



GQA LEVEL 2 NVQ CERTIFICATE IN THE
FABRICATION OF GLASS SUPPORTING
STRUCTURES

Qualification Number
500/7767/3

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

Name	Company/Centre
Job Title	GQA Registration Number

UNITS OF COMPETENCE				ASSESSOR SIGNATURE Performance and knowledge assessment completed and supplemented with evidence overtime	DATE
Unit Number	Mandatory Units	Level	Credit		
R/600/7659 FGSS1	Maintain Health and Safety within the Fabrication of Glass Supporting Systems Working Environment	2	4		
A/600/7364 AG3	Communicating and working with others in the Glass and Related Working Environments	2	3		
L/600/7661 FGSS3	Prepare Equipment/Machinery/Tools for the Fabrication of Glass Supporting Systems	2	3		
M/600/7667 FGSS4	Locate, Handle and Position Materials or Components in the Fabrication of Glass Supporting Systems	2	2		
H/600/7746 FGSS10	Check the quality of products used in the Fabrication of Glass Supporting Systems	2	2		
Optional Units					

RELIABLE EVIDENCE: The forms of evidence available include (mark as appropriate)

Observation in the workplace
 Records of prior experience
 Testimonial(s)
 Work records

Assessment of knowledge
 Witness statement(s)
 Photographic evidence
 External testing

Passport Style
Candidate Photo
(Mandatory)

COMPETENCE COMPLETION SIGNATURES

By signing here, the Candidate and Assessor confirm that evidence presented is authentic and that the assessments took place in accordance with the relevant assessment strategy. Details of the assessments and evidence must be recorded in the assessment decision record/summaries at the end of each unit.

	Name and Signature	Date
Candidate		
Lead Assessor		
Internal Verifier		
EQA		

Introduction to the Qualification

Who is this Qualification for?

This qualification is aimed at those who undertake work to produce fabricated products such as door and window frames and units, conservatories, and glazing systems used in curtain walling etc. Units in this qualification include the processing of materials, applying coatings and treatments and fabricating of frames by joining and assembly. It is not expected that candidates working in this area all do the same activities: the qualification is structured to endure that there is a high degree of flexibility in the qualifications, although there are common units in the mandatory section of the qualification.

The qualification allows achievement by those who primarily work in a manufacturing environment and also those who visit sites to carry out fabrication activities or to apply surface coating spray finishes.

The standard covers the most important aspects of the job. This qualification is at Level 2, although some Qualifications have units at different levels, and should be taken by those who are fully trained to deal with routine assignments. Candidates should require minimum supervision in undertaking the job.

Unit Ref	Title	Level	Credit
Mandatory Units			
R/600/7659	Maintain Health and Safety within the Fabrication of Glass Supporting Systems	2	4
FGSS1	Working Environment		
A/600/7364	Communicating and Working with Others in the Glass and Related Working	2	3
AG3	Environments		
L/600/7661	Prepare Equipment/Machinery/Tools for the Fabrication of Glass Supporting Systems	2	3
FGSS3			
M/600/7667	Locate, Handle and Position Materials or Components in the Fabrication of Glass	2	2
FGSS4	Supporting Systems		
H/600/7746	Check the Quality of Products used in the Fabrication of Glass Supporting Systems	2	2
FGSS10			
Optional units A (a minimum of 11 credits must be achieved)			
A/600/7669	Apply Coatings or Treatments to Products and Materials used in the Fabrication of	2	4
FGSS5	Glass Supporting systems		
Y/600/7727	Package and Store Fabricated Glass Supporting Systems	2	3
FGSS6			
R/600/7743	Process Materials for Fabricating Glass Supporting Systems	2	3
FGSS7			
Y/600/7744	Fabricate Glass Framing/Supporting Systems by Joining	2	4
FGSS8			
D/600/7745	Fabricate Glass Supporting Systems by Assembly	2	4
FGSS9			
H/505/2951	Cut Materials for the Fabrication of Glass Supporting Systems	2	5
FGSS2			
J/617/4584	Apply surface Coatings by spray to Glass Supporting Systems in the Workplace	2	8
OSF2			
A/617/4582	Onsite Fabrication of Glass Supporting Systems	2	6
OSF1			

Achieving all of the Mandatory units and the correct number of credits from the groups of optional units will mean the qualification has been completed and GQA will provide the Certificate with the qualification title. Where a candidate has completed additional credits the Certificate will list these as “additional credits”, in cases where the candidate has not completed the full qualification and will not go on to do so, a Certificate of Unit credit can be issued for the units achieved.

Assessment guidance

Evidence should show that you can complete all of the learning outcomes for each unit being taken.

Types of evidence:

Evidence of performance and knowledge is required. Evidence of performance should be demonstrated by activities and outcomes, and should be generated in the workplace only, unless indicated under potential sources of evidence (see below). Evidence of knowledge can be demonstrated through performance or by responding to questions.

Quantity of evidence:

Evidence should show that the candidate can meet the requirements of the units in a way that shows the standards can be met consistently and over an appropriate period of time and the candidate is competent and has the required level of knowledge and understanding.

