



**Qualification Specification for:**

**OCN NI Level 2 Diploma in Woodworking Skills**

➤ **Qualification No: 603/7904/2**

## Qualification Regulation Information

---

Qualification Title: **OCN NI Level 2 Diploma in Woodworking Skills**

Qualification Number: **603/7904/2**

Operational start date: 01 October 2021

Operational end date: 30 September 2026

Certification end date: 30 September 2028

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification. Learners have up to the certificate end date to complete the qualification and claim their certificate.

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications ( <http://register.ofqual.gov.uk/> ). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

### OCN NI Contact Details

Open College Network Northern Ireland (OCN NI)  
Sirius House  
10 Heron Road  
Belfast  
BT3 9LE

Phone: 028 90463990

Web: [www.ocnni.org.uk](http://www.ocnni.org.uk)

## Foreword

---

This document explains OCN NI's requirements for the delivery and assessment of the following regulated qualification:

➤ **OCN NI Level 2 Diploma in Woodworking Skills**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualification
- The structure and content of the qualification
- Assessment requirements for the qualification
- OCN NI's quality assurance arrangements for the qualification
- Administration

OCN NI will notify centres in writing of any major changes to this specification. We will also publish changes on our website at [www.ocni.org.uk](http://www.ocni.org.uk)

This specification is provided online, so the version available on our website is the most up to date publication. It is important to note that copies of the specification that have been downloaded and printed may be different from this authoritative online version.

## Contents

---

<b>About Regulation .....</b>	<b>6</b>
<b>Qualification Summary .....</b>	<b>7</b>
Background .....	7
Sector Subject Area .....	7
National Occupational Standards .....	7
Qualification Aim .....	8
Qualification Objectives .....	8
Grading .....	8
Transversal Skills .....	9
Qualification Target Group .....	9
Entry Requirements.....	9
Progression .....	9
Qualification Support.....	10
Delivery Languages.....	10
<b>Centre Requirements for Delivering the Qualification.....</b>	<b>11</b>
Centre Recognition and Qualification Approval .....	11
Centre Staffing .....	11
Assessors.....	11
Internal Verification.....	12
<b>Structure and Content .....</b>	<b>13</b>
<b>Units .....</b>	<b>14</b>
<b>Appendix 1 - Transversal Skill Mapping Matrix.....</b>	<b>28</b>
<b>Appendix 2 - Transversal Skills.....</b>	<b>30</b>
<b>Quality Assurance of Centre Performance.....</b>	<b>32</b>
External Verification .....	32
Standardisation .....	32

<b>Administration</b> .....	<b>33</b>
Registration .....	33
Certification .....	33
Charges.....	33
Equality, Fairness and Inclusion.....	33
Retention of Evidence .....	33

## About Regulation

---

### OCN NI

Open College Network Northern Ireland (OCN NI) is a regulated Awarding Organisation based in Northern Ireland. OCN NI is regulated by CCEA Regulation to develop and award professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is regulated by Ofqual to award similar qualification types in England.

### The Regulated Qualifications Framework: an overview

The Regulated Qualifications Framework (RQF) was introduced on 1<sup>st</sup> October 2015: the RQF provides a single framework for all regulated qualifications.

#### Qualification Level

The level indicates the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels (Levels 1-8) supported by three 'entry' levels (Entry 1-3).

#### Qualification Size

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in terms of Total Qualification Time (TQT), and the part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours (GLH).

## Qualification Summary

---

### Background

#### **The NI Traineeship**

The NI Traineeship is the newly reformed flagship level 2 vocational education programme that delivers the commitments set out within 'Generating our Success131' the Northern Ireland Strategy for Youth Training. It has been designed to offer breadth beyond the skills of specific job roles and to deliver a simpler qualifications' landscape. Key to its design is the delivery of a full outcome at level 2 that is equivalent to five GCSEs at grade C or above, including maths and English.

