GQA LEVEL 2 AWARD FOR FENESTRATION INSTALLATION -COMPETENCY UPDATE VERSION 2

Qualification Number

603/4873/2

Issue 1: July 2019

GQA Qualifications, Unit 1, 12 O'Clock Court, Attercliffe Road, Sheffield, S4 7WW
Tel: 0114 272 0033/272 0080
Email: info@gqaqualifications.com Website: www.gqaqualifications.com

PERSONAL COMPETENCE SUMMARY

Previous qualifications achieved to allow access to Competency update qualification

Qualification title	Qual ref number	Certificate number	Copy included?	Other proof?

Supporting Evidence

Type	Tick if included	Portfolio Reference	Assessor Signature
Up to date CV/Work History			
CPD/Training records			
Knowledge Tests-test papers must be included in the portfolio			
Test type	**Date of pass**	**Test score**	**Date of additional questioning**
Health And Safety			
Installation technical knowledge			

Candidate name and signature		**Date**	
Assessor name and signature		**Date**	
IQA name and signature		**Date**	
EQA name and signature		**Date**	

Passport style photograph

Candidate Declaration

Candidate Name.....

Centre/Company Name.....

Assessor(s) Name(s).....

I acknowledge receipt of this copy of the GQA qualification booklet. The unit structure provides information on which units must be achieved to be awarded the qualification. The individual units detail the necessary requirements etc that I must achieve. I understand that I will have an important role in preparing for and planning assessments and with guidance from the Assessor I will collect and record relevant evidence.

I have been informed of the appeals system, should I want to appeal against any part of the assessment process.

I understand the assessments will be carried out with regard to the company's/centre's Equal Opportunities Policy.

Candidate signature.....

Date.....

Introduction to the Qualification

Who is this qualification for?

This qualification is aimed at those who work as Installers in the Fenestration industry, have already achieved a nationally recognised Fenestration Installation qualification and have either the need or desire to prove they have continued to build on the skills and knowledge developed during and since the qualification achievement.

Candidates for this qualification will primarily be working on customers' premises installing windows, doors and conservatories.

As a competency update qualification this is only available to those who meet the requirements relating to current experience and previous achievement. The qualification is only available to those who have achieved a relevant qualification and have auditable proof of ongoing employment within the Fenestration Installation Industry. The competency update qualification requires proof that the individual has sufficient knowledge of relevant Building Regulations through achievement of 1 of the 2 units in the optional group. NB-previous achievement of either of the units will be accepted-verified and auditable proof of certification must be provided.

What is required from the candidate?

The qualification covers the installation and glazing of windows and doors.

All work will be assessed for competence, knowledge and ability to complete installations to specifications and compliance with Building Regulations, Industry Codes of Practice and other relevant legislation. Knowledge of and compliance with Health and Safety legislation and Safe Working Practices will also be assessed.

Knowledge of installation techniques, relevant legislation and Codes of Practice will be assessed as will relevant Health and Safety knowledge. Full details of the pre-requisites and additional assessment requirements and guidance can be found below.

GQA Qualification Implementation Guidance must be followed.

Unit Number	Unit Title	Level	Credit
Mandatory Units			
T/504/7609	Requirements for Window and Door Installation - Competency Update	2	8
FICC2			
Optional Units			
J/507/6144	Knowledge of Building Regulations in the Installation of Windows and Doors	2	4
BR2			
K/600/8445	Understanding the Building Regulations in the Fenestration Industry	3	3
FIS1			

Additional Assessment requirements

This qualification is only open to achievers of a nationally recognised Fenestration Installation qualification.
Assessment:

Practical skills will be assessed through observation in the workplace, simulation is not acceptable.

knowledge will be assessed through a combination of written test papers, oral questions, and Guided/Professional Discussion.

Additional evidence requirements

The candidate is required to provide proof of substantial employment within the Fenestration Industry since the previous assessment (substantial is defined as at least 50% of the time since the previous qualification achievement). Other supporting evidence could include continued professional development (CPD) records, covering any training received, e.g. methods, products, materials or fixings updates, and Employer testimonies confirming Fenestration Industry experience during the last 12 months.