Potential sources of evidence:

The main source of evidence for each unit will be observation of the candidate's performance and knowledge demonstrated during the completion of the unit. This can be supplemented by the following types of physical or documentary evidence:

- Accident book/reporting system
- Safety record
- Training record
- Invoices/job cards
- Witness testimonies
- Notes and memos
- Photographic/video evidence
- Telephone logs
- Customer feedback

Examples of Evidence could include:

- Treated and/or Coated products and components
- Equipment inc. Personal protective equipment, manual and power tools
- Fabricated products/components
- Resources inc. People, time, materials, equipment, energy
- Packaged products
- Information systems, manual or electronic
- Joined/assembled products
- Emergency procedures inc. Responding to alarms, using fire fighting equipment, isolating power and/ or fuel supplies

Please Note that photocopied or downloaded documents such as manufacturers' or industry guidance, H&S policies, Risk Assessments etc, are not normally acceptable evidence for GQA qualifications unless accompanied by a record of a professional discussion or Assessor statement confirming candidate knowledge of the subject. If you are in any doubt about the validity of evidence, please contact your GQA EQA.

GQA Qualification Implementation Requirements covering Centre Approval, Candidate Assessment and ongoing Quality Assurance

This document indicates the requirements of Approved Centres delivering GQA qualifications and / or units of credit.

1. Equality of Opportunity

Equality of access to fair and valid assessment is necessary for all candidates undergoing assessment. This may mean making reasonable adjustments to normal assessment methods for candidates with particular or special assessment requirements. Candidates work patterns should not become a barrier to assessment, the organisation of which may have to be flexible. In the same way, reasonable adjustment arrangements may be necessary for candidates with a disability. For example, a candidate who is unable, through disability, to produce oral or written evidence, may be allowed to use the method they normally use as a substitute for the required form of communication. Reasonable adjustments need to be approved by GQA.

2. Recognised/Approved Assessment Centres

2.1 Individual centres must be approved by GQA to offer specific qualifications and / or units of credit. A centre may be a single organisation or a partnership of two or more organisations. It may operate at a single location or have satellites. For further details see the GQA booklet "Guide to Centre Approval". The Centre Approval process is carried out by a GQA approved EQA. Each Centre must maintain a centre file. It is important to be clear what the steps in the assessment process are:

- plan evidence collection and opportunities for assessment
- collect evidence
- judge evidence
- determine whether sufficient evidence has been presented
- make an assessment decision and give feedback to the candidate

NB Any deviation from the norm must be approved by a GQA EQA

2.2 Assessors and Verifiers

All Assessors of candidate performance must be competent, to make qualitative judgements, both in the skills they are assessing and in the assessment of candidates and hold the appropriate Assessor national award. Assessor occupational knowledge related to the qualifications being assessed is essential and must be illustrated to GQA prior to approval.

Internal Verifiers are responsible for the quality assurance of the assessment process within a centre. They should have a relevant occupational background, be competent in internal verification and hold the Internal Verifier national award. It is recommended that Internal Verifiers work towards national recognition of assessor competence.

EQAs are responsible for ensuring accurate and consistent standards of assessment across centres, qualifications, units of credit and over time. They should have a relevant occupational background, be competent in external quality assurance and hold the relevant national external quality assurance award. GQA will approve and licence all individuals involved in the assessment and verification of its approved qualifications and / or units of credit. Individuals who are working towards the Assessor or Internal Verifier national awards can only be provisionally licensed. The judgement of provisional licence holders will need to be agreed/authorised by a fully qualified and GQA licensed individual who cannot carry out a dual role in relation to a specific candidate.

All GQA Assessors and Verifiers must undertake a minimum of 2 significant CPD activities in both occupational areas and assessment and verification. Reflective CPD records must be maintained and made available to GQA EQA's for review.

2.3 Centre Approval, Monitoring Reviews and Quality Assurance

The centre recognition/approval process is the start of a significant part of the awarding body's quality assurance system. The Approval process will begin with an EQA review of centre procedures to ascertain the potential centres ability to deliver GQA qualifications and / or units of credit. Centres will be expected to meet the relevant regulatory authority criteria for delivery of qualifications prior to initial approval; continued compliance with the criteria will be monitored through regular EQA visits. It is recommended that centre reviews are conducted at minimum every six months by a GQA EQA.

New or multi-site centres may be required to undertake quarterly or more frequent EV reviews to ensure that different

locations can be seen to satisfy the national requirements.

GQA will ensure that unacceptable barriers relating to the assessment and internal verification of candidates in small companies do not deny recognition of competence to competent young workers. In such circumstances, GQA will demonstrate that its quality assurance procedures remain sufficient and rigorous to ensure that the competence outcomes have standing and credibility in the occupational area.

Enhanced quality procedures to ensure consistency of assessment and verification will be necessary and will include:

- a high level of sampling of assessment decisions N.B. In some instances the EQA may visit each assessment location and qualification / unit of credit candidate (e.g. single candidates dispersed throughout different small companies on government funded programmes)
- an in-depth scrutiny of assessment plans, materials and records
- specific centre guidance aimed at the successful implementation of qualifications and / or units of credit in SMEs via approved centre partnerships. This can include guidance on the quantity and quality of valid, authentic, and transferable evidence expected to be attributed to individual candidates
- ensuring centres are following the requirements prescribed in any appropriate assessment strategies and applicable codes of practice
- the identification and publication of good practice in centres

As part of the Quality Assurance process Proskills require an Enhanced external quality assurance process. This will be in the form of 1 significant underpinning knowledge question answered by the candidate for each unit of the qualification. The questions will be decided by GQA, and guideline answers must be submitted for approval and once approved kept in the Centre File to allow independent assessment

3. Qualification / Unit of Credit Candidates

All candidates must register with a GQA recognised/approved centre. The centre must maintain appropriate candidate personal details for external audit purposes etc.

