

# Furniture Manufacturer Apprenticeship Standard

## Bed Maker Modules of Assessment

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## Introduction

It is recognised that a Furniture Manufacturer 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 Bed Makers.

The role of a Furniture Manufacturer will enable the apprentice to demonstrate competencies in the following core requirements;

### Knowledge

- Industry
- Organisation
- Materials
- Customers
- Quality Standards
- Health, Safety and Environment

### Skills

- Maintain Tools & Equipment
- Problem Solving
- Achieve quality and output targets
- Health & Safety

### Behaviours

- Adaptability
- Collaboration
- Time management
- Pride in the workplace
- Positive Attitude
- Attention to detail

The requirements for the core components are covered with the Core Assessment Modules.

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

Bed Manufacturers work in factory environments where the ability to work to agreed targets in terms of output and quality standards is essential. Manufacturers often work shift systems and the seasonality of the industry, plus peaks and troughs in orders, often demands overtime working.

In order to ensure sufficient flexibility to meet the needs of the industry whilst maintaining the rigour of every single apprenticeship within it, Bed Manufacturers will need to undertake four of the following requirements, at least two must be Group A. These could be mattress making skills, divan and headboard making or a mixture of both.

## Mattress Making

### YOU WILL KNOW HOW TO AND BE ABLE TO

Group A	Spring Making	Prepare work area, set up machine for appropriate spring type and size and produce springs to the required specification
	Quilting	Prepare for and carry out mattress quilting operations. Understand and operate quilting machines
	Tape Edging	Prepare work area, set up machinery, select materials and carry out tape edging. <i>Tape edging is usually the final process in mattress making. It involves closing the mattress up by the application of a tape using a sewing machine</i>
	Hand Side Stitching	Identify and sort components and sew materials to specification
Group B	Panel Cutting	Prepare and cut fabric and components used for panels. Understand and use any machinery used in this process
	Sewing Borders / Labels	Identify and sort components. Sew materials to specification
	Mattress Assembly	Assemble mattresses using appropriate components such as spring units and fillings to agreed standards. This will involve the use of equipment such as a glue spray and staple guns.
	Tufting	Tuft mattresses to appropriate pattern and standard

## Divan and Headboard Making

### YOU WILL KNOW HOW AND BE ABLE TO

Group A	Sewing	Produce sewn / seamed components by hand and through the use of machinery
	Headboard Upholstery	Upholster headboards including pleats, deep buttoning, ruching and fluting
	Upholstery	Prepare, cut and apply upholstery materials, trim and finish divans
	CNC Routing	Prepare, set up, operate and maintain computer numerically controlled (CNC) machinery to produce shaped headboards
Group B	Wood Machining	Prepare, set up, operate and maintain machinery to produce wood components
	Laying and Cutting Fabrics	Prepare and cut fabric and components
	Frame Making	Prepare and assemble frames using jigs
	Drawer Making	Upholster drawer fronts, prepare and assemble drawers

Ottoman / Adjustable Bed Frames	Produce ottoman or adjustable beds ensuring the mechanisms are correctly attached and in working order
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## 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 – Spring Making

### What is required

Prepare work area, set up machine for appropriate spring type and size and produce springs to the required specification.

### 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. feed wire and material through machinery following manufacturers' instructions and standard operating procedures
7. produce test springs following standard operating procedures
8. check test springs meet specification and adjust machine following manufacturers' instructions to achieve specification
9. operate machinery to produce springs to specification following standard operating procedures
10. monitor process following standard operating procedures
11. progress completed springs to the next process following standard operating procedures
12. describe relevant health and safety responsibilities
13. describe the meaning of terms used in specifications and requirements lists
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 how to operate and monitor machinery and equipment
17. explain the different wires and materials to use and when
18. describe how to test springs

### Range:

Health and Safety	PPE Safe System of Work Risk Assessment Training documents / evidence
Specifications and requirements	Specification sheet Work to lists Job sheets Batch info Work tickets

Machinery, tools and equipment	Spring making machinery Hand clenching tools Wire snips Pliers Allen keys Staplers
Material	Non-woven Calico Wire
Check (springs)	Wire - dimensions, including height, gauge, strength, specifications
Faults	Wire - dimensions/diameter, tensile, dirt, uneven distribution from wire former Material - fabric faults , thickness Machine – timings, settings, speed, adjustments, worn components

