

Furniture Manufacturer Apprenticeship Standard

Modern Upholsterer Modules of Assessment

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Introduction

It is recognised that a Furniture Maker is likely to work in a variety of different roles and the standard allows for the apprentice to demonstrate a full range of skills across a variety of businesses. This document covers the requirements for Modern Upholsterers.

All apprentices must complete the core requirements (see Assessment Modules – Core Requirements).

The employer, apprentice and training provider should undertake a programme that will meet the Standard Criteria to ensure all areas of the outcomes are covered in the apprentices job role.

Training providers should be evaluated and approved by the Assessment Organisation using appropriate methods.

Requirements

A Modern Upholsterer is a skilled and methodical individual capable of creating ergonomic and comfortable furniture using both traditional and modern techniques, materials and fabrics to produce aesthetically pleasing and fit for purpose consumer products.

In order to ensure sufficient flexibility to meet the needs of the industry whilst maintaining the rigour of every single apprenticeship within it, Modern Upholsterers will need to undertake five of the following requirements, at least two must be Group A.

YOU WILL KNOW HOW TO AND BE ABLE TO

Group A	Cut Fabrics and Components	Prepare and cut fabric and components used in upholstery.
	Frame Construction	Construct upholstery frames to specification. Understanding the methods used to construct frames
	Sewn / Seamed Components	Produce sewn / seamed components by hand and through the use of machinery.
	Suspensions and Foundations	Select materials for suspensions including springs, pocket springs, sprung units and webbing. Apply these to frames using appropriate modern or traditional methods, tools and equipment.
	Upholstering	Measure and cut fabric, fit, apply and finish top covers including fluting, pleating and buttoning.
	Loose Covers	Cut, sew and fit loose covers to specification.
	Repair	Repair joints and frame ready for re-upholstery and revive and polish show-wood frame.
Group	Jigs and Templates	Use and maintain jigs and templates. <i>Jigs are used to ensure repeatability and accuracy in the production of furniture. These can be hand held or mounted on workbenches.</i>

Produce Templates	Determine details of templates from specifications, mark out, measure dimensions and cut templates using appropriate tools and equipment.
Resolve Faults in Leather	Deal with scuffs, scratches, stains, burn marks, water marks and discolouration in leather.
Filling Materials	Select and fix filling materials. Understand different types and fixing methods
Fit Mechanical or Electrical Components	Assemble, fit and quality assure components.
Cushions and Padded Items	Measure and cut fabric; sew components to produce scatter, box and bolster cushions.
Frame Finishes	Finish and polish show-wood frames, apply stains, sealers basecoats and finishes.
Trimmings and Finishings	Position and fix trimmings and finishings. This includes castors, valances, borders, skirts, dust covers and feet and legs.
Strip Down Furniture	Strip back existing upholstery to frames. Understand when and how to retain original foundation work

Assessment

On Programme

The suggested training and assessment for the apprenticeship is based on the 'Furniture Manufacturer Assessment Modules,' which detail the training modules that should be completed for the core requirements and each occupational area.

On-going reviews will be completed by the provider and employer during the apprenticeship but will not contribute to the end point assessment.

End Point Assessment

The independent assessment organisation is responsible for carrying out the end point assessment. When the apprentice, employer and provider have determined that the apprentice is ready to complete the apprenticeship they will hold a final review to go through the portfolio of work. The apprentice will need to have completed the Level 1 Functional Skills in English and Maths and taken the test for the Level 2. This will act as a gateway to the end point assessment.

Portfolio of Evidence – Guidance

Evidence should show that the apprentice can complete all of the learning outcomes for each core module and options taken.

Types of Evidence:

Evidence of performance should be demonstrated by activities and outcomes, and should be generated in the workplace only, unless indicated under potential sources of evidence

(see below). Evidence of knowledge can be demonstrated through performance or by responding to questions.

Quantity of Evidence:

Evidence should show that the apprentice can meet the requirements of the modules in a way that demonstrates that the standards can be achieved consistently over an appropriate period of time.

Potential Sources and Types of Evidence:

The main source of evidence for each module will be observation of the learner's performance and knowledge demonstrated during the completion of the module. There must also be evidence of using questioning and examination of work products. The following can be used as supplementary physical or documentary evidence:

- Responses to oral or written questioning
- Professional discussion
- Personal statements/reflective accounts
- Assessment records
- Case studies
- Evidence of feedback given
- Products of learner's work
- Expert witness testimony
- Evidence of recognition of prior learning
- Assessment plans

Please Note that photocopied or downloaded documents are not normally acceptable evidence unless accompanied by a record of a professional discussion or assessor statement confirming learner knowledge of the subject.

Certification

Certification is claimed at the end of the apprenticeship when all components are complete. The relevant documents will then be required to be uploaded onto the ACE system for confirmation prior to the apprenticeship certificate being issued.