The centre will provide candidates with advice and guidance on how to prepare for assessment and allocate an Assessor who will assess candidate ability to meet the requirements of the relevant qualifications / unit of credit. It is the candidate's responsibility to demonstrate competence and to do this they must:

- prove they can consistently meet all the qualification and / or unit of credit criteria
- provide evidence from work, that they can perform competently in all the contexts specified in the qualification / unit of credit requirements
- prove that they have the knowledge and understanding required to perform competently, even where they have not provided evidence from the workplace

It is therefore critical that quality evidence is provided in a format to allow the Assessor to make a decision and for the Internal Verifier to audit/verify his/her decision.

4. Evidence

A qualification and / or credit is awarded when a person has achieved the necessary outcomes of the qualification and / or unit of credit.

The specific combination of units necessary to achieve a qualification is detailed in the qualification structure. Certificates of Unit Credit can be awarded when candidates achieve any one, or more, units from the qualification.

The evidence the candidate brings forward is primarily evidence of performance of what he/she can do, not just what he/she knows. The assessment criteria / qualification requirements are described within the qualification and / or unit of credit itself and can incorporate practical skills and knowledge.

The assessor's role is to judge each relevant item of evidence. Each must be judged against the qualification and / or unit of credit requirements. It is not sensible to collect evidence against individual criteria. Nor is it effective. If items of evidence were collected for each of the criteria, the candidate may have to produce many items of evidence, well above the number actually required. GQA recommend holistic assessment.

When judging each item of evidence, the assessor is deciding whether the evidence:

- is authentic – i.e. actually produced by the candidate
- meets the criteria
- relates as appropriate to a context defined within the qualification and / or unit of credit
- confirms that the candidate has the required underpinning knowledge

When the assessor makes a decision about the candidate's competence, he or she examines all the evidence available to determine:

- if the evidence, as a whole, covers all the evidence of achievement
- whether the evidence indicates consistency in competent performance
- whether there is enough evidence on which to base an inference of competence

The answer can only be:

- yes (the candidate is competent)

- no (the candidate is not yet competent)
- there is insufficient evidence to make a decision

Consistency means that the individual is likely to achieve the standard in their work role, in the different activities defined in the qualification and / or unit of credit over time and range of work. The assessor must judge how long a time period is enough to be confident that the candidate can perform reliably to the standard. Unsupported evidence i.e. based on a single assessment/visit will not normally prove consistency.

Performance evidence

Performance evidence can be what the individual actually produces, or the way the individual achieves the standard. One is called product evidence and the other process evidence.

Product evidence is tangible – you can look at it and feel it. Products can be inspected and the candidate can be asked questions about them.

In order to make a fair and objective assessment, the assessor must be able to answer the question: Is there sufficient evidence that the candidate can consistently meet the requirements of the qualification and / or unit of credit?

Process evidence describes the way the candidate has achieved an outcome – how they went about it. This may be, for example, the way the quality of products is checked or the way customer complaints are handled. This usually means observing the candidate in action.

Performance evidence may cover a number of outcomes. It makes sense to plan evidence collection so that what the candidate does, in the normal course of their job, can be related to different outcomes and units. The activities that clearly link to the qualification and / or unit of credit requirements are the things to concentrate on when planning evidence collection and assessment and when monitoring the candidate's progress. Look for opportunities in the candidate's job when evidence can be collected against a number of units at the same time.

Performance evidence can be:

- Naturally occurring – evidence produced in the normal course of work. Evidence of this sort is usually of high quality and reliable. It is also cost effective to collect naturally occurring evidence
- Taken from previous achievements – the candidate may be able to bring forward evidence from previous work experience to show that they are still competent to the standard.
- Evidence of prior achievement can be used when it can be shown to support a judgment that the candidate can still achieve the standard. So, the assessor must be satisfied that the evidence of prior achievement is sufficiently reliable to justify saying that the candidate is currently competent.
- Simulated – from circumstances specially designed to enable the candidate's performance to be assessed. Simulation is generally not acceptable. The exceptions to this are:
 - o Dealing with emergencies
 - o Dealing with accidents
 - o Certain pre-approved real time simulators
 - o Limited other procedures that cannot be practically performed in the workplace, and for which sufficient evidence can be collected through other means.

NB: It is not always possible or feasible to collect naturally occurring evidence. It is likely that some simulation may be needed, when it may take too long to wait for the evidence to arise e.g. it may be an aspect of performance which occurs infrequently. An example of this may be evidence of how to deal with emergencies i.e. it makes sense to look for evidence from sources other than naturally occurring ones, rather than for, say, waiting for the building to burn down. Centres must obtain GQA EQA approval prior to the use of simulation.

Knowledge evidence

Being able to achieve a standard requires the ability to put knowledge to work. The qualification and / or unit of credit indicates the knowledge each person should use if they are to perform competently.

It should not be necessary to test all of the candidate's knowledge separately; however, any exception to this would be detailed in the relevant Assessment Strategy. Performance evidence could show that the candidate knows what he or she is doing. When this is not the case, or if the assessor is not convinced from the performance evidence, it may be necessary to check the individual's knowledge separately.

Oral or written assessments must clearly provide a suitable means of checking the breadth and depth of an individual's knowledge. Assessors will need to judge the best mix of knowledge evidence according to individual circumstances. Knowledge evidence is useful when deciding the quality of performance evidence, but must not be used in isolation to judge competence or as an alternative to performance evidence. Care must be taken that candidate evidence is auditable and verifiable.

NB: These Qualification implementation guidelines are generic across the full range of GQA qualifications. Further guidance on acceptable evidence on each qualification will be found in the Introduction to the Qualification section of the candidate booklet

Candidate Declaration

Candidate Name.....