### Assessment:

Observed Assessment – End Test



## Module 2 – Quilting

### What is required

Prepare for and carry out mattress quilting operations. Understand and operate quilting machines

### 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. select filling combination to specification following standard operating procedures
7. check fillings are centralised and straight following standard operating procedures
8. identify fabric required to meet specifications following standard operating procedures
9. centralise fabric and load into machinery following standard operating procedures
10. operate quilting machinery following manufacturers' instructions and standard operating procedures
11. monitor quilting operations to ensure that it remains within the specified limits following standard operating procedures
12. inspect finished lids following standard operating procedures
13. identify and rectify problems that occur or report issue to appropriate colleague
14. confirm items produced meet specifications following standard operating procedures
15. complete and pass on to next stage following standard operating procedures
16. describe relevant health and safety responsibilities
17. describe the meaning of terms used in specifications
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 machine control screens
21. describe the different filling materials and combinations used
22. describe different fabrics used
23. describe how to operate quilting machinery and how to monitor the process
24. describe the inspection requirements
25. describe the common problems that can occur and how to rectify these

### Range:

Health & Safety	Evidence have been trained in this role Safe Systems of Work
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	Risk Assessments PPE
Specifications and requirements	Specification sheet Work to lists Job sheets Batch info Work ticket
Machinery, Tools & Equipment	Multi needle machines Twin needle machines Simulated side stitch machines Single width border quilting machines Needles Loopers Scissors Tape measures
Materials	Fabrics Foams Polyesters Natural fillings Backing materials
Faults	Stitching Fabric faults Size of finished lid Shape of finished lid Filling faults – damp, density, dimensions

### Assessment:

Observed Assessment – End Test

## Module 3 – Fabric Cutting (Hand)

### What is required

Prepare and cut fabric and components used for panels. Understand and use any machinery used in this process

### 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 fabrics are free of major flaws and minor defects will not be visible when used following standard operating procedures
7. obtain and prepare fabric templates and check they conform to the specification following standard operating procedures
8. position and lay materials so they lie flat, square and true following standard operating procedures
9. mark material faults which are within specification limits following standard operating procedures
10. plan marking out and cutting of material to minimise waste and take account of pattern type, width and pile following standard operating procedures
11. mark components taking account of pattern, type, width and pile to spec following standard operating procedures
12. cut components within size and shape tolerances following standard operating procedures
13. progress cut components to next stage following standard operating procedures
14. describe relevant health and safety responsibilities
15. describe the meaning of terms used in specifications and requirements lists
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. list functions and uses of different types of tools and equipment used in cutting material
19. describe equipment storage arrangements and why it is important to follow them
20. describe consequences of dirt and debris being left on work surfaces, tools and equipment
21. describe how to obtain and prepare fabric, templates and lays and how to check they conform to specification
22. describe why it is important to check fabrics, templates and lays against specifications and what to do where there are faults or problems
23. describe handling and cutting characteristics of different types of materials used

24. describe rolling out characteristics of different fabrics used
25. describe why it is necessary to maintain cut components within given tolerances
26. describe wastage levels that apply and why it is important to minimise waste
27. describe how to handle and store left over materials to make the best use of them
28. describe when and why it is important to match the pattern
29. describe markers to use for different types of material
30. describe how and why components are marked and systems used
31. how to determine when templates are beyond use and how to make repairs or arrange for new templates

Range:

Health and Safety	PPE Safe System of Work Risk Assessment Training documents / evidence
Specifications and requirements	Specification sheet Work to lists Job sheets Batch info Work tickets
Machinery, Tools and Equipment	Templates Markers Cutters Scissors
Faults	Fabric – flaws, distortion, colour and pattern Inaccurate measurements Mis-alignments Equipment
Fabrics	Knits Damasks Non wovens

Assessment:

Observed Assessment – End Test

## Module 4 – Sewing Borders/Labels

### What is required

Identify and sort components. Sew materials to specification.

