

# AIM Qualifications Level 2 NVQ Diploma in Wood Occupations (Construction) Specification

**603/5648/0**

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## Document version history

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# About us

## Qualification specification for Level 2 NVQ Diploma in Wood Occupations (Construction)

AIM Qualifications and Assessment Group is a leading Awarding Organisation supplying hundreds of centres with high-quality regulated vocational and technical qualifications. We also offer non-accredited provision and apprenticeship end-point assessments.

AIM qualifications cover a range of academic levels from Entry Level to Level 6 across a wide range of subject areas. All our UK Level 3 qualifications carry UCAS tariff points which can count towards university entry requirements.

### About this qualification specification

This specification is intended for tutors, internal quality assurers, centre managers and other staff within AIM recognised centres and/or prospective centres. It provides information about the structure and delivery of the qualification. The specification should be read in conjunction with the AIM Centre Handbook and other policy documents available on the website.

### Offering this qualification

In order to offer this qualification, you must be an AIM recognised centre and be approved to deliver this qualification. If your centre is not yet recognised, please contact our business development team to discuss becoming an AIM recognised centre. They can advise you on the best qualifications for your organisation.

You can arrange a meeting by emailing [businessdevelopment@aimgroup.org.uk](mailto:businessdevelopment@aimgroup.org.uk) or calling [0333 034 8833](tel:0333 034 8833). More information can be found on: [www.aim-group.org.uk/newcentre](http://www.aim-group.org.uk/newcentre)



## **Section 1 – Qualification overview**

## Purpose of this qualification

This National Vocational Qualification has been developed with CITB in line with the relevant National Occupational Standards (NOS). It offers learners the opportunity to demonstrate knowledge, understanding and practical skills in first and second fixings, carcassing and general carpentry skills.

## Qualification details

AIM Qualifications Level 2 Diploma in Wood Occupations (Construction) – Pathway 1: Site Carpentry	
Qualification	Occupational
Assessment	Portfolio of Evidence
Grading	Pass/Fail
Geographical coverage	England
Operational start date	01/04/2020
Review date	31/05/2027
Sector	5.2 Building and Construction
Qualification number	603/5648/0
Guided Learning Hours (GLH)	231
Total Qualification Time (TQT)	360
Minimum learner age	16+
Rules of combination	Learners must achieve the 10 credits from the Mandatory Units, plus 3 Optional Units

## Regulated Qualification Framework (RQF)

The Regulated Qualifications Framework (RQF) provides a single, simple system for cataloguing all qualifications regulated by Ofqual. Qualifications are indexed by their level and size. Levels indicate the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels supported by three “entry levels”. Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in terms of Total Qualification Time (TQT). The part of the TQT spent being taught or supervised is known as Guided Learning Hours (GLH).

## Total Qualification Time (TQT) and Guided Learning Hours (GLH)

Total Qualification Time (TQT) is the number of notional hours it takes a typical learner to achieve the full qualification and is **made up of two elements**:

- the minimum number of Qualification Guided Learning Hours (GLH) - the number of Tutor led contact hours
- the number of hours spent on preparation, studying and the assessment that is non-guided

For example, the number of tutor-led contact hours (GLH) for a qualification is 30 and the number of hours spent by the learner (non-GLH) on preparation, studying and the assessment is 6 hours. Therefore, the Total Qualification Time (TQT) for the qualification is 36 hours.

## Progression opportunities

Achievement of this qualification will provide the evidence required for the learner to apply for their Blue – Skilled Construction Skills Certification Scheme (CSCS) - card. Further information on CSCS cards can be found here: <https://www.cscs.uk.com>.

## Entry requirements

It is recommended that learners have a minimum of Level 2 literacy and numeracy skills or Grade 4/C GCSE English and Maths, or equivalent.

## Requirements to deliver this Qualification

To offer this qualification, centres must ensure that tutors: hold or are working towards:

- Have a Level 3 Award in Education and Training or its equivalent
- Have expertise so they have up to date demonstrable experience, knowledge and understanding of the particular aspects of work they are delivering. This could be verified by records of continuing professional development achievements
- The qualification must be assessed in a work environment, in accordance with the Construction Skills Consolidated Assessment Strategy for Construction and the Built Environment

Centres must also ensure that they have in place an Internal Quality Assurance person who:

- Holds or is working towards a Level 4 Award in Internal Quality Assurance of Assessment Processes and Practices or its equivalent
- Have expertise so they have up to date experience, knowledge and understanding of the particular aspects of work they are verifying. This could be verified by records of continuing professional development achievements
- Is familiar with the assessment requirements of the qualification for which they are the Internal Quality Assurer



## **Section 2 – Qualification structure**



## Qualification structure and components

This section details the rules of combinations for the qualifications. Select the component titles to view the component details.

