End-point assessment plan for Interior Systems Installer apprenticeship standard

Apprenticeship standard reference number	Level of this end point assessment (EPA)	Integrated
ST0388	2	No

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Introduction and overview

This document sets out the requirements for end-point assessment (EPA) for the Interior Systems 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 Interior Systems apprentices, their employers and training providers.

Full time apprentices will typically spend 24 months on-programme (before the gateway) working towards the occupational standard. All apprentices must spend a minimum of 12 months on-programme. All apprentices must complete the required amount of off-the-job training specified by the apprenticeship funding rules.

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

The EPA must be completed within an EPA period lasting typically 3 month(s), beginning when the apprentice has passed 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).

This apprenticeship standard consists of a core and two optional specialisms. These are:

1) Drylining Systems
2) Ceiling and Partitions

The EPA consists of 2 discrete assessment methods.

The individual assessment methods will have the following grades:

Assessment method 1: Knowledge Tests

Component 1: Core knowledge

· Fail
· Pass
· Merit

Component 2: Option knowledge

· Fail
· Pass
· Merit

Assessment method 2: Practical Observation and Questioning

· Fail
· Pass
· Merit

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

· Fail
· Pass
· Merit

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EPA summary table

On-programme (typically 24 months)	Training to develop the occupation standard's knowledge, skills and behaviours. The apprentice must complete training towards English and maths qualifications in line with the apprenticeship funding rules.
End-point Assessment Gateway	• Employer is satisfied the apprentice is consistently working at, or above, the level of the occupational standard. • The apprentice must have achieved English and maths qualifications in line with the apprenticeship funding rules.
End Point Assessment (which would typically take 3 months)	**Assessment method 1:** Knowledge Tests **Component 1**: Core knowledge · Fail · Pass · Merit **Component 2:** Option knowledge · Fail · Pass · Merit **Assessment method 2:** Practical Observation and Questioning · Fail · Pass · Merit

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Length of end-point assessment period:

The EPA must be completed within an EPA period lasting typically 3 months, beginning when the apprentice has passed the EPA gateway.

Order of assessment methods

The assessment methods need to be delivered in the following order:

1. Knowledge Tests

- Component 1: Core knowledge

- Component 2: Option knowledge

Followed by the:

2. Practical Observation and Questions

The reason for this order is:

The Core Knowledge Test (Component 1) includes critical health and safety questions which must be passed before an apprentice is allowed to handle the materials, tools and equipment in the practical observation of the end point assessment.

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 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 to the employer's confirmation that the apprentice is working at or above the level in the occupational standard, the apprentice must have completed the following gateway requirements prior to beginning EPA:

- achieved English and maths qualifications in line with the apprenticeship funding rules

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Assessment Methods

Assessment Method 1: Knowledge Tests

Overview

This assessment method has two components:

Component 1: Core Knowledge Test

Component 2: Option Knowledge Test

The rationale for this assessment method is:

this occupation involves the need for memory recall of fundamental knowledge areas to ensure the role is carried out safely, accurately and cost-effectively. Using a knowledge test assesses the ability for memory recall. The core test is for core knowledge only and contains critical questions including those for health and safety which must be passed. These are detailed below.

Furthermore,

- it allows for the efficient testing of knowledge where there is a right or wrong answer
- does not require independent assessor time, reducing cost
- allows for flexibility in terms of when it is taken

Test Format

The test can be:

· computer based
· paper based

Component 1 will consist of 45 questions.

Component 2 will consist of 35 questions.

Please see Annex 1 for question structure

These questions will consist of:

· Closed response questions (multiple-choice questions)

Test administration

Apprentices must have a maximum of 60 minutes to complete Component 1.

Apprentices must have a maximum of 45 minutes to complete Component 2.

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 may be the independent assessor or another external person employed by the EPAO or specialised (proctor) software, if the test can be taken on-line.

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The EPAO is required to have an invigilation policy that will set out how the test/examination 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/examination.

