This new version of this apprenticeship standard has been agreed but is being made available for information only at present. It will replace the current version for new starts on 29 March 2021. The new funding band will be £11,000.

Standard in development

L2: Carpentry and joinery

Title of occupation

Carpentry and joinery

UOS reference number

ST0264

Core and options

Yes

Option title/s

Site Carpenter

Architectural Joiner

Level of occupation

Level 2

Route

Construction

Typical duration of apprenticeship

24 months

Target date for approval

31/12/2019

Resubmission

No

Would your proposed apprenticeship standard replace an existing framework?

Yes

Does professional recognition exist for the occupation?

No

Occupation summary

This occupation is found in both the new build and refurbishment construction sector. The construction industry is central to creating the homes, schools, hospitals, energy and transport infrastructure society needs. There is growing demand for carpenters and joiners to help meet the need for new homes.

The broad purpose of the occupation is working with building materials (most often wood) to create and install building components. This typically involves shaping and cutting materials, installing finished materials like partitions, doors, staircases, window frames, mouldings, timber floor coverings and erecting structural components such as floor joists and roofs. All work needs to be carried out safely, using the appropriate tools and to the quality specified.

This occupation includes two different options and people will either work on a construction site as a Site Carpenter or in a workshop as an Architectural Joiner.

A Site Carpenter will prepare and install basic building components e.g. doors, straight staircases, wall and floor units and erecting structural carpentry and roof structures on a building site or in domestic and commercial premises.

An Architectural Joiner will produce building components by setting out, marking out and manufacturing basic architectural products, including doors, windows, straight staircases and associated ironmongery.

In their daily work, an employee in this occupation interacts with other construction trades such as bricklayers, plasterers and plumbers, supervisors, site management, architects, designers, contractors and customers. A Site Carpenter would generally liaise with other trades such as bricklayers, plasterers and plumbers, supervisors, site management and contractors. Architectural joiners would liaise with other workshop colleagues and supervisors as well as architects, designers and customers. An employee in either option of this occupation will be responsible for working in a team, under supervision, using machinery and/or tools to create structures or components from designs, plans and specifications that meet the client's expectations.

An employee in this occupation will be responsible for working in a team, under supervision, using machinery and tools to create structures or components from the designs, plans and specifications of architects and designers that meet the clients expectations. On site these could include roof structures, floors, partitions and second fix work such as door frames and skirting. As an architectural joiner, they could include doors, windows and stairs, including all ironmongery.

Typical job titles

Site Carpenter Architectural Joiner

Are there any statutory/regulatory or other typical entry requirements?

No

Core occupation duties

DUTY	KSBS
Duty 1 Identify and confirm carpentry or joinery requirements and components against specification/drawings/CAD/BIM and in accordance with Building Regulations	K4 K5 K7 K8 S4 S5 S6 B1 B3 B4
Duty 2 Locate, handle, store, load, transport and position materials and components safely, minimising damage so they are ready for application.	K3 S5 S6 B3
Duty 3 Prepare the site/workshop (including access equipment when necessary), power and hand tools appropriate to the project.	K9 K10 S2 S3 B3 B6
Duty 4 Calculate the most efficient quantity, length and area of resources.	K6 S2 S5 S6 B3 B4 B6
Duty 5 Use and maintain hand tools, power tools and associated equipment to achieve optimum performance.	K3 K9 S3
Duty 6 Maintain a clear and tidy workspace and ensure that waste materials are disposed of in accordance with current legislation	K1 K2 K10 S1 B2
Duty 7 Carry out quality checks against specification and take remedial action where required or instructed	K5 S6 B3 B5 B7

Option duties

Site Carpenter duties

DUTY	KSBS
Duty 8 Install building components including door and window frames, door and hatch linings, floor joists and coverings, straight partitions and straight staircases.	K11 K12 S7
Duty 9 Install doors, mouldings, ironmongery, service encasements, wall and floor units and fitments, cladding and staircase components.	K11 K13 S8 S9 S11
Duty 10 Erect inclined roofs with gables, joists, roof coverings and roof components.	K11 K14 S10

Architectural Joiner duties

DUTY	KSBS
Duty 11 Produce setting out details for the manufacture of doors, windows and opening lights, units and stairs	K15 K18 S14
Duty 12 Mark out timber from setting out details for the manufacture of doors, windows and opening lights, units and/or fitments and staircases.	K19 S15
Duty 13 Create, fit and assemble components to manufacture doors, windows with opening lights, units and/or fitments and staircases	K15 K17 K20 K21 S13 S14 S15 S16 S17
Duty 14 Operate fixed workshop machinery in order to create joinery components	K16 K20 S12 S16

KSBs

Knowledge

K1: the principles of environment, health, safety and welfare and how they must be applied in relation to their work and to others. eg electrical safety, storage of materials, accident & emergency procedures

K2: the responsibilities under current legislation and official guidance to undertake the work e.g. Control of Substances Hazardous to Health, Manual Handling and Working at Height Regulations.

K3: how to use health and safety control equipment including personal protective equipment (PPE), respiratory protective equipment (RPE), local exhaust ventilation (LEV)

K4: the principles of building construction terminology and components including foundations, roofs, walls, floors, utilities and services, Building Information Modelling (BIM) and environmental and sustainability considerations

K5: how to interpret and produce relevant information from drawings, specifications and work instructions including the basic principles of Computer Aided Design (CAD)

K6: how to estimate resource quantities to carry out work eg quantity of fixings, length of timber, sheet materials

K7: how to communicate and work with others effectively in the workplace

K8: the characteristics, quality, uses, sustainability, limitations and defects associated with timber and timber-based products and components, such as American and selected African hardwood, Scandinavian standards for softwood, MDF, plywoods, home grown carcassing, manufactured timbers, adhesives and mastics.

K9: Hand Tools : how to prepare, use and maintain hand tools including tool limitations and sharpening techniques e.g chisels, planes, hand saws, hammers

K10: Power Tools: how to prepare, use and maintain power tools including the procedure for undertaking visual first use check eg portable circular saws, drills, saws, planers, routers, sanders, multi-functional tools and nail guns. How to produce jigs.

K11: Site Carpenter : the different types of fixings and fasteners for site carpentry work including their uses

K12: Site Carpenter: how to carry out first fixing work including timber frames and linings, timber coverings, flat roof decking, timber stud partitions, straight flights of stairs and installing handrails and spindles to straight flights of stairs

K13: Site Carpenter : how to carry out second fixing work including installation of service encasements, cladding, wall and floor units, mouldings, side hung doors and ironmongery.

K14: Site Carpenter :how to create structural carcassing work, how to erect trussed rafter roofs, how to construct gables, verge and eaves, how to install floor joists and coverings. Working at Height regulations.

K15: Architectural Joiner: Fundamentals of Joinery including the different types of fixings and fasteners for architectural joinery work including their uses, the timber moisture content parameters for a range of timber and timber-based materials, the characteristics, uses and limitations for the different types of timber preservatives, the range, characteristics, uses and limitations of timber finishes, the requirements of fire door assemblies.

K16: Architectural Joiner: how to prepare and use fixed machinery including their limitations and the procedure for undertaking visual first use checks including narrow bandsaws, crosscut saws, re-saws, panel saws, surface planers, thicknessers and morticers

K17: Architectural Joiner : Methods of connection including the resources required to mark out and form connection points and how to form products using different connection methods including joints, nails, screws, dowels, biscuit, staples, adhesives

K18: Architectural Joiner : Setting out including how to interpret information for setting out doors, door frames and linings, windows, fittings and straight stairs, how to prepare for producing setting out details for doors, windows, fittings and straight stairs, how to produce setting out details for doors, windows, fittings and straight stairs

K19: Architectural Joiner: Marking out including how to interpret information for marking out doors, door frames and linings, windows, fittings and straight stairs, how to prepare for marking out for doors, windows, fittings and straight stairs, how to mark out for doors, windows, fittings and straight stairs, the potential effects of marking out errors.

