Summary of the:

GQA Level 1 Certificate In the Principles of Window and Door Installation (601/0392/9)

Who is this qualification for?

This qualification has been developed to give individuals an understanding of the principle aspects of window and door installation. The qualification has been written as knowledge only so there is no need for candidates to complete practical tasks.

The qualification is at Level 1, making it suitable for a wide range of people including those new to, or considering entering the Window and Door Installation Industry, as well as those who would just like to know more about the Industry. The qualification is also suitable for those who may have been involved in the installation of windows and doors for a longer period of time without achieving formal qualifications.

There are GQA NVQ qualifications available for both the actual Installation and Surveying of windows and doors, with Installer qualifications at Level 2 and 3 and a Surveyor qualification at Level 3.

What is required from candidates?

GQA 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 5 mandatory units and a group of optional units. Candidates should achieve all 5 mandatory units listed below, plus a minimum of 2 credits from the group of optional units. This makes the minimum credit value of the qualification 16 credits.

Unit no	Mandatory units	Level	Credit
L/505/3139 GQA1	The Principles of Health and Safety in window and door Installation	1	3
F/505/3140 GQA2	Knowledge of the movement and storage of window and door installation materials on a work site	1	3
J/505/3141 GQA3	Knowledge of tools and equipment used in the installation of windows and doors	1	3
M/505/3151 GQA4	Knowledge of window and door components and fixings	1	3
F/505/3154 GQA5	Knowledge of the principles of working at heights in the installation of windows and doors	1	2
Optional units			
J/505/3155 GQA6	Knowledge of glass and glazing	1	2
L/505/3156 GQA7	Knowledge of fixings and methods used in the installation of windows and doors	1	3

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 though 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 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.