### 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. organise and prepare components for sewing following standard operating procedures
7. sew items to specifications and in sequence following standard operating procedures
8. check sewn product meets specification following standard operating procedures
9. pass on to next stage following standard operating procedures
10. describe relevant health and safety responsibilities
11. describe meaning of terms used in specifications
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 importance of machine, needle, foot, needle guard and spool checks
15. describe consequences of lubricants or debris being left on or around the machine and work surface
16. describe how to sew components
17. describe checks that you carry out on completed components

### Range:

Health and Safety	PPE Safe System of Work Risk Assessment Training documents / evidence
Specifications and requirements	Specification sheet Work to lists Job sheets Batch info Work tickets
Machinery, Tools and Equipment	Sewing machines Needles Scissors Tape measures

	Hand held tagging gun
Materials	Panels/lids Threads Borders Handles Label backing materials Labels
Processes	Attaching Labels (including attaching British Standard Fire Labels) Attaching Handles Sewing Borders Embroidery

Assessment:

Observed Assessment – End Test

## Module 5 – Mattress Assembly

### What is required

Assemble mattresses using appropriate components such as spring units and fillings to agreed standards. This will involve the use of equipment such as a glue spray and staple guns.

### 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. prepare and assemble sub components to specification following standard operating procedures
7. position components to provide the structure and shape specified for the mattresses following standard operating procedures
8. assemble components in sequence to specification following standard operating procedures
9. check assembled mattresses and pass on to the next stage following standard operating procedures
10. identify faults and solve problems following standard operating procedures
11. describe relevant health and safety responsibilities
12. describe the meaning of terms used in specifications
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 prepare and assemble sub-components
16. describe how to position components to provide the required structure and shape
17. describe how to assemble components and the required sequence
18. describe how to check assembled mattresses
19. describe common faults and how to rectify these

### Range

Health and Safety	PPE Safe System of Work Risk Assessment Training documents / evidence
Specifications and requirements	Specification sheet Work to lists Job sheets

	Batch info Work tickets
Tools and equipment	Padding/Staple guns Hog-ringing guns Scissors Pliers/wire clippers Plastic tagging guns Staple removers Glue spray equipment
Materials	Staples Glue tags
Sub components	Spring units (inc. encapsulated) Webbing Foam blocks Fillings Top & bottom panels Borders Corner materials
Assembly processes	Gluing Stapling / hog-ringing Layering Hand teasing Core inserting Shaping and sizing

### Assessment:

Observed Assessment – End Test



## Module 6 - Tape Edging

### What is required

Prepare work area, set up machinery, select materials and carry out tape edging. Tape edging is usually the final process in mattress making. It involves closing the mattress up by the application of a tape using a sewing machine.

### 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. adjust machinery so the visual appearance, tape application and tensioning conforms to specification following standard operating procedures
7. tape borders and panels following standard operating procedures to specification
8. check product meets specification following standard operating procedures
9. carry out finishing requirements to specification following standard operating procedures
10. pass on to next stage following standard operating procedures
11. correct faults 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 the pre-shift checks that need to be carried out and why
17. describe how to set up, adjust and monitor machinery
18. describe how to position and fix tapes, borders and panels
19. describe how to tape mattresses
20. describe how to finish the process
21. describe the common faults that occur and how to rectify these

### Range:

Health and Safety	PPE Safe System of Work Risk Assessment Training documents / evidence
Specifications and requirements	Specification sheet Work to lists Job sheets

	Batch info Work tickets
Machinery, Tools and Equipment	Tape edging machines Scissors Tape measures
Materials	Threads, Tapes Assembled mattresses Filler cords
Faults	Loose threads, Big stitching or tape bursts Tape lines not straight and true Mis-shaped mattress Poor tape edge finish

### Assessment:

Observed Assessment – End Test

## Module 7 – Tufting

### What is required

Tuft mattresses to appropriate pattern and standard

### 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 assembled mattresses ensuring square, central and true to specification following standard operating procedures
7. clamp and compress mattresses in place following standard operating procedures
8. position and tuft to specification following standard operating procedures
9. check visual appearance, dimensions, fixing and tensioning conforms to specifications following standard operating procedures
10. correct faults following standard operating procedures
11. pass onto 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 the common faults that can occur and how to rectify these
17. describe how to set up machinery
18. describe how to position assembled mattresses and how to ensure these are square, central and true
19. describe how to clamp and compress mattresses
20. describe the tufting process and the pattern(s) used
21. describe the checks that need to be carried out and why