K20: Architectural Joiner : Manufacture including how to interpret information for the production of doors, door frames and linings, window and fitting parts, straight stairs, how to prepare for the production of door, window, straight stairs and fitting parts, how to produce door, window and fitting parts, how to finish products to the specified standard for them to accept a range of finishes (e.g. paint, French polish)

K21: Architectural Joiner : methods to install ironmongery including the characteristics , quality, uses and limitations of ironmongery components hand and how to fix a range of

ironmongery components e.g. hinges

Skills

S1: Identify and apply safe working practices in accordance with current legislation, health, safety and welfare regulations, Approved Codes of Practice, company guidance, site specific requirements and taking account of changing circumstances.

S2: Plan and undertake work practices productively.

S3: Identify and apply safe use, storage and maintenance of hand tools, power tools and equipment.

S4: Correctly interpret information from drawings and specifications in various types and formats. eg electronic devices, Computer Aided Design (CAD)

S5: Estimate resource quantities to carry out work eg quantity of fixings, length of timber

S6: demonstrate a range of fundamental skills including measuring, marking out, fitting, cutting, splicing, mitring, scribing, horizontal and vertical levelling (including laser levelling), finishing, positioning and securing.

S7: Site Carpenter : carry out first fixing work including install timber frames and linings, coverings, flat roof decking, install straight flights of stairs and erect timber stud partitions. Install handrails and spindles to straight flights of stairs.

S8: Site Carpenter: carry out second fixing work including install service encasement, cladding, wall and floor units and fitments, side hung doors, ironmongery and timber mouldings

S9: Site Carpenter : carry out timber stud partition work

S10: Site Carpenter: erect trussed rafter roofs, construct gables, verge and eaves.

S11: Site Carpenter: install floor joists and coverings.

S12: Architectural Joiner: Inspect, prepare and operate fixed machinery including narrow bandsaw, crosscut saw, re-saw, surface planer, thicknesser, morticer

S13: Architectural Joiner : Form connections including mark out connection points, select and use hand tools and materials to produce connection points, form products using different connection methods including joints, nails, screws, dowels, biscuit, staples, adhesives

S14: Architectural Joiner : produce setting out details including interpret information for setting out doors, door frames and linings, windows with opening lights, fittings and straight stairs

S15: Architectural Joiner : mark out including interpret information for marking out doors, door frames and linings, windows with opening lights, straight stairs and fitting parts

S16: Architectural Joiner : manufacture routine architectural joinery products including interpret information, prepare for production and produce door, windows with opening lights, straight stairs and fitting parts

S17: Architectural Joiner : install a range of common ironmongery components for doors, windows and units using a range of hand and power tools.

Behaviours

B1: Effective communication: oral, written, listening, body language, presentation.

B2: Effective team working: work effectively with others with limited supervision.

B3: Independent working: take responsibility for completing their own work.

B4: Logical thinking: use clear and valid reasoning when making decisions

B5: Working effectively: undertake the work in a reliable and productive manner.

B6: Time management: use own time effectively to complete the work on schedule

B7: Adaptability: be able to adjust to changes to work instructions

Qualifications

English & Maths

Apprentices without level 1 English and maths will need to achieve this level and apprentices without level 2 English and maths will need to take the tests for this level prior to taking the end-point assessment. For those with an education, health and care plan or a legacy statement, the apprenticeship's English and maths minimum requirement is Entry Level 3. A British Sign Language (BSL) qualification is an alternative to the English qualification for those whose primary language is BSL.

Does the apprenticeship need to include any mandated qualifications in addition to the above-mentioned English and maths qualifications?

No

Involved employers

Consultation

xxxxxxxxxxxxxx

Progression Routes

Supporting uploads

Mandatory qualification uploads
Professional body confirmation uploads

Notice period

Institute for Apprenticeships & Technical Education

End-point assessment plan for Carpentry and Joinery apprenticeship standard

Apprenticeship standard reference number	Apprenticeship standard level	Integrated end-point assessment
ST0264	2	No

Contents

Introduction and overview

This document sets out the requirements for end-point assessment (EPA) for the Carpentry & Joinery apprenticeship standard. It is for end-point assessment organisations (EPAOs) who need to know how EPA for this apprenticeship must operate. It will also be of interest to Carpentry & Joinery apprentices, their employers and training providers.

Carpentry and joinery is a core and options apprenticeship standard. Apprentices must be trained and assessed against the core and one option, either:

- Site carpenter
- Architectural joiner

Full time apprentices will typically spend 24 months on-programme (before the gateway) working towards the occupational standard, with a minimum of 20% off-the-job training. All apprentices will spend a minimum of 12 months on-programme.

The EPA period should only start, and the EPA be arranged, once the employer is satisfied that the apprentice is consistently working at or above the level set out in the occupational standard, all of the pre-requisite gateway requirements for EPA have been met and that they can be evidenced to an EPAO.

All pre-requisites for EPA assessment methods must also be complete and available for the independent assessor as necessary.

For level 2 apprenticeships, apprentices without English and mathematics at level 2 must achieve level 1 English and mathematics and take the tests for level 2 prior to taking their EPA.

The EPA must be completed within an EPA period lasting typically 6 months, beginning when the apprentice passes through the EPA gateway.

EPA must be conducted by an organisation approved to offer services against this apprenticeship standard, as selected by the employer, from the Education & Skills Funding Agency's Register of End-point assessment Organisations (RoEPAO).

The EPA consists of 3 discrete assessment methods.

The individual assessment methods will have the following grades:

Assessment method 1: Knowledge test

- Fail
- Pass
- Distinction

Assessment method 2: Practical test

- Fail
- Pass
- Distinction

Assessment method 3: Interview underpinned by a portfolio of evidence

- Fail
- Pass

- Distinction

Performance in the EPA will determine the overall apprenticeship standard grade of:

- Fail
- Pass
- Distinction

EPA summary table

On-programme (typically 24 months)	Training to develop the occupation standard's knowledge, skills and behaviours (KSBs). Training towards English and mathematics if required Compiling a portfolio of evidence
End-point assessment gateway	• Employer is satisfied the apprentice is consistently working at, or above, the level of the occupational standard. • English and mathematics at level 1 achieved • English and mathematics at Level 2 attempted Apprentices must submit: • A portfolio of evidence to underpin the interview (see details below)
End-point assessment (which will typically take 6 months)	Assessment method 1: Knowledge test With the following grades: • Fail • Pass • Distinction Assessment method 2: Practical test With the following grades: • Fail • Pass • Distinction Assessment method 3: Interview underpinned by a portfolio of evidence With the following grades: • Fail • Pass • Distinction Performance in these assessment methods will determine the overall apprenticeship standard grade of: • Fail • Pass • Distinction

Length of end-point assessment period

The EPA must be completed within an EPA period lasting typically 6 months from the gateway.

The portfolio must be completed on-programme, signed off by their employer and submitted to the EPAO as part of the gateway submission. An apprentice cannot pass their gateway without this submission.

If an EPA assessment method is failed, it should be re-taken/re-sat within in-line with the requirements set out in this assessment plan.