The EPAO is responsible for ensuring the security of testing 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 validity of the identity of the person taking the test.

The EPAO must verify the suitability of the venue for taking the test and the identity of the person taking the test.

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, to improve marking reliability.

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

Question and resources development

Questions must be written by EPAOs and must be relevant to the occupation and employer settings. It is recommended that this be done in consultation with employers of this occupation. EPAOs should also maintain the security and confidentiality of their questions when consulting employers. 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.

Required supporting material

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

- A 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 Observation and Questioning

Overview

This assessment method has two components: core observation and option observation.

The rationale for this assessment method is:

The practical observation should be carried out in a simulated environment offsite from the employers' active workplace. Due to the varied nature of the occupation, it cannot be guaranteed that certain projects would be in the employer's caseload during the 3-month EPA period. Therefore to ensure all aspects of the KSBs can be observed during the EPA period, a practical demonstration of competency would be most appropriate. This will have the added benefits of Health & Safety and reliability of the test given the apprentice would not be working as part of a gang.

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Due to the physical nature of the tasks requiring two persons to lift certain materials, a person not being assessed should be made available by the EPAO. This person must not direct any activity and must take instruction from the apprentice.

Apprentices must be observed by an independent assessor completing 2 practical demonstrations in which they will demonstrate the KSBs assigned to this assessment method. The end-point assessment organisation will arrange for the observation to take place, in consultation with the employer. Practical demonstrations must be carried out over a maximum total assessment time of 12 hours (6 hours for core, 6 hours for option). The demonstrations may be split into discrete sections held over a maximum of 2 working days. The reason for this is to allow demonstration of the core task and one of the options. These tests are discrete and will involve different settings.

The assessor has the discretion to increase the time of the practical demonstration by up to 10% to allow the apprentice to complete the last task that is part of this element of the EPA.

Assessors may observe up to a maximum of 5 apprentices at any one time, to allow for cost effective use of resources whilst maintaining quality and rigour.

Delivery

Apprentices must be provided with both written e.g. drawings and verbal instructions on the tasks they must complete, including the timescales they are working to.

EPAO's must develop detailed specifications incorporating the minimum specifications shown below. The specifications must ensure all KSBs mapped to this method are able to be assessed. The following activities MUST be observed as a minimum during the practical demonstration. A practical demonstration without these tasks would seriously hamper the opportunity for the apprentice to demonstrate occupational competence in the KSBs assigned to this assessment method.

CORE: Install a stud work partition

Minimum Specification: Three walls, 3m along the back, 2.4m each side, 2.7m high. Install a Metal Frame ceiling within these walls including a bulkhead.

KSB's assessed: K2, K6, K9, S1-S16, B1-B6

Option 1: **drylining systems**

Minimum Specification: To construct a series of drywall linings 2 x 3m, 2.4m & 2.4m in length, one lining to have a door aperture with relative timber supports and a builder's work hole. To construct a dry lined column encasement that is plumb and square.

The apprentice is required to remove 1 x 3m, 2.4m & 2.4m of dry wall lining. There is no requirement to remove the entire installation.

KSBs assessed: O1S1-O1S9

Option 2: ceilings and partitions

Minimum Specification: Build a demountable wall 3m long to contain a door set (aluminium) and window module (aluminium frame). When complete, remove and re install. Once complete install suspended grid ceiling within.

KSBs assessed: O2S1-O2S13

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EPAOs will create and set open questions to assess related underpinning knowledge, skills and behaviours mapped to this assessment method. The questions can be asked after each of the practical demonstration is complete. The independent assessor must ask up to 8 questions per practical demonstration. Questioning must be completed within the total time allowed for the practical demonstration. Questioning must allow the apprentice to demonstrate the merit criteria for the KSBs mapped to this method.

There may be breaks during the practical demonstration to allow the apprentice to move from one location to another and for meal breaks and refreshment.

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

The independent assessor will make all grading decisions.

Questions and resources development

EPAOs will create and set open questions to assess related underpinning knowledge, skills and behaviours.

