

# FURNITURE MANUFACTURER APPRENTICESHIP STANDARD

**Standard Code ST0203**  
**Course Level 2**  
**Day Release**  
**Location: Newark**  
**Funding Level £9000**  
**Duration 27mths including EPA**

## *Course Description*

The Furniture, Furnishings and Interiors industry is of significant importance to the UK economy, particularly in the supply of end products for residential and commercial living and work places. The industry has an annual turnover well in excess of £12 billion. The ability to work to agreed targets in terms of output and quality standards is essential. Workplaces can be wide - ranging from small workshops to large factories. Furniture Manufacturers must be dexterous, have a good work ethic and able to demonstrate their ability to work individually and as part of a team.

## *Off the Job Training*

A key requirement of an Apprenticeship is Off-the-job training. This must make up at least 20% of the apprentice's contracted 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 (OneFile).

## *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 (OneFile).

## ***Knowledge, Skills and Behaviours***

### **KNOWLEDGE**

#### **Industry**

- Knowledge and understanding of general background of the furniture industry.

#### **Organisation**

- Knowledge and understanding of the company you are working in.
- This includes understanding the manufacturing process and how you contribute and fit into it.

#### **Materials**

- Knowledge and understanding of industry materials. Properties and characteristics of materials used within your organisation.

#### **Customers**

- Knowledge and understanding of customer expectations.
- Who are the industry customers and what are their expectations in terms of packaging and delivery?

#### **Quality Standards**

- Know the quality standards which apply to the products and how to check that these have been met.
- Read and interpret specifications, drawings, cutting lists and other relevant technical information used within your organisation.

#### **Health, Safety and Environment**

- Knowledge and understanding of the relevant health, safety and environmental requirements and regulations.
- Understand sustainability within the industry.

### **SKILLS**

#### **Maintain Tools & Equipment**

- Perform regular autonomous maintenance tasks on machinery, tools and equipment used.

#### **Problem Solving**

- Identify issues quickly, solve problems and apply appropriate solutions.

#### **Achieve quality and output targets**

- Carry out work to required quality standards and output targets.

- High attention to detail, must monitor and check work meets specifications and must follow methodology and processes.

### Health & Safety

- Comply with health, safety and environmental requirements, relevant statutory regulations and industry standards/codes of practice at all times.

## BEHAVIOURS

### Collaboration & Adaptability

- Willing to both listen and learn and to accept changing priorities and working requirements.
- Work effectively with others in a team whilst maintaining effective professional working.

### Time management

- Time management and ability to complete work to schedule.

### Pride in the workplace

- Organise work space for efficiency and effectiveness by identifying and storing items used, maintaining work area and sustaining order.

## PATHWAY

### General Furniture Manufacturer

Furniture Manufacturers are skilled craftsmen/women who make pieces of furniture. They may work in a small, independent shop that produces custom furniture or in a factory that mass-produces pieces of furniture. They will manufacture furniture such as:

Domestic – kitchens, bedrooms, living room and other items for the home  
 Office - desk, seating, tables and other items for the office environment  
 Contract - furniture for public areas such as hospitals, schools, hotels and airports  
 Manufacture of high-quality wooden components

In order to ensure sufficient flexibility to meet the needs of the industry whilst maintaining the rigour of every single apprenticeship within it, Furniture Manufacturers will need to undertake six of the following requirements, at least three must be Group A.

### GROUP A

**Machinery, Tools and Equipment:** Set up and operate machinery, tools and equipment used to produce furniture. Understand tools and equipment used.

**Components:** Make components of furniture to specification within acceptable tolerances. Understand how and where components are used.

**Cutting:** Use appropriate equipment to cut materials within acceptable tolerances.

**Joints:** Understand the principles of joints used in making hand-crafted furniture.

**Veneers and Laminates:** Select, prepare and apply veneers to items of furniture.

**Assembly:** Assemble components of furniture. Understand the sequence of assembly and why this is important.

**Finishing:** Apply stains, sealers, basecoats and finishes to production furniture.

## GROUP B

**Measure and Mark Out:** Measure and mark out materials to specification.

**Sanding:** Sand materials for preparation prior to assembly, post-assembly and de-nibbing. Understand grit sizes and the process of sanding.

**Cramping:** Position components and apply cramps to ensure products are positioned securely to specification.

**Fittings:** Prepare and assemble components to specification, finishing and checking the assembly conforms to specifications.

**Gluing:** Apply adhesives to components. Understand types, methods and processes involved in gluing.

**Jigs and Templates:** Use and maintain jigs and templates for furniture production. *Jigs are used to ensure repeatability and accuracy in the production of furniture. These can be hand held or mounted on workbenches.*

**Edge Banding:** Carry out edge-banding process following standard operating procedures. *Edge banding is the process of applying a trim or edge to the piece of furniture to make it neat and aesthetically pleasing.*

**Electrical/Mechanical Fittings:** Fit mechanical or electrical components to furniture.

**Rectification/Rework:** Carry out rectification or rework. This includes assessing and repairing items.

**Safe Handling and Storage:** Pack and store products and components following standard operating procedures. Understand and follow procedures for safe handling of products.

## Assessment

Before a candidate is offered a place on the Furniture Manufacturing 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 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.

There will be an End Point Assessment (EPA) as the final stage of an Apprenticeship. The Apprentice must demonstrate their learning to an independent end point assessor and the overall grade available is distinction, pass or fail.

### **End-Point Assessment includes:**

- **Portfolio of Evidence:** The portfolio will cover all skills, knowledge and behaviour requirements as detailed in the Assessment Modules available from British Furniture Manufacturers Association.
- **Knowledge Tests:** There are two tests consisting of multiple-choice questions covering the core modules in health and safety and the industry.
- **Observation:** The observed assessment will cover all the skills, knowledge and behaviours requirements as detailed in the relevant occupational assessment modules. It will also cover the core modules and be for a minimum of 120mins.

## **Progression**

The Furniture Manufacturer apprenticeship will qualify apprentices to a good standard which will enable them to work independently. Apprentices could also move onto the Level 3 Advanced Bespoke Furniture Maker Apprenticeship or other Level 3 qualifications.

## **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 must receive a minimum wage of £4.15 per hour 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, the national minimum wage for your age would apply.

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](mailto: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).

## **Key Contacts**

For further information or to arrange a face to face visit, please contact a member of the Construction Apprenticeships team using the details below;

Erika Stainton  
Apprenticeship Co-ordinator (Construction)  
[estainton@lincolncollege.ac.uk](mailto:estainton@lincolncollege.ac.uk)  
07966 232578

Jon Cotton  
Learning & Skills Lead (Construction)  
[jcotton@lincolncollege.ac.uk](mailto:jcotton@lincolncollege.ac.uk)  
07580 201418