Order of assessment methods

The assessment methods can be delivered in any order. The result of one assessment method does not have to be known before an apprentice starts the next one.

EPA gateway

The EPA period should only start once the employer is satisfied that the apprentice is consistently working at or above the level set out in the occupational standard, that is to say they are deemed to have achieved occupational competence. In making this decision, the employer may take advice from the apprentice's training provider(s), but the decision must ultimately be made solely by the employer.

In addition, the apprentice must have completed the following gateway requirements prior to beginning EPA:

- Apprentices without English and mathematics at level 2 must achieve level 1 English and mathematics and have taken the tests for level 2. For those with an education, health and care plan or a legacy statement the apprenticeships English and mathematics minimum requirement is Entry Level 3 and British Sign Language qualification are an alternative to English qualifications for whom this is their primary language.

For the knowledge test:

- no specific requirements

For the practical test:

- no specific requirements

For the interview underpinned by a portfolio of evidence:

- apprentices must compile a portfolio of evidence during the on-programme period of the apprenticeship, typically during the last 10 months of their apprenticeship
- it must contain evidence related to the KSBs that will be assessed by the interview
- the portfolio of evidence will typically contain 15 discrete pieces of evidence
- evidence must be mapped against the KSBs
- evidence may be used to demonstrate more than one KSB; a qualitative as opposed to quantitative approach is suggested
- evidence sources may include (this is not a definitive list):
    - Workplace documentation, for example job cards/job sheets, check sheets/quality check records, accident records, equipment check/maintenance records
    - Annotated specifications, for example drawings, cutting lists, work instructions
    - Annotated photographs
    - Video clips (maximum duration in total of 10 minutes), supported by clear timestamps detailing when key pieces of evidence occur.
- it should not include any methods of self-reflection or self-assessment
- any employer contributions should focus on direct observation of evidence (for example witness statements) of competence rather than opinions
- the evidence provided must be valid and attributable to the apprentice; the portfolio must contain a statement from the employer and the apprentice confirming this.
- the portfolio of evidence must be submitted to the EPAO at the gateway

The portfolio of evidence is not directly assessed. It underpins the interview and therefore should not be marked by the EPAO. EPAOs should review the portfolio of evidence in preparation for the interview but are not required to provide feedback after this review of the portfolio.

End-point assessment methods

Assessment method 1: Knowledge test (This assessment method has 1 component.)

Assessment method 1 component 1: Knowledge test

Overview

A knowledge test is a controlled assessment which consists of a series of questions in which apprentices are asked to provide a response.

The rationale for this assessment method is:

- it allows for the efficient testing of knowledge
- it does not require independent assessor time, reducing cost; the knowledge test can be administered, invigilated and marked by an independent person appointed by the EPAO. Alternatively, marking by computer is permissible where question type allows this.
- it allows for flexibility in terms of when, where and how it is taken
- it allows larger volumes of apprentices to be assessed at one time
- there are core knowledge areas in the occupation which a carpenter or joiner needs to be able to recall from memory e.g. Health and Safety. Therefore, a multiple-choice knowledge test will enable the testing of this ability.

Test Format

The knowledge test will be:

· computer based

A paper-based version must however be available for reasonable adjustments.

It will consist of 40 questions.

These questions will consist of multiple-choice questions. The multiple-choice questions will have four options of which one will be correct. The questions must be varied, to avoid the knowledge test becoming too predictable, yet allow assessment of the relevant KSBs.

The apprentice will be given 10 working days' notice from the EPAO of the knowledge test date to provide time to prepare.

Knowledge test administration

Apprentices must have 60 minutes to complete the test.

The test is closed book which means that the apprentice cannot refer to reference books or materials.

Apprentices must take the test in a suitably controlled environment that is a quiet space, free of distractions and influence, in the presence of an invigilator. The invigilator must be the independent

assessor or another independent person approved by the EPAO with experience in invigilation or specialised (proctor) software if the test can be taken online. The EPAO is required to have an invigilation policy that will set out how the test is to be carried out. This will include specifying the most appropriate ratio of apprentices to invigilators to best take into account the setting and security required in administering the test.

The EPAO is responsible for ensuring the security of tests they administer to ensure the test remains valid and reliable (this includes any arrangements made using online tools). The EPAO is responsible for verifying the identity of the person taking the test and the suitability of the venue for taking the test.

This assessment method will be carried out as follows:

- 30 of the questions will be multiple-choice knowledge questions. These questions will ask apprentices to recognise and recall facts and basic concepts across the knowledge criteria detailed within the standard.
- 10 questions within the test will be used to assess the apprentice's understanding through a range of multiple-choice scenario-based questions. These questions will present a scenario that the apprentice could experience within the workplace and ask them to answer in context of that scenario.

There must be a minimum of 10 questions in relation to Health and Safety (K1, K2, K3). 3 of these 10 questions should be scenario-based questions. This will be included within the overall 10 scenario-based questions.

There must be a minimum of 10 questions allocated for the option i.e. K11 or K15. 3 of these questions should be scenario-based questions. This will be included within the overall 10 scenario-based questions.

Marking

Tests must be marked by independent assessors or markers employed by the EPAO following a marking guide produced by the EPAO. Alternatively, marking by computer is permissible where questions types allow this.

Correct answers must be awarded 1 mark. Any incorrect or missing answers must be assigned 0 marks.

Question development

Questions must be written by EPAOs and must be relevant to the occupation. It is recommended that this be done in consultation with occupationally competent technical experts such as: employers, professional bodies and qualified tradespeople who have experience of working within the current sector climate. EPAOs should also maintain the security and confidentiality of their questions when consulting. EPAOs must develop 'question banks' of sufficient size to prevent predictability and review them regularly (and at least once a year) to ensure they, and the questions they contain, are fit for purpose. EPAOs must ensure that apprentices have a different set of questions in the case of re-sits/re-takes.

Support material

As a minimum EPAOs will produce the following material to support this method:

- a question bank
- test specification

- sample tests and mark schemes
- live tests and mark schemes
- analysis reports which show areas of weakness for completed tests/exams and an invigilation policy.

Assessment method 2: Practical test (This assessment method has 1 component.)

Assessment method 2 component 1: Practical test

Overview

Apprentices must be observed by an independent assessor completing a practical test which is split into 4 tasks in which they will demonstrate the KSBs assigned to this assessment method. The end-point assessment organisation will arrange for the practical test to take place, in consultation with the employer.

The independent assessor will ask questions in relation to underpinning knowledge and/or skills and behaviours where an opportunity to observe them has not occurred.

The rationale for this assessment method is:

- it allows for a varied range of tasks to be observed, that could not be guaranteed to be achieved through a single observation in the workplace
- this is a practical role, best demonstrated through completing tasks in a realistic work setting
- it allows for consistency of activities to be completed and efficiency in scheduling
- questioning allows for the testing of related underpinning knowledge and/or skills and behaviours where an opportunity to observe them has not occurred
- this method standardises the assessment across all carpentry and joinery apprentices and a controlled environment ensures that all apprentices are assessed against the same criteria in a consistent and fair setting.
- it is a holistic assessment method

Delivery

Apprentices must be observed by an independent assessor completing tasks set by the EPAO and questioned in relation to the tasks' underpinning knowledge, skills and/or behaviours where an opportunity to observe them has not occurred.

One independent assessor may observe up to a maximum of 4 apprentices at any one time. This is justified as this is a practical trade and a number of the tasks will have an end product which means constant observation of each candidate is not necessary to determine competence. In addition, it allows for cost effective delivery of the test. Apprentices will be assessed against the KSBs assigned to this assessment method – as shown in the mapping of KSBs.