EPAOs will produce specifications to outline in detail how the practical demonstrations will operate, what it will cover and what should be looked for. It is recommended that this be done in consultation with employers. EPAOs should put measures and procedures in place to maintain the security and confidentiality of their specifications if employers are consulted. Specifications must be standardised by the EPAO.

EPAOs must develop ‘practical specification banks’ of sufficient size to prevent predictability and review them regularly (and at least once a year) to ensure they, and the specifications they contain, are fit for purpose. The specifications, including questions relating to underpinning knowledge, skills and behaviours must be varied, yet allow assessment of the relevant KSBs.

Venue

Practical demonstrations must be conducted in one of the following locations:

· the employer’s premises (if facilities available for practical demonstration purposes)
· a suitable venue selected by the EPAO (e.g. a training provider's premises or another employer’s premises). The venue must be independent of the apprentices training experience.

Support material

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

- Outline of the assessment method’s requirements
- Marking materials

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Weighting of assessment methods

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

Grading

Assessment method 1, Component 1: Core Knowledge Test

KSBs	Fail	Pass	Merit
K1, K3, K4, K5, K7, K8. K10. K11	0-25 marks	26-38 marks	39-45 marks

Assessment method 1, Component 2: Option Knowledge Test

KSBs	Fail	Pass	Merit
O1K1-9 O2K1-10	0-17 marks	18-29 marks	30-35 marks

Assessment method 2: Practical Observation and Questioning

KSBs	Fail	Pass	Merit
K2, K6, K9, S1-S16. O1S1-O1S9, O2S1-O2S13 B1-B6	Does not meet pass criteria	To achieve a pass, the apprentice must be able to: **CORE** **Install Stud work partition** Complete the task within the time constraints with a vertical tolerance of +/- 6mm and ensuring 90 degree corners are square. The work will be completed with no more than 10 defects* (K2, S4, S5, S6, S8, S12, S13, S14, S15, S16, B2, B4, B5, B6)	To achieve a merit, in addition to the pass criteria, the apprentice must be able to achieve all of the following: **CORE** **Install Stud work partition** Complete the task in less than 5 hours with a vertical tolerance of +/- 4mm and ensuring 90 degree corners are square. The work will be completed with no more than 5 defects*. (K2, S4, S5, S6, S8,

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		Safely and correctly operate tools and equipment, plant and machinery appropriate for task. (K9, S3, B1) Selects and wears the appropriate PPE at all times (S11, B1)	S12, S13, S14, S15, S16, B2, B4, B5, B6)
		Interpret drawings and specifications to select materials, tools and equipment to measure, mark out and ensure work is completed to specification and customer satisfaction with maximum of 5 clarification questions to the independent assessor. (K6, K9, S1, S2, B2, B6)	Interpret drawings to ensure work is completed to specification with maximum of 2 clarification questions (i.e. less than those of a pass) to the independent assessor K6, K9, S1, S2, B2, B6)
		Ensure work area is cleaned and tidied on completion of the installation and waste is disposed of in accordance with regulations (S7, S10).	Keep work area clean and tidy throughout the installation, ensuring recycling materials where appropriate. (S7, S10).
		Clearly and respectfully communicate at all times (S9, B3)	Explain the benefits of clear customer and colleague communication (S9, B3)
		OPTION 1 **Install Drylining System** Complete all tasks (install repair and remove) within the time constraints with a vertical tolerance of +/- 6mms and ensuring 90 degree corners are square. The work will be completed with no more than 8 defects*. (O1S7) Install and repair metal stud partitions and framed wall linings including a column encasement which is plumb and square according to design details, specification and manufacturers guidelines (O1S1, O1S2, O1S3, O1S5, O1S8, O1S9) Remove drylining system in accordance with manufacturers guidelines. (O1S3)	**OPTION 1** **Install Drylining System** Complete all tasks (install, repair and remove) within 5 hours with a vertical tolerance of +/- 4mms and ensuring 90 degree corners are square. The work will be completed with no more than 3 defects*. (O1S7) Install and repair metal stud partitions and framed wall linings to a standard reflecting specification, following manufacturer's processes and, where appropriate, in line with FIS best practice guidelines as outlined in the Standard. (O1S1,