Appeals

In the event of an appeal against the grade awarded, the Assessment Organisation will carry out an independent review of the evidence to confirm or modify the grade.

Module 1 - Cutting

What is required

Prepare and cut fabric and components used in upholstery.

Learning Outcomes:

The learner can:

1. comply with health and safety requirements and procedures at all times
2. obtain specifications and requirements of the items to be produced following standard operating procedures
3. obtain equipment and materials required to carry out the job following standard operating procedures
4. check equipment is set up correctly and in good working order following standard operating procedures and any manufacturer's instructions
5. check all materials required are to specification and free from faults following standard operating procedures
6. check pattern and batch number of materials corresponds with specifications following standard operating procedures
7. check marked components are free of major flaws and minor defects will not be visible when complete following standard operating procedures
8. colour match part rolls and integrate them into jobs following standard operating procedures
9. position and roll materials so they lie flat, square and true on cutting bench following standard operating procedures
10. check pattern of material is matched following standard operating procedures
11. mark material faults which are within specification limits following standard operating procedures
12. mark components using designated identification system following standard operating procedures
13. plan marking out and cutting of material to minimise waste and take account of material type, width and pile following standard operating procedures
14. align marked components on material, taking account of pattern matching following standard operating procedures
15. mark out components within acceptable tolerance limits taking account of material pattern, type, width and to company standards
16. cut components within size and shape tolerances following standard operating procedures
17. check components are marked, packed and forward to next stage following standard operating procedures
18. describe relevant health and safety responsibilities
19. describe the meaning of terms used in specifications and requirements list
20. describe how to check equipment is set up and is in good working order
21. describe how to check materials and the common faults that can occur
22. describe consequences of lubricants and debris being left on work surfaces, tools and equipment

23. describe how to obtain and prepare fabric, templates and lays and how to check they conform to specification
24. describe why it is important to check fabrics, templates and lays against specifications and what to do where there are faults or problems
25. describe handling and cutting characteristics of different types of materials used
26. describe rolling out characteristics of different fabrics used
27. describe why it is necessary to maintain cut components within the given tolerances
28. describe wastage levels that apply and why it is important to minimise waste
29. describe how to handle and store materials
30. describe when and why it is important to match the pattern
31. describe markers to use for different types of material
32. describe how and why components are marked and systems used
33. how to determine when templates and lays are beyond use and how to make repairs

Range

Health & Safety	Evidence have been trained in this role PPE Safe Systems of Work Risk Assessments
Specifications and requirements	Specification sheet Work to lists Job sheets Batch info
Machinery, Tools and Equipment	Hand tools Power hand tools Cutting machines Measuring equipment Patterns Templates
Materials	Fabrics Leather
Faults	Fabric – flaws, distortion, colour and pattern Inaccurate measurements Mis-alignments Sewing – slipping, fraying, poor seams Equipment
Cuts	Single Multi-ply Automated machines
Markers	Equipment used to mark Identification of markers
Storage	Marked, labled, identified Flammability
Characteristics	Design Handling
Pattern and colour	Batch numbers Pattern reference book

	Samples Pattern repeat Colour match samples Nap Pile Face
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Assessment:

Practical Observed Assessment (End Test)

Module 2 – Frame Making

What is required

Prepare and assemble frames using templates and jigs.

Learning Outcomes:

The learner can:

1. comply with health and safety requirements and procedures at all times
2. obtain specifications and requirements of the items to be produced following standard operating procedures
3. obtain equipment and materials required to carry out the job following standard operating procedures
4. check equipment is set up correctly and in good working order following standard operating procedures and any manufacturer's instructions
5. check all materials required are to specification and free from faults following standard operating procedures
6. use templates and jigs following standard operating procedures
7. use tools and equipment to assemble frames following standard operating procedures
8. assemble components to make frame using appropriate methods in correct sequence to specification
9. use appropriate fasteners following standard operating procedures
10. attach fixtures and fitting to specification
11. check conformity square and level following standard operating procedures
12. prepare frame for storage and transport following standard operating procedures
13. describe relevant health and safety responsibilities
14. describe the meaning of terms used in specifications and requirements list
15. describe how to check equipment is set up and is in good working order
16. describe how to check materials and the common faults that can occur
17. describe how to use templates and jigs
18. describe the different fasteners and their uses
19. describe wood composites used
20. describe the different techniques used for assembly

Range:

Health & Safety	Evidence have been trained in this role PPE Safe Systems of Work Risk Assessments
Specifications and requirements	Specification sheet Work to lists Job sheets Batch info
Machinery, Tools and Equipment	Hand tools Power tools

	Jigs Templates Abrasives
Materials	Adhesives Wood Manmade composites Fixings Fasteners
Faults	Knots (live and dead) Timber defects Size and shape Moisture content Delamination
Tolerance	For example +/-5mm

Assessment:

Observed Assessment – End Test

Module 3 – Jigs and Templates

What is required

Use and maintain jigs and templates for furniture production. Jigs are used to ensure repeatability and accuracy in the production of furniture. These can be hand held or mounted on workbenches.