### Range:

Health and Safety	PPE Safe System of Work Risk Assessment Training documents / evidence
Specifications and requirements	Specification sheet Work to lists Job sheets Batch info

	Work tickets
Machinery, tools and equipment	Auto tufting machines Hand tufting machines Needles Scissors Tape measures
Materials	Assembled mattresses Tufts Washers
Faults	Tufts/washers missing Mis-shapen Tuft patterns not square/straight Filling moved/shifted

### Assessment:

Observed Assessment – End Test

## Module 8 - Hand Side Stitching

### What is required

Identify and sort components and sew materials to specification.

### 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. place borders around mattresses to specification following standard operating procedures
7. insert backing/wadding to specification following standard operating procedures
8. check border is square, true and central and meets specification following standard operating procedures
9. gauge borders and mark for stitching to specification following standard operating procedures
10. stitch border to specification following standard operating procedures
11. carry out quality checks to specification following standard operating procedures
12. correct any faults following standard operating procedures
13. pass onto next stage following standard operating procedures
14. describe relevant health and safety responsibilities
15. describe the meaning of terms used in specifications
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 place borders around mattresses
19. describe how to insert backing/wadding
20. describe how to check borders are square, true and central and why this is important
21. describe how to gauge borders and mark for stitching
22. describe how to stitch and knot
23. describe the quality checks and why these are important
24. describe common faults and the process for correcting these

### Range:

Health and Safety	PPE Safe System of Work Risk Assessment Training documents / evidence
Specifications and	Specification sheet

requirements	Work to lists Job sheets Batch info Work tickets
Machinery, Tools and Equipment	Needles Skewers Masking tape Tape measures
Materials	Borders Threads Polyesters/wadding
Faults	Missed stitching Stitching out of line/not parallel Slack stitching

### Assessment:

Observed Assessment – End Test

## Module 9 - CNC Routing

### What is required

Prepare, set up, operate and maintain computer numerically controlled (CNC) machinery to produce shaped headboards.

### 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. load materials onto machinery following manufacturers' instructions and standard operating procedures
7. operate machinery and monitor the machinery and quality of the finished product following company procedures and manufacturers' instructions
8. set up and change appropriate tooling to meet requirements following manufacturers' instructions and company procedures
9. use and maintain hand ancillary equipment following manufacturers' instructions and company procedures
10. correct any faults following standard operating procedures
11. progress completed products to the 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 how to prepare and set up the machine following manufacturers' instructions and company procedures
17. describe how to operate machinery and monitor the machinery and quality of the finished product following company procedures and manufacturers' instructions
18. describe how to set up and change appropriate tooling to meet requirements following manufacturers' instructions and company procedures
19. describe common faults and the process for correcting these

#### Range:

Health and Safety	PPE Safe System of Work Risk Assessment Training documents / evidence
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Specifications and requirements	Specification sheet Work to lists Job sheets Batch info Work tickets
Machinery, Tools and Equipment	CNC machines Hand tools / ancillary equipment
Materials	Timber Manmade composites Manufactured board
Faults	Warping Dampness Damage Wrong size/shape Materials Machine – settings/programmes

### Assessment:

Observed Assessment – End Test



## Module 10 – Wood Machining (see General Manufacturing)

### What is required

Operate woodworking machinery and equipment to meet company requirements. Prepare tools and equipment including tooling technology and calibration of measuring 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. prepare and set up machinery following manufacturers' instructions and standard operating procedures
7. conduct a test run and rectify any problems following manufacturers' instructions and standard operating procedures
8. operate and monitor the machinery and quality of the finished product following standard operating procedures and manufacturers' instructions
9. maintain machinery following standard operating procedures and manufacturers' instructions within the limits of your responsibility
10. pass onto following stage following standard operating procedures
11. describe relevant health and safety responsibilities
12. describe the meaning of terms used in specifications
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. state tolerances allowed
16. describe how to prepare and set up machines
17. describe how to conduct a simulation/test run to prove programmes
18. describe how to operate and monitor the machinery and quality of the finished products
19. describe how to maintain machinery and the limits of your responsibility
20. describe how to rectify any problems

### Range:

Health and Safety	PPE Safe System of Work Risk Assessment Training documents / evidence
Specifications and requirements	Specification sheet Work to lists

	Job sheets Batch info Work tickets
Machinery, Tools and Equipment	Wood machines CNC/NC machines
Materials	Timber Sheet materials Manufactured boards Fabrics Foams Veneers
Faults	Tooling Materials Electrical or mechanical machine faults Operator Positioning Bluntness Chips Burns Smell Noise Resin Tool damage Material damage

### Assessment:

Observed Assessment.