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		Form framed and frameless beam and column and builders works holes according to specifications. Completed with no more than 2 defects* requiring correction (O1S4) Form openings for windows and doors according to specifications. Completed with no more than 2 defects* requiring correction(O1S4) Form junctions, deflection heads, abutments and angles according to specification. Completed with no more than 2 defects* requiring correction. (O1S4, O1S6) **OPTION 2** **Install a commercial fit-out** Complete the task (install relocate, repair) within the time constraints with a vertical tolerance of +/- 6mms and ensuring 90 degree corners are square. The work will be completed with no more than 8 defects*. (O2S1-O2S13) Install and relocate modular demountable partition systems in accordance with manufacturers guidelines and specification. Completed with no more than 2 defects* requiring correction. (O2S1, O2S2) Fit doors, door sets, and ironmongery according to specification. Completed with no more than 2 defects* requiring correction or re-positioning. (O2S3, O2S6) Fix trims/mouldings and form junctions according to specification. Completed with no more than 2 defects* requiring correction (O2S4)	O1S2, O1S3, O1S5, O1S8, O1S9) Remove drylining system with less than 10% wastage of each material type allocated to the task. (O1S3) Form framed and frameless beam and column and builders works holes without defects* (O1S4) Form openings for windows and doors without defects* (O1S4) Form junctions, deflection heads, abutments and angles without defects* (O1S4, O1S6) **OPTION 2** **Install a commercial fit-out** Complete the task within 5 hours with a vertical tolerance of +/- 4mms and ensuring 90 degree corners are square. (O2S1-O2S13) The work will be completed with no more than 3 defects*. (O2S1-O2S13) All tasks completed according to specification following manufacturer's processes and, where appropriate, in line with FIS best practice guidelines as outlined in the Standard. (O2S1-O2S13)

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		Fit integral glass, frames, trims and mouldings, glass panels and blinds according to specification. Completed with no more than 1 defect* requiring correction (O2S5) Install and repair suspended ceiling systems according to specification with no more than 3 defects* requiring correction (O2S7, O2S8, O2S9, O2S10, O2S11, O212, O2S13)	

*a defect is classed as an individual element of the overall task that has been completed which does not meet the tolerance, specification, drawing or manufacturers guidelines as relevant to the KSB being assessed.

Overall EPA grading

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

Pass = at least a pass in all methods
Merit = merit in all methods

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Roles and responsibilities

Role	Responsibility
Apprentice	• complete the on-programme element of the apprenticeship • prepare for and complete the EPA
Employer	• identify when the apprentice is ready to pass the gateway and undertake their EPA • notify the EPAO that the apprentice has passed the gateway
EPAO	As a minimum EPAOs should: • appoint administrators/invigilators and markers to administer/invigilate and mark the EPA • provide training and CPD to the independent assessors they employ to undertake the EPA • have no direct connection with the apprentice, their employer or training provider i.e. there must be no conflict of interest • have processes in place to conduct internal quality assurance and do this on a regular basis • organise standardisation events and activities in accordance with this plan's IQA section • organise and conduct moderation of independent assessors' marking in accordance with this plan • have, and operate, an appeals process
Independent assessor	As a minimum an Independent assessor should: • be independent of the apprentice, their employer and training provider(s) i.e. there must be no conflict of interest • hold or be working towards an independent assessor qualification e.g. A1 and have had training from their EPAO in terms of good assessment practice, operating the assessment tools and grading • have the capability to assess the apprentice at this level • attend the required number of EPAOs standardisation and training events per year (as defined in the IQA section)
Training provider	As a minimum the training provider should: • work with the employer to ensure that the apprentice is given the opportunities to develop the KSBs outlined in the standard and monitor their progress during the on-programme period • advise the employer, upon request, on the apprentice's readiness for EPA prior to the gateway • Plays no part in the EPA itself