The Traineeship is available to young people over 16 who are not yet in employment, but who are ready and able to engage on a challenging programme in their preferred occupational area through a Further Education College. While the target age group is 16 to 24 years, the Traineeship is open to all age groups. The innovative delivery methodology for the Traineeship includes the integration of project based learning and transversal skills development aimed at developing employment ready young people, who are well prepared to take up key roles in the NI workforce132.

#### **Transversal skills**

Transversal skills are those that are not specifically related to a particular job, task, discipline or area of knowledge and that can be used in a wide variety of situations and work settings . In a rapidly changing world these skills are key to accessing employment, career progression and becoming resilient to shocks. A recent survey by Ulster University highlighted that communication, digital skills, leadership, and problem solving/analytical were the most important soft skills identified by NI graduate employers.

### Sector Subject Area

5.2 Building and construction

### National Occupational Standards

This qualification has been mapped to the following National Occupational Standards:

[VR641](#) - v2 Conform to general workplace Health, Safety and Welfare

[VR642](#) - v1 Conform to productive work practices

[VR643](#) - v1 Move, handle or store resources

[VR09](#) - v3 Install first fixing components

[VR10](#) - v3 Install second fixing components

[VR15](#) - v5 Mark out from setting out details for routine products

### **Qualification Aim**

The aim of the OCN NI Level 2 Diploma in Woodworking Skills is to develop a broad base of wood working skills and practical techniques.

### **Qualification Objectives**

The objectives of the OCN NI Level 2 Diploma in Woodworking Skills will enable learners to gain skills and knowledge relating to the following:

- first and second fix carpentry techniques
- health, safety and welfare in wood occupations
- interpreting construction drawings
- maintaining and using woodworking hand and power tools
- setting, marking out and manufacture of joinery products
- understanding construction methods
- setting and operating CNC machines

### **Grading**

Grading for this qualification is pass/fail.



## Transversal Skills

A strong reoccurring theme in employer feedback to the 2015 NI Skills Barometer survey was the importance of good communication, team-working, working with others, problem solving and a willingness to learn. These 'Transversal Skills' are developed through naturally occurring evidence and are listed below:

- T1 Self-Management
- T2 Working with Others
- T3 Citizenship/participating in society
- T4 Work professionalism
- T5 Problem-solving and decision making
- T6 Digital literacy

Each Transversal Skill has been mapped to assessment criteria as shown in [Appendix 1](#) and [Appendix 2](#).

## Qualification Target Group

The OCN NI Level 2 Diploma in Woodworking Skills is targeted at learners who wish to gain employment within the joinery or carpentry sector.

## Entry Requirements

Learners must be at least 16 years old and have or working towards:

- minimum GCSE grade E in English
- minimum GCSE grade D in mathematics
- and two other GCSEs grade F or above or equivalent qualification level

In addition, if the qualification is taken as part of a programme, for those learners who do not already have the following qualifications, they will be given the opportunity to obtain either:

- GCSE Maths and English at Grade C or above, or
- Essential Skills Level 2 Communication and Essential Skills Level 2 Application of Number

## Progression

The OCN NI Level 2 Diploma in Woodworking Skills will enable learners to progress to higher level qualifications including relevant Level 3 Apprenticeships or into employment.

### **Qualification Support**

A Qualification Support pack is available for OCN NI centres within the login area of the OCN NI website (<https://www.ocnni.org.uk/my-account/>), which includes additional support for teachers, eg planning and assessment templates, guides to best practice, etc.

### **Delivery Languages**

This qualification is available in English only at this time. If you wish to offer this qualification in Welsh or Irish (Gaeilge) then please contact OCN NI who will review demand and provide as appropriate.

## Centre Requirements for Delivering the Qualification

---

### Centre Recognition and Qualification Approval

New and existing OCN NI recognised centres must apply for and be granted approval to deliver the qualification prior to the commencement of delivery.

### Centre Staffing

Centres are required to have the following roles in place as a minimum, although a member of staff may hold more than one role\*:

- Centre contact
- Programme Co-ordinator
- Tutor
- Assessor
- Internal Verifier

\*Note: A person cannot be an internal verifier for their own assessments.