Centre/Company Name.....

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

I acknowledge receipt of this copy of 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.....

R/600/7659	Maintain Health and Safety within the Fabrication of Glass Supporting Systems Working Environment	Level 2	4 Credits
FGSS1			

The aim of this unit is to provide the learner with the knowledge and skills to be able to work safely in the fabrication of glass supporting systems working environment and to be able to carry out the correct actions should an accident or emergency occur.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Know which, acts, regulations and guidelines apply to the fabrication of glass supporting systems working environment.	1.1 State which acts, regulations and guidelines apply to the fabrication of glass supporting systems			
	1.2 Explain how these acts, regulations and guidelines apply to the fabrication of glass supporting systems working environment			
2. Know how to carry out an assessment of hazards and risks in the fabrication of glass supporting systems working environment and the types of hazards or risks that can occur	2.1 Describe the steps in carrying out a risk assessment.			
	2.2 Give 3 examples of risks or hazards that can occur in your working environment			
	2.3 Explain the actions required when discovering unsafe working conditions. To include reporting systems			
3. Be able to identify hazards and assess risks in the fabrication of glass supporting systems working environment.	3.1 Carry out an accurate risk assessment of the fabrication of glass supporting systems working environment.			
4. Know how to adopt safe working practices.	4.1 State the employer's and manufacturer's instructions available for equipment in your work area and how to access them.			
	4.2 Describe three tasks in your work area and the equipment and personal protective equipment used.			
	4.3 Explain the choices of equipment and personal protective equipment given in the example above.			
	4.4 Explain what to do if the required PPE or tools and equipment are not fit for purpose			
5. Be able to adopt and adhere to safe working practices.	5.1 Follow employer's and manufacturer's instructions on the safe use of equipment and materials.			
	5.2 Correctly select and use personal protective equipment relative to the task and explain the reasons why it is needed.			
	5.3 Correctly select and safely use equipment required to carry out the work for example: <ul style="list-style-type: none"> • Saws • Welders • Hand tools • Handling equipment • Storage equipment 			
	5.4 Describe your work place, indicating the guidance documents relating to safe working in your job role.			
6. Know how to ensure there is no unauthorised or unsafe access to the working areas.	6.1 Explain how to establish who is authorised to enter the work area			
	6.2 Explain how to establish if a person is authorised to enter the work area.			
	6.3 Explain how to ensure that authorised people entering the work area are kept safe.			

R/600/7659	Maintain Health and Safety within the Fabrication of Glass Supporting Systems Working Environment (continued)	Level 2	4 Credits
FGSS1			

7. Know what to do in the event of accidents or emergencies.	7.1 Describe the correct procedure to follow in the case of an accident.			
	7.2 Describe the correct procedure to follow in the case of an emergency.			
	7.3 Describe the procedure for evacuating workers and visitors.			
	7.4 Describe the procedure for reporting and recording accidents and emergencies.			

Assessor comments/feedback

A/600/7364	Communicating and Working with Others in the Glass and Related Working Environments	Level 2	3 Credits
AG3			

The aim of this unit is to provide the learner with the knowledge and skills to communicate and work effectively with others in the glass and related working environments.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Know what information to share with colleagues on your job role and why this is important.	1.1 Give 3 examples of information linked to your job role that needs to be shared with colleagues.			
	1.2 Explain why sharing information with colleagues is important.			
2. Be able to share information with colleagues.	2.1 Share information with colleagues using different methods, for example: <ul style="list-style-type: none"> • Face to face conversations • Company systems • Written notes • Drawings/sketches • Telephone (voice or text) • Email • Internet 			
3. Know why it is important to respond promptly to requests.	3.1 Explain why it is important to respond promptly to requests from colleagues and customers and give 3 examples.			
4. Be able to respond promptly to requests from colleagues.	4.1 Respond promptly to requests from colleagues and/or customers to include the provision of: <ul style="list-style-type: none"> • Information • Physical assistance • Advice 			
5. Know why good working relationships with colleagues are important and how barriers to this can be overcome.	5.1 Explain why good working relationships are important.			
	5.2 Give 3 examples of problems in developing and maintaining good working relationships with colleagues and suggest solutions.			
6. Be able to develop and maintain good working relationships with colleagues.	6.1 Develop and maintain good working relationships with colleagues.			

Assessor comments/feedback

L/600/7661	Prepare Equipment/Machinery/Tools for the Fabrication of Glass Supporting Systems	Level 2	3 Credits
FGSS3			

The aim of this unit is to provide the learner with the knowledge and skills to be able to prepare equipment /machinery/ tools used in the fabrication of glass supporting systems.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Know how to confirm the correct specification for the work being undertaken.	1.1 Explain how to obtain the specification.			
	1.2 Explain how to confirm that the specification is correct.			
2. Be able to obtain and confirm the specification for the work being undertaken.	2.1 Obtain and confirm the specification.			
3. Know the types of equipment /machinery/tools used in the fabrication of glass supporting systems	3.1 Name 2 of each of the following types of equipment, machinery or tools used in the fabrication of glass supporting systems: <ul style="list-style-type: none"> • manual tools • Powered machinery/equipment 			
4. Be able to select the correct equipment to do the work.	4.1 Select the correct equipment to do the work, e.g. <ul style="list-style-type: none"> • machinery • manual tools • Power tools 			
	4.2 Confirm that the equipment is available and safe for use.			
5. Know how to prepare the selected equipment	5.1 Explain how to prepare 3 types of equipment /machinery or tools for use including any safety checks that need to be completed			
	5.2 Explain 3 problems that can occur in preparation and give a potential solution for each			
6. Be able to prepare the equipment to carry out the specified task.	6.1 Confirm that the equipment is available, free from defect and safe for use.			
	6.2 Prepare the equipment to carry out the specified task in line with company guidance			
7. Know the types of problems that can occur with the availability of suitable equipment and how to overcome them	7.1 Explain 3 problems that can make suitable equipment unavailable			
	7.2 Give a solution for each problem			

