

Our Apprenticeship Programme

Site Carpentry and Bench Joinery

Associated qualifications	City & Guilds Level 2 Diploma in Bench Joinery City & Guilds Level 2 Diploma in Site Carpentry City & Guilds Level 3 Diploma in Site Carpentry City & Guilds Level 3 Diploma in Bench Joinery (Option 1 - Year 4) or CIOB Level 3 Diploma in Construction Site Supervisory Studies (Option 2 - Year 4)
Duration	4 years

Off-the-job training, assessment and apprentice reviews:

This details what training the apprentice will receive, principally through qualification unit delivery with the learner outcomes attached. It also includes estimated assessment dates.

On-the-job support for learning, competency and behaviour:

This summarises the broad timetable of tasks that can take place in the workplace, where possible, to support the off-the-job training.

It should focus on duties that include:

- Competencies - activities and practical tasks gained through on-the-job exercises with opportunities to practise
- Behaviours - actions, attitudes and beliefs embedded through the employer's organisational code of conduct

Key:

Training to be delivered	<input type="text"/>
Assessments	<input type="text"/>

Estimated Start date Month	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour
Year 1	City & Guilds Level 2 Diploma in Bench Joinery	
September	Health, safety and welfare in construction (Unit 201/601) <i>Outcomes:</i> Knowledge of: <ul style="list-style-type: none"> - the health and safety regulations, roles and responsibilities - accident and emergency reporting procedures and documentation - how to identify hazards in the workplace - about health and welfare in the workplace - how to handle materials and equipment safely - about access equipment and working at heights - how to work with electrical equipment in the workplace - how to use Personal Protective Equipment (PPE) - the cause of fire and fire emergency procedures 	<ul style="list-style-type: none"> - Observe Health & Safety requirements - Look out for risks and hazards in the work area
September	Set up and operate a circular saw (Unit 211) <i>Outcomes:</i> Knowledge of: <ul style="list-style-type: none"> - the principles of using circular saws safely - how to change circular saw blades - timber, timber products and processes - how to cut timber and manufactured boards Be able to: <ul style="list-style-type: none"> - change circular saw blades - cut timber and manufactured boards 	<ul style="list-style-type: none"> - Observe processes and procedures - Understand safe working practices when using workshop machinery - practice changing circular saw blades - use the circular saw to cut timber and board material
November	Set up and operate a circular saw (Unit 211) Multiple choice test Practical assignment	
November	Produce setting out details for bench joinery products (Unit 212) <i>Outcomes:</i> Understand and be able to: <ul style="list-style-type: none"> - interpret information for setting out bench joinery products - select resources for setting out bench joinery products - set out for bench joinery products 	<ul style="list-style-type: none"> - Observe processes and procedures in the workplace - Identify key information needed when setting out any product - Observe and experience joinery procedures is a desirable requirement but not mandatory
December	Health, safety and welfare in construction (Unit 201/601) Multiple choice test	

Estimated Start date Month	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour
February	Produce setting out details for bench joinery products (Unit 212) Multiple choice test Practical assignment	
February	Mark out from setting out details for bench joinery products (Unit 213) <i>Outcomes:</i> Understand the effect of marking out errors on work Know how to and be able to: - mark out for bench joinery products	- Observe processes and procedures - Observe and experience joinery procedures is a desirable requirement but not mandatory
April	Mark out from setting out details for bench joinery products (Unit 213) Multiple choice test Practical assignment	
April	Manufacture bench joinery products (Unit 214) <i>Outcomes:</i> Understand: - tools and materials used for manufacturing bench joinery products Understand and be able to: - prepare and manufacture bench joinery products - assemble and finish bench joinery products	- Observe processes and procedures - The opportunity to work with a wide selection of hand tools and power tools (including a router) as well as a range of materials (hardwoods, softwoods and sheet materials) - Observe and experience joinery procedures is a desirable requirement but not mandatory
June	Manufacture bench joinery products (Unit 214) Multiple choice test Practical assignment	
Year 2	City & Guilds Level 2 Diploma in Site Carpentry	
September	Principles of building construction, information and communication (Unit 202/602) <i>Outcomes:</i> Understand: - how to select types of building information - how to communicate in the workplace - the construction of foundations - construction of internal and external walls Knowledge about: - construction of floors - construction of roofs - environmental considerations in relation to construction	Experience construction site processes and procedures throughout different phases of the project
September	Carry out first fix flooring and roofing (Unit 207) <i>Outcomes:</i>	- Observe site processes and procedures <i>With the Workplace Mentor:</i>