Learning Outcomes:

The learner can:

1. comply with health and safety requirements and procedures at all times
2. obtain specifications and requirements of the items to be produced following standard operating procedures
3. obtain equipment and materials required to carry out the job following standard operating procedures
4. check equipment is set up correctly and in good working order following standard operating procedures and any manufacturer's instructions
5. check all materials required are to specification and free from faults following standard operating procedures
6. use jigs and templates to specification following standard operating procedures
7. handle jigs and templates in ways that protect them from damage following standard operating procedures
8. store completed jigs and templates under suitable conditions to keep them in good order following standard operating procedures
9. routinely examine jigs and templates for signs of damage following standard operating procedures
10. identify damage that affects use of jigs or templates following standard operating procedures
11. maintain jigs and templates using suitable methods and equipment following standard operating procedures
12. remove and report jigs and templates which are damaged beyond use following standard operating procedures
13. describe relevant health and safety responsibilities
14. describe the meaning of terms used in specifications
15. describe how to check equipment is set up and is in good working order
16. describe how to check materials and the common faults that can occur
17. describe how to protect jigs and templates from damage
18. explain why it is important to examine jigs and templates on a routine basis
19. describe damage that can occur to jigs and templates used
20. describe tolerance levels when assessing if jigs or templates are beyond use

Range:

Health & Safety	Evidence have been trained in this role PPE Safe Systems of Work Risk Assessments
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Specifications and requirements	Specification sheet Work to lists Job sheets Batch info
Machinery, Tools and Equipment	Jigs Templates Hand tools Power tools
Materials	Aluminium Wood Plastics Metal Manmade composites Card/paper Fabric Cleaners
Faults	Size Shape Damage Wear and tear

Assessment:

Observed assessment (End Point)

Module 4 – Produce templates

What is required

Determine details of templates from specifications, mark out, measure dimensions and cut templates using appropriate tools and equipment.

Learning Outcomes:

The learner can:

1. comply with health and safety requirements and procedures at all times
2. obtain specifications and requirements of the items to be produced following standard operating procedures
3. obtain equipment and materials required to carry out the job following standard operating procedures
4. check equipment is set up correctly and in good working order following standard operating procedures and any manufacturer's instructions
5. check all materials required are to specification and free from faults following standard operating procedures
6. measure and mark out templates to required dimensions to achieve the specification following standard operating procedures
7. check templates allows a sufficient tolerance for the type of material and purpose for which it will be used following standard operating procedures
8. cut and test templates following standard operating procedures
9. mark fixing and cutting directions on templates using industry recognised conventions
10. check edges are clean and free of damage which could affect the accuracy of the template's use following standard operating procedures
11. label templates following standard operating procedures
12. store templates following standard operating procedures
13. describe relevant health and safety responsibilities
14. describe the meaning of terms used in specifications and requirements list
15. describe how to check equipment is set up and is in good working order
16. describe how to check materials and the common faults that can occur
17. describe different types of materials used in making templates and the benefits and drawbacks of each
18. describe tolerances built into template measurements and why
19. describe tools and equipment used to cut different template materials
20. describe why it is important to make sure that template edges are clean and damage free and what actions to take to achieve this when cutting different template materials
21. describe labelling conventions used
22. describe information included on template labelling and why

Range:

Health & Safety	Evidence have been trained in this role PPE
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	Safe Systems of Work Risk Assessments
Specifications and requirements	Specification sheet Work to lists Job sheets Batch info
Machinery, Tools and Equipment	Hand tools Power tools CAD Cutting machines and equipment
Materials	Aluminium Wood Plastics Metal Manmade composites Card/paper Fabric
Faults	Size Shape Damage Wear and tear
Accuracy	Conformance to master pattern Tolerances

Assessment:

Observed Assessment – End Test

Module 5 – Resolve faults in leather

What is required

Deal with scuffs, scratches, stains, burn marks, water marks and discolouration in leather.