Practical test specifications must be of equal challenge, capable of being completed by a competent carpenter or joiner.

The EPAO must arrange for the practical test to take place, in consultation with the apprentice's employer.

The practical test will take 7 hours. It may be split into four discrete sections (tasks) held over a maximum of 1 working day. The tasks will have the following timings:

Task 1: 90 minutes

Task 2: 90 minutes

Task 3: 120 minutes

Task 4: 120 minutes

The length of a working day is typically considered to be 7.5 hours.

There may be breaks during the practical test to allow the apprentice to move from one location to another and for meal/comfort breaks. During these breaks, the clock must be stopped and then restarted to ensure that the practical test assessment duration is not reduced.

The independent assessor has the discretion to increase the time of each task within the practical test by up to 10% per task to allow the apprentice to complete the final part of the task or complete an answer to a final question.

In the event of reasonable adjustments, additional time being granted, or breaks pushing the assessment duration beyond the duration of a reasonable working day, a second day can be used to complete the assessment. This would need to be agreed between the employer and the EPAO, and the EPAO would be responsible for maintaining the security of the assessment.

In advance of the practical test, apprentices must be provided with information on the format of the test, including timescales. This information is exclusive of the practical test assessment time.

The task will holistically assess the skills, knowledge and behaviours described in the occupational standard and in the mapping of the knowledge, skills and behaviours in this document.

All practical tests will feature the following elements:

- interpreting information;
- estimating resource quantities; planning and organising work (including materials and other resources);
- setting out/marking out as appropriate;
- tool skills (including hand and powered tools);
- fundamental wood working skills;
- independent and effective work, and time management.

The practical tests have been designed to test a range of fundamental knowledge, skills and behaviours needed by a site carpenter or architectural joiner. Once these are embedded, they can be applied to any commercial product. Replication of large-scale projects such as roofs and stairs and the use of such materials in the test is not required. Tests can be designed using cheaper materials (e.g. Canadian Lumber Standard timber (CLS) can be used, as long as this is still able to replicate the item being worked on) and to suit the size of the test venue. EPAOs may consult with employers in order to develop test specifications.

There will be specifications for each task provided by the EPAO to meet the mapped KSBs. The tests will follow the format below:

Task 1 Take information and develop it into work instructions: 90 minutes (K5, K6, S2, S4, S5 – both options, K18, S14 – option 2 only)

Site carpenter: create a detailed raw material requirement sheet for:

- 1st fix for example: roof, studding, flooring
- 2nd fix including: doors, mouldings, ironmongery.

Architectural joiner: set out full size on a rod – a door or window or stairs (part) or fittings.

Task 2 Power tools : 90 minutes (K10, S3, S6)

Both options: A task in using a selection of power tools (as per the list in K10 except nail guns and crosscut saw) safely and proficiently to produce an item (with multiple components) as per the specification.

Task 3 Hand tools: 120 minutes (K9, S3, S6)

Both options: A task in using a selection of hand tools (as per the list in K9) safely and proficiently to produce an item (with multiple components) as per the specification (different to that in part 2).

Task 4 Option task: 120 minutes

Site carpenter: Nail guns are only used by site carpenters. It is therefore deemed appropriate that this is a standalone test. From a detailed instruction, use appropriate tools, such as a crosscut saw, to produce a studding framework, and then use fixing tools including nail guns to create the specified product as per the specification. (K10, S3 both nail guns only)

Architectural joiner: From a detailed cutting list, prepare material using fixed machinery as listed in K16, as per the specification. Form connections using hand tools and install appropriate ironmongery components. (K16, K17, K21, S12, S13, S17)

All parts (B3, B4, B5, B6)

As the apprentice, their employer and training provider will be unaware of the exact nature of the tasks required for the practical test, it is vital apprentices are proficient in all skills listed within the occupational standard. The EPAO will develop a range of tasks, which will include written instructions and verbal instructions to be presented immediately prior to the start of the assessment task. Apprentices will be presented with a scenario or task and asked to complete it within the allocated time.

In all of the above tasks, the EPAO must ensure that an apprentice cannot gain advantage from seeing what the other apprentices being assessed are doing or by hearing answers to questioning.

During all these tasks, questioning allows for the testing of related underpinning knowledge and/or skills and behaviours where an opportunity to demonstrate them has not occurred.

Questioning will take place during the practical test. These will be asked during the assessment time, but at an appropriate point where it is deemed safe to do so by the independent assessor. The independent assessor can also ask questions at the end of the task, as long as this is within the overall assessment time. The questions will be used to clarify understanding and may also be used to cover any KSBs that may not have occurred during the practical assessment.

The independent assessor must ask a minimum of one question per task to test related underpinning knowledge, skills and behaviours. These questions may be a combination of those

from the EPAO question bank and those generated by the independent assessor. Additional follow up questions are allowed, to seek clarification and to make an assessment against the grading descriptors.

The EPAO must produce a bank of sample questions to assist the independent assessor.

KSBs observed, and answers to questions, must be documented by the independent assessor.

Evidence from the practical test must be assessed holistically using the grading criteria for this assessment method.

Independent assessors will make all grading decisions.

EPAOs must ensure that apprentices have a different practical test specification and set of questions in the case of re-sits/re-takes.

Venue

The practical test can take place in:

- employer's premises
- a suitable venue selected by the EPAO, for example a training provider's premises or another employer's premises

Support material

EPAOs will produce the following material to support this assessment method:

- Outline of the assessment method's requirements
- Marking materials
- Resource requirements
- Question bank
- Scenario and task specifications including diagrams

Question development

EPAOs will create open questions to assess related underpinning knowledge, skills and behaviours. They must develop practical test specifications and question banks of sufficient size to prevent predictability and review them regularly (and at least once a year) to ensure they, and the questions they contain, are fit for purpose.

Assessment method 3: Interview underpinned by a portfolio of evidence (This assessment method has 1 component.)

Assessment method 3 component 1: Interview underpinned by a portfolio of evidence

Overview

This assessment will take the form of an interview, which must be appropriately structured to draw out the best of the apprentice's competence and excellence and cover the KSBs assigned to this

assessment method. It will involve the questions that will focus on coverage of prior learning or activity. Apprentices may refer to and illustrate their answers with evidence from their portfolio of evidence, however the portfolio is not directly assessed.

The rationale for this assessment method is:

- It allows the apprentice to be assessed against KSBs that may not occur naturally on a daily basis, would take too long to observe or do not lend themselves to direct observation.
- The interview is underpinned by a portfolio of evidence, enabling the apprentice to demonstrate the application of skills and behaviours as well as knowledge.
- It allows for testing of responses where there are several potential answers that couldn't be tested through the multiple-choice test.
- It assesses an apprentice's depth of knowledge.
- It is cost effective, as it makes use of the employer's premises, or can be conducted remotely, and does not require additional resources.
- An assessment based on a portfolio of evidence replicates the approach used in the CSCS card scheme accreditation.

Delivery

The independent assessor will conduct and assess the interview underpinned by a portfolio of evidence.

The interview must last for 45 minutes. The independent assessor has the discretion to increase the time of the interview by up to 10% to allow the apprentice to complete their last answer. Further time may be granted where required, in-line with the EPAO's reasonable adjustment process.

During the interview, the independent assessor must ask a minimum of 10 questions to enable the apprentice to evidence the mapped KSBs. Independent assessors may ask follow-up questions where clarification is required.