### Tutors

Tutors delivering the qualification should be occupationally competent, qualified to at least one level higher than the qualification, and have a minimum of three years' relevant experience in the carpentry and joinery sector.

### Assessors

The qualifications are assessed within the centre and are subject to OCN NI's quality assurance processes. Units are achieved as outlined within each unit's Assessment Requirements and Assessment Guidance.

#### **Assessors must:**

- be occupationally competent, qualified to at least one level higher than the qualification and have a minimum of three years' relevant experience in carpentry or joinery
- have direct or related relevant experience in assessment
- assess all assessment tasks and activities

### **Internal Verification**

OCN NI qualifications must be scrutinised through the centre's internal quality assurance processes as part of the recognised centre agreement with OCN NI. The centre must appoint an experienced and trained centre internal verifier whose responsibility is to act as the internal quality monitor for the verification of the delivery and assessment of the qualifications.

#### ***Internal Verifiers must:***

- have at least three years' occupational experience in the area they are internally verifying
- attend OCN NI's internal verifier training if not already completed

Internal verifiers are required to:

- support tutors and assessors
- sample assessments according to the centre's sampling strategy
- ensure tasks are appropriate to the level being assessed
- maintain up-to-date records supporting the verification of assessment and learner achievement

## Structure and Content

### OCN NI Level 2 Diploma in Woodworking Skills

Total Qualification Time (TQT) for this qualification: 660 hours  
 Minimum Guided Learning Hours (GLH) for this qualification: 528 hours

Learners must successfully complete all mandatory units (66 credits) to achieve the OCN NI Level 2 Diploma in Woodworking Skills.

Unit Reference Number	OCN NI Unit Code	Unit Title	TQT	Credit Value	GLH	Level
<i>Mandatory Units</i>						
<a href="#">H/618/8718</a>	CBF538	First and Second Fix Carpentry Techniques	180	18	144	Two
<a href="#">K/618/8719</a>	CBF539	Health, Safety and Welfare in Woodworking Occupations	40	4	32	Two
<a href="#">D/618/8720</a>	CBF540	Interpreting Construction Drawings and Information	80	8	64	Two
<a href="#">H/618/8721</a>	CBF541	Maintain and Use Woodworking Hand and Power Tools	80	8	64	Two
<a href="#">K/618/8722</a>	CBF542	Setting, Marking Out and Manufacturing of Joinery Products	180	18	144	Two
<a href="#">M/618/8723</a>	CBF543	Understanding Construction Methods	60	6	48	Two
<a href="#">T/618/8724</a>	CBF544	Practical Woodworking Project	40	4	32	Two

## Units

Title	First and Second Fix Carpentry Techniques
Level	Two
Credit Value	18
Guided Learning Hours (GLH)	144
OCN NI Unit Code	CBF538
Unit Reference No	H/618/8718
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop the skills required to install first and second fix carpentry techniques.	
Learning Outcomes	Assessment Criteria
1. Be able to apply health and safety working practices when carrying out first and second fix joinery techniques.	1.1. Outline the different types of defects found in timber products. 1.2. Illustrate the access equipment required for the work and associated legislation. 1.3. Identify how to protect the work and its surrounding area from damage in accordance with the given specification. 1.4. Demonstrate the following when preparing for and carrying out first and second fix joinery techniques: a) safe working practices b) risk assessments c) interpreting drawings, specifications and schedules effectively d) selecting and using appropriate personal protective equipment (PPE) e) working with and being aware of others in the work area
2. Be able to carry out first fix carpentry techniques.	2.1. Carry out first fix carpentry techniques correctly including the following: a) produce and fix frames and linings b) construct stud partitions c) fix a straight flight of stairs d) construct roofing structure and fit rainwater goods e) fix verge and eave components f) lay floor joists and at least three coverings g) produce and fit window boards
3. Be able to carry out second fix carpentry techniques.	3.1. Carry out second fix carpentry techniques correctly including the following: a) install doors and ironmongery b) fix mouldings c) install service encasements and cladding d) install bench joinery products e) install stair components f) install laminate and solid hardwood flooring g) fit wall panelling

### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practice and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Health, Safety and Welfare in Woodworking Occupations
Level	Two
Credit Value	4
Guided Learning Hours (GLH)	32
OCN NI Unit Code	CBF539
Unit Reference No	K/618/8719
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand relevant Health, Safety and Welfare legislation together with roles and responsibilities used in a wood occupations environment.	
Learning Outcomes	Assessment Criteria
1. Be aware of health and safety legislation and relevant bodies.	<p>1.1. Identify the key health and safety legislation and guidance relevant to wood occupations including:</p> <ul style="list-style-type: none"> <li>a) Health and Safety at Work (Northern Ireland) Order 1978</li> <li>b) Reporting Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR)</li> <li>c) Working at Height Regulations</li> <li>d) Control of Substances Hazardous to Health (COSHH)</li> <li>e) Provision and Use of Work Equipment Regulations (PUWER)</li> <li>f) Control of Noise at Work Regulations</li> <li>g) Manual Handling Operations Regulations</li> <li>h) Personal Protective Equipment Regulations (PPE)</li> <li>i) Construction Design and Management (CDM) Regulations</li> </ul> <p>1.2. Describe the key responsibilities under the Health and Safety at Work (Northern Ireland) Order 1978 for employers and employees</p> <p>1.3. Outline the roles and responsibilities of the Health and Safety Executive (HSE) (HSENI in NI) in regard to:</p> <ul style="list-style-type: none"> <li>a) legislation and advice</li> <li>b) inspection</li> <li>c) enforcement</li> </ul>
2. Understand the reporting procedures for accidents and emergencies at work.	<p>2.1. Outline using examples, types of construction industry accidents that need to be reported under RIDDOR including:</p> <ul style="list-style-type: none"> <li>a) injuries</li> <li>b) diseases</li> <li>c) dangerous occurrences</li> </ul> <p>2.2. Outline the actions to be taken and describe the records that must be completed by employers following an accident at work.</p>



<p>3. Be able to identify hazards and controls in a woodworking environment, complete a risk assessment and demonstrate safe manual handling.</p>	<p>3.1. Describe what is meant by risk assessments and method statements and the purpose of each.</p> <p>3.2. Describe common hazards and controls relating to working in a woodworking environment including:</p> <ul style="list-style-type: none"> <li>a) working at height</li> <li>b) slips trips and falls</li> <li>c) manual handling</li> <li>d) vehicles</li> <li>e) electricity</li> <li>f) hazardous substances</li> <li>g) noise and vibration</li> <li>h) fire</li> <li>i) welfare arrangements</li> </ul> <p>3.3. Carry out a risk assessment for a given situation.</p> <p>3.4. Demonstrate how to lift safely using the correct manual handling kinetic lifting technique</p>
---------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

#### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	<p>A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes</p> <p>OR</p> <p>A collection of documents containing work that shows the learner's progression through the course</p>	<p>Learner notes/written work</p> <p>Learner log/diary</p> <p>Peer notes</p> <p>Record of observation</p> <p>Record of discussion</p>
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practice and apply skills and knowledge	<p>Record of observation</p> <p>Learner notes/written work</p> <p>Learner log</p>
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	<p>Record of observation</p> <p>Learner notes/written work</p> <p>Tutor notes/record</p> <p>Learner log/diary</p>
E-assessment	The use of information technology to assess learners' work	<p>Electronic portfolio</p> <p>E-tests</p>