Learning Outcomes:

The learner can:

1. comply with health and safety requirements and procedures at all times
2. obtain specifications and requirements of the items to be produced following standard operating procedures
3. obtain equipment and materials required to carry out the job following standard operating procedures
4. check equipment is set up correctly and in good working order following standard operating procedures and any manufacturer's instructions
5. check all materials required are to specification and free from faults following standard operating procedures
6. identify faults following standard operating procedures
7. identify treatments to eradicate problem following standard operating procedures
8. use cleaning and conditioning solutions, solvents, colours and fillers which are suitable for the type of leather following standard operating procedures
9. mix colours so they accurately match existing leather following standard operating procedures
10. apply cleaning and conditioning solutions, solvents, colours and fillers in line with manufacturers' instructions and health and safety requirements
11. leave surfaces free of residual cleaning and conditioning solutions, solvents, colours and fillers following standard operating procedures
12. check that the problem has been resolved to the quality specified
13. dispose of waste materials and cleaning and conditioning solutions, solvents, colours and fillers in line with legal and workplace requirements
14. describe relevant health and safety responsibilities
15. describe the meaning of terms used in specifications and requirements list
16. describe how to check equipment is set up and is in good working order
17. describe how to check materials and the common faults that can occur
18. describe how to identify the type of leather you are working with
19. describe the properties and uses of cleaning and conditioning materials and solvents and which types of leather they are suitable for
20. describe the properties of adhesives and how they will affect leather and other furniture components
21. describe the manufacturers' instructions and safety data sheets for the use of cleaning and conditioning solutions, adhesives and solvents
22. describe how to mix colours and ensure an accurate match with existing leather
23. describe how to use fillers and copy grain

Range:

Health & Safety	Evidence have been trained in this role PPE Safe Systems of Work Risk Assessments COSHH Data Sheets/Risk Assessment
Specifications and requirements	Specification sheet Work to lists Job sheets Batch info
Machinery, Tools and Equipment	Hand tools Palette knife Brushes Heat guns Rags Power tools (irons, etc)
Materials	Leather Cleaning and conditioning solutions Solvents Colours Fillers
Faults	Scuffs Scratches Marks Stains Discolouration Tears Scars
Colour mixing	Colour charts Colour matching Tolerances

Assessment:

Observed assessment (End Point)

Module 6 – Filling Materials

What is required

Select and fix filling materials. Understand different types and fixing methods

Learning Outcomes:

The learner can:

1. comply with health and safety requirements and procedures at all times
2. obtain specifications and requirements of the items to be produced following standard operating procedures
3. obtain equipment and materials required to carry out the job following standard operating procedures
4. check equipment is set up correctly and in good working order following standard operating procedures and any manufacturer's instructions
5. check all materials required are to specification and free from faults following standard operating procedures
6. check dimensions meet specifications
7. position fillings in sequence following standard operating procedures
8. fix in place using appropriate methods to meet specifications
9. check fillings meet specifications
10. process completed items and pass on to the next stage following standard operating procedures
11. describe relevant health and safety responsibilities
12. describe the meaning of terms used in specifications and requirements list
13. describe how to check equipment is set up and is in good working order
14. describe how to check materials and the common faults that can occur
15. describe how to check dimension
16. describe how to position and fix fillings
17. describe how to check fillings meet specifications
18. describe the different fillings and their uses

Range:

Health & Safety	Evidence have been trained in this role PPE Safe Systems of Work Risk Assessments Fire regulations
Specifications and requirements	Specification sheet Work to lists Job sheets Batch info
Machinery, Tools and Equipment	Hand tools Power tools
Materials	Natural fillings Manmade fillings

	Adhesives Fixings
Faults	Size Shape Density Grade

Assessment:

Observed assessment (End Point)

Module 7 – Electrical/Mechanical Fittings

What is required

First fit mechanical or electrical components to furniture. You will be required to fit a range of mechanical, electrical and electronic components.

Electrical installations can be divided into first, second and third fixes:

- First Fix: Positioning and securing of accessory boxes
- Second Fix: Preparation and positioning of cables
- Third Fix: Termination of conductors to accessories and protective devices

Learning Outcomes:

The learner can:

1. comply with health and safety requirements and procedures at all times
2. obtain specifications and requirements of the items to be produced following standard operating procedures
3. obtain equipment and materials required to carry out the job following standard operating procedures
4. check equipment is set up correctly and in good working order following standard operating procedures and any manufacturer's instructions
5. check all materials required are to specification and free from faults following standard operating procedures
6. follow instructions, assembly drawings and any other specifications following standard operating procedures
7. ensure specified components are available and they are in a usable condition following standard operating procedures
8. assemble components in position following manufacturers' instructions and standard operating procedures
9. secure components following manufacturers' instructions and standard operating procedures
10. check completed assembly to ensure all operations have been completed and finished assembly meets specification following standard operating procedures
11. process completed work to next stage following standard operating procedures
12. describe relevant health and safety responsibilities
13. describe the meaning of terms used in specifications
14. describe how to check equipment is set up and is in good working order
15. describe how to check materials and the common faults that can occur
16. describe purpose and function of components including identification systems including colour codes and manufacturer's specification
17. describe preparations that need to be undertaken on components prior to fitting
18. describe assembly and securing methods and procedures used, and importance of adhering to them
19. describe quality control procedures to be followed during the fitting and assembly operation