T/504/7609	Requirements for Window and Door Installation - Competency update	Level 2	8 Credits
FICC2			

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1 Be able to remove and install windows and doors in accordance with job specifications safe working practices and Building Regulations	1.1 Remove components, materials and outer frames from the aperture causing minimum damage			
	1.2 Prepare aperture and materials ready for installation			
	1.3 Complete the installation using fixings and materials to provide a weatherproof installation in accordance with job specifications and Industry Codes of Practice			
	1.4 Check that windows/doors function correctly, for example: • Opening • Locking systems			
	1.5 Ensure installation work is completed to meet job specification and complies with all relevant Building Regulations			
	1.6 Observe Health and Safety guidelines at all times			
2 Be able to install glass and/or panels in accordance with job specifications, following safe working practices and Building Regulations	2.1 Install glass and/or panels into windows and/or doors to ensure a weatherproof installation to meet the job specification and comply with all relevant Building Regulations			
	2.2 Observe Health and Safety guidelines at all times			
3 Understand the current Health and Safety requirements within the Fenestration installation working environment	3.1 Identify current legal and statutory requirements and best practice in Health and Safety in the Fenestration installation working environment			
4 Understand the current products, processes, materials, legislation and Industry Codes of Practice in the Fenestration installation working environment	4.1 Demonstrate current knowledge of products, processes materials and legislation to operate effectively in the Fenestration Installation working environment			
	4.2 Demonstrate current knowledge of relevant Industry Codes of Practice and British Standards			

Assessor Feedback/comments

J/507/6144 BR2	Knowledge of Building Regulations in the Installation of Windows and Doors	Level 2	4 Credits

The aim of this unit is to ensure that individuals have the required depth and range of knowledge of Building Regulations to carry out compliant installations when replacing windows and doors. This includes knowledge from all relevant Approved Documents and how to apply them in practice. Knowledge of how to obtain up to date and accurate information on the Regulations is also included in the unit.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Understand why Building Regulations exist, where they apply, and how to keep up to date with information	1.1 Explain the main purpose of the Building Regulations			
	1.2 State what countries in the UK must comply with current Building Regulations			
	1.3 Explain where to find up to date information on Building Regulations			
2. Know who can carry out inspections on completed installations.	2.1 List 2 organisations that can carry out Inspections on completed installations			
	2.2 Explain the consequences of a failed inspection for the Installer, Installation Company and the Homeowner			
3. Know how Structural safety and integrity is covered in the Building Regulations.	3.1 State what Approved Document of the Building Regulations relates to Structure			
	3.2 State 3 loadings commonly associated with structure			
	3.3 State what is required above all apertures to support the structure			
	3.4 State who can approve structural alterations			
	3.5 Explain what is required to support bay windows during their removal.			
4. Know how Fire Safety is covered in the Building Regulations.	4.1 State what Approved Document of the Building Regulations relates to Fire Safety			
	4.2 State where fire escape access should be installed			
	4.3 State what hardware must be installed on all fire escape windows			
	4.4 Explain the difference between Fire Resistant Glazing that has integrity and Fire Resistant Glazing that has integrity and insulation			
	4.5 Explain how the performance of Fire Resistant Glazing is measured			
5. Know how Resistance to contaminants and moisture is covered in the Building Regulations	5.1 State what Approved Document of the Building Regulations relates to resistance to contaminants and moisture			
	5.2 List 2 products that can be used as a barrier against damp/ moisture			
	5.3 Describe 4 areas where Damp Proof Membrane (DPM) should be used.			
6. Know how Ventilation is covered in the Building Regulations	6.1 State what Approved Document of the Building Regulations relates to Ventilation			
	6.2 Explain what is meant by background ventilation			
	6.3 Explain what is meant by purge ventilation			
	6.4 Explain the required ventilation in relation to the floor space.			

