

# Furniture Manufacturer Apprenticeship Standard

## Furniture Restorer 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 this standard allows for the apprentice to demonstrate a full range of skills across a variety of job roles within the occupation. This document covers the requirements for Furniture Restorer.

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 apprentice job role.

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

## Requirements

Furniture restorers are involved in the conservation and restoration of antique and modern furniture by using practical and scientific restoration techniques. To be a furniture restorer, you should have an interest in furniture history, a desire to fix things, practical skills, an eye for detail and good observational and co-ordination skills. You should have a patient and organised approach.

The programme is designed to give a wide range of skills appropriate to restoration and repair.

In order to ensure sufficient flexibility to meet the needs of the industry whilst maintaining the rigour of every single apprenticeship within it Restorers will be able to undertake all mandatory and one of the optional requirements.

## Mandatory

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

Preparation	<b>Customer Service</b>	Agree the requirements, scope of the work and the budget with the customer. Set expectations with the customer.
	<b>Assessment</b>	Assess items of furniture for repair in order to produce a condition and options report.
	<b>Requirements</b>	Evaluate and specify restoration requirements. Develop a plan for the restoration work.
Restoration	<b>Research</b>	Carry out research to understand the history of furniture and the different periods.
	<b>Repair &amp; Restore</b>	Repair structural components. Replicate and restore components.
	<b>Basic Finishing</b>	Prepare existing and newly restored surfaces and finish furniture using basic finishing methods.

<b>Finishing</b>	<b>Reporting</b>	Write a report on the work that has been carried out to include sketches and photographs of the process.
	<b>Recommendations</b>	Provide the customer with relevant aftercare and instructions and recommendations for future use and handling.

## Optional

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

<b>Specialist</b>	<b>Decorative Effects</b>	Re- create decorative effects on furniture.
	<b>Re-upholstery</b>	Reupholster structural and decorative elements of furniture. Ensure you use appropriate fabrics.
	<b>French Polishing</b>	French polish furniture using traditional methods to a glass finish.

## 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
- Case studies
- Evidence of feedback given
- Products of learner's work
- Expert witness testimony

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.

## 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 – Customer Service

### What is required

Agree the requirements, scope of the work and the budget with the customer. Set expectations with the customer.

### Learning Outcomes:

#### The learner can:

1. comply with health and safety requirements and procedures at all times
2. provide customers with estimates and quotes following standard operating procedures
3. agree scope of work with customers following standard operating procedures
4. agree budget with customers following standard operating procedures
5. agree timescales for the work following standard operating procedures
6. provide customers with progress updates following standard operating procedures
7. manage expectations by communicating the limits of the results of repair work following standard operating procedures
8. describe the commerciality of repair work
9. describe legal requirements and responsibilities
10. describe values that apply
11. describe methods and approach for restoration
12. describe how to provide customers with estimates and quotes
13. describe how to agree scope of work with customers
14. describe how to agree budgets with customers
15. describe how to agree timescales for the work
16. describe how to provide customers with progress updates
17. describe how to manage expectations by communicating the limits of the results of repair work

### Range/Scope:

Health and Safety	PPE Safe System of Work Risk Assessment Training documents / evidence
Clients	Private Museum Antique dealers
Values	Historic Monetary Sentimental
Updates	Progress Issues Problems

Assessment:

Observed Assessment.

## Module 2 – Assessment

### What is required

Assess items of furniture for repair in order to produce a condition and options report.

### Learning Outcomes:

#### The learner can:

1. comply with health and safety requirements and procedures at all times
2. obtain customer requirements for carrying out the work, such as use of original materials following standard operating procedures
3. establish setting and use of pieces following standard operating procedures
4. handle and examine items without causing further damage or degradation
5. carry out full assessments of pieces following standard operating procedures including:
  - date/period
  - materials and finish used
  - manufacturing process used
  - use and function
  - repairs required
6. produce condition reports and options reports for the client following standard operating procedures
7. describe implications of assessing pieces and the processes for completing this
8. describe factors taken into consideration when assessing items for repair or conservation
9. describe how to obtain customer requirements for carrying out the work
10. describe how to establish setting and use of pieces
11. describe how to handle and examine items without causing further damage or degradation
12. describe how to carry out full assessments of pieces
13. describe how to produce condition reports and options report

