



SVQ in Fabrication of Glass Supporting Systems at SCQF Level 5

Qualification Reference Number

GT50 45

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

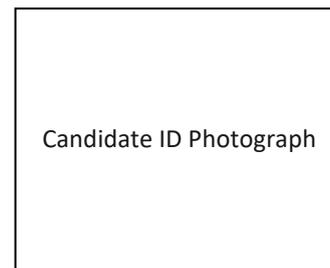
PERSONAL COMPETENCE SUMMARY

Name		Company/Centre			
Job Title		GQA Registration Number			
Unit Number	Title	Level	Credit Value	Assessor Signature	Date
Mandatory Units					
GQAPGSF1	Maintain health and safety within the fabrication of glass supporting systems working environment	5	4		
GQAPGSF2	Contribute to the work of others in the fabrication of glass supporting systems	5	8		
GQAPGSF3	Prepare and operate equipment/machinery/tools in the fabrication of glass supporting systems	5	9		
GQAPGSF4	Handle materials or components in the fabrication of glass supporting systems	5	6		
Group A - Candidates must take 3 units					

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

Observation in the workplace		Simulation(s)	
Oral assessment of knowledge		Work records	
Written work/assignment		Photographs/Video	
Witness statement(s)		Audio	
Testimonial(s)		Products	
Other (please state)			

	Name and Signatures	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 cover the processing fabrication 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 qualification, although there are common units in the mandatory section of the qualification. The standard covers the most important aspects of the job. This Level 5 qualification should be taken by those who are fully trained to deal with routine assignments and require minimum supervision to undertake the job.

A further qualification that covers Production of Glass Supporting Fabrication at Level 6 is also available.

Candidates for this qualification could be assessed in the context of fabricating Windows and Doors, Curtain Walling, Screen Walling or Conservatories.

Candidates for this qualification will primarily be:

- Working in frame fabrication factories
- Working with non glass materials or semi-finished products

Candidates could have jobs entitled:

- Aluminium Fabricator
- PVCu Fabricator
- Conservatory Fabricator
- Screen Walling Fabricator
- Curtain Walling Fabricator
- Window and Door Maker
- Fabricator
- Window Fabricator
- Framemaker

What is required from candidates?

Candidates should achieve all 4 mandatory units listed below, plus 3 of the optional units. Candidates should prove that they can achieve all the statements listed from each element. Guidance on the evidence that will be acceptable is contained in the introduction to each unit.

Unit Number	Mandatory Units	Level	Credit Value
GQAPGSF1	Maintain health and safety within the fabrication of glass supporting systems working environment	5	4
GQAPGSF2	Contribute to the work of others in the fabrication of glass supporting systems	5	8
GQAPGSF3	Prepare and operate equipment/machinery/tools in the fabrication of glass supporting systems	5	9
GQAPGSF4	Handle materials or components in the fabrication of glass supporting systems	5	6
Group A - Candidates must take 3 units			
GQAPGSF5	Process products and materials by applying coatings or treatments in the fabrication of glass supporting systems	5	6
GQAPGSF6	Prepare products for storage and delivery	4	6
GQAPGSF8	Fabricate glass framing systems by joining	5	7
GQAPGSF9	Fabricate glass framing systems by assembly	5	7
GQAPGSF20	Check the quality of products used in the fabrication of glass supporting systems	5	5
GQAPGSF21	Fabricate glass framing systems by cutting	5	6
GQAPGSF22	Fabricate glass framing systems by preparing materials	5	6

Assessment Guidance

Evidence should show that the candidate can cover the scope of performance outlined for each relevant unit consistently over an appropriate period of time.

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.

Potential sources of evidence:

The main source of evidence for each unit will be observation of performance. This can be supplemented by the following types of physical or documentary evidence:

- Accident book
- Correspondence/discussion with customer
- Customer feedback
- Damage and defect reports
- Delivery records
- Equipment used
- Inspection reports
- Notes and memos
- Audio/photographic/video
- Safety records
- Telephone logs
- Installation activity
- Witness testimony
- Simulation of accident or emergency
- Organisational reporting systems

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. This document complements the appropriate SSC Assessment Strategy linked to this qualification.