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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: Drylining Systems or Suspended Ceilings/Partitions
- appoint independent assessors who are competent (must hold a current UK qualification for workplace vocational assessors or a Workplace Competence Assessor Award or be working towards this and be working under supervision) to deliver the end-point assessment and who meet the following minimum requirements:
    - All assessors must have had a minimum of 5 years work experience as an interior systems installer or had previously worked as an interior systems installer and undergone relevant and recognised continuous professional development within the last 5 years.
- 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
- operate mandatory annual standardisation activities for all independent assessors.

Re-sits and re-takes

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

An apprentice who fails an assessment method, and therefore the EPA in the first instance, will be required to re-sit any failed assessment methods only.

Any assessment method re-sit or re-take must be taken during the EPA period, otherwise the entire EPA must be taken again, unless in the opinion of the EPAO exceptional circumstances apply outside the control of the apprentice or their employer.

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

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.

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Affordability

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

- online assessment
- assessing multiple apprentices simultaneously

Professional body recognition

Professional body recognition is not relevant to this occupational apprenticeship.

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.

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Mapping of knowledge, skills and behaviours (KSBs)

Key:

CKT : Core Knowledge Test

OKT : Option Knowledge Test

PO : Practical Observation

KSB code	KSB statement	Methods mapped against
Knowledge		
K1	General principles of building design and regulation particularly in relation to interface with internal construction. Including: o how fire spreads through a building and how to impede it and protect the structure, o noise nuisance, noise transfer, noise reverberation and to reduce it with improved acoustics o vibration and how to reduce it o the need for air and water barriers (Vapour Control Layer's (VCL) and Damp Proof Membrane's (DPM)) to seal a building, how these work, materials used and where they are found)	CKT
K2	The different methods to install dry lining systems to metal and stud partitions framed wall linings, framed and frameless beam and column encasements	PO
K3	The importance of health and safety, how to work safely, including working at height and use of access equipment (e.g scissor lifts, Mobile towers) asbestos awareness and manual handling. The appropriate additional Personal Protective Equipment (PPE) which may be required for various tasks eg cutting metal, drilling, shot-firing	CKT
K4	The purpose and importance of risk assessments, method statements and Control Of Substances Hazardous to Health (COSHH) assessments.	CKT
K5	How to calculate quantity, length, area and wastage from sources such as setting out drawings, using BIM, digital working and Computer Aided Drawing (CAD).	CKT
K6	How to identify suitable materials, components, equipment and resources in accordance with project specification (e.g. fire, acoustics, deflection requirements)	PO

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K7	The tools, equipment, plant and machinery appropriate for use in each project type. e.g. scaffold, Mobile Elevated Work Platforms (MEWPs), nail gun, circular saw, lasers	CKT
K8	The industry standards which cover the interior systems sector including BS 5234-1:1992, BS 8000-0:2014, BS 8000-8:1994, BS EN 13964:2014 and FIS Best Practice Guidelines	CKT
K9	How to utilise materials in accordance with manufacturer's instructions.	PO
K10	The importance of clean and tidy environment and the impact on zero/low carbon outcomes in the built environment	CKT
K11	The importance of occupational health mental health and how to deal with stress and conflict, inherent in the workplace, eg drugs and alcohol, face fit testing, dust, noise, vibration, asbestos	CKT
O1K1	The different materials and components, to install and finish drylining and plasterboard linings eg panels, plasterboards, wallboards, thermal boards, glass reinforced gypsum board, fixings and fittings, metal sections (primarily cold rolled light gauge steel sections eg drylining stud and Steel Framed Systems (SFS) and timber battens	OKT
O1K2	How to identify appropriate equipment and resources to install and finish drylining and plasterboard linings.	OKT
O1K3	The different methods of installation and removal used in drylining for the various manufacturers eg British Gypsum, Knauf, Siniat.	OKT
O1K4	The different levels of performance required for drylining and what is required to achieve specified acoustic and fire performance and protection	OKT
O1K5	The different types of drylining systems eg twin walls, staggered studs, service shaft partitions, curved walls, walls over 3 metres.	OKT
O1K6	How to fix deflection heads.	OKT
O1K7	The different methods to install plasterboard linings.	OKT
O1K8	How to ensure that the existing substrate is suitable for the component being installed and that an appropriate fixing regime is used.	OKT
O1K9	The methods to form openings and junctions.	OKT
O2K1	The different materials and methods of installation, dis-assembly and removal used in demountable partitions components for the various partition (e.g. glass and blinds) and ceiling (e.g. Tee grid, Mineral and metal concealed grid, Mineral and metal plank, Acoustic rafts, Vertical baffles)	OKT

