

# Carpentry and Joinery Occupational Traineeship



<b>Title</b>	Carpentry and Joinery Occupational Traineeship
<b>Purpose</b>	<p>The purpose of the Carpentry and Joinery Occupational Traineeship is to support the learner to make the transition from a Level 1 or Level 2 diploma into the workplace.</p> <p>The knowledge and practical skills activities form the core elements of the traineeship standard followed by two distinct routes for Site Carpentry or Architectural Joinery that support potential progression to either an Apprenticeship or to occupational competence through achieving vocational qualifications.</p>
<b>Occupational relevance</b>	<p>Training delivered against this standard would be relevant to the following occupational group(s):</p> <ul style="list-style-type: none"> <li>• Installer, operative and craft</li> </ul>
<b>Duration</b>	<p>Pre-placement skills development in the college or independent training provider should be a minimum of four weeks (4 x 35hour week = 140 hours) unless the learner can evidence that the pre-placement skills requirements have been met.</p> <p>The traineeship work placement must meet a minimum of six weeks and a maximum of seven weeks based on a 39-hour week</p> <p>Six weeks = 234 hours</p> <p>Seven weeks = 273 hours</p>
<b>Instruction/ supervision</b>	<p>Occupational Traineeships are funded by DfE via ESFA, therefore all college and independent training provider personnel interacting with learners must meet the current criteria.</p> <p>For the work placement element of this standard, mentors must be able to demonstrate that, in relation to this standard, they have relevant skills and industrial experience (this could be demonstrated through a valid CSCS Skilled Worker card or competence qualification etc.)</p>
<b>Delivery</b>	<p>Delivery may be in an on or off the job environment (the minimum number of pre-placement and work placement hours must be met).</p> <p>All materials and equipment must be of a suitable quality and quantity for trainees to achieve learning outcomes and must comply with relevant legislation.</p> <p>The class size and learner to trainer ratio must allow training to be delivered in a safe manner and enable trainees to achieve the learning outcomes. Maximum learner to trainer ratio in a college or independent training</p>

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	<p>provider is 16:1. Work placement ratio of trainee to mentor is a minimum of 1:1.</p> <p>The following delivery methods may be used in the delivery of this standard:</p> <ul style="list-style-type: none"> <li>• classroom and practical skills workshops</li> <li>• on site practical experience</li> </ul> <p>During the pre-placement and continuing onto the work placement, this standard is considered to contain 80% or more practical training.</p> <p>The training delivery can be in an environment which simulates an industrial environment and practices as closely as possible. This includes attendance records, the work environment, the length of the working day and week, work breaks, supervision and health and safety practices. Classroom time should be minimised, prioritising delivery of training on the simulated work site or workshop.</p> <p>The minimum number of pre-placement skills development and on-site work placement hours must be met as per the duration criteria on page 1.</p> <p>This standard is considered to be set at a basic level.</p>
<p><b>Delegate pre-requisites</b></p>	<p>Prior to going on a work placement, trainees must have attained the appropriate Industry Placement CSCS card.</p>
<p><b>Pre-work placement requirements</b></p>	<p><b>Prior to commencing an occupational traineeship, the conditions set by the Department for Education (DfE) for occupational traineeships must be met - please refer to current guidance</b>  <a href="https://www.gov.uk/government/collections/traineeships--2">https://www.gov.uk/government/collections/traineeships--2</a></p> <p><b>Prior to going on a work placement, trainees must meet the following criteria:</b></p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Conforming to Health and safety in the workplace</li> <li>• Conforming to productive work practices</li> <li>• Moving, handling and storing resources</li> </ul> <p>The knowledge checklist (see page 6) must be shared with the employer.</p> <p><b>Prior to going on a work placement, the trainee’s practical skills must be assessed* by the college or independent training provider and evidenced* to the employer to ensure that they can meet the following work placement criteria:</b></p> <ul style="list-style-type: none"> <li>• moving, handling and storing of carpentry and joinery resources</li> </ul>