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 EQA national 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 EQAs 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

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:

- Dealing with emergencies
- Dealing with accidents
- Certain pre-approved real time simulators
- 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 EV 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.

SVQ 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 NVQ/SVQ. 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 understand that all evidence should be produced by me or be directly attributable to me.

I have been informed of the appeals system and have been issued with a copy of the appeals procedure, 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/centre Equal Opportunities Policy.

Candidate Signature

Date

Overview

This standard covers the skills and knowledge needed to meet the broad requirements of health and safety within the fabrication of glass supporting systems working environment. It deals mainly with preventative activities. It covers the need to follow health and safety guidelines and ensuring that the work area is free from hazards. It also deals with coping in an emergency. You are expected to ensure that medical assistance is summoned, and that the emergency services are called where necessary.

Performance Criteria

You must be able to:

1. follow regulations and guidelines for health and safety protection at all times
2. check immediate work area is free from health and safety hazards
3. identify any health and safety hazards and report them to an appropriate authority
4. take suitable action to prevent harm to individuals
5. adopt safe working practices
6. use safety equipment and personal protective equipment following manufacturer's instructions
7. use equipment and materials following manufacturers' and other relevant instructions
8. inform visitors to work areas of health and safety procedures
9. prevent unauthorised access to hazardous and dangerous areas
10. summon medical assistance in the event of any injury or potential injury to others
11. give priority to the prevention of injury to people over damage to property
12. carry out emergency procedures following standard operating procedures
13. confirm emergency equipment is applied by trained personnel wherever possible
14. report accidents and emergencies in the appropriate information systems

Knowledge and understanding

You need to know and understand:

1. relevant health and safety regulations and guidelines
2. health and safety hazards found in the workplace
3. who should be informed of health and safety hazards
4. safe and unsafe working practices
5. safety equipment and personal protective equipment used in different situations
6. types of injuries that could occur
7. how to summon medical assistance
8. who are the qualified first-aiders
9. standard operating procedures for different types of emergency
10. how to alert the emergency services, and what type of information will need to be provided
11. evacuation procedures for workers and visitors, and where should people gather
12. who is authorised to enter dangerous areas
13. accident reporting procedures
14. how to carry out risk assessments
15. where to obtain information on the safe use of equipment
16. equipment used for different types of emergency
17. who is authorised to use the emergency equipment
18. health and safety procedures for visitors
19. information systems used
20. why it is important to use the information systems

Assessor Comments/Feedback

Overview

This standard covers the skills and knowledge needed to go beyond the immediate requirements of the job, and to view work as more than just utilising technical skills. It covers the need to keep costs down by minimising the wastage of resources that are used during the work. It is important that equipment is used economically, that components are not damaged, and that materials are used in the correct quantities. Surplus materials are retained wherever possible. It is also concerned with obtaining and providing information to ensure that people have all the information required to undertake work correctly. It also covers developing and maintaining good working relationships within the organisation, especially with colleagues, but also importantly with customers. This unit applies to operatives who fabricate windows, doors, conservatories and curtain walling.

Performance Criteria

You must be able to:

1. comply with health and safety requirements and procedures at all times
2. transport and store materials carefully to avoid unnecessary damage
3. confirm suitable quantities of materials are used during work activities
4. salvage surplus materials for further processing wherever possible
5. use equipment following standard operating procedures and manufacturers' instructions
6. maintain equipment following standard operating procedures
7. minimise expenditure on non-essential items wherever this does not affect quality
8. confirm work activities undertaken are within one's own competence
9. identify and pass on potential improvements to work activities to the appropriate people
10. identify the most appropriate sources of information
11. record information in the appropriate information systems
12. provide information to other people as soon as possible after they have requested it
13. check information provided to other people is accurate and contains sufficient detail to meet their requirements
14. provide information in a way that is appropriate to the person requesting it
15. identify any problems relating to the exchange of information and deal with them following standard operating procedures

Knowledge & Understanding

You need to know and understand:

1. relevant health and safety responsibilities and obligations
2. relevant health and safety procedures that need to be followed
3. how different types of material should be transported and stored
4. quantity of materials used for different work activities
5. materials that can be salvaged, and how are they salvaged
6. equipment to use for different work activities and how to operate them
7. how to avoid damaging equipment through incorrect use
8. maintenance requirements of different types of equipment
9. standard operating procedures for different activities
10. how to obtain information on standard operating procedures
11. standard operating procedures for different activities
12. information systems used
13. most appropriate sources for different types of information
14. procedures for exchanging different types of information
15. consequences of exchanging inaccurate or incomplete information
16. types of problems that could occur and how can be resolved

16. exchange information following standard operating procedures
17. treat people in a way that maintains good working relationships, including treating property with care and respect
18. carry out requests from other people promptly without holding up the course of the work
19. refer requests that cannot be met to an appropriate person

Assessor Comments/Feedback

Overview

This standard covers the skills and knowledge needed to prepare and operate equipment /machinery/tools in the fabrication of glass supporting systems. The equipment is used to undertake work activities, and you are expected to be able to prepare it for operation. You have to monitor the equipment during operation and identify any indications of a malfunction or poor performance. In addition, you have to ensure the equipment is clean and clear from obstructions, although you will not undertake routine or emergency maintenance of the kind carried out by maintenance engineers. This unit applies to operatives who fabricate windows, doors, conservatories and curtain walling.

Performance Criteria

You must be able to:

1. comply with health and safety requirements and procedures at all times
2. identify and confirm specifications for the work being undertaken
3. select equipment that is suitable and confirm it is available and safe for use
4. prepare the equipment following standard operating procedures
5. start up and shut down the equipment following standard operating procedures
6. operate equipment/machinery/tools following standard operating procedures and manufacturers' instructions
7. check monitoring and control systems are fully functional following standard operating procedures
8. remove any items liable to damage the equipment/machinery/tools following standard operating procedures
9. clear equipment/machinery/tools of debris, dirt, and other materials that affect its ability to operate following standard operating procedures
10. identify any problems relating to the equipment/machinery/tools and deal with them following standard operating procedures
11. record information on the operation of the equipment in appropriate information systems

Knowledge & Understanding

You need to know and understand:

1. relevant health and safety responsibilities and obligations
2. relevant health and safety procedures that need to be followed
3. how to confirm the correct specifications for the work being undertaken
4. level of detail required in a specification
5. equipment, materials, and work procedures used for different tasks
6. where to obtain information on the safe use of equipment/machinery/tools
7. equipment to use for different work activities
8. how to avoid damaging equipment through incorrect use
9. how different types of equipment/machinery/tools can be prepared for different requirements
10. how to operate different types of equipment/machinery/tools
11. maintenance requirements of different types of equipment/machinery/tools
12. different monitoring methods for different types of equipment/machinery/tools
13. type of items that could damage the equipment/machinery/tools
14. type of problems that can occur with the equipment/machinery/tools, and the standard operating procedures for dealing with them
15. information systems used
16. why it is important to use the information systems

Assessor comments/feedback

Overview

This standard covers the skills and knowledge needed to handle materials or components and minimise the wastage of resources. You have to identify what type and quantity of materials or components are required, and then locate them. You will have to handle the materials or components safely, position them for use in their work activities and ensure that all resources are used and disposed of with the minimum of waste. This unit applies to operatives who fabricate windows, doors, conservatories and curtain walling

Performance Criteria

You must be able to:#

1. comply with health and safety requirements and procedures at all times
2. confirm the requirements for materials or components
3. identify the location for materials or components
4. check materials or components match their markings
5. identify any problems and deal with them following standard operating procedures
6. record information in the appropriate information systems
7. handle materials or components in a way that prevents damage to them and their surrounding environment
8. position materials or components to meet specifications
9. use handling equipment that is suitable, and minimise wear and tear on the equipment
10. transport and store materials to avoid unnecessary damage
11. confirm suitable quantities of materials are used during work activities
12. salvage surplus materials for further processing following standard operating procedures
13. use equipment following standard operating procedures and manufacturers' instructions
14. maintain equipment following standard operating procedures
15. minimise expenditure on non-essential items where this does not affect quality
16. confirm work activities undertaken are within one's own competence
17. identify and pass on potential improvements to work activities to the appropriate people

Knowledge & Understanding

You need to know and understand:

1. relevant health and safety responsibilities and obligations
2. relevant health and safety procedures that need to be followed
3. different types of material or components used
4. identification markings for the range of materials or components on site
5. normal locations of materials or components, and the potential alternative locations when these are not available
6. how to check that materials or components match their markings
7. types of problems that can occur and the standard operating procedures for dealing with them
8. how different types of material or components should be handled
9. where to position different types of material or components
10. type of damage that can occur as a result of handling materials or components incorrectly
11. handling equipment used and its capabilities and capacities
12. authority or licences necessary to use handling equipment
13. how different types of material should be transported and stored
14. quantity of materials used for different work activities
15. materials that can be salvaged, and how are they salvaged
16. information systems used
17. why it is important to use the information systems
18. equipment to use for different work activities

GQAPGSF4

**Handle materials or components in the fabrication of glass supporting systems
(Level 5 – Credits 6) (Continued)**

19. how to operate different types of equipment
20. how to avoid damaging equipment through incorrect use
21. maintenance requirements of different types of equipment
22. standard operating procedures for different activities
23. how to obtain information on the standard operating procedures

Assessor Comments/Feedback

Overview

This standard covers the skills and knowledge needed to process products and materials by applying coatings or treatments in the fabrication of glass supporting systems. This involves preparing the products and materials for the application of the coating or treatment, and ensuring the correct type and quality are available. The candidate then uses the appropriate equipment to coat or treat the products and materials in a way that enables the product to meet the specification. The candidate also has to identify any problems with the process and take the appropriate action. This unit applies to operatives who fabricate windows, doors, conservatories and curtain walling.

Performance Criteria

You must be able to:

1. comply with health and safety requirements and procedures at all times
2. identify and confirm specifications for the preparation of the products and materials
3. check products and materials are available for processing
4. select the type, quantity, and quality of products and materials to be used during the preparation to meet specifications
5. prepare products and materials to meet specifications following standard operating procedures
6. store prepared products and materials in an appropriate place
7. confirm methods for coating or treating the products and materials
8. apply coatings or treatments to meet specifications
9. check application of the coatings or treatments to meet specifications
10. confirm products are removed after the coating or treatment process following standard operating procedures
11. finish coating or treatment of products and materials using the appropriate methods and materials
12. prepare products and materials for further activities to meet specifications
13. store products and materials in appropriate locations following standard operating procedures
14. identify any problems and deal with them following standard operating procedures
15. record information on the coating or treatment of products and materials in the appropriate information systems

Knowledge and understanding

You need to know and understand:

1. relevant health and safety responsibilities and obligations
2. relevant health and safety procedures that need to be followed
3. type of processing undertaken
4. preparation equipment used
5. preparation processes applied to different products and materials
6. type, quantity, and quality of products and materials used in different processes
7. appropriate storage areas for products and materials before and after processing
8. type of problems that can occur and the standard operating procedures for dealing with them
9. methods for coating or treating different products and materials
10. type, quantity, and quality of materials used in different coating or treatment processes
11. how to check the application of coatings or treatments
12. how to remove coated or treated products and materials
13. how to finish different types of products and materials after coating or treatment
14. activities that could follow the coating or treatment of products and materials
15. recommended schedules for controlling the condition of coated or treated products and materials
16. information systems used
17. why it is important to use the information systems

Assessor Comments/Feedback

Overview

This standard covers the skills and knowledge needed to prepare products for storage and delivery. The products need to be packed in the correct containers and protected from damage. They also have to be marked with the correct instructions, and this could include the use of labels, stencils or tags.

Performance Criteria

You must be able to:

1. comply with health and safety requirements and procedures at all times
2. use packing materials and equipment that are suitable to the products and the type of transportation or storage
3. obtain suitable packing materials that are undamaged and meet requirements
4. check products and packing materials are handled in a way that prevents damage to them
5. assemble packing materials and prepare them to meet specifications
6. check products are packed in a way that prevents damage to them and other contents
7. identify any problems and deal with them according to standard operating procedures
8. use marking methods for products and packing following standard operating procedures
9. check products are marked with instructions to meet specifications
10. check products are undamaged by markings following standard operating procedures
11. record information on the marking of products in the appropriate information systems

Knowledge and understanding

You need to know and understand:

1. relevant health and safety responsibilities and obligations
2. relevant health and safety procedures that need to be followed
3. packing materials and equipment used for different requirements
4. where to obtain packing materials
5. how products and packing materials should be handled to prevent damage to them
6. how different types of packing materials are assembled
7. how products are packed in a way that prevents damage to them and other contents
8. authority or licences necessary to use packing equipment
9. types of problems that can occur and the standard operating procedures for dealing with them
10. marking methods for different types of product or packaging
11. how to ensure the correct instructions are attached
12. how to check products have not been damaged by the marking method
13. information systems used
14. why it is important to use the information systems

Assessor Comments/Feedback

Overview

This standard covers the skills and knowledge needed to fabricate glass framing systems by joining. This involves preparing the materials for the joining process, and ensuring the correct type and quality are available. You will use the appropriate equipment to join the materials in a way that meets the specification. You will also have to identify any problems with the process and take the appropriate action. This unit applies to operatives who fabricate windows, doors, conservatories and curtain walling.

Performance Criteria

You must be able to:

1. comply with health and safety requirements and procedures at all times
2. identify and confirm specifications for the preparation of materials
3. check materials are available for joining
4. select the type, quantity, and quality of materials to be used during the joining to meet specifications
5. prepare materials following standard operating procedures
6. store prepared materials following standard operating procedures
7. identify suitable joining materials to meet specifications
8. position the materials for joining following standard operating procedures
9. join materials to meet specifications
10. check joins are square and true
11. remove any excess materials without decreasing the effectiveness of the join following standard operating procedures
12. identify any problems and deal with them following standard operating procedures
13. record information on the joining of materials in the appropriate information systems

Knowledge and understanding

You need to know and understand:

1. relevant health and safety responsibilities and obligations
2. relevant health and safety procedures that need to be followed
3. type of joining undertaken
4. preparation equipment used
5. preparation processes applied to different materials
6. type, quantity, and quality of materials used in different joining processes
7. appropriate storage areas for materials before and after joining
8. problems that can occur and the standard operating procedures for dealing with them
9. methods for joining different types of material
10. methods for joining sections
11. how to position materials
12. how to ensure joins are square and true
13. how to remove excess materials
14. how to utilise materials to minimise wastage
15. information systems used
16. why it is important to use the information systems

Assessor Comments/Feedback

Overview

This standard covers the skills and knowledge needed to fabricate glass framing systems by assembly. This involves preparing the materials for the assembly process, and ensuring the correct type and quality are available. You will then use the appropriate equipment to assemble the materials in a way that meets the specification. You will also identify any problems with the process and take the appropriate action. This unit applies to operatives who fabricate windows, doors, conservatories and curtain walling.

Performance Criteria

You must be able to:

1. comply with health and safety requirements and procedures at all times
2. identify and confirm specifications for the preparation of the materials
3. check materials are available for assembly to meet specifications
4. select type, quantity, and quality of materials to be used to meet specifications
5. prepare the materials to meet specifications
6. store prepared materials following standard operating procedures
7. identify suitable methods for assembling glass framing systems to meet specifications
8. position the materials for assembly to meet specifications
9. assemble materials to meet specifications
10. clean finished glass framing systems and remove all excess materials following standard operating procedures
11. store finished glass framing systems and label them following standard operating procedures
12. identify any problems and deal with them following standard operating procedures
13. record information on the assembly of glass framing systems in the appropriate information systems

Knowledge and understanding

You need to know and understand:

1. relevant health and safety responsibilities and obligations
2. relevant health and safety procedures that need to be followed
3. assembly processes undertaken
4. preparation equipment used
5. preparation processes applied to different materials
6. type, quantity, and quality of materials used in different assembly processes
7. appropriate storage areas for materials before and after assembly
8. methods for assembling different types of material
9. how to position materials
10. how to clean different types of assembly, and where to dispose of excess materials
11. problems that can occur during assembly and standard operating procedures for dealing with them
12. information systems used
13. why it is important to use information systems

Assessor Comments/Feedback

Overview

This standard covers the skills and knowledge needed to carry out quality checks on products before, during and after processing. It includes the need to understand the equipment, types and frequency of the quality checks, and record and report the findings. Knowledge of the problems that can occur and how to deal with these is also required. This unit applies to operatives who fabricate windows, doors, conservatories and curtain walling.