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	manufacturers eg Komfort, Sektor, Ocula, SAS, OWA, Armstrong.	
O2K2	The various finishes that can be applied to partitions, the methods of applying finishes and the differing methods for different manufacturers.	OKT
O2K3	The different types of glass used in demountable systems. The dangers of glass and how to safely handle glass panels.	OKT
O2K4	The different types of blind used, the methods of operation, remove, repair and maintain and how to adjust them.	OKT
O2K5	The different types, weights, finishes, performance and seals for various doors and how to adjust doors and door furniture.	OKT
O2K6	The different performances required for demountable partitions and ceilings and what is required to achieve the specified acoustic and fire performance.	OKT
O2K7	The range of perimeter trims and transition trims	OKT
O2K8	Hanger systems and how the types and centres differ across systems, loading and whether there is a need for a subgrid.	OKT
O2K9	The appropriate use of pattresses, loading specifications and limitations of the ceiling systems.	OKT
O2K10	The importance of setting out and suspension of acoustic rafts and baffles.	OKT
Skills		
S1	Measure and set out from drawings provided and check vertical and horizontal datum.	PO
S2	Select the appropriate materials, tools and equipment in accordance with the specification requirements and or manufacturer specific instructions.	PO
S3	Safely and correctly operate tools and equipment, plant and machinery appropriate for use. (e.g. scaffold, MEWPS, nail gun, circular saw, lasers)	PO
S4	Apply fire and acoustic mastic seals in accordance with specification, designs details and manufacturers recommendations	PO
S5	Accurately measure and cut components (e.g. metal sections, plasterboard, insulation, timber and plywood)	PO
S6	Appropriately fix all components according to specifications and/or drawings.	PO
S7	Effectively protect surround surfaces and segregate work areas and cutting areas.	PO

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S8	Install dry lining systems to metal and stud partitions framed wall linings, framed and frameless beam and column encasements.	PO
S9	Clearly communicate with management, customers and colleagues including other trades onsite.	PO
S10	Maintain a clean and tidy environment, appropriately disposing of waste according to site procedures.	PO
S11	Identify and select appropriate PPE for the task	PO
S12	install pattresses	PO
S13	install insulation	PO
S14	form service penetrations through partitions	PO
S15	install primary channels or main runners to line and level. Cut to length	PO
S16	frame and fit access panels	PO
O1S1	install drylining and plasterboard linings eg panels, plasterboards, metal sections, timber battens, wallboards, thermal boards, glass reinforced gypsum board, fixings and fittings.	PO
O1S2	Select the appropriate materials, tools and equipment for installing drylining and plasterboard linings.	PO
O1S3	Install and remove drylining systems according to manufacturers guidelines eg British Gypsum, Knauf, Siniat	PO
O1S4	Form openings and junctions in accordance with drawing specifications	PO
O1S5	Carry out repairs to dry lining and plasterboard walls and ceilings in accordance with design details, specification and manufacturers recommendations	PO
O1S6	Form and Fix standard deflection heads in accordance with manufactures standard details	PO
O1S7	Accurately measure and cut components.	PO
O1S8	Appropriately fix all components according to specification/drawings.	PO
O1S9	Install different types of drylining systems eg Twin walls, Staggered studs, Service shaft partitions, Curved walls, Walls over 3 metres high	PO
O2S1	Cut and fix tracks at appropriate centres according to Specification & manufactures instructions	PO
O2S2	Apply wall coverings according to Specification & manufactures instructions	PO