Rules of combination for:		AIM Qualifications Level 2 NVQ Diploma in Wood Occupations (Construction) – Pathway 1: Site Carpentry		
Learners must achieve the 10 credits from the Mandatory Units, plus 3 Optional Units.				
Component code	Component title	Level	Credit	GLH
<b>Mandatory</b>				
Y/618/0146	<a href="#">Conforming to General Health, Safety and Welfare in the Workplace</a>	One	2	17
F/618/0240	<a href="#">Conforming to Productive Working Practices in the Workplace</a>	Two	3	20
L/618/0077	<a href="#">Moving, Handling and Storing Resources in the Workplace</a>	Two	5	27
<b>Optional</b>				
D/618/0181	<a href="#">Erecting Structural Carcassing Components in the Workplace</a>	Two	20	107
Y/618/0194	<a href="#">Installing Fire Resisting Timber Door Assemblies and Doorsets in the Workplace</a>	Two	69	200
K/618/0166	<a href="#">Installing First Fixing Components in the Workplace</a>	Two	18	100
A/618/0074	<a href="#">Laying Sand and Cement Screeds in the Workplace</a>	Two	10	43
Y/618/0177	<a href="#">Installing Second Fixing Components in the Workplace</a>	Two	23	117
J/618/0191	<a href="#">Maintaining Non-structural Carpentry Work in the Workplace</a>	Two	14	87
K/618/0197	<a href="#">Setting Up and Using Transportable Cutting and Shaping Machines in the Workplace</a>	Two	26	130

Vocation Specific Assessment Guidance – Wood Occupations (Construction)		
K/618/0166	Installing First Fixing Components in the workplace	Three of the following: <ul style="list-style-type: none"> <li>• Frames (door and/or window)</li> <li>• Linings (door and/or hatch)</li> <li>• Floor joist coverings (or flat roof decking)</li> <li>• Partitions</li> <li>• Staircases</li> <li>• Roof verge and eaves finishings</li> </ul>

Y/618/0177	Installing Second Fixing Components in the workplace	<p>Five of the following:</p> <ul style="list-style-type: none"> <li>• Side hung doors</li> <li>• Mouldings (architrave, skirting)</li> <li>• Ironmongery</li> <li>• Service encasement</li> <li>• Prefabricated units</li> <li>• Cladding or panelling</li> <li>• Stair components (balustrades, handrails, spindles)</li> </ul>
J/618/0191	Maintaining Non-structural Carpentry Work in the Workplace	<p>Four of the following:</p> <ul style="list-style-type: none"> <li>• Frames</li> <li>• Mouldings</li> <li>• Doors</li> <li>• Windows (including replacement glazing)</li> <li>• Door and/or window ironmongery</li> <li>• Verge and/or eaves</li> </ul>
K/618/0197	Setting Up and Using Transportable Cutting and Shaping Machines in the Workplace	<p>Three of the following cutting machines: Saw – three from the following:</p> <ul style="list-style-type: none"> <li>• circular, chop, mitre, bench or table, jig, reciprocating, oscillating alligator or scroll</li> <li>• Drill</li> <li>• Planer</li> <li>• Biscuit jointer</li> <li>• Disc cutter</li> <li>• Morticer</li> </ul> <p>PLUS Two of the following shaping machines:</p> <ul style="list-style-type: none"> <li>• Thicknesser</li> <li>• Sander (orbital, belt, disc)</li> <li>• Router</li> <li>• Laminate trimmer</li> <li>• Planer</li> </ul>

## Level descriptors

Components are assigned a level based in the current requirements for the RQF as issued by OFQUAL.

Level 1	Has basic factual knowledge of a subject and/or knowledge of facts, procedures and ideas to complete well-defined routine tasks and address simple problems; and Is aware of aspects of information relevant to the area of study or work.	Use basic cognitive and practical skills to complete well-defined routine tasks. Select and use relevant information. Identify whether actions have been effective.
Level 2	Has knowledge and understanding of facts, procedures and ideas in an area of study or field of work to complete well-defined tasks and address straight-forward problems. Can interpret relevant information and ideas. Is aware of a range of information that is relevant to the area of study or work.	Select and use relevant cognitive and practical skills to complete well-defined, generally routine tasks and address straightforward problems. Identify, gather and use relevant information to inform actions. Identify how effective actions have been.