	<ul style="list-style-type: none"> <li>• identifying and confirming carpentry and joinery work requirements and resources</li> <li>• preparing the work area</li> <li>• preparing, using and maintaining hand tools</li> <li>• checking, preparing, using and maintaining portable drills and impact drivers</li> <li>• calculating quantity, length and area of resources</li> <li>• maintaining a clear and tidy work area</li> <li>• measuring and marking out materials</li> <li>• measuring and marking out timber</li> <li>• cutting and shaping timber and timber-based materials using hand tools</li> <li>• forming connections to fix materials and components</li> </ul> <p>*The evidence required comprises of at least two items from the following:</p> <ul style="list-style-type: none"> <li>• video</li> <li>• photographic</li> <li>• workbooks</li> <li>• peer review</li> <li>• interview and observation with employer</li> </ul> <p><b>Prior to going on a work placement, the trainee must have attended college or independent training provider sessions on the following:</b></p> <p>Workshops covering:</p> <ul style="list-style-type: none"> <li>• the types of employment in construction</li> <li>• routes into employment including self-employed routes</li> <li>• cv writing and contextualisation, job search, interview techniques and job acceptance</li> <li>• appropriate work behaviours discussion and assessment, knowledge of work hours, punctuality and attendance</li> <li>• construction induction videos (e.g. dust inhalation, asbestos awareness)</li> <li>• correct use of PPE and RPE</li> <li>• the importance of fairness, inclusion and respect</li> <li>• mental health and wellbeing awareness</li> </ul>
<p><b>Work- placement requirements</b></p>	<p>Scope of employer work placement to further develop skills by including:</p> <ul style="list-style-type: none"> <li>• induction, including the practical aspects of health and safety on site</li> <li>• daily briefing</li> <li>• making sure they have the correct PPE / RPE</li> <li>• meet the team and mentor</li> <li>• site tour</li> <li>• weekly debriefs and 1-2-1s</li> </ul>

	<ul style="list-style-type: none"> <li>• workbook completion or a progress report on each skill for employer to update</li> </ul> <p>Development of practical skills to include:</p> <ul style="list-style-type: none"> <li>○ moving, handling and storing of carpentry and joinery resources</li> <li>○ identifying and confirming carpentry and joinery work requirements and resources</li> <li>○ preparing the work area</li> <li>○ preparing, using and maintaining hand tools</li> <li>○ checking, preparing, using and maintaining portable drills and impact drivers</li> <li>○ calculating quantity, length and area of resources</li> <li>○ maintaining a clear and tidy work area</li> <li>○ measuring and marking out materials</li> <li>○ measuring and marking out timber</li> <li>○ cutting and shaping timber and timber-based materials using hand tools</li> <li>○ forming connections to fix materials and components</li> </ul> <p><b>Specific occupation sections</b> – further development of practical skills dependent on the nature of the employer’s business</p> <p><b>Site Carpentry</b></p> <ul style="list-style-type: none"> <li>• installing site carpentry products</li> </ul> <p>Or</p> <p><b>Architectural Joinery</b></p> <ul style="list-style-type: none"> <li>• assemble components to create architectural joinery products</li> </ul> <p><b><i>If the skills cannot be met by the trainee prior to commencing the work placement, the college / training provider must allow additional support / learning time for the trainee to practice the skills required as per the duration statement.</i></b></p>
<p><b>End of Occupational Traineeship Assessment</b></p>	<p>Methods of assessment considered appropriate for training delivered (responsibility of the employer with input from the training provider) against this standard are:</p> <p>For the successful completion of the Site Carpentry and Joinery occupational traineeship, the trainee must achieve all mandatory learning and practical outcomes.</p> <p>At the end of the work placement the following must take place:</p>