Assessor comments/feedback

M/600/7667	Locate, Handle and Position Materials or Components in the Fabrication of Glass Supporting Systems	Level 2	2 Credits
FGSS4			

The aim of this unit is to provide the candidate with the required level of skill and knowledge to be able to locate, handle and position materials for the fabrication of glass supporting systems.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Know the correct components and materials required for fabrication of glass supporting systems	1.1 Describe the typical materials and components used. To include: <ul style="list-style-type: none"> • raw materials • coatings • interchangeable parts 			
	1.2 Explain identification markings of materials and components.			
	1.3 Give 2 examples of problems that can occur when identifying materials and components			
2. Be able to locate and confirm the correct type and quantity of materials or components.	2.1 Locate materials and components			
	2.2 Check that materials and components match their markings against specifications.			
3. Know how to handle materials and components correctly	3.1 Explain the handling equipment and techniques used in fabrication of glass supporting systems			
4. Be able to handle materials and components safely and avoiding damage.	4.1 Handle the materials and components safely, using the correct handling methods including: <ul style="list-style-type: none"> • Correct handling equipment • Correct manual handling • Personal protective equipment 			
	4.2 Describe the type of damage that can occur during the handling and transportation of materials and components and explain how to avoid this.			
5. Know how to position materials and components correctly.	5.1 Describe difficulties and hazards in positioning materials and components, to include: <ul style="list-style-type: none"> • Sizes • Shapes • Weights • Surrounding objects 			
	5.2 Describe methods of overcoming the difficulties and hazards in positioning materials given above			
6. Be able to position materials and components correctly.	6.1 Position materials and components correctly without causing damage to the materials, equipment or surrounding objects.			

Assessor comments/feedback

H/600/7746	Check the quality of products used in the Fabrication of Glass Supporting Systems	Level 2	2 Credits
FGSS10			

The aim of this unit is to equip the learner with the required level of knowledge and skills to carry out quality checks on fabricated glass supporting systems.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Know how to obtain and confirm the product specification.	1.1 Explain how to obtain the product specification.			
	1.2 Explain how to confirm the product specification.			
2. Be able to obtain and confirm the product specification.	2.1 Obtain the product specification			
	2.2 Confirm the product specification			
3. Know the types of checks to carry out and the equipment required	3.1 Explain 3 ways to check the product quality			
	3.2. Describe the use and purpose of any equipment required in the checks identified above			
	3.3 Explain how to check the equipment is suitable for use			
4. Select the appropriate method and equipment, ensure it is suitable for use and carry out the required checks	4.1 Select the appropriate method and equipment			
	4.2 Ensure it is suitable for use			
	4.3 Carry out the required type and level of check			
5. Know the types of variations / defects that can occur.	5.1 Describe 3 types of variations / defects that can occur			
6. Know the correct action to take when variations are detected.	6.1 Explain the correct action to take when variations are detected.			
7. Be able to correctly record the results of the inspection and report to the correct authority.	7.1 Correctly record the results of the inspection.			
	7.2 Accurately report the results to the correct authority.			

Assessor comments/feedback

A/600/7669	Apply Coatings or Treatments to Products and Materials used in the Fabrication of Glass Supporting Systems	Level 2	4 Credits
FGSS5			

The aim of this unit is to provide the learner with the required skills and knowledge to be able to apply coatings or treatments to materials and products for use in the fabrication of glass supporting systems.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Know how to identify and confirm the specification for the work to be undertaken.	1.1 Explain how to identify the specification for the work to be undertaken.			
	1.2 Explain how to confirm the specification for the work to be undertaken.			
2. Be able to identify and confirm the specification.	2.1 Identify and confirm the specification for the process to be undertaken.			
3. Know how to prepare the products for coating	3.1 Explain how to prepare the products for coating			
4. Be able to prepare the products for processing.	4.1 Prepare the products and materials according to the job specification.			
5. Know the different methods for applying coatings or treatments to materials for the fabrication of glass supporting systems	5.1 State 3 methods of applying coatings or treatment to materials			
6. Be able to identify and confirm the method for coating or treating the products and materials.	6.1 Identify and confirm the method for coating or treating the products and materials			
7. Be able to apply coatings or treatment correctly.	7.1 Apply coatings or treatments in accordance with job specification.			
	7.2 Check the application to ensure it meets the job specification.			
	7.3 Correctly remove the products after the process.			

Assessor comments/feedback

A/600/7669	Apply Coatings or Treatments to Products and Materials used in the Fabrication of Glass Supporting Systems (continued)	Level 2	4 Credits		
FGSS5					

8. Know the type of problems that can occur in the coating or treatment of products and materials and how to overcome them.	8.1 Describe three problems that can occur in the coating or treatment of products and materials and explain how these might be overcome.			
9. Know the different methods of finishing the coating or treatment	9.1 State 3 methods of finishing the coating or treatment			
10. Be able to identify and confirm the method for finishing the coating or treatment.	10.1 Identify and confirm the method for finishing the coating or treatment process			
11. Be able to finish the treatment or coating in accordance with the job specification.	11.1 Finish the treatment or coating in accordance with the job specification.			
12. Know the type of problems that can occur in the finishing of coating or treatment of products and materials and how to overcome them.	12.1 Describe three problems that can occur in the finishing of coating or treatment of products and materials and explain how these might be overcome.			
13. Be able to correctly record information on the coating or treatment of products and materials.	13.1 Correctly record information on the coating or treatment of products and materials.			