Estimated Start date Month	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour
	Knowledge of and be able to: - construct roofing structures - fix verge and eave components - lay floor joists - fix and fit joist coverings	- Mark out, cut and fix floor joists and floor coverings - Mark out, cut and fix rafters, fascia's and soffits
December	Carry out first fix flooring and roofing (Unit 207) Multiple choice test Practical assignment	
January	Principles of building construction, information and communication (Unit 202/602) Multiple choice test	
January	Carry out first fix frames, partitions and stairs (Unit 208) <i>Outcomes:</i> Knowledge of and be able to: - fix frames and linings - construct stud partitions - fix a straight flight of stairs	- Observe site processes and procedures <i>With the Workplace Mentor:</i> - Construct stud partitions - Fit and fix door lining - Be able to space components (horizontally and on the rake)
February	Carry out first fix frames, partitions and stairs (Unit 208) Multiple choice test Practical assignment	
March	Carry out second fixing operations (Unit 209) <i>Outcomes:</i> Knowledge of and be able to: - install doors and ironmongery - to fix mouldings - install service encasements and cladding - install kitchen units, worktops and fitments	- Observe site processes and procedures <i>With the Workplace Mentor:</i> - Fit and hang a door - Fit and fix mouldings (Skirting boards and architraves) - Fit kitchen units and install worktops with the use of a router and jig
June	Carry out second fixing operations (Unit 209) Multiple choice test Practical assignment	
Year 3	City & Guilds Level 3 Diploma in Site Carpentry	
September	Carry out carpentry maintenance (Unit 210 – Level 2 Site Carpentry unit) <i>Outcomes:</i> Knowledge of and be able to: - repair mouldings, doors and windows - replace gutters and downpipes	- Observe site processes and procedures <i>With the Workplace Mentor:</i> - Carry out rot repairs on doors and windows - Fit and fix gutters and downpipes

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	- replace sash cords	
September	Set up and use fixed and transportable machinery (Unit 308 – Level 3 Site Carpentry unit) <i>Outcomes:</i> Understand and be able to: - inspect and maintain fixed and transportable machinery - use fixed and transportable machinery efficiently and safely	- Access to fixed machinery is a desirable requirement but not mandatory
October	Carry out carpentry maintenance (Unit 210 – Level 2 Site Carpentry unit) Multiple choice test Practical assignment	
December	Set up and use fixed and transportable machinery (Unit 308 – Level 3 Site Carpentry unit) Multiple choice test Practical assignment	
January	Carry out second fixing double doors and mouldings (Unit 307) <i>Outcomes:</i> Understand and be able to: - install double doors and ironmongery - install curved and raking mouldings	- Observe site processes and procedures and carry out work on a range of different doors using all forms of ironmongery <i>With the Workplace Mentor:</i> - Oversee the learner fitting double doors (including ironmongery) and mouldings
February	Carry out first fix roofing and stairs (Unit 306) <i>Outcomes:</i> Understand and be able to: - construct a traditional cut roof - fix a flight of stairs with a quarter turn	- Observe site processes and procedures and carry out work on a variation of different roofs - Identify how to carry out the setting out of hip roofs from a ready reckoner - Identify all components of a roof and staircase and understand the calculations for the working out of both <i>With the Workplace Mentor:</i> - Construct cut roofs and fit staircases
February	Carry out second fixing double doors and mouldings (Unit 307) Multiple choice test Practical assignment	
April	Carry out first fix roofing and stairs (Unit 306) Multiple choice test Practical assignment	
May	Principles of organising, planning and pricing construction work (Unit301/701) <i>Outcomes:</i>	- Observe site processes and procedures and carry out basic organisation tasks - Read from a site plan and be able to organise tasks from looking at the plan <i>With the Workplace Mentor:</i>

Estimated Start date Month	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour
	Understand: <ul style="list-style-type: none"> - different types of drawn information in construction - energy efficiency and sustainable materials for construction - how to estimate quantities and price work for construction - how to plan work activities for construction - how to communicate effectively in the workplace 	- Identify key areas of site documentation and place orders for site materials
June	Principles of organising, planning and pricing construction work (Unit301/701)	
	Multiple choice test	
Year 4	Option 1 - City & Guilds Level 3 Diploma in Bench Joinery	
September	Manufacture shaped doors and frames (Unit 309) <i>Outcomes:</i> Understand and be able to: <ul style="list-style-type: none"> - set out shaped doors and frames - manufacture shaped doors and frames - assemble and finish shaped doors and frames 	<ul style="list-style-type: none"> - Access to fixed machinery is a desirable requirement but not mandatory - Observe and experience joinery procedures is a desirable requirement but not mandatory
March	Manufacture shaped doors and frames (Unit 309)	
	Multiple choice test	
	Practical assignment	
April	Manufacture stairs with turns (Unit 310) <i>Outcomes:</i> Understand and be able to: <ul style="list-style-type: none"> - set out stairs with turns - manufacture stairs with turns - assemble and finish stairs with turns 	<ul style="list-style-type: none"> - Access to fixed machinery is a desirable requirement but not mandatory - Observe and experience joinery procedures is a desirable requirement but not mandatory
April	Manufacture stairs with turns (Unit 310)	
	Multiple choice test	
	Practical assignment	
Year 4	Option 2 - CIOB Level 3 Diploma in Construction Site Supervisory Studies (Unit 3 is mandatory with a choice to take 5 of the 6 optional units)	
September	Supervising Health, Safety, Welfare and Environment of Construction Works (Unit 3 MANDATORY) <i>Outcomes:</i>	The candidate will have gain a minimum of 3 years' experience working within the construction industry and should now showing competence, confidence and the ability to work independently on a number of projects.