Performance Criteria

You must be able to:

1. obtain product specifications following standard operating procedures
2. confirm product specifications following standard operating procedures
3. select appropriate method and equipment to meet specifications
4. confirm equipment is suitable for use
5. carry out the required type and level of quality checks following standard operating procedures
6. record the results of inspections following standard operating procedures
7. report the results to the appropriate persons following standard operating procedures

Knowledge and understanding

You need to know and understand:

1. how to obtain product specifications
2. how to confirm product specifications
3. ways to check product quality
4. use and purpose of equipment required in the checks used
5. how to check the equipment is suitable for use
6. the types of variations/defects that can occur
7. actions to take when variations are detected

Assessor Comments/Feedback

Overview

This standard covers the skills and knowledge needed to fabricate of glass framing systems by cutting. This involves preparing the materials for the process, and ensuring the correct type and quality are available. You will use the appropriate equipment to apply the process in a way that meets the specification. You will identify any problems with the process and take the appropriate action. This unit applies to operatives who fabricate windows, doors, conservatories and curtain walling.

Performance Criteria

You must be able to:

1. comply with health and safety requirements and procedures during the cutting process
2. identify and confirm specifications for the preparation of the materials
3. check materials are available for cutting
4. select the type, quantity, and quality of materials to be used during the cutting process
5. prepare materials to meet specifications
6. store cut profiles following standard operating procedures
7. identify types of cutting to meet specifications
8. position materials for cutting following standard operating procedures
9. cut materials to meet specifications
10. monitor the cutting of materials to meet specifications
11. use materials to minimise wastage
12. identify any problems and deal with them following standard operating procedures
13. record information on the cutting of materials in the appropriate information systems

Knowledge and understanding

You need to know and understand:

1. relevant health and safety responsibilities and obligations
2. relevant health and safety procedures that need to be followed
3. type of cutting of materials undertaken
4. cutting equipment used in glass fabrication
5. cutting processes applied to different materials
6. appropriate storage areas for materials before and after they have been cut
7. methods for cutting different types of material
8. how to position materials correctly
9. how to utilise and optimise materials to minimise wastage
10. problems that can occur and standard operating procedures for dealing with them
11. information systems used
12. why it is important to use the information systems

Assessor Comments/Feedback

Overview

This standard covers the fabrication of glass framing systems by processing materials, which could include bending and drilling. This involves preparing the materials for the process, and ensuring the correct type and quality are available. The learner then uses the appropriate equipment to apply the process in a way that meets the specification. The learner also has to identify any problems with the process and take the appropriate action. This unit applies to operatives who fabricate windows, doors, conservatories and curtain walling.

Performance Criteria

You must be able to:

1. comply with health and safety requirements and procedures at all times
2. identify and confirm the specification for the preparation of the materials
3. confirm work activities required to be undertaken are within one's own competence
4. select the correct type, quantity and quality of materials to be used during the processing
5. identify suitable methods and equipment to carry out the processing activity
6. position the materials correctly for preparation
7. use equipment following standard operating procedures and manufacturers' instructions to carry out the processing activity in line with the specification
8. prepare the materials according to the specification, minimising waste
9. monitor the preparation activities to confirm they meet the specification
10. salvage any surplus materials for further processing where appropriate
11. minimise expenditure on non-essential items wherever this does not affect quality
12. store the prepared materials in an appropriate location
13. record information in the appropriate information systems

Knowledge and understanding

You need to know and understand:

1. relevant health and safety responsibilities and obligations
2. relevant health and safety procedures that need to be followed
3. type of processing undertaken
4. preparation equipment used
5. preparation processes applied to different materials
6. type, quantity, and quality of materials used in different processes
7. appropriate storage areas for materials before and after preparation
8. how to position materials
9. how to utilise materials to minimise wastage
10. problems that can occur within the preparation process and standard operating procedures for dealing with them
11. information systems used
12. why it is important to use the information systems

Assessor Comments/Feedback

Notes

Notes



GQA Qualifications, Unit 1, 12 O'Clock Court, Attercliffe Road, Sheffield, S4 7WW
Tel: 0114 272 0033/272 0088
Email: info@gqaqualifications.com Website: www.gqaqualifications.com