### Range/Scope:

Health and Safety	PPE Safe System of Work Risk Assessment Training documents / evidence COSHH
Customer brief	History Proof of ownership Acceptance forms Certification Insurance Purchase order Acceptance of work
Materials	Glass



	<ul style="list-style-type: none"> <li>Gilding</li> <li>Lacquer</li> <li>Veneers</li> <li>Wood</li> <li>Fixtures and fittings</li> </ul>
Description	<ul style="list-style-type: none"> <li>Period including region or country of origin</li> <li>Any known history</li> <li>Materials used in construction</li> <li>Detail of hardware, handles and pediments</li> <li>How constructed or made including carcass</li> <li>Finish or decoration</li> <li>The materials used and its present condition</li> <li>Insurance required</li> <li>Approximate value and/or most recent purchase price</li> <li>Sentimental value</li> </ul>
Assessment	<ul style="list-style-type: none"> <li>Repairs to carcass</li> <li>Repairs or replacement veneer</li> <li>Repairs to existing finish</li> <li>Finish required</li> <li>Materials required including wood, veneer, polish and wax, hardware , other</li> <li>Any work to be outsourced to specialist</li> </ul>

Assessment:

Observed Assessment.

## Module 3 – Requirements

### What is required

Evaluate and specify restoration requirements. Develop a plan for the restoration work.

### Learning Outcomes:

#### The learner can:

1. present conditions and options reports to customers following standard operating procedures
2. agree work to be carried out with customers following standard operating procedures
3. specify requirements for work to be completed following standard operating procedures
4. develop restoration plans following standard operating procedures
5. describe own capabilities
6. describe where to obtain valid and reliable information about suppliers
7. describe supplies needed for common restoration and repair commissions
8. describe information to keep on suppliers and why this needs to be kept up to date
9. state who to turn to for expert advice and assistance
10. describe the sort of problems are likely to be associated with a restoration or repair
11. describe how to present conditions and options reports to customers
12. describe how to agree work to be carried out with customers
13. describe how to specify requirements for work to be completed
14. describe how to develop restoration plans

### Range:

Health and Safety	PPE Safe System of Work Risk Assessment Training documents / evidence
Work Carried Out	Record of work carried out including time spent Record of materials used and costs Record of any specialist work carried out and cost Total cost of above Comparison with planned cost Does client require a valuation?
Plan	Repairs to carcass Repairs or replacement veneer Repairs to existing finish Finish required Materials required including wood, veneer, polish and wax, hardware , other Any work to be outsourced to specialist

Programme of Work	In every case only materials must be used that will not adversely affect an item of furniture in the future Any method of work should aim to be reversible where possible and appropriate Approximate costings of time and materials
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Assessment:

Observed Assessment.

## Module 4 – Research

### What is required

Carry out research to understand the history of furniture and the different periods.

### Learning Outcomes:

#### The learner can:

1. comply with health and safety requirements and procedures at all times
2. describe different periods of history and the furniture styles
3. describe prominent designers and makers for the different periods
4. describe materials and techniques for the different periods
5. identify and use reliable sources of information when researching commissions
6. build up complete and accurate picture of original techniques and materials that would have been used in producing items
7. obtain accurate and up to date details of materials and techniques used to replace original features
8. seek expert assistance on any aspects of the information you uncover which require clarification
9. keep an accurate and up to date log of material and service suppliers that could be useful for future commissions
10. describe relevant health and safety responsibilities
11. describe sources that can provide valid and reliable information including historical records, manufacturer's specifications, other people, professional or trade organisations
12. describe why it is important to have a full understanding of original production techniques and materials
13. describe historical techniques and materials for furniture production still in use today
14. describe the difference in priorities when restoring traditional or antique furniture and repairing modern furniture
15. describe why it is important to gather information on tried, tested and successful uses of modern materials and techniques and on solutions to potential problems
16. state who to turn to for expert advice and assistance
17. describe why you should keep a record of your research and what it should contain