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	<p>Professional discussion with the trainee, employer and/or mentor and college or independent training provider representative including:</p> <ul style="list-style-type: none"> <li>• evaluation of practical skills and knowledge demonstrated during the work placement</li> <li>• question and answer session</li> <li>• learner, mentor and/or employer feedback</li> <li>• work placement evaluation</li> </ul> <p>Next steps</p> <ul style="list-style-type: none"> <li>- Apprenticeship offer</li> <li>- Job offer (Vocational Qualification route)</li> </ul> <p>For those not successful, refer the trainee back to the college for further career guidance or refer to other employment opportunities in the construction industry.</p>
<p><b>Quality assurance</b></p>	<p><u>Occupational Traineeships are funded through government funding mechanisms and therefore subject to Ofsted standards</u></p> <p><u>Assured</u></p> <p>Quality assurance against this standard will require initial approval of the training organisation and their content mapped to the standard.</p> <p>CITB will also conduct an approval intervention, either desk-based or centre visit, to ensure the training organisation can meet the requirements of the training standard.</p> <p>Approved Training Organisations (ATOs) will be required to present information on records of training and assessment upon request to CITB for desk-based analysis. They will also be visited annually by the CITB quality assurance team.</p>

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<b>All trainees must be able to demonstrate the mandatory practical skills during the occupational traineeship</b>
<b>Learning outcomes</b>
The trainee will be able to:
demonstrate the movement, handling and storage of carpentry and joinery resources to include: <ul style="list-style-type: none"> <li>• timber and timber-based materials</li> <li>• fixtures and fittings</li> <li>• adhesives and sealants</li> <li>• tools and equipment</li> </ul>
identify and confirm carpentry and joinery work requirements and resources to include: <ul style="list-style-type: none"> <li>• write a list of materials and tools required to carry out the day's work including the quantity required</li> </ul>
prepare the work area to include: <ul style="list-style-type: none"> <li>• work area assessment</li> <li>• materials and product checks</li> </ul>
prepare, use and maintain hand tools to include: <ul style="list-style-type: none"> <li>• measuring</li> <li>• marking</li> <li>• hand saws</li> <li>• planes</li> <li>• chisels</li> <li>• hammers</li> </ul>
check, prepare, use and maintain power tools to include: <ul style="list-style-type: none"> <li>• portable drills and impact drivers</li> </ul>
maintain a clear and tidy work area to include: <ul style="list-style-type: none"> <li>• segregation of waste</li> </ul>
measure and mark out timber to include: <ul style="list-style-type: none"> <li>• timber</li> <li>• timber-based materials</li> </ul>
cut and shape timber and timber-based material using hand tools to include: <ul style="list-style-type: none"> <li>• cross cutting</li> <li>• planing</li> <li>• chamfering</li> <li>• sanding</li> </ul>
form connections to fix materials and components to include: <ul style="list-style-type: none"> <li>• woodworking joints (butt, mitred, half-lap)</li> <li>• screws (pilot, countersink, counter boring)</li> <li>• nails</li> <li>• adhesives</li> </ul>

# Carpentry and Joinery Occupational Traineeship



**Occupation Specific Section** - dependent on the nature of the employer's business

## Site Carpentry

<b>All trainees must be able to demonstrate the mandatory practical skills during the work placement</b>
<b>Learning Outcomes</b> <b>The trainee will be able to:</b>
install site carpentry products to include at least two of the following: <ul style="list-style-type: none"><li>• skirting</li><li>• architrave</li><li>• frames and linings</li><li>• doors</li><li>• windows</li><li>• studwork</li><li>• flooring</li><li>• boxing</li><li>• joist coverings</li><li>• floorboards</li><li>• kitchens</li></ul>

**Specific Section** - dependent on the nature of the employer's business

## Architectural Joinery

<b>All trainees must be able to demonstrate the mandatory practical skills during the work placement</b>
<b>Learning Outcomes</b> <b>The trainee will be able to:</b>
assemble components to create architectural joinery products to include: <ul style="list-style-type: none"><li>• doors</li><li>• windows</li><li>• stairs</li></ul>