20. describe how to conduct any necessary checks to ensure the accuracy, position, security, function, completeness and electrical continuity of the assembly

Range/Scope:

Health & Safety	Evidence have been trained in this role PPE Safe Systems of Work Risk Assessments
Specifications and requirements	Specification sheet Work to lists Job sheets Batch info
Machinery, Tools and Equipment	Hand tools Power tools
Materials	Components
Faults	Damaged items
Components	Recliners Heating units Massage units Audio Fridges/Coolers Telephones Internet/Wi Fi

Assessment:

Observed assessment (End Point)

Module 8 – Cushions and Padded Items

What is required

Sew components to produce scatter, box and bolster cushions.

Learning Outcomes:

The learner can:

1. comply with health and safety requirements and procedures at all times
2. obtain specifications and requirements of the items to be produced following standard operating procedures
3. obtain equipment and materials required to carry out the job following standard operating procedures
4. check equipment is set up correctly and in good working order following standard operating procedures and any manufacturer's instructions
5. check all materials required are to specification and free from faults following standard operating procedures
6. protect fabric from damage following standard operating procedures
7. mark components following standard operating procedures
8. place materials and components in position following standard operating procedures
9. align and orientate components to meet fabric, pattern and design requirements following standard operating procedures
10. attach components in sequence following standard operating procedures
11. use sewing methods which are suitable for type of components following standard operating procedures
12. fit closure components following standard operating procedures
13. check there are no loose threads on the finished cushions following standard operating procedures
14. check visual appearance of cushions meet specifications
15. assemble components following standard operating procedures
16. attach components following standard operating procedures
17. position closures, trimmings and decorative finishes to give required visual appearance following standard operating procedures
18. attach closures, trimmings and decorative finishes using methods which will give required durability and appearance following standard operating procedures
19. apply closures, trimmings and decorative finishes following standard operating procedures
20. process completed work to next stage following standard operating procedures
21. describe handling characteristics of different types of materials used
22. describe the implications of not properly placing and aligning fabric before cutting it
23. describe relevant health and safety responsibilities
24. describe the meaning of terms used in specifications and requirements list
25. describe how to check equipment is set up and is in good working order
26. describe how to check materials and the common faults that can occur

27. describe steps taken to protect fabric from damage
28. describe handling characteristics of different fabrics and how this can affect their behaviour during positioning and sewing
29. describe composition of various fabrics
30. describe why the sequence in which components are attached is important to efficiency of process and quality of outcome achieved
31. describe how different trimmings and decorative finishes are applied
32. describe sewing methods used
33. describe methods of closures used
34. describe how to confirm the outcome quality matches specifications
35. describe trimmings and decorative finishes used and why
36. describe closures used for producing scatter, box and bolster cushions

Range/Scope:

Health & Safety	Evidence have been trained in this role PPE Safe Systems of Work Risk Assessments Fire regulations
Specifications and requirements	Specification sheet Work to lists Job sheets Batch info
Machinery, Tools and Equipment	Needles Sewing machines Presses Irons Steamers Ultrasonic welding machines
Materials	Fabrics Natural fillings Manmade fillings Closers (zips) Trimmings Decorative items Threads Labels
Faults	Size Shape Tension of stitching Fabric Assembly Equipment

Assessment:

Observed assessment (End Point)

Module 9 – Sewn / Seamed Components

What is required

Produce sewn / seamed components by hand and through the use of machinery.

Learning Outcomes:

The learner can:

1. comply with health and safety requirements and procedures at all times
2. obtain specifications and requirements of the items to be produced following standard operating procedures
3. obtain equipment and materials required to carry out the job following standard operating procedures
4. check equipment is set up correctly and in good working order following standard operating procedures and any manufacturer's instructions
5. check all materials required are to specification and free from faults following standard operating procedures
6. sew cut items to specifications and in the sequence following standard operating procedures
7. check sewn product conforms to shape and size requirements following standard operating procedures
8. check sewn product meets specification in terms of labels and trimmings following standard operating procedures
9. operate machine following to manufacturers' instructions
10. inspect sewn products against specification
11. process completed work to next stage following standard operating procedures
12. describe relevant health and safety responsibilities
13. describe the meaning of terms used in specifications and requirements list
14. describe how to check equipment is set up and is in good working order
15. describe how to check materials and the common faults that can occur
16. explain the importance of machine, needle, foot, needle guard and spool checks
17. explain consequences of lubricants or debris being left on or around the machine and work surface

Range:

Health & Safety	Evidence have been trained in this role PPE Safe Systems of Work Risk Assessments Fire Regulations
Specifications and requirements	Specification sheet Work to lists Job sheets Batch info
Machinery, Tools and Equipment	Needles Sewing machines

	Presses Irons Steamers Ultrasonic welding machines
Materials	Fabrics Natural fillings Manmade fillings Closers (zips) Trimmings Decorative items Threads Labels
Faults	Size Shape Tension of stitching Fabric Assembly Equipment

Assessment:

Observed Assessment – End Test

Module 10 – Suspensions and Foundations

What is required

Select materials for suspensions including springs, pocket springs, sprung units and webbing. Apply these to frames using appropriate modern or traditional methods, tools and equipment.