J/507/6144 BR2	Knowledge of Building Regulations in the Installation of Windows and Doors (continued)	Level 2	4 Credits

7. Know how Conservation of Fuel and Power is covered in the Building Regulations.	7.1. State what Approved Document of the Building Regulations relates to the Conservation of Fuel and Power			
	7.2 Explain what must be installed to meet compliance with this regulation			
	7.3. List 3 areas where additional insulation could be used to conserve energy			
	7.4 State what range of energy efficient window systems are required to comply with Building Regulations			
8. Know how access to, and use of buildings is covered in the Building Regulations	8.1. State what Approved Document of the Building Regulations relates to access to, and use of buildings			
	8.2 Explain which part of the property this regulation mainly applies to			
	8.3 State the minimum width requirement for replacement doors covered by this regulation			
9. Know how Safety Glazing and Protection from falling is covered in the Building Regulations	9.1 State what Approved Documents of the Building Regulations relate to Safety Glazing and Protection from falling			
	9.2 Describe the critical glazing areas where safety glazing must be installed			
	9.3 Describe 2 other areas where safety glass must be installed			
	9.4 State what information must be permanently visible on all safety glazing			
	9.5 Name the 2 types of glass most commonly used in safety glazing			
	9.6 Explain the purpose and design of sash restrictors and where they must be used.			

Assessor comments/feedback

K/600/8445 FIS1	Understanding the Building Regulations in the Fenestration Industry	Level 3	3 Credits

The aim of this unit is to provide the learner with the knowledge and understanding of the Building Regulations and how they affect the Fenestration Industry.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Understand why Building Regulations exist, and where they apply.	1.1 Explain the main purpose of the Building Regulations.			
	1.2 Explain which countries the Building Regulations apply to.			
	1.3 State if the building regulations apply to: • Replacing the whole of a window frame • Replacing broken glass or fogged double glazing units • Replacing some opening parts in a main window frame			
2. Know the main parts of Building Regulations that affect the Fenestration Industry.	2.1 Name the 5 main parts of the Building Regulations that affect the Fenestration Industry and which part they affect.			
3. Know who can carry out inspection of work covered by the Building Regulations and who is responsible for ensuring the inspection takes place.	3.1 Identify 2 bodies that can carry out inspection of work covered by Building Regulations and when each should be involved.			
	3.2 Explain how to decide who should arrange the inspection.			
4. Know the implications of a failed inspection.	4.1 Name 4 possible consequences of a failed inspection.			
5. Understand the aims of part L (Conservation of Fuel and Power) of the Building Regulations regarding U value requirements for Fenestration installation.	5.1 Explain the maximum acceptable U value across the whole of a window.			
	5.2 Explain the maximum acceptable U value when a glazed panel within a door is equal to or greater than 50% of the entire door area.			
6. Know the name and range of the UK's national system used for rating the energy efficiency of windows and the minimum energy rating band acceptable in the Building Regulations.	6.1 Identify the name and range of the UK's national system for rating the energy efficiency of windows.			
	6.2 State the minimum energy rating band acceptable in the Building Regulations.			
7. Know the optimum space for heat retention between 2 panes of glass in a double glazed unit.	7.1 State the optimum space for heat retention between 2 panes of glass in a double glazed unit.			
8. Know the types of glazing units other than "traditional" double glazed units that can help meet the requirements of Part L of the Building Regulations and the benefits of the different types.	8.1 Name 2 types of glazing unit other than "traditional" double glazed units that can help meet the requirements of Part L of the Building Regulations.			
	8.2 Describe a benefit of each of the 2 types named.			
9. Know the advantages of using types of glazing that minimise heat loss.	9.1 Give 5 advantages of using types of glazing that minimise heat loss.			
10. Understand what is meant by safety glazing.	10.1 Explain the types of glass used in safety glazing.			