### Range:

Health and Safety	PPE Safe System of Work Risk Assessment Training documents / evidence
Periods	Tudor Jacobean The Commonwealth (Puritan) The Restoration period (Carolean)

	William & Mary Queen Anne Georgian Regency Victorian Edwardian
Styles	1400-1500's Middle Age (Baroque) Style 1600-1700's Jacobean Style 1640-1700's Early American Style 1690-1725's William & Mary Style 1700-1760's Queen Anne Style 1700-1780's Colonial Style 1714-1770's Georgian Style 1720-1830's Pennsylvania Dutch Style 1750-1800's Chippendale Style 1780-1820's Federal Style 1770-1800's Sheraton Style 1800-1840's American Empire Style 1820-1860's Shaker Style 1840-1920's Victorian Style 1880-1910's Art Nouveau 1930-1970's Scandinavian Contemporary Style 1945-1965's Mid-Century Modernism Style 1960-1970's Postmodern Style 1970-Today Modern Style
Designers and Makers	Thomas Chippendale Frank Lloyd Wright Eileen Gray Charles and Ray Eames Tom Dixon Ron Arad

Assessment:

Portfolio of evidence.

## Module 6 – Repair & Restore

### What is required

Repair structural components. Replicate and restore 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. prepare components following standard operating procedures
7. carry out structural repairs following standard operating procedures
8. carry out surface repairs following standard operating procedures
9. carry out finishing repairs following standard operating procedures
10. replace fixtures and fittings following standard operating procedures
11. replicate and restore components following standard operating procedures
12. protect completed work following standard operating procedures
13. store components 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. different materials used
19. describe how to prepare components
20. describe how to carry out structural repairs
21. describe how to carry out surface repairs
22. describe how to carry out finishing repairs
23. describe how to replace fixtures and fittings
24. describe how to replicate and restore components
25. describe how to protect completed work
26. describe how to store components

### Range/Scope:

Health and Safety	PPE Safe System of Work Risk Assessment Training documents / evidence COSHH
Structural repairs	Joints

	<ul style="list-style-type: none"> <li>• dove tail</li> <li>• mortice and tenon</li> </ul> Gluing
Surface	Laminates Veneers Bandings Mouldings
Finishing	Lacquers Polish Wax Shellac
Materials	Finishes Wood Adhesives Consolidants
Fixtures and fittings	Locks Handles Runners

Assessment:

Observed Assessment.

## Module 7 – Basic Finishing

### What is required

Prepare existing and newly restored surfaces and finish furniture using basic finishing 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 calibrated, 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 surfaces following standard operating procedures
7. colour match finishes following standard operating procedures
8. applying surface finishes following standard operating procedures
9. check completed finishes meet requirements following standard operating procedures
10. describe relevant health and safety responsibilities
11. describe the 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 how to prepare surfaces
15. describe how to colour match finishes
16. describe how to apply surface finishes
17. describe how to check completed finishes meet requirements

### Range:

Health and Safety	PPE Safe System of Work Risk Assessment Training documents / evidence
Surface finishes	Wax Polish Shellac Lacquer Oil



Assessment:

Observed Assessment.

## Module 8 – Reporting

### What is required

Write a report on work that has been carried out to include appropriate sketches and photographs of the process.

### Learning Outcomes:

The learner can:

1. record work at every stage of restoration process including sketches and photographs
2. organise the content you need
3. prepare comprehensive reports on the restoration work undertaken
4. present reports that are logical, unbiased, accurate, relevant and objective which meets the needs of the customer
5. provide information using language that is clear and concise, explaining technical terms clearly and accurately
6. prepare and provide reports within the agreed timescales and in the required format
7. present reports to customers following standard operating procedures
8. describe the records you need to keep
9. describe type, extent, purpose and deadline of the reports
10. describe why it is important to produce high quality reports
11. describe the importance of remaining impartial and how to present balanced opinions and conclusions which are objective and without bias
12. describe how to clearly and accurately structure your report to facilitate understanding by the end user
13. describe the types of information required in reports

### Assessment:

Observed Assessment.