Learning Outcomes:

The learner can:

1. comply with health and safety requirements and procedures at all times
2. obtain specifications and requirements of the items to be produced following standard operating procedures
3. obtain equipment and materials required to carry out the job following standard operating procedures
4. check equipment is set up correctly and in good working order following standard operating procedures and any manufacturer's instructions
5. check all materials required are to specification and free from faults following standard operating procedures
6. position suspensions and foundations to specifications
7. fix suspensions and foundations to specifications
8. check completed work meets specifications
9. process completed work to next stage following standard operating procedures
10. describe relevant health and safety responsibilities
11. describe the meaning of terms used in specifications and requirements list
12. describe how to check equipment is set up and is in good working order
13. describe how to check materials and the common faults that can occur
14. describe the different suspensions and foundations and their uses
15. describe the different fixing methods used

Range

Health & Safety	Evidence have been trained in this role PPE Safe Systems of Work Risk Assessments Fire Regulations
Specifications and requirements	Specification sheet Work to lists Job sheets Batch info
Machinery, Tools and Equipment	Hand tools Power tools Jigs Silent wire
Materials	Boards Springs

	Spring units Webbing Alternative support systems Fastenings Fabrics
Faults	Size Shape Gauge Fit Tension Broken springs

Assessment:

Observed Assessment – End Test

Module 11 – Upholstery

What is required

Prepare, cut and apply upholstery materials, trim and finish components

Learning Outcomes:

The learner can:

1. comply with health and safety requirements and procedures at all times
2. obtain specifications and requirements of the items to be produced following standard operating procedures
3. obtain equipment and materials required to carry out the job following standard operating procedures
4. check equipment is set up correctly and in good working order following standard operating procedures and any manufacturer's instructions
5. check all materials required are to specification and free from faults following standard operating procedures
6. position and align material following standard operating procedures
7. cut materials to specification following standard operating procedures
8. secure covers tensioning it to the required level to specification following standard operating procedures
9. check the visual appearance, fixing and tensioning of the cover conforms to the specification following standard operating procedures
10. secure bottom cloths to conform to visual and safety requirements following standard operating procedures
11. process completed work to next stage following standard operating procedures
12. list steps and actions needed to position and fit covers to different types of item
13. describe how to measure and cut upholstery cover materials to ensure an accurate fit within an economic level of wastage
14. describe relevant health and safety responsibilities
15. describe the meaning of terms used in specifications and requirements list
16. describe how to check equipment is set up and is in good working order
17. describe how to check materials and the common faults that can occur
18. describe different methods to secure upholstery covers
19. describe the importance and use of bottom cloths in upholstery
20. describe functions of different types of tools and equipment used in upholstery
21. describe how to handle sharp and powered tools safely in ways that protect yourself and others from risk

Range:

Health & Safety	Evidence have been trained in this role PPE Safe Systems of Work Risk Assessments
Specifications and requirements	Specification sheet Work to lists

	Job sheets Batch info
Machinery, Tools and Equipment	Hand tools Power tools Fixings Fasteners
Materials	Fabrics Leather Trimmings Decorative items Adhesives Frames Fillings Labels Fittings
Faults	Size Shape Visual appearance Cleanliness Gauge Fit Tension Broken springs

Assessment:

Observed Assessment – End Test

Module 12 - Frame Finishes

What is required

Finish and polish show wood frames, apply stains, sealers basecoats and finishes.

Learning Outcomes:

The learner can:

1. comply with health and safety requirements and procedures at all times
2. obtain specifications and requirements of the items to be produced following standard operating procedures
3. obtain equipment and materials required to carry out the job following standard operating procedures
4. check equipment is set up correctly and in good working order following standard operating procedures and any manufacturer's instructions
5. check all materials required are to specification and free from faults following standard operating procedures
6. check extraction facilities are operating effectively before starting work
7. clean and prepare surfaces following standard operating procedures
8. apply the coating evenly and to the required finish following standard operating procedures
9. deal promptly with faults and minor surface defects which occur
10. deal with spillages and splashes following standard operating procedures
11. allow specified drying times between multiple coats following standard operating procedures
12. make sure that surfaces are clean and free of excess materials and surface irregularities between multiple coats following standard operating procedures
13. check and confirm that the specified colour, shade and finish has been achieved according to the work specification
14. process completed work to next stage following standard operating procedures
15. describe relevant health and safety responsibilities
16. describe the meaning of terms used in specifications and requirements list
17. describe how to check equipment is set up and is in good working order
18. describe how to check materials and the common faults that can occur
19. describe the different types of coating materials used, and where each product would be used
20. describe what the drying times are of different materials
21. describe when and why natural and forced drying methods are used
22. describe what the lacquer curing process involves
23. describe why it is important to use the correct standards when checking for colour and shade
24. describe what kinds of faults and minor surface defects can occur in the application of coatings and what steps can be taken to deal with them
25. describe why there needs to be adequate ventilation and extraction of fumes when dealing with solvent based materials and the procedure to follow if not working efficiently

- 26. describe why it is important to deal promptly, safely and correctly with splashes and spillages of materials
- 27. describe why it is important to label unused materials clearly and accurately
- 28. describe why it is important that waste materials, including rags, are disposed of safely

Range/Scope:

Health & Safety	Evidence have been trained in this role PPE Safe Systems of Work Risk Assessments COSHH
Specifications and requirements	Specification sheet Work to lists Job sheets Batch info
Machinery, Tools and Equipment	Spray equipment Hand tools Power tools
Materials	Abrasives Rags Stains Sealers Basecoats Laquers Waxes Oils Finishing materials Fillers
Faults	Inconsistent colour Scratches and marks Over spraying Surface inconsistencies
Preparation	Cleaning Sanding Filling

Assessment:

Observed Assessment – End Test

Module 13 – Loose Covers

What is required

Cut, sew and fit loose covers to specification.

Learning Outcomes: add where appropriate to statements

The learner can:

1. comply with health and safety requirements and procedures at all times
2. obtain specifications and requirements of the items to be produced following standard operating procedures
3. obtain equipment and materials required to carry out the job following standard operating procedures
4. check equipment is set up correctly and in good working order following standard operating procedures and any manufacturer's instructions
5. check all materials required are to specification and free from faults following standard operating procedures
6. measure and mark out the components within acceptable tolerance limits following standard operating procedures
7. cut fabric to minimise waste and take account of the design characteristics and handling implications of fabrics following standard operating procedures
8. check fabric placement, orientation and alignment is suitable following standard operating procedures
9. assemble components following standard operating procedures
10. sew components following standard operating procedures
11. attach lining following standard operating procedures
12. position and attach trimmings and decorative finishes to give the required visual appearance following standard operating procedures
13. fit and secure components to required shape and finish following standard operating procedures
14. check visual appearance of loose covers meets specifications
15. process completed work to next stage following standard operating procedures
16. describe relevant health and safety responsibilities
17. describe the meaning of terms used in specifications and requirements list
18. describe how to check equipment is set up and is in good working order
19. describe how to check materials and the common faults that can occur
20. describe the handling and cutting characteristics of different types of materials used
21. describe measurements and dimensions needed to ensure accurate cutting and fitting of component
22. describe markers to use for different types of fabric
23. describe cutting tolerances for different types of component and ways this may be influenced by fabric type
24. describe the implications not placing and aligning fabric before cutting it following standard operating procedures
25. describe the fabric composition of fabrics used
26. describe why it is important to minimise waste

27. describe how to take account of design characteristics such as pattern repeats and pile direction in planning cutting
28. describe functions and uses of different types of measuring and marking tools
29. describe different types of linings used
30. describe sewing methods used
31. describe how different trimmings and decorative finishes are applied
32. describe trimmings and decorative finishes used and why
33. describe the difference between a fire retardant calico and a fire retardant interliner/barrier cloth
34. describe types of fabrics used with fire retardant interliner/barrier cloth
35. describe cleaning, care processes

Range/Scope:

Health & Safety	Evidence have been trained in this role PPE Safe Systems of Work Risk Assessments
Specifications and requirements	Specification sheet Work to lists Job sheets Batch info
Machinery, Tools and Equipment	Needles Sewing machines Presses Irons Steamers Ultrasonic welding machines Templates
Materials	Fabrics Natural fillings Manmade fillings Closers (zips) Trimmings Decorative items Threads Labels
Faults	Size Shape Tension of stitching Fabric Assembly Equipment

Assessment:

Observed Assessment – End Test

Module 14 – Trimmings and Finishings

What is required

Position and fix trimmings and finishings.