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	Understand the requirements and obligations for a safe and healthy working environment Know how to: <ul style="list-style-type: none"> - plan a safe and healthy working environment - induct the workforce and visitors regarding safe working - control environmental risks for a given project 	
September	Planning Construction Works (Unit 1 Optional) <i>Outcomes:</i> Understand how to plan construction works Be able to: <ul style="list-style-type: none"> - plan construction works - prepare programmes for construction works 	The candidate will have gain a minimum of 3 years' experience working within the construction industry and should now showing competence, confidence and the ability to work independently on a number of projects.
December	Supervising Health, Safety, Welfare and Environment of Construction Works (Unit 3 MANDATORY) Written assignment	
December	Planning Construction Works (Unit 1 Optional) Written assignment	
January	Organising and Controlling Construction Works (Unit 2 Optional) <i>Outcomes:</i> Know how to: <ul style="list-style-type: none"> - maintain administrative systems for construction works - plan workplace layouts - monitor the supply of materials for operations - monitor the supply of site plant and equipment - monitor the quality of construction work Be able to: <ul style="list-style-type: none"> - contribute to procuring the materials for construction works - monitor and control the progress of operations Understand: <ul style="list-style-type: none"> - the organisational and statutory obligations to those affected by the construction works 	The candidate will have gain a minimum of 3 years' experience working within the construction industry and should now showing competence, confidence and the ability to work independently on a number of projects.
January	Supervising Construction Works to Existing Buildings and Structures (Unit 6 Optional) <i>Outcomes:</i> Know: <ul style="list-style-type: none"> - health, safety welfare and environmental legislation affecting works to an existing building and structures 	The candidate will have gain a minimum of 3 years' experience working within the construction industry and should now showing competence, confidence and the ability to work independently on a number of projects.

Estimated Start date Month	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour
	<ul style="list-style-type: none"> - how to apply customer care to construction works to existing buildings and structures Understand: - the types of existing buildings and how it affects implementation of construction works - protection of the built environment - the methods of ensuring quality on works to existing buildings and structures 	
January	<p>Supervising the Construction of New Buildings and Structures (Unit 7 Optional) <i>Outcomes:</i> Understand:</p> <ul style="list-style-type: none"> - health, safety welfare and environmental legislation affecting the construction of new works - the types of new buildings and structures and how these affect implementation of construction works - service installations for buildings and structures - the methods of ensuring quality on works to new buildings and structures 	<p>The candidate will have gain a minimum of 3 years' experience working within the construction industry and should now showing competence, confidence and the ability to work independently on a number of projects.</p>
March	<p>Organising and Controlling Construction Works (Unit 2 Optional) Written assignment</p>	
April	<p>Maintaining the Dimensional Accuracy of Construction Works (Unit 4 Optional) <i>Outcomes:</i> Know how to measure and set out buildings and structures Be able to:</p> <ul style="list-style-type: none"> - establish lines and levels for the works - establish the dimensions of an existing building or structure 	<p>The candidate will have gain a minimum of 3 years' experience working within the construction industry and should now showing competence, confidence and the ability to work independently on a number of projects.</p>
April	<p>Working with People on a Construction Site (Unit 5 Optional) <i>Outcomes:</i> Understand:</p> <ul style="list-style-type: none"> - the selection process for new construction personnel - how to maintain professional working relationships - the characteristics of leadership and people management skills <p>Be able to monitor the work of individuals and teams Know how to identify training and development needs for teams and individuals</p>	<p>The candidate will have gain a minimum of 3 years' experience working within the construction industry and should now showing competence, confidence and the ability to work independently on a number of projects.</p>

Estimated Start date Month	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour
April	Supervising Construction Works to Existing Buildings and Structures (Unit 6 Optional) Written assignment	
April	Supervising the Construction of New Buildings and Structures (Unit 7 Optional) Written assignment	
June	Maintaining the Dimensional Accuracy of Construction Works (Unit 4 Optional) Written assignment	
June	Working with People on a Construction Site (Unit 5 Optional) Written assignment	
End	Successful completion of the attached qualifications	