During this method, the independent assessor must use the question bank as a source for questioning using their professional judgment to tailor those questions appropriately. Independent assessors are responsible for generating suitable follow-up questions in line with the EPAO's training and standardisation process. These follow-up questions are allowed to seek clarification from the apprentice and to make a judgement against the grading descriptors and do not count towards the minimum question requirements. The EPAO question bank should consider the level of English that the apprentice is working at and pitch questions using appropriate language to ensure inclusivity. Apprentices are expected to understand and use relevant occupational language.

The interview will be conducted as set out here:

The apprentice must use their portfolio to support their answers that demonstrate how they have achieved the knowledge, skills and behaviours mapped to this assessment method. All apprentice responses must reference the evidence in their portfolio.

The independent assessor must use the assessment tools and procedures that are set by the EPAO to record the interview in terms of questions asked and the responses to these questions.

The independent assessor will make all grading decisions.

Venue

The interview should take place in a quiet room, free from distractions and influence**.** The interview can take place in any of the following:

· employer's premises
· a suitable venue selected by the EPAO (e.g. a training provider's premises)
· remotely via video conferencing

Video conferencing can be used to conduct the interview, but the EPAO must have processes in place to verify the identity of the apprentice and ensure the apprentice is not being aided in some way.

Question and resource development

A question bank must be developed by EPAOs. The 'question bank' must be of sufficient size to prevent predictability and review it regularly (and at least once a year) to ensure that it, and its content, are fit for purpose. The questions relating to the underpinning knowledge, skills and behaviours, must be varied yet allow assessment of the relevant KSBs.

EPAOs must ensure that apprentices have a different set of questions in the case of re-sits/re-takes.

Support material

EPAOs will produce the following material to support this assessment method:

- assessment recording documentation
- guidance for apprentices and employers
- question bank

It is recommended that questions are developed in consultation with employers and occupational technical experts of this occupation. EPAOs must maintain the security and confidentiality of their questions when consulting employers.

Independent assessors must be developed and trained by the EPAO in the conduct of oral questioning and reaching consistent judgement.

Reasonable adjustments

The EPAO must have in place clear and fair arrangements for making reasonable adjustments for this apprenticeship standard. This should include how an apprentice qualifies for reasonable adjustment and what reasonable adjustments will be made. The adjustments must maintain the validity, reliability and integrity of the assessment methods outlined in this assessment plan.

Weighting of assessment methods

All assessment methods are weighted equally in their contribution to the overall EPA grade.

Grading

Assessment method 1: Knowledge test

KSBs	Fail	Pass	Distinction
Core: **K1, K2, K3, K4, K8** **Option 1: K11** **Option 2: K15**	0-23 marks	24-32 marks	33-40 marks

Assessment method 2: Practical test

KSBs	Fail	Pass All of the following must be achieved to gain a pass:	Distinction In addition to the pass criteria, all of the following core criteria, plus the required number of tolerances, must be achieved to gain a distinction:
K5, K6, K9 (except maintenance), K10 (except nail gun and maintenance), **S2 (except nail gun), S3 (except maintenance), S4, S5, S6** **B3, B4 B5, B6**	Does not meet the pass criteria	**All tasks:** Interprets provided specifications and drawings (including CAD) to complete work to specification within the time allowed; calculates and selects estimated quantities, materials and resources; plans sequence of work to maximise efficiency. To include: - quantities, materials, and resources estimated to within 10% of correct quantity (K5, K6, S2, S4, S5, B3, B4, B5, B6) Correctly identifies and applies safe use and storage of hand tools, power tools and equipment, and uses tools and equipment to produce work to required specifications and drawings, to	**All tasks:** Quantities, materials, and resources throughout the tasks estimated to within 5% of correct quantity (K6, S5) Explains how to plan work in order to optimise the use of materials and resources and the effect of optimisation on the task and the organisation (K6, S2, S5, B3) Correctly identifies and applies safe use and storage of hand tools, power tools and equipment, and uses tools and equipment to produce work to required specifications and drawings, to include the following tolerances (K9, K10, S3, S6):

		include the following tolerances (K9, K10, S3, S6):
		Task 2:
		Product produced to following tolerances:
		• Overall lengths accurate: **+ 1mm**
		• Overall widths accurate: **+/- 1mm**
		• Overall thickness accurate: **+/- 1 mm**
		• Positions, dimensions, accurate: **+/- 1 mm**
		• Angles accurate: **+/- 2 deg**
		• Profiling accurate to detail:
		  ○ Moulding: **+/- 1 mm**
		  ○ Rebate: **+/- 1 mm**
		  ○ Groove: **+/- 1 mm**
		• Joints – all types: **+/- 1 mm**
		• Fixing positions correct: **+/- 1 mm**
		• Joints flush and clean: **+/- 1 mm**
		• MDF Panel dimension:
		  ○ length: **+/- 1 mm**
		  ○ width: **+/- 1 mm**
		• Edge detail: **2 imperfections**
		• Drill/hole position: **+/- 1 mm**
		• Panel to fit into frame clearance: **+/- 1 mm**
		
		Task 3:
		• Dimensional accuracy:
		  ○ length**: +/- 1 mm**
		  ○ width: **+/- 1 mm**
		  ○ thickness: **+/- 1 mm**
		• Saw-cuts:
		  ○ square and clean**: +/- 1 mm**
		  ○ angle and clean**: +/- 1 mm**
		• Joints:
		  ○ position**: +/- 1 mm**
		  ○ **fit: +/- 1 mm**
		  ○ flush: **+/- 1 mm**
			Task 2 (13/16 required):
			Product produced to following tolerances:
			• Overall lengths accurate: **+ 0.5mm**
			• Overall widths accurate: **+/- 0.5mm**
			• Overall thickness accurate: **+/- 0.5 mm**
			• Positions, dimensions, accurate: **+/- 0.5 mm**
			• Angles accurate: **+/- 1 deg**
			• Profiling accurate to detail:
			  ○ Moulding: **+/- 0.5 mm**
			  ○ Rebate: **+/- 0.5 mm**
			  ○ Groove: **+/- 0.5 mm**
			• Joints – all types: **+/- 0.5 mm**
			• Fixing positions correct: **+/- 0.5 mm**
			• Joints flush and clean: **+/- 0.5 mm**
			• MDF Panel dimension:
			  ○ length: **+/- 0.5 mm**
			  ○ width: **+/- 0.5 mm**
			• Edge detail: **1 imperfection**
			• Drill/hole position: **+/- 0.5 mm**
			• Panel to fit into frame clearance: **+/- 0.5 mm**
			
			Task 3 (12/15 required)
			• Dimensional accuracy:
			  ○ length**: +/- 0.5 mm**
			  ○ width: **+/- 0.5 mm**
			  ○ thickness: **+/- 0.5 mm**
			• Saw-cuts:
			  ○ square and clean: **+/- 0.5 mm**
			  ○ angle and clean**: +/- 0.5 mm**
			• Joints:
			  ○ position: **+/- 0.5 mm**
			  ○ fit: **+/- 0.5 mm**

