



Summary of the:

GQA Level 3 Diploma In the Combined Surveying and Installation of Windows and Doors or Conservatories
601/1897/0

Who is this qualification for?

This qualification has been developed specifically for those who carry out both surveying and installation work of windows, doors and/or conservatories. This qualification is at Level 3, and should be taken by those who are experienced and capable of dealing with a wide range of problems and situations, including working with installations that have complex requirements. Candidates may take a technical or supervisory role, particularly in relation to less-experienced colleagues, they will also work closely with customers/clients and have well-developed customer service skills. Sound knowledge of Building Regulations and other relevant legislation will also be required to meet the requirements of the qualification.

At the time of development, achievement of this single qualification will meet the current requirements of the Minimum Technical Competencies (MTC) scheme for both Installation and Surveying and will also allow individuals to apply for the relevant CSCS card.

GQA qualifications in Installation alone are available at Levels 2 & 3 and there is a Surveyor only qualification at Level 3 for those not involved in Installation work. The achievement of one of these qualifications will satisfy the current MTC and CSCS requirements for the relevant occupational role.

Visit the GQA website at www.gqaqualifications.com for more information.

What is required from candidates?

GQA qualifications are made up of a number of units that have a credit value or credits. These credits must be achieved in the correct combination from mandatory and optional units: this qualification has 9 mandatory units and 3 groups of optional units. Candidates should achieve all 10 mandatory units listed below, plus a minimum of 4 credits from group 1 of the optional units, a minimum of 3 credits from group 2 and a minimum of 14 credits from group 3. This makes the minimum credit value of the qualification 69 credits.

Unit no	Unit Int No	Mandatory units (Total 48 Credits)	Level	Credit
K/600/8445	FIS1	Understanding the Building Regulations in the Fenestration Industry	3	3
F/602/4425	FIS11	Identify Fenestration Installation Requirements	3	7
A/602/4424	FIS12	Produce specifications for window and door, Curtain wall or conservatory installations	3	9
A/600/8434	FI13	Post Windows, Doors or Conservatories Installation Activity	2	3
A/600/8420	FI7	Remove Existing Windows and Doors and Prepare Apertures	2	8
J/505/7318	FI21	Dealing with Environmental matters in the glass and glass related working environment	3	3
Y/600/8425	FI10	Install Glass and/or Panels into Windows and Doors	2	4
A/600/7364	AG3	Communicating and working with others the glass and related working environments	2	3
J/600/8422	FI9	Prepare and Position Window and Door Units Ready for Installation	2	3
T/600/8416	FI8	Install Windows and Doors	2	8
Optional units Group B Candidates must achieve a minimum of 4 credits from this group				
A/600/7624	FI1	Maintain Health and Safety in the Fenestration Installation working environment	2	4
T/600/7363	AG2	Promote and Maintain Health and Safety in a Glass or Glass Related working Environment	3	4
Optional units Group C Candidates must achieve a minimum of 3 credits from this group				
J/602/4426	FIS10	Control the Installation of Doors and Windows or Conservatories or Curtain Walling	3	8
Y/600/8151	AG 18	Ensure resources are available to meet work requirements in a glass or glass related working environment	3	3
A/600/7655	AG 12	Assess the Quality of Materials/Components in a Glass or Glass Related Working Environment	3	4
J/600/7657	AG 13	Identify and Rectify Technical Problems in a Glass or Glass Related Working Environment	3	5
Optional units Group D Candidates must achieve a minimum of 14 credits from this group				
H/600/8430	FI11	Maintain/Repair Windows and Doors or Conservatories	3	6
F/602/4974	FI16	Remove and Install Box Sash Windows	3	9
J/602/4975	FI17	Remove and Install Oriel Windows	3	9
M/602/4971	FI15	Install Bay Windows	3	9

R/602/4977	FI18	Remove and Install Rooflight Windows	3	9
T/602/4969	FI14	Remove Bay Windows	3	8
L/505/7319	FI22	Remove and install windows and/or doors with non-routine features and installation requirements	3	9
A/600/8269	FIS7	Install Conservatories	3	14

Achieving all the combination of Mandatory units and the correct choice of optional credits will mean the qualification has been completed and GQA will provide the Diploma 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 Credit can be issued for the credits 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 you can meet the requirements of the units in a way that demonstrates that the standards can be achieved consistently over an appropriate period of time.

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 systems
- Safety records
- Training records
- Audio records
- Job specifications and documentation
- Delivery Records
- Witness testimonies
- Correspondence with customers
- Notes and memos
- Photo/video evidence
- Work diaries
- Timesheets
- Telephone Logs
- Meeting records
- Records of toolbox talks
- Equipment
- Prepared materials and sites
- Completed work

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 External Verifier.

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