<b>Knowledge checklist – to be shared with employer prior to work placement start date being confirmed</b>
<p><b>Learning outcomes</b></p> <p>The trainee will be able to:</p>
<p>relate information about health and safety, productive and safe working practices, handling, moving and storing resources to include:</p> <ul style="list-style-type: none"> <li>• trips and falls</li> <li>• clear and tidy workspace</li> </ul>
<p>relate information about identifying and confirming carpentry or joinery work requirements and resources in accordance with Building Regulations to include:</p> <ul style="list-style-type: none"> <li>• how to write a list of the materials and tools required to carry out the day's work</li> </ul>
<p>relate information about preparing the work area to include:</p> <ul style="list-style-type: none"> <li>• work area assessment</li> <li>• materials and product checks</li> </ul>
<p>relate information about preparing, using and maintaining hand tools to include:</p> <ul style="list-style-type: none"> <li>• measuring</li> <li>• marking</li> <li>• hand saws</li> <li>• planes</li> <li>• chisels</li> <li>• hammers</li> </ul>
<p>relate information about checking, preparing, using and maintaining powered tools to include:</p> <ul style="list-style-type: none"> <li>• portable drills and impact drivers</li> <li>• saws</li> <li>• planers</li> <li>• routers</li> <li>• sanders</li> <li>• nail guns</li> </ul>
<p>relate information about calculating quantity, length and area of resources to include:</p> <ul style="list-style-type: none"> <li>• timber and timber-based materials</li> <li>• fixtures and fittings</li> <li>• adhesives</li> <li>• sealants</li> </ul>



<b>Learning outcomes</b>
The trainee will be able to:
<p>relate information about the importance of maintaining a clear and tidy work area to include:</p> <ul style="list-style-type: none"> <li>• how fires start – sources of ignition</li> <li>• the types of fire extinguisher and their uses</li> <li>• segregation of waste</li> </ul>
<p>relate information about measuring and marking out materials to include:</p> <ul style="list-style-type: none"> <li>• timber</li> <li>• timber-based materials</li> </ul>
<p>relate information about cutting and shaping timber and timber-based products to correct dimensions using hand tools to include:</p> <ul style="list-style-type: none"> <li>• cross cutting</li> <li>• planing</li> <li>• chamfering</li> <li>• sanding</li> </ul>
<p>relate information about forming connections to fix materials and components to include:</p> <ul style="list-style-type: none"> <li>• woodworking joints (butt, mitred, half-lap)</li> <li>• screws (pilot, countersink, counter boring)</li> <li>• nails</li> <li>• adhesives</li> </ul>
<p>relate information about checking the finished work to include:</p> <ul style="list-style-type: none"> <li>• natural and seasoning timber defects</li> </ul>
relate information about the importance of protecting the work and the surrounding area
relate information about what is meant by the term British Standards
<p>relate information about building fabric and energy performance to include:</p> <ul style="list-style-type: none"> <li>• environmental awareness</li> <li>• sustainability</li> </ul>
<p>relate information on the types of categories in fairness, inclusion and respect to include:</p> <ul style="list-style-type: none"> <li>• age</li> <li>• disability</li> <li>• gender reassignment</li> <li>• marriage and civil partnership</li> <li>• pregnancy and maternity</li> <li>• race</li> <li>• religion or belief or lack of either</li> <li>• sex</li> <li>• sexual orientation</li> </ul>
relate information about mental health and wellbeing awareness

**Occupation Specific Sections** - dependent on the nature of the employer's business

## Site Carpentry

**Knowledge checklist – to be shared with employer prior to work placement start date being confirmed**

### Learning outcomes

The trainee will be able to:

relate information about site carpentry products to include at least two of the following:

- skirting
- architrave
- frames and linings
- doors
- windows
- studwork
- flooring
- boxing
- joist coverings
- floorboards
- kitchens

## Architectural Joinery

**Knowledge checklist – to be shared with employer prior to work placement start date being confirmed**

### Learning Outcomes

The trainee will be able to:

relate information about how to prepare and use fixed machinery to manufacture architectural joinery components to include:

- door components
- window components
- stair components

relate information about assembling components to create architectural joinery products to include:

- doors
- windows
- stairs

# Carpentry and Joinery Occupational Traineeship



<b>Keywords</b>	Site carpentry, Architectural joinery, Bench joinery, Woodwork joints
<b>Approval date</b>	20th March 2022
<b>Review cycle</b>	1 year from approval date and then on a 3-year cycle.
<b>Additional information about this standard</b>	
<b>Related standards</b>	