## Module 9 - Recommendations

### What is required

Provide the customer with relevant aftercare and instructions and recommendations for future use and handling.

### Learning Outcomes:

#### The learner can:

1. prepare aftercare reports to customers for pieces restored including
  - environmental conditions
  - handling
  - security
  - use
2. provide customers with advice on mitigating further damage to restored pieces
3. provide customers with care instructions for pieces restored
4. describe how to prepare aftercare reports and information that needs to be included
5. describe how to provide customers with advice on mitigating further damage to restored pieces
6. describe how to provide customers with care instructions for pieces restored
7. describe the types of care instructions you would commonly provide

### Assessment:

Observed Assessment.

## Module 10 - Decorative Effects

### What is required

Re- create decorative effects on furniture.

### 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 surfaces are clean and free of surface faults which mean that they are not in a suitable condition for the decorative effect required
7. accurately match materials against the colour specification
8. check you have enough of the material to complete the work before starting
9. prepare materials for required quality for the finish to specification
10. use effective technique for the kind of decorative effect and finish required
11. follow an effective sequence for effects and finishes which require multiple treatments
12. describe relevant health and safety responsibilities
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. list the drying and working times for different materials
16. describe the implications of using materials that are inappropriate for the finish to be produced
17. describe why it is important to be accurate when checking against a colour specification
18. describe when and why it may be necessary to mix and/or thin materials to achieve a suitable consistency and/or colour for the finish to be produced
19. describe the implications for your work of the relevant regulations and the including where to find out about relevant risk assessment details and control methods that have been set by your organisation
20. describe personal protective equipment worn when handling decorative materials and why
21. describe why it is important to deal promptly, safely and correctly with spillages and splashes
22. describe techniques associated with different decorative effects and finishes
23. describe application faults, causes and how to deal with them

Range/Scope:

Health and Safety	PPE Safe System of Work Risk Assessment Training documents / evidence
Decorative effects	Marbling Gilding Graining Patterns Skiver (Leather Top)

Assessment:

Observed Assessment.

## Module 11 - Re-upholstery

### What is required

Reupholster structural and decorative elements of furniture. Ensure you use appropriate fabrics.

### Item to be re-upholstered:

Drop in seat (basic seat, unsprung)

### 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 seat for re-upholstery following standard operating procedures
7. select, position and fit required fillings following standard operating procedures
8. fit and finish top covers following standard operating procedures
9. check completed work meets specification
10. describe relevant health and safety responsibilities
11. describe the 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 different materials used
15. describe different techniques used
16. describe how to prepare seat for re-upholstery
17. describe how to select, position and fit required fillings
18. describe how to fit and finish top covers
19. describe how to check completed work meets specification

### Range/Scope:

Health and Safety	PPE Safe System of Work Risk Assessment Training documents / evidence
Machinery, Tools and Equipment	Hand tools Power tools Fixings Fasteners

Materials	Fabrics Leather Trimmings Decorative items Adhesives Frames Fillings Labels Fittings
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Assessment:

Observed Assessment.

## Module 12 – French Polishing

### What is required

French polish furniture using traditional methods to a glass finish.

### 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 surfaces following standard operating procedures
7. colour match finishes following standard operating procedures
8. apply shellac to surfaces following standard operating procedures (skinnying/bodying)
9. build up layers of shellac following standard operating procedures
10. spirit off surfaces following standard operating procedures
11. check work meets specification
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 surfaces
17. describe how to colour match finishes
18. describe how to apply shellac to surfaces (skinnying/bodying)
19. describe how to build up layers of shellac
20. describe how to spirit off surfaces

### Range/Scope:

Health and Safety	PPE Safe System of Work Risk Assessment Training documents / evidence
Prepare surface	Levelled Filled
Materials	Shellac Rags Oils Spirit Abrasives



	Fillers Dye Fine Wire Wool
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Assessment:

Observed Assessment.