		○ plane work chamfers: **+/- 1 mm** • Finish: ○ surface for paint**: 2 indents** ○ end grain: **2 indents** ○ arris removed: **2 missed** ○ door panel hanging clearance/gap: **2 + 1 mm** ○ hinge recessed flush: **+/- 1 mm** ○ hinge positioning**: +/- 1 mm**	○ flush: **+/- 0.5 mm** ○ plane work chamfers: **+/- 0.5 mm** • Finish: ○ surface for paint**: 1 indent** ○ end grain: **1 indent** ○ arris removed: **1 missed** ○ door panel hanging clearance/gap: **2 + 0.5 mm** ○ hinge recessed flush: **+/- 0.5 mm** ○ hinge positioning**: +/- 0.5 mm**
			Must meet 5/7 distinction tolerances below in addition to the core distinction criteria
Option 1 (site carpenter) **K10 (nail gun only), S3 (nail gun only)** **S4, S5 (to meet carpentry specific requirements)**		**Task 1** Produces a raw material requirement sheet according to specifications and drawings (S4, S5) **Task 4** Applies safe use and storage of power tools, including nail guns, and uses tools to produce work to required specifications and drawings, to include the following tolerances (K10, S3): • Framework to size: **+/- 2 mm** • Framework to detail: **+/- 2 mm** • Chop saw each material: ○ to length: **+/- 2 mm** ○ angle cut: **+/- 2 mm** • Nailing gun each joint: ○ position: **+/- 2 mm** ○ joint flush: **+/- 1 mm** • Number of fixings per joint: **more than 2 No.**	**Task 4** Applies safe use and storage of power tools, including nail guns, and uses tools to produce work to required specifications and drawings, to include the following tolerances (K10, S3): • Framework to size: **+/- 1 mm** • Framework to detail: **+/- 1 mm** • Chop saw each material: ○ to length: **+/- 1 mm** ○ angle cut: **+/- 1 mm** • Nailing gun each joint: ○ position: **+/- 1 mm** ○ joint flush: **+/- 0.5 mm** • Number of fixings per joint: **2 No**

			Must meet 11/14 distinction tolerances below in addition to the core distinction criteria

Option 2 (architectural joiner)
 	
K16, K17, K18, K21
 	
S4, S5 (to meet architectural joiner specific requirements)
 	
S12, S13, S14, S17
		Task 1
		Produces setting out details according to specification and drawings to the following tolerances: (K18, S4, S5, S14)
		• Overall length/height accurate: **+/- 1 mm**
		• Overall width accurate: **+/- 1 mm**
		• Overall thickness accurate: **+/- 1 mm**
		• Profile sizes accurate **+/- 1 mm**
		• Rebate sizes accurate: **+/- 1 mm**
		• Drawn to building regulations (stairs) **+/- 1 mm**
		
		Task 4
		Inspects, prepares and operates fixed machinery according to manufacturers guidelines and task specification (K16, S12)
		Completes work to specification and to the following tolerances (K17, K21, S13, S17):
		• Ripsaw width dimension: **+/- 1 mm**
		• Surface planer: **+/- 1 mm**
		• Thickness planer**: +/- 1 mm**
		• Crosscut to length each length**: +/- 1 mm**
		• Mortice position each**: +/- 1 mm**
		• Dimension saw:
		  ○ Panel to length: **+/- 1mm**
		  ○ To width: **+/- 1 mm**
		  ○ Panel detail square/and bevelled**: +/- 1 mm**
			Task 1
			Produces setting out details according to specification and drawings to the following tolerances: (K18, S4, S5, S14)
			• Overall length/height accurate: **+/- 0.5 mm**
			• Overall width accurate: **+/- 0.5 mm**
			• Overall thickness accurate: **+/- 0.5 mm**
			• Profile sizes accurate **+/- 0.5 mm**
			• Rebate sizes accurate: **+/- 0.5 mm**
			• Drawn to building regulations (stairs) **+/- 0 mm**
			
			Task 4
			Completes work to specification and to the following tolerances (K17, K21, S13, S14, S17):
			• Ripsaw width dimension: **+/- 0.5 mm**
			• Surface planer: **+/- 0.5 mm**
			• Thickness planer**: +/- 0.5 mm**
			• Crosscut to length each length**: +/- 0.5 mm**
			• Mortice position each**: +/- 0.5 mm**
			• Dimension saw:
			  ○ Panel to length: **+/- 0.5mm**
			  ○ To width: **+/- 0.5 mm**
			  ○ Panel detail square/and bevelled**: +/- 0.5 mm**

Assessment method 3: Interview underpinned by a portfolio of evidence

Core KSBs	Fail	Pass All of the following must be achieved to gain a pass:	Distinction All of the pass criteria and all of the following (core plus appropriate option) must be achieved to gain a distinction:
K7, K9 (maintenance only), K10 (maintenance only) **S1, S3 (maintain only)** **B1, B2, B7**	Does not meet the pass criteria	Describes how they identify and apply safe working practices, including legislation, regulations, codes of practice, company guidance, and site specific requirements in the workplace and the actions they take when circumstances change (S1) Describes how they communicate effectively using a range of techniques, including oral, written, body language and presentation (K7, B1) Describes how they maintain hand tools, power tools, and equipment (K9, K10, S3) Describes how they collaborate on-site with colleagues effectively (B2) Describes how they adjust their working practices to changes in work instructions (B7)	Explains health and safety changes and developments in the industry and the effect these have had on their work and the wider organisation (S1) Explains the benefits of collaborating with others on-site and the impact of poor communication (K7, B1, B2)
Option 1 **(Site carpenter)** **K12, K13, K14** **S7, S8, S9, S10, S11**	Does not meet the pass criteria	Describes how they carry out first fixing work including installation of timber frames and linings, coverings, flat roof decking, install straight flights of stairs and timber stud partitions, handrails and spindles to straight flights of stairs. (K12, S7, S9) Describes how they carry out second fixing work including installation of a service encasement, cladding, wall and floor units and fitments, side hung doors, ironmongery and timber mouldings (K13, S8)	Describes the implications of poor workmanship in first fix work and the common pitfalls that occur, explaining how to avoid them (K12, S7, S9) Explains the considerations needed for different materials used in second fix work and the implications of not using appropriate materials. (K13, S8)

		Describes how they erect trussed rafter roofs, construct gables, verge and eaves, floor joists and coverings and how they comply with working at height regulations. (K14, S10, S11)	
Option 2 **(Architectural joiner)** **K19, K20** **S15, S16**	Does not meet the pass criteria	Explains how they mark out doors, door frames and linings, windows with opening lights, fittings and straight stairs, including what information they have to interpret. Describes the potential effects of marking out errors (K19, S15) Describes how they manufacture routine architectural joinery products including interpreting information, preparing for production and production of doors, door frames and linings, windows with opening lights, straight stairs and fitting parts (K20, S16)	Explains the implications of incorrect marking out for the organisation and customer and explains how these errors can be reduced (K19, S15) Explains the considerations needed for different materials and the implications of not using appropriate methods in production. (K13, S8)

Overall EPA grading

All EPA methods must be passed for the EPA to be passed overall.

The final grade will be determined by collective performance in the three assessment methods in the EPA, calculated using the table below. Each element is separately graded according to the grading descriptors.

To achieve a distinction, the apprentice must gain a distinction in the practical test, as well as at least a distinction in one other method and at least a pass in one other method.

Assessment method 1 - Knowledge Test	Assessment method 2 - Practical Test	Assessment method 3 - Interview	Overall grading
Fail	Any grade	Any grade	Fail

Any grade	Fail	Any grade	Fail
Any grade	Any grade	Fail	Fail
Pass	Pass	Pass	Pass
Pass	Pass	Distinction	Pass
Distinction	Pass	Pass	Pass
Distinction	Pass	Distinction	Pass
Pass	Distinction	Pass	Pass
Pass	Distinction	Distinction	Distinction
Distinction	Distinction	Pass	Distinction
Distinction	Distinction	Distinction	Distinction

Any grade = fail, pass, or distinction

Re-sits and re-takes

Apprentices who fail one or more assessment method/s will be offered the opportunity to take a re-sit or a re-take at the employer's discretion. The apprentice's employer will need to agree that either a re-sit or re-take is an appropriate course of action.

