



GQA Level 3 NVQ Diploma for Fenestration
Installation - Competency update

Qualification Number
603/4277/8

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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			

Work Records

Type	Tick if included	Portfolio Reference	Assessor Signature
4 site surveys			
Evidence of 4 completed installations			

Knowledge Tests-test papers must be included in the portfolio

Test type	Date of pass	Test score	Date of additional questioning
Health And Safety			
Surveying and 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?

The Level 3 Installer competency update qualification requires you to prove you have the level of skills and knowledge expected at Level 3.

There are a number of tasks seen as being appropriately challenging for a Level 3 Installer, so your assessment must be completed based on one of the following:

- Replacement bay window installation
- Conservatory installation
- Replacement Box sash installation

Your Assessor must observe you carrying out the installation in its entirety to meet the job specification, follow safe working practices and comply with all relevant Building Regulations and other legislation or accepted Industry Codes of Practice.

You will also be required to provide evidence of your knowledge and understanding of Health and Safety, best practice in Installation and current Building Regulations.

During the observation your Assessor will be asking additional questions to supplement the written answers provided.

Please note the qualification is only open to individuals who already hold a Fenestration Installation qualification. Also to ensure Installers are familiar with current relevant Building Regulations candidates must have achieved either unit BR2 or FIS1 in the previous qualification or complete FIS3 as part of this qualification

Additional Assessment requirements

GQA Qualification Implementation Guidance must be followed.

This qualification is only open to individuals who already hold a Level 2 or Level 3 Fenestration Installation qualification.

Assessment:

Observation in the workplace and completion of the GQA workbook (this can be written or recorded 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 last 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. All CPD must be reflected on (i.e. how has the candidate improved his / her knowledge following the CPD activity). For business owners/sole traders the testimonies can come from regular customers.

The candidate must prove continued knowledge in Fenestration installation work either by completion of the GQA workbook, this can be written or by guided discussion. The guided discussions must be fully auditable.

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.

J/617/5119	Advanced Fenestration Installation-Competency update	Level 3	20 Credits
FICC3			

This qualification unit is aimed at those who work as Installers in the Fenestration industry, have already achieved a qualification in Installation 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.

As this is an advanced installation candidates must complete one of the following types of work:

1. Replacement bay window installation
2. Replacement Box sash installation
3. Conservatory installation

For options 1 and 2 the candidate must demonstrate safe removal of the existing installation

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Be able to carry out advanced Fenestration Installation work in accordance with job specification, safe working practices and relevant legislation	1.1.Remove existing materials and ensure site and apertures are clear and suitable for installation			
	1.2 Prepare materials 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 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			
	1.5 Check that windows/doors function correctly, for example: <ul style="list-style-type: none"> • Opening • Locking systems 			
	1.6 Ensure installation work is completed to meet the job specification and complies with all relevant legislation, e.g. Building Regulations			
	1.7 Observe Health and Safety guidelines at all times			
2. Understand the current Health and Safety requirements within the Fenestration installation working environment	2.1 Identify current legal and statutory requirements and best practice in Health and Safety in the Fenestration installation working environment			
3. Understand the current products, processes, materials, legislation and Industry Codes of Practice in the Fenestration installation working environment	3.1 Demonstrate current knowledge of products, processes materials and legislation to operate effectively in the Fenestration Installation working environment			
	3.2 Demonstrate current knowledge of relevant Industry Codes of Practice and British Standards			
4. Understand the aims, content and importance of relevant Building Regulations	4.1 Demonstrate knowledge and understanding of Building Regulations and how to apply them to Fenestration Installation work			

Assessor Feedback/comments

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

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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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	Understanding the Building Regulations in the Fenestration	Level 3	3 Credits
FIS1	Industry (continued)		

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: <ul style="list-style-type: none"> • 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

T/600/8416	Install Windows and Doors	Level 2	8 Credits
F18			

The aim of this unit is to provide the learner with the skills and knowledge to install window and door units to specification.

Learning outcome. The learner will:	Assessment criteria. The learner can:	Evidence.Ref.No		
1. Be able to handle and position installation materials correctly.	1.1 Handle installation materials correctly and position them to specification.			
2. Know different methods of securing installation materials to different types of structure.	2.1 Explain fixing methods in accordance with current codes of practice.			
	2.2 Give three examples of different types of structure and explain how installation materials would be secured to them.			
3. Be able to securely fix the installation materials to the structure.	3.1 Use the correct fixings according to job specification.			
	3.2 Securely fix the installation materials to the structure using the correct fixings.			
4. Know the correct weatherproofing materials for different types of installations.	4.1 Describe three different types of installation and explain which weatherproofing materials would be correct for each.			
5. Be able to apply the specified materials to provide a weatherproof installation.	5.1 Apply the specified materials correctly to provide a weatherproof installation.			
6. Know why it is important to have drainage holes clear and functioning.	6.1 Explain why it is important to have drainage holes clear and functioning.			
7. Be able to ensure drainage holes are clear and functioning.	7.1 Ensure that drainage holes are clear and functioning.			
8. Be able to ensure that window and door units are plumb after being secured, and that they function correctly.	8.1 Accurately check window and door units to ensure that they are plumb after being secured.			
	8.2 Check that window and door units function correctly.			
9. Know how to overcome problems in the installation.	9.1 Describe three problems that can occur in installation and explain how these might be overcome.			
	9.2 Describe when expansion gaps are required.			
10. Be able to finish off the work to specification.	10.1 Carry out an inspection of the work.			
	10.2 Rectify any incorrect or incomplete work.			
	10.3 Finish off the work and carry out a final inspection to ensure the work meets specification.			

Assessor comments/feedback

Notes



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