K/600/8445 FIS1	Understanding the Building Regulations in the Fenestration Industry (continued)	Level 3	3 Credits

11. Understand when safety glazing must be used.	11.1 Define "Critical Safety Area Locations".			
	11.2 Explain when safety glazing must be used regarding: • Height from the finished floor level • Side panel distance from either edge of a door • Explain what is meant by "finished floor level" • Which dimension to use if the ground level varies inside and outside • Explain the "finished floor level" in a bathroom area where the window is adjacent to the bath/shower • Explain where the drop on a stairway is measured from			
12. Know the exceptions to the use of safety glazing and the minimum thickness acceptable for the exceptions.	12.1 Explain exceptions to the use of safety glazing regarding dimensions.			
	12.2 State the minimum thickness for glass in traditional leaded lights and copper lights.			
	12.3 State the minimum thickness for all other exceptions.			
13. Know the requirements for visible glass markings.	13.1 Explain 3 pieces of information that must be clearly and indelibly present on safety glass.			
14. Know the common problems that can occur when taking delivery of glass and how to minimise the impact of these problems.	14.1 List reasons for some common problems that can occur, to include 1 reason for each of the following: • Incorrect type of glass being delivered • Incorrect dimensions of glass being delivered • No safety markings on glass • Safety mark not clear			
	14.2 Explain ways the impact of each point raised above can be minimised.			
15. Know the types of windows and doors that part A (Structure) of the Building Regulations applies to.	15.1 Name the types of windows and doors that part A (Structure) of the Building Regulations applies to.			
16. Understand when Lintels should be used.	16.1 Explain who makes the decision when a Lintel must be fitted and what this decision is based on.			
17. Understand the process to be followed with Bay Window replacement.	17.1 Explain the 3 stages involved in Bay Window replacement.			
	17.2 Explain the types of temporary support to be used and when they should be introduced.			
	17.3 State the surrounding areas that may need support and protection prior to window removal.			
	17.4 Explain the use and positioning of support equipment to protect internal ceiling and floor finishes.			
	17.5 Explain the sequence of removal of the windows in a 2 storey bay and the importance of support of the structure.			
	17.6 Explain the correct and safe way to complete the removal of mullions.			
	17.7 Explain the use of load bearing supports and when and where they should be used.			
	17.8 Explain how to determine the bay window assembly process.			
	17.9 Explain how weather and/or site conditions can determine if the bay is assembled prior to installation or assembled in situ.			
18. Understand when and why to ensure any defects in the structure should be addressed before the installation commences.	18.1 Explain why defects should be addressed before installation commences.			

K/600/8445 FIS1	Understanding the Building Regulations in the Fenestration Industry (continued)	Level 3	3 Credits

19. Know what bearing plates are and when they should be used.	19.1 Explain the make up of bearing plates.			
	19.2 Explain the purpose of bearing plates and when and how they should be used.			
	19.3 Give an example of a situation where bearing plates are not required.			
20. Understand the problems that can occur in bay window removal and replacement and how to overcome them.	20.1 Explain 3 problems that can occur when removing bay windows and how to overcome them.			
	20.2 Explain 3 problems that can occur with the installation of bay windows and how to overcome them.			
21. Understand the requirements of Part B (Fire Safety).	21.1 Explain the requirements for windows provided for emergency egress purposes to include: • Minimum openable area • Minimum height and width • Maximum height from floor to the bottom of the openable area			
	21.2 Explain which rooms on the ground floor require egress windows to be installed.			
	21.3 Explain 2 factors that govern if Part B applies to upper floors.			
22. Understand the requirements for purge ventilation.	22.1 Explain 2 purposes of purge ventilation.			
	22.2 Explain the required % of area of opening windows to floor area where the hinged or pivot window opens 30 degrees or more.			
	22.3 Describe the difference when the hinged or pivot. window opens less than 30 degrees.			
	22.4 Explain how to measure the area of a sash window.			
23. Understand the requirements for and background ventilation.	23.1 Explain the area of habitable rooms that require trickle ventilation.			
	23.2 Explain the area of kitchens, bathrooms and other wet areas that require trickle ventilation.			
	23.3 Explain acceptable alternatives when installing a replacement window that had a trickle ventilator in the original window.			
	23.4 List 2 options for ventilation to make the customer aware of when no ventilation is provided in the windows removed.			

Assessor comments/feedback

Notes

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