A re-sit does not require further learning, whereas a re-take does.

Apprentices should have a supportive action plan to prepare for the re-sit or a re-take.

The timescale for a re-sit/re-take is agreed between the employer and EPAO. A re-sit is typically taken within 3 months of the EPA outcome notification. The timescale for a re-take is dependent on how much re-training is required and is typically taken within 6 months of the EPA outcome notification.

All assessment methods must be taken within a 6-month period, otherwise the entire EPA will need to be re-sat/re-taken.

Re-sits and re-takes are not offered to apprentices wishing to move from pass to a higher grade.

Where any assessment method has to be re-sat or re-taken, the apprentice will be awarded a maximum EPA grade of pass, unless the EPAO determines there are exceptional circumstances requiring a re-sit or re-take.

Roles and responsibilities

Role	Responsibility
Apprentice	As a minimum, apprentices should: • participate in and complete on-programme training to meet the KSBs as outlined in the occupational standard for a minimum of 12 months • undertake 20% off-the-job training as arranged by the employer and the training provider • understand the purpose and importance of EPA undertake the EPA including meeting all gateway requirements
Employer	As a minimum, employers should: • select the EPAO and training provider • work with the training provider (where applicable) to support the apprentice in the workplace and to provide the opportunities for the apprentice to develop the KSBs • arrange and support a minimum of 20% off-the-job training to be undertaken by the apprentice • decide when the apprentice is working at or above the occupational standard and so is ready for EPA • ensure that all supporting evidence required at the gateway is submitted in accordance with this EPA plan • remain independent from the delivery of the EPA • confirm arrangements with the EPAO for the EPA (who, when, where) in a timely manner (including providing access to any employer-specific documentation as required, for example company policies) • ensure that the EPA is scheduled with the EPAO for a date and time which allow appropriate opportunity for the KSBs to be met • provide the EPAO or independent assessor with any company specific policies and procedures that are being demonstrated in the interview • ensure the apprentice is well prepared for the EPA ensure the apprentice is given sufficient time away from regular duties to prepare for and complete all post-gateway elements of the EPA, and that any required supervision during this time (as stated within this EPA plan) is in place
EPAO	As a minimum, EPAOs should:

	• conform to the requirements of this EPA plan and deliver its requirements in a timely manner • conform to the requirements of the Register of End-Point Assessment Organisations (RoEPAO) • conform to the requirements of the external quality assurance provider (EQAP) for this apprenticeship standard • understand the occupational standard • make all necessary contractual arrangements, including agreeing the price of the EPA • develop and produce assessment materials including specifications and marking materials (for example mark schemes, practice materials, training material) • appoint suitably qualified and competent independent assessors • appoint administrators (and invigilators where required) to administer the EPA as appropriate • provide training for independent assessors in terms of good assessment practice, operating the assessment tools and grading • provide adequate information, advice and guidance documentation to enable apprentices, employers and training providers to prepare for the EPA • arrange for the EPA to take place, in consultation with the employer • where the apprentice is not assessed in the workplace, ensure that the apprentice has access to the required resources and liaise with the employer to agree this if necessary • develop and provide appropriate assessment recording documentation to ensure a clear and auditable process is in place for providing assessment decisions and feedback to all relevant stakeholders • have no direct connection with the apprentice, their employer or training provider. In all instances, including when the EPAO is the training provider (i.e. HEI), there must be no conflict of interest • have policies and procedures for internal quality assurance (IQA), and maintain records of regular and robust IQA activity and moderation for external quality assurance (EQA) purposes • deliver induction training for independent assessors, and for invigilators and/or markers (where used) • undertake standardisation activity on this apprenticeship standard for all independent assessors before they conduct an EPA for the first time, if the EPA is updated and periodically as appropriate (a minimum of annually)

	• manage invigilation of apprentices in order to maintain security of the assessment in line with the EPAO's malpractice policy • verify the identity of the apprentice being assessed • use language in the development and delivery of the EPA that is appropriate to the level of the occupational standard • provide details of the independent assessor's name and contact details to the employer • have and apply appropriately an EPA appeals process request certification via the Apprenticeship Service upon successful achievement of the EPA
Independent assessor	As a minimum, independent assessors should: • have the competence to assess the apprentice at this level and hold any required qualifications and experience in line with the requirements of the independent assessor as detailed in the IQA section of this EPA plan • understand the occupational standard and the requirements of this EPA • have, maintain and be able to evidence up-to-date knowledge and expertise of the subject matter • deliver the end-point assessment in-line with the EPA plan • comply with the IQA requirements of the EPAO • have no direct connection or conflict of interest with the apprentice, their employer or training provider; in all instances, including when the EPAO is the training provider (i.e. HEI) • attend induction training • attend standardisation events when they begin working for the EPAO, before they conduct an EPA for the first time and a minimum of annually on this apprenticeship standard • assess each assessment method, as determined by the EPA plan, and without extending the EPA unnecessarily • assess against the KSBs assigned to each assessment method, as shown in the mapping of assessment methods and as determined by the EPAO, and without extending the EPA unnecessarily • make all grading decisions • record and report all assessment outcome decisions, for each apprentice, following instructions and using assessment recording documentation provided by the EPAO, in a timely manner use language in the development and delivery of the EPA that is appropriate to the level of the occupational standard

Training provider	As a minimum, training providers should: • work with the employer and support the apprentice during the off-the-job training to provide the opportunities to develop the knowledge, skills and behaviours as listed in the occupational standard • conduct training covering any knowledge, skill or behaviour requirement agreed as part of the Commitment Statement (often known as the Individual Learning Plan). • monitor the apprentice's progress during any training provider led on-programme learning • advise the employer, upon request, on the apprentice's readiness for EPA remain independent from delivery of the EPA. Where the training provider is the EPA (i.e. a HEI) there must be procedures in place to mitigate against any conflict of interest
Marker	As a minimum, the marker should: • attend induction training • have no direct connection or conflict of interest with the apprentice, their employer or training provider in all instances including when the EPAO is the training provider (i.e. HEI) • mark multiple-choice test answers accurately according to the EPAO's mark scheme and procedures
Invigilators	As a minimum, invigilators should: • attend induction training as directed by the EPAO • have no direct connection or conflict of interest with the apprentice, their employer or training provider; in all instances, including when the EPAO is the training provider (i.e. HEI) • invigilate and supervise apprentices during tests and in breaks during assessment methods to prevent malpractice in accordance with the EPAO's invigilation procedures

Internal Quality Assurance (IQA)

Internal quality assurance refers to the requirements that EPA organisations must have in place to ensure consistent (reliable) and accurate (valid) assessment decisions. EPA organisations for this EPA must:

- appoint independent assessors who have knowledge of the following occupational areas:
    - Assessors must have 2 years industry experience after having completed a minimum level 3 NVQ or advanced craft qualification in carpentry & joinery with up-to-date CPD
- hold or be working towards an independent assessor qualification e.g. A1
- provide training for independent assessors in terms of good assessment practice, operating the assessment tools and grading
- have robust quality assurance systems and procedures that support fair, reliable and consistent assessment across the organisation and over time.
- operate induction training and standardisation events for independent assessors when they begin working for the EPAO on this standard and before they deliver an updated assessment method for the first time

Affordability

Affordability of the EPA will be aided by using at least some of the following practice:

· online assessment of the knowledge test
· the option of using an employer's premises
· assessing multiple apprentices simultaneously during the practical test

Professional body recognition

Professional body recognition is not relevant to this occupational apprenticeship.