Learning Outcomes:

The learner can:

1. comply with health and safety requirements and procedures at all times
2. obtain specifications and requirements of the items to be produced following standard operating procedures
3. obtain equipment and materials required to carry out the job following standard operating procedures
4. check equipment is set up correctly and in good working order following standard operating procedures and any manufacturer's instructions
5. check all materials required are to specification and free from faults following standard operating procedures
6. position trimmings and finishings to specification
7. attach trimming and finishings following standard operating procedures
8. check visual appearance meets specifications
9. process completed work to next stage following standard operating procedures
10. describe relevant health and safety responsibilities
11. describe the meaning of terms used in specifications and requirements list
12. describe how to check equipment is set up and is in good working order
13. describe how to check materials and the common faults that can occur
14. describe how to position trimming and finishings
15. describe how to attach trimmings and finishings
16. describe how to check the visual appearance

Range/Scope:

Health & Safety	Evidence have been trained in this role PPE Safe Systems of Work Risk Assessments
Specifications and requirements	Specification sheet Work to lists Job sheets Batch info
Machinery, Tools and Equipment	Hand tools Power tools Sewing machines
Materials	Castors Valances (pattern match) Skirts Dust covers Feet

	Legs Decorative trims Labels Care leaflets/Guarantees
Faults	Fabrics Scratches Marks Size Shape Positioning Symmetry Level

Assessment:

Observed Assessment – End Test

Module 15 - Strip Down Furniture

What is required

Strip back existing upholstery to frames. Understand when and how to retain original foundation work.

Learning Outcomes:

1. comply with health and safety requirements and procedures at all times
2. obtain specifications and requirements of the items to be produced following standard operating procedures
3. obtain equipment and materials required to carry out the job following standard operating procedures
4. check equipment is set up correctly and in good working order following standard operating procedures and any manufacturer's instructions
5. check all materials required are to specification and free from faults following standard operating procedures
6. strip back items to original frame following appropriate sequence
7. check original foundation work is suitable for reuse following standard operating procedures
8. dispose and recycle waste following standard operating procedures
9. identify and store items for reuse following standard operating procedures
10. process completed work to next stage following standard operating procedures
11. describe relevant health and safety responsibilities
12. describe the meaning of terms used in specifications and requirements list
13. describe how to check equipment is set up and is in good working order
14. describe how to check materials and the common faults that can occur
15. describe how to strip back items and why the sequence is important
16. describe how to check original foundation work
17. describe how to dispose and recycle waste and why this is important

Range:

Health & Safety	Evidence have been trained in this role PPE Safe Systems of Work Risk Assessments
Specifications and requirements	Specification sheet Work to lists Job sheets Batch info
Machinery, Tools and Equipment	Hand tools Power tools
Faults	Frames Castors Fillings

Assessment:

Observed Assessment – End Test

Module 16 – Repair

What is required

Repair joints and frame ready for re-upholstery and revive and polish show-wood frame.

Learning Outcomes:

The learner can:

1. comply with health and safety requirements and procedures at all times
2. obtain specifications and requirements of the items to be produced following standard operating procedures
3. obtain equipment and materials required to carry out the job following standard operating procedures
4. check equipment is set up correctly and in good working order following standard operating procedures and any manufacturer's instructions
5. check all materials required are to specification and free from faults following standard operating procedures
6. repair joints following standard operating procedures
7. repair frames following standard operating procedures
8. repair or replace suspensions following standard operating procedures
9. revive show-wood following standard operating procedures
10. polish show-wood following standard operating procedures
11. check frame is ready for re-upholstery following standard operating procedures
12. process completed work to next stage following standard operating procedures
13. describe relevant health and safety responsibilities
14. describe the meaning of terms used in specifications and requirements list
15. describe how to check equipment is set up and is in good working order
16. describe how to check materials and the common faults that can occur
17. describe how to repair joints and frames
18. describe how to repair and replace suspensions
19. describe how to revive and polish show wood
20. describe how to check frames are ready for re-upholstery

Range:

Health & Safety	Evidence have been trained in this role PPE Safe Systems of Work Risk Assessments COSHH
Specifications and requirements	Specification sheet Work to lists Job sheets Batch info
Machinery, Tools and Equipment	Hand tools Power tools Jigs

	<ul style="list-style-type: none"> Templates Abrasives Silent wire
Materials	<ul style="list-style-type: none"> Abrasives Adhesives Alternative support systems Basecoats Boards Fabrics Fasteners Fillers Finishing materials Fixings Laquers Manmade composites Oils Rags Sealers Spring units Springs Stains Waxes Webbing Wood
Faults	<ul style="list-style-type: none"> Broken springs Delamination Fit Gauge Inconsistent colour Knots (live and dead) Moisture content Over spraying Scratches and marks Size and shape Surface inconsistencies Tension Timber defects
Tolerance	For example +/-5mm
Preparation	<ul style="list-style-type: none"> Cleaning Sanding Filling

Assessment:

Observed Assessment – End Test