## **Section 3 – Assessment**



## How this qualification is assessed

Guidance on our expectations is available in the [AIM Qualifications: Assessment Handbook](#).

## Reasonable adjustment and special considerations

Reasonable adjustments and Special Considerations are available for all assessments, irrespective of whether they are internally or externally set. Where a learner or group of learners may not be able to access the assessment without Reasonable Adjustments, centres should ensure that they apply in good time for relevant reasonable adjustments to be made, using the [AIM Qualifications Reasonable Adjustments and Special Considerations Policy](#) which gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the achievement of the assessment criteria.



## **Section 4 – Operational guidance**



## Offering this qualification

Centres wishing to offer this qualification must be an AIM recognised centre.

New centres can apply to become a centre using the centre recognition application process on our website: [www.aim-group.org.uk](http://www.aim-group.org.uk).

We can advise centres of the best and most efficient methods for offering this qualification.

All procedures for the use of this qualification, including approval, registration of learners, verification and certification will be completed through AIM and all centres will have an allocated customer experience advisor to support them.

## Approval to offer qualifications

Centres wishing to offer this qualification must complete and submit a qualification approval request. [This can be found on the AIM website when choosing a qualification](#). Some qualifications require centres to have specific resources in place and/or their assessors/internal verifiers should hold certain qualifications. Where this is the case, centres must provide evidence of resources/staff qualifications when completing the Qualification Approval request.

## Registration and certification

Once your centre has approval to offer a qualification, you will be able to register learners to these qualifications via our Quartzweb portal, at this point you can also select their chosen components. Please ensure that learners are registered against the correct qualification and are aware of the rules of combination required to achieve the qualification.

For all registration and certification processes, please refer to the Quartzweb guidance document which can be downloaded from our website's [centre handbooks and forms page](#). Details of assessment, internal verification and external verification can be found in the [AIM Qualifications: Assessment Handbook](#).

Learners achieving a qualification will be issued with a qualification certificate detailing the achieved qualification and components. Learners who have not achieved a qualification will, on request, be issued with a component certificate detailing the components achieved.



**Section 5 – Appendices and links**



## Appendices and links

Select an appendix or link from the list below to view the document.

### Useful links

Link 1 - [AIM Centre handbooks and forms](#)

Link 2 - [AIM Qualifications: Assessment Handbook](#)

Link 3 - [Fees and Charges](#)

Link 4 - [Qualification Search](#)

## Command verbs

Level 1	
Compare	Looking at similarities and differences.
Demonstrate	Complete a practical task or activity to show competence.
Describe	Write or speak about the topic or activity.
Give (an example of...)	Provide relevant examples for the topic.
Give ways	Provide information about how to support the topic.
Identify	List or name the main points
Illustrate	Give clear information with examples (e.g. spoken, written, pictures, diagrams etc)
List	State or make a list of items, words, statements or comments
Outline	Identify briefly the main points
State	Give the main points in brief, clear sentences
Summarise	Briefly present the main points

Level 2	
Assess	Give careful consideration to all the factors or events that apply and identify which are the most important or relevant. Make a judgement on the importance of something and come to a conclusion where needed.
Compare	Examine the subjects in detail looking at similarities and differences.
Define	State the meaning of a word or phrase or process.
Demonstrate	Apply skills in a practical situation.
Describe	Write or speak about the topic or activity giving information. Statements in the response need to be developed as they are often linked but do not need to include a justification or reason.
Estimate	Give an approximate decision or opinion using previous knowledge or experience.
Explain	Make clear. Give reasons for. An explanation requires a justification/exemplification of a point. The answer must contain some element of reasoning/justification, this can include mathematical/logical explanations.
Evaluate	Examine strengths and weaknesses. Make points for and against.
Give (an example of...)	Provide relevant examples for the topic.
Identify	Provide brief information about a subject, specific process, or activity.
Illustrate	Give clear information or descriptions with examples (e.g. spoken, written, pictures, diagrams etc).
Order	Place information in a logical sequence.
Outline	Identify or briefly describe the main points.
State	Give the main points in brief, clear sentences.
Summarise	Briefly present an abstract of the main points.

**All levels**

**Calculate**

Work out a numerical problem, showing how they arrived at their answer.