Assessor comments/feedback

Y/600/7727	Package and Store Fabricated Glass Supporting Systems	Level 2	3 Credits
FGSS6			

The aim of this unit is to provide the candidate with the required level of skill and knowledge to package and store fabricated glass support systems.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Know how to store and label fabricated glass supporting systems correctly	1.1 Explain how to store fabricated glass supporting systems correctly to include: <ul style="list-style-type: none"> • Minimising damage • Accessibility • Ensuring traceability 			
2. Be able to select and use the correct equipment for storing the fabricated glass supporting systems.	2.1 Select and use the correct equipment for storing the fabricated glass supporting systems.			
3. Be able to store fabricated glass supporting systems correctly in the right location.	3.1 Store fabricated glass supporting systems correctly in the right location.			
4. Know the type of problems that can occur in the storing of fabricated glass supporting systems and how these problems might be overcome.	4.1 Describe 3 problems that can occur in the storing of fabricated glass supporting systems and how these might be overcome, e.g. problems with: <ul style="list-style-type: none"> • documentation • availability of space • identification 			
5. Be able to correctly record information on the storage.	5.1 Correctly record information on the storage			
6. Know the types of identification for products and packing	6.1 Describe different types of identification for products and packing, e.g. <ul style="list-style-type: none"> • labels • stencils • tags 			
7. Be able to mark or label products correctly and clearly.	7.1 Mark or label products correctly and clearly ensuring the products are undamaged by the marking or labelling.			
8. Know the types of instructions that may need to be included with the product.	8.1 Explain the types of instructions that may need to be included with the product.			
9. Know the type of problems that can occur in the marking of products and how to overcome them.	9.1 Describe 3 problems that can occur in the marking of products and explain how these might be overcome.			
10. Correctly record information on the packing and marking of products.	10.1 Correctly record information on the packing and marking of products in the correct recording system.			

Assessor comments/feedback

R/600/7743	Process materials for Fabricating of Glass Supporting Systems	Level 2	3 Credits
FGSS7			

The aim of this unit is to equip the candidate with the required skill, knowledge and problem solving to be able to process materials for the fabrication of glass supporting systems.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1.Be able to identify and confirm the specification for the processing of materials.	1.1 Identify and confirm the specification for the preparation of materials.			
2.Know different methods for processing materials for fabrication.	2.1 Describe 3 different methods of processing materials for fabrication			
	2.2 Explain the tools and equipment required for each process and the safe operating procedures			
	2.3 Describe a problem that can occur when carrying out each of the processes listed above and a potential solution for each problem identified			
3.Know how and when to monitor the processed materials and the importance of monitoring	3.1 Explain how to monitor the materials –give 2 examples			
	3.2 Explain when monitoring should take place			
	3.3 Explain why monitoring is important			
4.Be able to process the materials safely and according to the job specification, minimising wastage.	4.1 Carry out 3 different processes on the materials in a safe manner and using the appropriate equipment and methods			
	4.2. Monitor the processing to ensure the job specification is met			
	4.3 Ensure waste is minimised.			
5.Be able to record information on the processing of materials.	5.1 Correctly record information on the processing of materials.			

Assessor comments/feedback

Y/600/7744	Fabricate Glass Framing/Supporting Systems by Joining	Level 2	4 Credits
FGSS8			

The aim of this unit is to provide the candidate with the required level of skills and knowledge to fabricate glass framing/ supporting systems by joining.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1.Be able to identify and confirm the specification for the preparation of materials for joining.	1.1 Identify and confirm the specification for the preparation of materials for joining.			
2.Know how to prepare the materials for joining	2.1 Explain how to prepare the materials for joining			
3.Be able to prepare the materials for joining.	3.1 Select the correct type, quantity and quality of materials for joining.			
	3.2 Correctly prepare the materials for joining.			
4.Know different methods for joining materials for glass framing/supporting systems.	4.1 Describe 2 different methods for joining materials for glass framing/supporting systems.			
	4.2 Explain how to determine which joining method to select.			
5.Be able to join materials according to the job specification.	5.1 Select the correct materials for joining.			
	5.2 Select the appropriate method and equipment for joining.			
	5.3 Position the materials correctly.			
	5.4 Join the materials correctly.			
	5.5 Check that joins are square and true.			
6.Know the type of problems that can occur in the joining of glass framing/supporting systems and how to overcome these problems.	6.1 Describe three problems that can occur in the joining of glass framing/supporting systems and explain how these might be overcome.			