Title	Interpreting Construction Drawings and Information	
Level	Two	
Credit Value	8	
Guided Learning Hours (GLH)	64	
OCN NI Unit Code	CBF540	
Unit Reference No	D/618/8720	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand construction industry symbols, drawings, drawing equipment and demonstrate construction drawing techniques.		
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
1. Be aware of different types of drawings used in the construction industry.	1.1. Outline the purpose of different types of drawings used in the construction industry including: a) working drawings b) location drawings c) assembly drawings d) component drawings	
2. Be able to produce industry symbols and hatchings used in construction drawings.	2.1. Identify the main industry symbols and hatchings and what they represent. 2.2. Interpret scale, symbols and hatchings on a given working drawing. 2.3. Produce at least three different symbols and hatchings used in construction drawings.	
3. Be able to produce construction sketches and drawings using appropriate equipment and materials.	3.1. Identify, select and use equipment and materials to produce construction sketches and drawings containing the following projections: a) orthographic b) isometric c) oblique	
4. Be able to interpret information sources and produce drawings used in construction.	4.1. Interpret and identify construction drawings including: a) workshop rod b) scale drawings c) resource sheets 4.2. Produce construction drawings including: a) workshop rod b) cutting lists	
<b>Assessment Guidance</b>		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
<b>Assessment Method</b>	<b>Definition</b>	<b>Possible Content</b>
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion

Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Maintain and Use Woodworking Hand and Power Tools
Level	Two
Credit Value	8
Guided Learning Hours (GLH)	64
OCN NI Unit Code	CBF541
Unit Reference No	H/618/8721
<i>Unit purpose and aim(s):</i> This unit will enable the learner to develop the skills required when using, maintaining and storing manual and portable powered woodworking tools.	
Learning Outcomes	Assessment Criteria
1. Be able to apply safe working practices when using manual woodworking tools.	1.1. Demonstrate safe working practices when using manual woodworking tools to prepare timber joints, components and products including: <ul style="list-style-type: none"> <li>a) tools for marking out and testing</li> <li>b) handsaws</li> <li>c) planes</li> <li>d) woodworking Chisels</li> <li>e) boring tools</li> <li>f) fixing and driving tools</li> <li>g) holding tools and equipment</li> <li>h) sharpening tools</li> </ul>
2. Be able to apply safe working practices when maintaining and storing manual woodworking tools.	2.1. Select and maintain woodworking manual tools including use of grinding, sharpening and honing equipment as appropriate. 2.2. Report and record faults and damage in manual woodworking tools before and after use. 2.3. Clean and store manual woodworking tools safely and securely.
3. Be able to apply safe working practices when using portable powered woodworking tools.	3.1. Demonstrate safe working practices when using the following portable powered woodworking tools to prepare timber joints, components and products: <ul style="list-style-type: none"> <li>a) drills and planers</li> <li>b) saws</li> <li>c) routers and sanders</li> <li>d) drivers</li> <li>e) nailers</li> </ul> 3.2. Select and change tooling on portable powered woodworking tools in accordance with manufacturers' instructions. 3.3. Demonstrate safe working practices when cutting and shaping at least three different softwoods and at least three different manufactured boards using portable powered woodworking tools.
4. Be able to apply safe working practices when maintaining and storing portable powered woodworking tools.	4.1. Select and maintain carpentry and joinery portable powered tools including oiling where appropriate. 4.2. Report and record faults and damage in portable powered woodworking tools before and after use. 4.3. Clean and store carpentry and joinery portable powered tools safely and securely.

5. Be able to cut solid timber and manufactured Boards using appropriate tools and equipment.	5.1. Demonstrate safe working practices when performing a rip cut on solid timber. 5.2. Demonstrate safe working practices when cutting solid timber and manufactured boards to given specifications including: a) rip cut using a saddle jig b) tapered cut using jigs c) cutting wedges using jig
6. Be able to apply safe working practices when using and maintaining a circular saw.	6.1. Select appropriate types of saw blades for at least three different cutting tasks. 6.2. Demonstrate the safe and correct sequence for changing circular saw blades in accordance with manufactures instructions and current legislation. 6.3. Report and record faults and damage in circular saws before and after use. 6.4. Demonstrate the safe and correct set up and use of a circular saw, ancillary equipment and tools for the three tasks identified in AC 6.1 6.5. Maintain and store the circular saw, equipment and tools used in AC 6.4 safely and securely.

#### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title		Setting, Marking Out and Manufacturing of Joinery Products
Level		Two
Credit Value		18
Guided Learning Hours (GLH)		144
OCN NI Unit Code		CBF542
Unit Reference No		K/618/8722
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to prepare and manufacture joinery products.		
Learning Outcomes		Assessment Criteria
1. Be able to use marking and setting out techniques for joinery products.		1.1. Demonstrate how to use the following marking out techniques: <ol style="list-style-type: none"> <li>mark out and form joints for a timber product</li> <li>to use a range of joints to produce a carpentry product.</li> <li>produce cutting lists based on given drawings/ workshop rod.</li> <li>set out and mark routine joinery products</li> <li>manufacture and assemble bench joinery products to a specification</li> <li>set up and use manual and electric bench joinery equipment</li> </ol> 1.2. Using marking out tools, produce workshop rods for the following products: <ol style="list-style-type: none"> <li>doors</li> <li>linings</li> <li>stairs</li> </ol>
2. Be able to manufacture joinery products.		2.1. Use appropriate hand tools and machines to safely and correctly manufacture the following products: <ol style="list-style-type: none"> <li>doors (panelled or sheeted)</li> <li>linings</li> <li>stairs (straight flight)</li> </ol>
3. Be able to identify different timbers and timber products.		3.1. Identify timbers including: <ol style="list-style-type: none"> <li>European redwood</li> <li>white wood</li> <li>mahogany</li> <li>oak</li> <li>ash</li> <li>beech</li> </ol> 3.2. Identify man-made boards including: <ol style="list-style-type: none"> <li>plywood</li> <li>medium density fibre board (MDF)</li> <li>chip board (Particle Board)</li> </ol> 3.3. Identify oriented strand board (OSB)
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence	Learner notes/written work Learner log/diary Peer notes

	to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Understanding Construction Methods
Level	Two
Credit Value	6
Guided Learning Hours (GLH)	48
OCN NI Unit Code	CBF543
Unit Reference No	M/618/8723
<i>Unit purpose and aim(s):</i> This unit will enable the learners to understand of the diversity, complexity and impact of the UK construction industry on our lives and the contribution made by those who work within it.	
Learning Outcomes	Assessment Criteria
1. Understand foundations used in construction.	1.1. Describe the use of foundations in construction including: a) purpose b) types c) factors to be considered in selection d) material used
2. Understand wall construction.	2.1. Describe internal and external wall construction including: a) types b) structural considerations c) materials used 2.2. Describe the purpose of installing a damp-proof membrane (DPM).
3. Understand roof construction.	3.1. Describe at least three types of roof construction including factors to be considered for each. 3.2. Identify three components used in pitched and three components used in flat roof construction. 3.3. Describe three types of roof coverings used in pitched and three types of roof coverings used in flat roof construction.
4. Understand floor construction.	4.1. Describe three methods of floor construction used in suspended floors and three methods of floor construction used in finished floors. 4.2. Describe factors to be considered when selecting a floor type. 4.3. Describe the type of materials used in ground floor and suspended floor construction.
5. Understand sustainability and low energy building practices in construction.	5.1. Describe how sustainability measures can be incorporated into construction projects including products and methods. 5.2. Describe what is meant by the term energy efficiency in relation to building practices and how it may be incorporated into construction projects. 5.3. Summarise the following current standards: a) passive b) Nearly Zero-Energy Buildings (NZEB) 5.4. Identify five building components used in low energy buildings.



### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
Coursework	Research or projects that count towards a learner's final outcome and demonstrate the skills and/or knowledge gained throughout the course	Record of observation Learner notes/written work Tutor notes/record Learner log/diary
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Practical Woodworking Project
Level	Two
Credit Value	4
Guided Learning Hours (GLH)	32
OCN NI Unit Code	CBF544
Unit Reference No	T/618/8724
<i>Unit purpose and aim(s):</i> This unit will enable the learner to be able to undertake a woodworking project demonstrating appropriate industry skills and knowledge.	
Learning Outcomes	Assessment Criteria
1. Be able to develop a woodworking project design.	1.1 Develop a woodworking project design to include: a) man-made and natural materials b) material and fixing schedule c) material list d) quotations for costing e) assembly plan
2. Be able to prepare for a woodworking project.	2.1 Identify required tools and information from appropriate sources to enable correct and safe installation for the project identified in AC 1.1.
3. Be able to install joist floor and covering.	3.1 Select the appropriate tools and equipment to install joist floor and covering. 3.2 Install joist floor and appropriate covering correctly and safely.
4. Be able to assemble stud work and door lining.	4.1 Select the appropriate tools and equipment to assemble stud work and door lining. 4.2 Assemble stud work and door lining to given specification correctly and safely.
5. Be able to hang doors and install ironmongery.	5.1 Select the appropriate tools and equipment to hang a door. 5.2 Select appropriate ironmongery and tools and equipment for installation. 5.3 Hang a door and install selected ironmongery correctly and safely.
6. Be able to install mouldings.	6.1 Install mouldings to specification using battery operated nailer and relevant adhesives correctly and safely.
7. Be able to assess completed woodworking project.	7.1 Assess own completed woodworking project identifying possible areas for improvement.

#### Delivery Guidance

This unit must be delivered last and will simulate an 'on the job' activity. Learners will be given an opportunity to research the appropriate materials, tools and layouts and will be submitted through a pre-assessment report.

#### Assessment Guidance

The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.

Assessment Method	Definition	Possible Content
Practical demonstration/observation	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log

## Appendix 1 - Transversal Skill Mapping Matrix

### **Transversal Skill 1: Self-Management** - Accept responsibility for self

Criteria	T1.1	T1.2	T1.3	T1.4	T1.5	T1.6
Evidence	Units 1, 3, 4, 5, 6	Units 1, 3, 4, 5, 6	Units 1, 3, 4, 5, 6	Units 1, 3, 4, 5, 6	Units 1, 3, 4, 5, 6	Units 1, 3, 4, 5, 6

### **Transversal Skill 2: Working with Others** - Work collaboratively both internally and with external customers and an awareness of interdependence

Criteria	T2.1	T2.2	T2.3	T2.4
Evidence	Units 1, 3, 4, 5, 6	Units 1, 3, 4, 5, 6	Units 1, 3, 4, 5, 6	Units 1, 3, 4, 5, 6

### **Transversal Skill 3: Citizenship/participating in Society** - Understand and be considerate of the differing needs of different individuals and groups

Criteria	T3.1	T3.2
Evidence	PBL projects	PBL projects

### **Transversal Skill 4: Work Professionalism** - Behave appropriately and with a professional attitude

Criteria	T4.1	T4.2	T4.3	T4.4
Evidence	Unit 8	Unit 8	Unit 8	Unit 8

### **Transversal Skill 5: Problem solving and decision making** - Weigh up the pros and cons of new situations and identify key issues

Criteria	T5.1	T5.2
Evidence	Unit 8, PBL projects	Unit 8, PBL projects

**Transversal Skill 6: Digital literacy** - Find, evaluate, utilize, share, and create content using information technologies and the Internet

Criteria	T6.1	T6.2
Evidence	Unit 6, PBL projects	Unit 6, PBL projects

## Appendix 2 - Transversal Skills

Transversal Skill	Ability to:		Basic	Intermediate	Advanced
T1. Self-management	Accept responsibility for self	T1.1	Identify own strengths and weaknesses	Take action on what has to be done without having to be told	Be proactive in personal and career development
		T1.2	Ask for assistance if required	Work unsupervised	Embrace change
		T1.3	Take responsibility for actions	React appropriately to situations	
		T1.4	Manage one's own feelings	Be open to new processes and situations	
		T1.5	Prioritise work and time		
		T1.6	Take responsibility for own safety		
T2. Working with others	Work collaboratively both internally and with external customers and an awareness of interdependence	T2.1	Get along with others	Understand and provide customer service as it applies to role both internally and externally	Lead teams and give feedback
		T2.2	Put aside differences	Empathise with others point of view	Influence others in a positive way
		T2.3	Try to work effectively in a team		
		T2.4	See other points of view		
T3. Citizenship/ participating in society	Understand and be considerate of the differing needs of different individuals and groups	T3.1	Value ideas from others	Engage with individuals with different backgrounds and different needs	Contribute to local community
		T3.2	Respect individuals' differences in terms of disability, ethnicity background, gender, sexuality and religion	Show respect for the environment	To challenge own perceptions in society
T4. Work professionalism	Behave appropriately and with a professional attitude	T4.1	Turn up on time	Show professional loyalty	Work flexibly as workplace requires
		T4.2	Follow instructions from seniors	Focus on maintaining quality	Work through difficult situations