## Module 11 – Laying and Cutting Fabrics (Machine)

### What is required

Prepare and cut fabric and 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. load material into machines following standard operating procedures
7. pick laying or cutting recipe in machine to meet specifications
8. run machine to lay and cut fabrics checking first piece meets specifications
9. correct any faults 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 common machine faults that can occur and the process for correcting them
16. describe how to load materials onto the machine
17. describe how to pick the appropriate recipe
18. describe how to check pieces meet specifications

### Range/Scope:

Health and Safety	PPE Safe System of Work Risk Assessment Training documents / evidence
Specifications and requirements	Specification sheet Work to lists Job sheets Batch info Work tickets
Machinery, Tools and Equipment	Laying machines Panel cutting machines Scissors Measuring equipment

	Templates
Materials	Fabrics
Faults	Fabrics– flaws, distortion, colour and pattern Wrong size/shape

Assessment:

Observed Assessment – End Test

## Module 12 - Sewing

### 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. organise and prepare components for sewing following standard operating procedures
7. sew cut items to specifications and in the correct sequence following standard operating procedures
8. check sewn product conforms to shape and size requirements following standard operating procedures
9. check sewn product meets specification in terms of labels and trimmings following standard operating procedures
10. resolve faults or identify, mark and place rejects in the designated location 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 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. describe common machine faults that can occur and the process for correcting them
17. describe the importance of machine, needle, foot, needle guard and spool checks
18. describe consequences of lubricants or debris being left on or around the machine and work surface
19. describe consequences of sewing components out of sequence and how to prevent it occurring

### Range/Scope:

Health and Safety	PPE Safe System of Work Risk Assessment Training documents / evidence
Specifications and requirements	Specification sheet Work to lists Job sheets

	Batch info Work tickets
Machinery, Tools and Equipment	Sewing machines Scissors Measuring equipment
Materials	Mattress/Divan panels Fabrics Borders Piping Tape Labels
Faults	Fabrics – flaws, distortion, colour and pattern Shape Size
Processes	Divan case sewing H/B sewing Overlocking mattress panels/lids

### Assessment:

Observed Assessment – End Test

## Module 13 - Frame Making

### What is required

Prepare and assemble frames using 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. position components in sequence and fasten to specification
7. check frame is square and dimensionally sound following standard operating procedures
8. correct any faults following standard operating procedures
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 common faults that can occur and the process for correcting them
15. describe how to position and fasten components
16. describe how to check frame is square and dimensionally sound

### Range/Scope:

Health and Safety	PPE Safe System of Work Risk Assessment Training documents / evidence
Specifications and requirements	Specification sheet Work to lists Job sheets Batch info Work tickets
Machinery, Tools and Equipment	Staple guns Nail guns Jigs Benches
Materials	Timber Chip board

	Glue Staples Nails Springs Plastics
Faults	Timber faults – size, shape, knots, damp, mould

Assessment:

Observed Assessment – End Test



## Module 14 – Drawer Making

### What is required

Upholster drawer fronts, prepare and assemble drawers.

### 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. upholster drawer front to specification following standard operating procedures
7. position components so that they are correctly aligned and within the required tolerances
8. secure and assemble drawers using the specified adhesives and fasteners
9. make adjustments and alignments as necessary to make sure that the drawer is square and true
10. apply the appropriate level of pressure for drawer construction following standard operating procedures
11. protect components from damage during assembly
12. clean drawers of excess glue, debris and foreign objects
13. check and confirm that drawers fit to within the specified tolerances for alignment and movement
14. position and attach the drawer runners to produce the required fit
15. check and confirm that the drawers sit square
16. process completed work to next stage following standard operating procedures
17. describe relevant health and safety responsibilities
18. describe the meaning of terms used in specifications and requirements list
19. describe how to check equipment is set up and is in good working order
20. describe how to check materials and the common faults that can occur
21. describe common faults that can occur and the process for correcting them
22. describe the tolerances allowed
23. describe how to assemble drawers
24. describe how to clean drawers of excess glue