Assessor comments/feedback

D/600/7745	Fabricate Glass Supporting Systems by Assembly	Level 2	4 Credits
FGSS9			

The aim of this unit is to provide the candidate with the required level of skills and knowledge to fabricate glass supporting systems by assembly.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1.Be able to identify and confirm the specification for the preparation of materials for assembly.	1.1 Identify and confirm the specification for the preparation of materials for assembly.			
2.Know how to prepare the materials for assembly	2.1 Explain how to prepare the materials for assembly			
	2.2 Give 3 examples of ancillary products that may be used in assembly			
3.Be able to prepare the materials for assembly.	3.1 Select the correct type, quantity and quality of materials for assembly.			
	3.2 Correctly prepare the materials for assembly.			
4.Be able to assemble materials and components according to the job specification.	4.1 Select the correct materials and components for assembly.			
	4.2 Select the appropriate method and equipment for assembly.			
	4.3 Position the materials correctly.			
	4.4 Assemble the materials correctly.			
	4.5 Check that assembled materials and components are square and true.			
5.Know the type of problems that can occur in the assembly of glass supporting systems and how to overcome these problems.	5.1 Describe three problems that can occur in the assembly of glass supporting systems and explain how these might be overcome.			

Assessor comments/feedback

H/505/2921	Cut materials for the Fabrication of Glass Supporting Systems	Level 2	5 Credits
FGSS2			

The aim of this unit is to ensure the candidate has the skills and knowledge to cut materials accurately for use in the fabrication of glass supporting systems such as windows and doors using a variety of tools, equipment and methods and store them for further processing. All work must be carried out in accordance with safe working practices and following Organisational guidelines. Candidates must also have knowledge of the problems that can occur when cutting materials and how to overcome them. In addition to these matters candidates must demonstrate understanding of the environmental issues that can occur and ensure all work is carried out in accordance with legislation and guidance on environmental matters.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Be able to identify and confirm the specification for the materials.	1.1 Identify and confirm the type, quantity and sizes required			
	1.2 Explain how to ensure materials are selected to optimise production and minimise waste			
2. Know the tools and equipment required and available for cutting materials	2.1 List the tools, equipment and PPE used in the Organisation for cutting materials to meet the job specifications.			
	2.2 Explain the purpose of each of the tools and equipment			
	2.3 Explain how to check, prepare and set up cutting equipment to cut the materials accurately and in accordance with safe working practices			
3. Know different methods for cutting materials for fabrication.	3.1 Describe 2 different methods of cutting materials accurately for fabrication			
4. Be able to cut the materials safely and according to the job specification.	4.1 Cut the materials to comply with the job specifications using the appropriate equipment and methods and following safe working practices			
	4.2. Monitor the cutting to ensure the job specification is met and waste is minimised.			
5. Store the cut profiles in an appropriate place in accordance with Organisational procedures	5.1 Store the cut profiles in an appropriate place to: <ul style="list-style-type: none"> •minimise damage •ensure profiles are identifiable •allow efficient progress to the next stage in the Fabrication process 			

Assessor comments/feedback

H/505/2921	Cut materials for the Fabrication of Glass Supporting Systems (continued)	Level 2	5 Credits
FGSS2			

6. Understand the problems that can occur when cutting profiles	6.1 Describe 3 problems that can occur when carrying out the cutting process			
	6.2 Suggest a potential solution for each problem identified			
7. Be able to record information on the cutting of materials.	7.1 Record information on the cutting of materials in accordance with Company procedures.			
8. Know how to deal with the environmental aspects of their job role	8.1 List the products/materials used within their job role that have environmental impact			
	8.2 Explain how these products/materials should be handled to comply with Company environmental policies and procedures, to include, for example: <ul style="list-style-type: none"> •storage •disposal •PPE use 			
9. Know the products that can be re-cycled	9.1 List the products/materials used within their job role that can be re-cycled			
	9.2 Explain how these products/materials should be handled to comply with Company re-cycling policies and procedures, to include, for example: <ul style="list-style-type: none"> •storage/collection •PPE use 			

Assessor comments/feedback

J/617/4584	Apply surface Coatings by spray to Glass Supporting Systems in the Workplace	Level 2	8 Credits
OSF2			

The aim of this unit is to ensure that individuals have the required level of skill, knowledge and understanding to be able to apply surface coatings to treatments to window, door or curtain walling frames by spray on a work site.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Know how to locate, identify and confirm the specification for the work to be carried out	1.1 Explain how to locate, identify and confirm the specification for the work to be carried out.			
2. Be able to locate, identify and confirm the specification for the work to be carried out	2.1 Locate, identify and confirm the specification for the work to be carried out.			
3. Know the tools and equipment required to carry out surface preparation prior to applying coating by spray	3.1 List 3 types of tools and equipment that are required to prepare a surface			
	3.2 Explain how each of the tools and equipment listed are used			
	3.3 Explain how the tools and equipment listed are set up and maintained			
4. Know how the surfaces are prepared prior to applying a coating by spray	4.1 Explain how different surfaces are prepared prior to applying a coating			
	4.2 Describe what might happen if the surfaces are not prepared correctly prior to applying the coating			
	4.3 State the materials / consumables used to prepare the surface			
5. Know how to protect the surrounding area from damage prior to starting work	5.1 Explain the importance of protecting the surrounding area when applying coatings by spray			
	5.2 Describe the materials and equipment used to protect the surrounding area from damage			
6. Be able to protect the surrounding area from damage prior to starting work	6.1 Use the required materials and equipment to protect the surrounding area from damage			
	6.2 Protect the required amount of surfaces from being damaged during the application of coatings			
7. Be able to prepare the surface prior to applying a coating by spray	7.1 Use the correct method of surface preparation as stated in the specification			
	7.2 Set up the tools / equipment to carry out the surface preparation process			
	7.3 Carry out the surface preparation process to meet specification			
8. Know how to select and prepare the required coating stated in the specification	8.1 Explain how to identify in the specification the required coating to be applied			
	8.2 Explain how to select the required coating to be used			
9. Be able to select the required coating to meet specification	9.1 Select the required coating to meet the specification			
10. Know how to prepare the coating prior to application by spray	10.1 Explain the different coatings that can be used and how each is prepared prior to being applied			
	10.2 Explain how to decide which preparation process to use with the different coatings.			
11. Be able to prepare the coatings prior to them being applied by spray	11.1 Select and use the correct equipment and materials to prepare the coating prior to application			
	11.2 Prepare the coatings to meet the specification			