Mapping of knowledge, skills and behaviours (KSBs)

Assessment method 1: Knowledge test

Knowledge
K1 The principles of environment, health, safety and welfare and how they must be applied in relation to their work and to others. E.g. electrical safety, storage of materials, accident & emergency procedures
K2 The responsibilities under current legislation and official guidance to undertake the work e.g. Control of Substances Hazardous to Health, Manual Handling and Working at Height Regulations.
K3 How to use health and safety control equipment including personal protective equipment (PPE), respiratory protective equipment (RPE), local exhaust ventilation (LEV)
K4 The principles of building construction terminology and components including foundations, roofs, walls, floors, utilities and services, Building Information Modelling (BIM) and environmental and sustainability considerations
K8 The characteristics, quality, uses, sustainability, limitations and defects associated with timber and timber-based products and components, such as American and selected African hardwood, Scandinavian standards for softwood, MDF, plywoods, home grown carcassing, manufactured timbers, adhesives and sealants.
K11 Site Carpenter: The different types of fixings and fasteners for site carpentry work including their uses
K15 Architectural Joiner: Fundamentals of Joinery including the different types of fixings and fasteners for architectural joinery work including their uses, the timber moisture content parameters for a range of timber and timber-based materials, the characteristics, uses and limitations for the different types of timber preservatives, the range, characteristics, uses and limitations of timber finishes, the requirements of fire door assemblies.

Assessment method 2: Practical test

Knowledge
K5 How to interpret and produce relevant information from drawings, specifications and work instructions including the basic principles of Computer Aided Design (CAD)
K6 How to estimate resource quantities to carry out work e.g. quantity of fixings, length of timber, sheet materials
K9 (all except 'maintain') Hand Tools: How to prepare, use and maintain hand tools including tool limitations and sharpening techniques e.g. chisels, planes, hand saws, hammers
K10 (all except 'maintain') Power Tools: How to prepare, use, store and maintain power tools including the procedure for undertaking visual first use check e.g. portable circular saws, drills, saws, planers, routers, sanders, multi-functional tools and nail guns. How to produce jigs.
K16 Architectural Joiner: How to prepare and use fixed machinery including their limitations and the procedure for undertaking visual first use checks including narrow bandsaws, crosscut saws, re-saws, panel saws, surface planers, thicknessers and morticers
K17 Architectural Joiner: Methods of connection including the resources required to mark out and form connection points and how to form products using different connection methods including joints, nails, screws, dowels, biscuit, staples, adhesives

K18 Architectural Joiner: Setting out including how to interpret information for setting out doors, door frames and linings, windows, fittings and straight stairs, how to prepare for producing setting out details for doors, windows, fittings and straight stairs, how to produce setting out details for doors, windows, fittings and straight stairs
K21 Architectural Joiner: Methods to install ironmongery including the characteristics, quality, uses and limitations of ironmongery components and how to fix a range of ironmongery components e.g. hinges

Skills
S2 Plan and undertake work practices productively.
S3 (all except 'maintenance') Identify and apply safe use, storage and maintenance of hand tools, power tools and equipment.
S4 Correctly interpret information from drawings and specifications in various types and formats. E.g. electronic devices, Computer Aided Design (CAD)
S5 Estimate resource quantities to carry out work e.g. quantity of fixings, length of timber
S6 Demonstrate a range of fundamental skills including measuring, marking out, fitting, cutting, splicing, mitring, scribing, horizontal and vertical levelling (including laser levelling), finishing, positioning and securing.
S12 Architectural Joiner: Inspect, prepare and operate fixed machinery including narrow bandsaw, crosscut saw, re-saw, surface planer, thicknesser, morticer
S13 Architectural Joiner: Form connections including mark out connection points, select and use hand tools and materials to produce connection points, form products using different connection methods including joints, nails, screws, dowels, biscuit, staples, adhesives
S14 Architectural Joiner: Produce setting out details including interpret information for setting out doors, door frames and linings, windows with opening lights, fittings and straight stairs
S17 Architectural Joiner: Install a range of common ironmongery components for doors, windows and units using a range of hand and power tools.

Behaviours
B3 Independent working: Take responsibility for completing their own work.
B4 Logical thinking: Use clear and valid reasoning when making decisions
B5 Working effectively: Undertake the work in a reliable and productive manner.
B6 Time management: Use own time effectively to complete the work on schedule

Assessment method 3: Interview underpinned by a portfolio of evidence

Knowledge
K7 How to communicate and work with others effectively in the workplace
K9 ('maintain' only) Hand tools: How to prepare, use and maintain hand tools including tool limitations and sharpening techniques e.g. chisels, planes, hand saws, hammers
K10 ('maintain' only) Power tools: How to prepare, use, store and maintain power tools including the procedure for undertaking visual first use check e.g. portable circular saws, drills, saws, planers, routers, sanders, multi-functional tools and nail guns. How to produce jigs.

K12 Site Carpenter: How to carry out first fixing work including timber frames and linings, timber coverings, flat roof decking, timber stud partitions, straight flights of stairs and installing handrails and spindles to straight flights of stairs
K13 Site Carpenter: How to carry out second fixing work including installation of service encasements, cladding, wall and floor units, mouldings, side hung doors and ironmongery.
K14 Site Carpenter: How to create structural carcassing work, how to erect trussed rafter roofs, how to construct gables, verge and eaves, how to install floor joists and coverings. Working at Height regulations.
K19 Architectural Joiner: Marking out including how to interpret information for marking out doors, door frames and linings, windows, fittings and straight stairs, how to prepare for marking out for doors, windows, fittings and straight stairs, how to mark out for doors, windows, fittings and straight stairs, the potential effects of marking out errors.
K20 Architectural Joiner: Manufacture including how to interpret information for the production of doors, door frames and linings, window and fitting parts, straight stairs, how to prepare for the production of door, window, straight stairs and fitting parts, how to produce door, window and fitting parts, how to finish products to the specified standard for them to accept a range of finishes (e.g. paint, French polish)

Skills
S1 Identify and apply safe working practices in accordance with current legislation, health, safety and welfare regulations, Approved Codes of Practice, company guidance, site specific requirements and taking account of changing circumstances.
S3 ('maintenance' only) Identify and apply safe use, storage and maintenance of hand tools, power tools and equipment.
S7 Site Carpenter: Carry out first fixing work including install timber frames and linings, coverings, flat roof decking, install straight flights of stairs and erect timber stud partitions. Install handrails and spindles to straight flights of stairs.
S8 Site Carpenter: Carry out second fixing work including install service encasement, cladding, wall and floor units and fitments, side hung doors, ironmongery and timber mouldings
S9 Site Carpenter: Carry out timber stud partition work
S10 Site Carpenter: Erect trussed rafter roofs, construct gables, verge and eaves.
S11 Site Carpenter: Install floor joists and coverings.
S15 Architectural Joiner: Mark out including interpret information for marking out doors, door frames and linings, windows with opening lights, fittings and straight stairs
S16 Architectural Joiner: Manufacture routine architectural joinery products including interpret information, prepare for production and produce doors, door frames and linings, windows with opening lights, straight stairs and fitting parts

Behaviours
B1 Effective communication: Oral, written, listening, body language, presentation.
B2 Effective team working: Work effectively with others with limited supervision.
B7 Adaptability: Be able to adjust to changes to work instructions