### Range/Scope:

Health and Safety	PPE Safe System of Work Risk Assessment Training documents / evidence
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Specifications and requirements	Specification sheet Work to lists Job sheets Batch info Work tickets
Machinery, Tools and Equipment	Drawer press Staples Power tools Screws Clamps
Materials	Glue Drawer components Drawer runners
Faults	Size Shape Delamination Warping
Assembly methods	These cover dry assembly, cramping, knock-up draw-boring assembly.

### Assessment:

Observed Assessment – End Test

## Module 15 – Ottoman / Adjustable Bed Frames

### What is required

Produce ottoman or adjustable beds ensuring the mechanisms are correctly attached and in working order.

### 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. assemble and fix components in sequence to specification following standard operating procedures
7. position, fix and check pistons/adjustable units to specification following standard operating procedures
8. correct any faults following standard operating procedures
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 common faults that can occur and the process for correcting them
15. describe how to assemble and fix components in sequence to specification
16. describe how to position, fix and check pistons/adjustable units to specification

### Range/Scope:

Health and Safety	PPE Safe System of Work Risk Assessment Training documents / evidence
Specifications and requirements	Specification sheet Work to lists Job sheets Batch info Work tickets
Machinery, Tools and Equipment	Hand tools Power tools Jigs Templates

	Staple guns
Materials	Pistons Adjustable units Timber components Staples Glue
Faults	Timber – warping, damp Pistons – wrong specification, strength, damage Adjustable units

Assessment:

Observed Assessment – End Test

## Module 16 – Headboard Upholstery

### What is required

Upholster headboards including pleats, deep buttoning, ruching and fluting.

### 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 secure filling/padding materials following standard operating procedures
7. position and secure covers tensioning to the required level to specification following standard operating procedures
8. check the visual appearance, fixing and tensioning of the cover conforms to the specification following standard operating procedures
9. carry out pleating, buttoning and ruching required to specification
10. position trimmings and finishings following standard operating procedures
11. fix trimmings and finishings to specification
12. correct any faults following standard operating procedures
13. process completed work to next stage following standard operating procedures
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 common faults that can occur and the process for correcting them
19. describe how to position and secure filling/padding materials
20. describe different methods to secure upholstery covers
21. describe how to carry out pleating, buttoning and ruching
22. describe steps and actions needed to position and fit trimmings and finishings to different items

### Range/Scope:

Health and Safety	PPE Safe System of Work Risk Assessment Training documents / evidence
Specifications and requirements	Specification sheet Work to lists

	Job sheets Batch info Work tickets
Machinery, Tools and Equipment	Hand tools Power tools Staple guns Scissors Measuring Knives
Materials	Chipboard MDF Hardwood Foams Polyesters Backing materials Buttons Piping
Faults	Board – size, shape, warping, damp Fabrics - flaws, distortion, colour and pattern

### Assessment:

Observed Assessment – End Test

## Module 17 – Upholstery

### What is required

Prepare, cut and apply upholstery materials, trim and finish divans.

### 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 fabric to frames following standard operating procedures
7. secure covers tensioning it to the required level to specification following standard operating procedures
8. cut materials 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. position trimmings and finishings following standard operating procedures
12. fix trimmings and finishings to specification
13. correct any faults following standard operating procedures
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 common faults that can occur and the process for correcting them
20. describe the importance and use of bottom cloths in upholstery
21. describe functions of different types of tools and equipment used in upholstery

### Range/Scope:

Health and Safety	PPE Safe System of Work Risk Assessment Training documents / evidence PPE
Specifications and requirements	Specification sheet Work to lists Job sheets

	Batch info Work tickets
Machinery, Tools and Equipment	Hand tools Power tools Staple guns Upholstery press Benches Jigs Templates Scissors
Materials	Divan frames Fabrics Undercovers Drawers
Faults	Fabrics - flaws, distortion, colour and pattern Frames – side saddles, handles, trims, bumper bar foams, drawers

### Assessment:

Observed Assessment – End Test