J/617/4584	Apply surface Coatings by spray to Glass Supporting Systems in the Workplace (Continued)	Level 2	8 Credits		
OSF2					

12. Know how to set up and use the required application equipment to be able to apply the coating	12.1 List the different types of equipment used to apply the coating			
	12.2 Explain how to set up the equipment to be able to apply the coating			
13. Be able to select and set up the required equipment prior to apply the coating	13.1 Select and set up the required equipment to apply the coating			
14. Know the process to follow to apply the coating by spray	14.1 Explain the process for applying the coating by spray to the required surface			
15. Be able to apply the coating by spray to meet the required specification	15.1 Apply the selected coating to the surface using the required process			
16. Know the different methods for finishing the coating to meet the specification	16.1 Describe the different methods for finishing the work			
17. Be able to finish the coating to meet specification	17.1 Finish the coating to meet the Specification			
18. Know how to clear up the equipment used and the work area after the job has been completed	18.1 Explain the process to follow to clean up the equipment used to apply the coating			
	18.2 Explain how to clean up the work area once the job has been completed			
19. Be able to clean up the equipment used and the work area once the job has been completed	19.1 Clean out the equipment used using the required process			
	19.2 Clean up the work area to meet company specification			
20. Know the types of problems that can occur when carrying out the work	20.1 Describe two problems that can occur when preparing the surface and how to rectify them.			
	20.2 Describe two problems that can occur when setting up the equipment and how to rectify them			
	20.3 Describe two problems that can occur when applying the coating and how to overcome them			
21. Be able to record the required information on the completion of the work	21.1 Use the required documentation to record that the work has been carried out to the required standard.			

Assessor comments/feedback

A/617/4582	Onsite Fabrication of Glass Supporting Systems	Level 2	6 Credits
OSF1			

The aim of this unit is to ensure that individuals have the required level of skill, knowledge and understanding to be able to carry out fabrication processes on glass supporting structures on a work or construction site.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Know how to locate, identify and confirm the specification for the work to be carried out	1.1 Explain how to locate, identify and confirm the specification for the work to be carried out.			
2. Be able to locate, identify and confirm the specification for the work to be carried out	2.1 Locate, identify and confirm the specification for the work to be carried out.			
3. Know the different methods of fabrication that can be used on a work site	3.1 List 3 different fabrication processes that can be completed on a construction site and explain how they are used			
	3.2 Describe the tools and equipment required for each of the processes listed in 3.1			
	3.3 Explain how each of the tools and equipment listed in 3.2 are set up for safe use			
4. Know how to protect the surrounding area from damage prior to starting work	4.1 Explain the importance of protecting the surrounding area when carrying out the fabrication process			
	4.2 Describe the materials and equipment used to protect the surrounding area from damage			
5. Be able to protect the surrounding area from damage prior to starting work	5.1 Use the required materials and equipment to protect the surrounding area from damage			
	5.2 Protect the required amount of surfaces from being damaged during the application of coatings			
6. Know how to select and prepare the material prior to carrying out the fabrication process	6.1 Explain how to select the required material to meet the specification			
	6.2 Describe two different preparation processes that can be carried out on the material prior to the fabrication process			
7. Be able to select and prepare the material prior to carrying out the fabrication process	7.1 Select the required materials as stated in the specification			
	7.2 Carry out the preparation using the required tools, equipment and materials			
	7.3 Carry out the material preparation process to meet specification			
8. Know how to select the required fabrication process to carry out the work	8.1 Explain how to identify the relevant fabrication process to carry out the work to meet the specification			
9. Be able to carry out the required fabrication process to meet the specification	9.1 Select the required equipment, tools and materials to complete the fabrication process			
	9.2 Carry out the required fabrication process to complete the work			
10. Know how to monitor and check the completed work to meet required specification	10.1 Explain how the fabrication process is monitored during the activity			
	10.2 Explain how to check that the completed fabrication process meets the required specification and relevant legislation			
11. Be able to monitor the fabrication process and check it meets the required specification	11.1 Monitor the fabrication process during the activity			
	11.2 Complete the fabrication process using the relevant finishing activity			
	11.3 Check the completed process meets the required specification and meets relevant legislation			

A/617/4582	Onsite Fabrication of Glass Supporting Systems (Continued)	Level 2	6 Credits
OSF1			

12. Know how to clean the equipment used and the work area after the job has been completed	12.1 Explain the process to follow to clean the equipment used to carry out the fabrication process			
	12.2 Explain how to clean up the work area once the job has been completed			
13. Be able to clean up the equipment used and the work area once the job has been completed	13.1 Clean out the equipment used using the required process			
	13.2 Clean up the work area to meet company specification			
14. Know the types of problems that can occur when carrying out the work	14.1 Describe two problems that can occur when preparing the materials and how to rectify them.			
	14.2 Describe two problems that can occur when setting up the fabrication equipment and how to rectify them			
	14.3 Describe two problems that can occur During the fabrication process and how to overcome them			
15. Be able to record the required information on the completion of the work	15.1 Use the required documentation to record that the work has been carried out to the required standard.			

Assessor comments/feedback

Notes

Notes



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