		T4.3	Dress appropriately		
		T4.4	Understand the nature of the business and the codes of conduct		
<b>T5. Problem solving and decision making</b>	Weigh up the pros and cons of new situations and identify key issues	T5.1	Adopt a problem-solving attitude	Act without being given step-by – step guidance and supervision	Approach a problem from different perspectives
		T5.2		Use own mistakes and successes as a learning process	Come up with unique responses to situations
<b>T6. Digital literacy</b>	Find, evaluate, utilize, share, and create content using information technologies and the Internet	T6.1	Use social media appropriately	Format, organise and manage files and data	Use specialist programmes related to specific discipline
		T6.2	Use Microsoft office or equivalences		
		T7.2	Listen to others	Justify ideas and opinions	Understand when to compromise

## Quality Assurance of Centre Performance

---

### External Verification

All OCN NI recognised centres are subject to External Verification. External verification visits and monitoring activities will be conducted annually to confirm continued compliance with the conditions of recognition, review the centre's risk rating for the qualification and to assure OCN NI of the maintenance of the integrity of the qualification.

The External Verifier will review the delivery and assessment of this qualification. This will include the review of a sample of assessment evidence and evidence of the internal verification of assessment and assessment decisions. This will form the basis of the EV report and will inform OCN NI's annual assessment of centre compliance and risk. The External Verifier is appointed by OCN NI.

### Standardisation

As a process, standardisation is designed to ensure consistency and promote good practice in understanding and application of standards. Standardisation events:

- make qualified statements about the level of consistency in assessment across centres delivering a qualification
- make statements on the standard of evidence that is required to meet the assessment criteria for units in a qualification
- make recommendations on assessment practice
- produce advice and guidance for the assessment of units
- identify good practice in assessment and internal verification

Centres offering units of an OCN NI qualification must attend and contribute assessment materials and learner evidence for standardisation events if requested.

OCN NI will notify centres of the nature of sample evidence required for standardisation events (this will include assessment materials, learner evidence and relevant assessor and internal verifier documentation). OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.



## Administration

---

### Registration

A centre must register learners within 90 working days of commencement of this qualification.

### Certification

Certificates will be issued to centres within 20 working days of receipt of correctly completed results marksheets. It is the responsibility of the centre to ensure that certificates received from OCN NI are held securely and distributed to learners promptly and securely.

### Charges

OCN NI publishes all up to date qualification fees in its Fees and Invoicing Policy document. Further information can be found on the centre login area of the OCN NI website.

### Equality, Fairness and Inclusion

OCN NI has considered the requirements of equalities legislation in developing the specification for this qualification.

For further information and guidance relating to access to fair assessment and the OCN NI Reasonable Adjustments and Special Considerations policies, centres should refer to the OCN NI website.

### Retention of Evidence

OCN NI has published guidance for centres on the retention of evidence. Details are provided in the OCN NI Centre Handbook and can be accessed via the OCN NI website.

**OCN NI Level 2 Diploma in Woodworking Skills**  
**Qualification Number: 603/7904/2**

---

Operational start date: 01 October 2021  
Operational end date: 30 September 2026  
Certification end date: 30 September 2028

Open College Network Northern Ireland (OCN NI)  
Sirius House  
10 Heron Road  
Belfast  
BT3 9LE

Phone: 028 90463990  
Web: [www.ocnni.org.uk](http://www.ocnni.org.uk)