apprenticeship, both the candidate and the employer will be assessed to make sure they're suitable to undertake the apprenticeship. The apprentice will need to meet academic entry requirements and the employer must be able to offer the apprentice the range of work required to enable the candidate to gather sufficient evidence throughout the course.

Once accepted onto the course, the apprentice will attend college one day per week to study Practical training, theory work, undertake reviews, update their portfolio and record their 'Off the job Training'. The apprentices will also attend several block weeks for their practical training.

The apprentice will be assessed by a work-based assessor through practical work with their employer and at college.

Review of progress and growth targets will be set every 4 – 10 weeks, depending on individual needs.

A full delivery plan will be provided when the apprentice starts on the programme.

End Point Assessment

During their time on-programme, the apprentice will build a portfolio of evidence of their work and their knowledge. The assessor and employer will help the apprentice to create a 'Showcase portfolio' which will be used by an Independent End-Point Assessor during the End-Point Assessment.

The apprentice will study Functional Skills Maths & English if they have not already achieved a Grade 4 or above in their GCSE's. 20% of the apprenticeship must be made up of 'Off the Job Training' which is explained within this information pack. Once both the assessor and employer are confident that the apprentice is ready for EPA then the apprentice will go through the gateway.

In order for the apprentice to go through the gateway they must have passed their Maths & English GCSE's at grade 4 or above OR have passed Level 1 Functional Skills and have taken an assessment at Level 2.

All required 'Off the Job Training' will have to have been recorded on the learners e-portfolio account. This will then allow apprentices to be booked in for the End Point Assessment (EPA).

The Final Assessment forms a large part of the assessment of the apprenticeship and will be delivered by a 3rd party independent assessor.

End-Point Assessment includes:

- An Online Knowledge Test (45 Questions / 60 Minutes)
- A Skills test in an unfamiliar location (6 Hours)
- Oral Questioning related to the learners Showcase Portfolio (60 Minutes)

Progression

The Joinery Apprenticeship will qualify Apprentices to a good standard which will enable them to work independently as a Joiner. Apprentices could also move onto the Level 3 advanced apprenticeship in Joinery or other Level 3 qualifications such as site management and other office-based roles.

Fees

As an Apprentice, you will pay no course fees. However, your employer may have to pay towards your training as well as providing you with a wage. All Apprentices are entitled to the national minimum apprentice wage within their first year of training from their employer, although they can, and often do, pay more. In the second and subsequent years of an Apprenticeship programme, if you are aged 19 or over, the national minimum wage for your age would apply [<https://www.gov.uk/national-minimum-wage-rates>]

If you are an employer and want to find out more information regarding employer contributions and any further costs related to the Apprenticeship programme, please contact our dedicated Apprenticeship team at employers@lincolncollege.ac.uk

Business Benefits

Employers have designed the Apprenticeship Standards to meet the needs of the sector and industry. Ensuring they include:

- Relevant Knowledge, skills and behaviours ensure that the Standard is relevant to the occupation.
- Widening participation Apprenticeship standards provide opportunities to employees that may not previously have been available.
- Development tools A cost effective way to train your employees to undertake specific roles in your business.
- Return on Investment On average, an apprentice who has completed their course will increase business productivity by £214 per week (CEBR, 2015).