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O2S3	Install door and window frames in accordance with drawings.	PO
O2S4	Fit cover trims and skirtings in accordance with Specification & manufactures instructions	PO
O2S5	Install glazing, blinds and manifestations to meet customer requirements	PO
O2S6	Hang door leaf complete with ironmongery including cutting and fitting of door furniture (eg hinges, levers, locks, closers and signage).	PO
O2S7	Cut and fix hangers in accordance with specification, manufacturers recommendations and FIS best practice guidelines	PO
O2S8	Install ceiling perimeter trim to level. Ensure trims are cut to length and form internal and external corner mitres.	PO
O2S9	Install subgrid eg hangers and heavy gauge channel to bridge services, heavy gauge channel between roof purlins	PO
O2S10	Fix secondary grid / cross tees ensuring grid is square and following manufacturers recommended installation. Form upstand using cross tee and appropriate trims or channels	PO
O2S11	Cut and install service tiles and pattresses eg form square and circular service cut outs through mineral tiles with plywood pattress or metal tiles and insulation pad	PO
O2S12	Complete tiling including o perimeter tile cuts to mineral and metal tile o tegular tile edges to mineral tile o perimeter wedges for cut metal tiles o tile clips to back of mineral ceiling tiles o insulation pads to back of metal ceiling	PO
O2S13	Remove sections of ceiling and replace damaged grid & tile	PO
Behaviours		
B1	Safety first approach	PO
B2	An attention to detail	PO
B3	Be able to work with others applying the principles of equality and diversity	PO
B4	Focus on timekeeping and productivity	PO
B5	Ability to work alone taking responsibility for completing of designated work in agreed schedule	PO
B6	Working towards high quality of all work completed with an understanding of impact of defects	PO

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Annex 1: Specification for Structure of Knowledge Tests

Component 1: CORE KNOWLEDGE TEST

K1	12 multiple choice questions relating to the four bullet points
K3	13 multiple Choice questions
K4	6 multiple choice question
K5	5 multiple choice questions
K7	3 multiple choice questions
K8	2 Multiple Choice Question
K10	2 Multiple Choice Question
K11	2 Multiple Choice Question

Component 2: OPTION KNOWLEDGE TEST

OPTION 1 – DRYLINING SYSTEMS

O1K1	6 multiple choice questions - 2 for framework, 2 for linings, 2 for insulation
O1K2	8 multiple choice questions - 2 for fixing head and base tracks, 2 for cutting plasterboard/lings, 2 for cutting frameworks, 2 for fixing linings
O1K3	2 multiple choice questions
O1K4	3 multiple choice questions - 1 for performance, 1 for acoustics, 1 for fire protection
O1K5	3 multiple choice questions
O1K6	4 multiple choice questions - 1 for fixing, 1 for tolerance, 1 for manufacturers reflection details, I for acoustics
O1K7	3 multiple choice questions
O1K8	3 multiple choice question
O1K9	3 multiple choice questions - 1 for aperture size, 1 for loading, 1 for duty rating

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OPTION 2 – SUSPENDED CEILING & PARTITIONING SYSTEMS

O2K1	8 multiple choice questions - 4 for Demountable, 4 for Ceilings
O2K2	3 multiple choice questions - 1 for finishes, 1 for application, 1 for methods
O2K3	6 multiple choice questions - 3 for types, 3 for handling
O2K4	1 multiple choice questions
O2K5	6 multiple choice questions - 4 for door types, 2 for adjustment and furniture
O2K6	4 multiple choice questions - 2 for acoustic and performance for Demountable, 2 for acoustic and performance for Ceilings
O2K7	2 multiple choice questions
O2K8	2 multiple choice questions
O2K9	2 multiple choice questions
O2K10	1 multiple choice questions

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