

apprenticeship FRAMEWORK

Furniture, Furnishings and Interiors

IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 14 OCTOBER 2016

Modifications to SASW came into effect on 14 October 2016. These changes relate to the **Essential Skills and Employer Rights and Responsibilities** requirements of a framework and they **ONLY** apply to new Apprenticeship starts on, or after, 14th October. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

For more details of the changes and how they will affect new apprenticeship starts, please read the following preface page to the framework document. NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

Latest framework version?

For any previous versions of this framework: www.acwcerts.co.uk/framework_library

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Furniture, Furnishings and Interiors

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Framework information

Information on the Issuing Authority for this framework:

Proskills

The Apprenticeship sector for occupations in printing, mineral extraction and processing, health and safety and process and manufacturing of furniture, glass, ceramics, coatings and paper (also includes glazing, building products, wood and mining).

Issue number: 9	This framework includes:
Framework ID: FR03683	Level 2 <input checked="" type="checkbox"/> Level 3 <input checked="" type="checkbox"/> Level 4-7 <input type="checkbox"/>
Date this framework is to be reviewed by: 01/04/2017	This framework is for use in: Wales

Short description

The Furniture, Furnishing and Fitted Interiors framework provides work based training for young people and adults to undertake key technical and practical roles in the Furniture, Furnishing and Fitted Interiors industry.

There are 2 levels of Apprenticeship contained in this framework:

The Level 2 Foundation Apprenticeship in Furniture, Furnishing and Fitted Interiors (usually takes 18 - 24 months to complete)

The Level 3 Apprenticeship in Furniture, Furnishing and Fitted Interiors (usually takes 24-36 months to complete)

The framework contains details of the vocational qualifications, knowledge based technical qualifications, essential skills Wales (Communication and Application of Number) and employee rights and responsibilities that are required for an Apprenticeship in Furniture, Furnishing and Fitted Interiors.

Apprentices undertake training both on and off-the-job at their workplace and some training can also be undertaken away from the workplace, delivered by a local training provider or a further education college.

Contact information

Proposer of this framework

Proskills worked with the following organisations to develop this framework; Hypnos, GGI Office Furniture, Silentnight Ltd, NEJ Stevenson, Havelock Europa, Barton Furniture, Axiom Displays, Sally Clarke Furniture, Wendy Shorter Interiors, British Contract Furnishing and Design Association, KBBNTG, AMUSF, British Furniture Manufacturers Association, British Furniture Confederation and the Worshipful Company of Furniture Makers. These employers and members of trade organisations have an aging workforce and are seeking ways of attracting good quality new entrants, who will make a career in the sector. The structure that an apprenticeship framework provides will enable these sectors to meet those needs.

Developer of this framework

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Who is making this revision [Claire Cousins]

Your organisation [Proskills UK]

Your email address: [apprenticeships@proskills.co.uk]

Revising a framework

Why this framework is being revised

[Addition of new awarding organisation qualifications.]

Summary of changes made to this framework

[Addition of new awarding organisations qualifications to all pathways]

Qualifications removed

[None]

Qualifications added

[601/7627/1 OAL Level 2 NVQ Diploma in Furniture and Wood Processing
601/6657/5 OAL Level 3 NVQ Diploma in Furniture and Wood Processing Technician (CNC Machining)
601/6659/9 OAL Level 3 NVQ Diploma in Furniture and Wood Processing
601/7047/5 Level 2 NVQ Diploma in Wood Machining (Furniture)
601/7628/3 OAL Level 2 NVQ Diploma in Furniture and Wood Processing (CNC Machining)
601/7607/6 OAL Level 2 NVQ Diploma in Furniture Making
601/7608/8 OAL Level 3 NVQ Diploma in Furniture Making
601/7609/X OAL Level 2 NVQ Diploma in Finishing Furniture
601/7610/6 OAL Level 3 NVQ Diploma in Finishing Furniture
601/7611/8 OAL Level 2 NVQ Diploma in Fitted Furniture Installation
601/7612/X OAL Level 3 NVQ Diploma in Fitted Furniture Installation
601/7619/2 "OAL Level 2 NVQ Diploma in Merchant Supplies - Timber "
601/7729/9 OAL Level 2 Diploma In Furnishings - Mattress Making (QCF)
601/7731/7 OAL Level 2 Diploma In Furniture Finishing Methods (QCF)
601/7732/9 OAL Level 2 Diploma In Furniture Installation (QCF)
601/7733/0 OAL Level 2 Diploma In Furniture Making (QCF)
601/7734/2 OAL Level 2 Diploma In Furniture Spray Finishing Methods (QCF)
601/7735/4 OAL OAL Level 2 Diploma in Wood Machining (QCF)
601/7736/6 OAL Level 3 Diploma In Furnishings - Mattress Making (QCF)
601/7738/X OAL Level 3 Diploma In Furniture Design and Making (QCF)
601/7739/1 OAL Level 3 Diploma In Wood Machining - CNC Machines (QCF)
601/7740/8 OAL Level 3 Diploma In Wood Machining (QCF)]

Qualifications that have been extended

[None]

Purpose of this framework

Summary of the purpose of the framework

The Furniture, Furnishings and Interiors industry is of significant importance to the UK economy, particularly in the supply of end products for residential and commercial living and work places. The industry has an annual turnover well in excess of £12 billion.

The Furniture, Furnishings and Interiors industries are traditionally segmented into three main sectors which cover:

- Domestic - serving the public through retail outlets
- Office - desk, seating, tables and other items for the office environment
- Contract - furniture for public areas such as hospitals, schools, hotels and airports

The industry also includes disciplines such as restoration, upholstery, soft furnishings and both kitchen and garden furniture.

Proskills identifies that the total size of the Furniture, Furnishings and Interiors Manufacturing sector in the UK is currently around 145,000 people in 12,000 companies. 80% of manufacturers are micro companies operating with less than 10 employees. Around 90% of the industry employs fewer than 50 people.

Although there is likely to be a drop in the overall size of the Welsh workforce during the coming decade, industries in Wales will still require additional workers in this period. There is predicted to be a fall in lower level occupations but a rise in the demand for higher skills as continuing automation of processes requires more highly skilled workers. Proskills will continue to work with employers across Wales to ensure that the right skills platform is in place and the right framework exists to support skills investment. This is in line with the aims and objectives set out in the "**Skills That Work for Wales**" strategy. For more information please read:

wales.gov.uk/docs/dcells/publications/081217stfwfstrategyandactionen.pdf

The production of furniture has traditionally been a skilled craft and, although becoming increasingly automated, the Furniture industry still classes around a third of its workforce as being "skilled trades". Plant/Process Machine Operatives and Managers are, however, becoming increasingly prominent, accounting for around 16-20% of the total workforce.

A recent Labour Force Survey shows that 88% of the Furniture industry workforce is full time and 71% are male. Many companies report issues with skills gaps with skills shortages particularly prevalent amongst front line staff, technical staff and at managerial and supervisory level. These skills gaps have a significant impact on company profitability.

As well as increasing operating costs, skills gap issues in the Furniture industry also increase the workload for other staff and create difficulties in meeting required quality standards.

Around a fifth of companies believe that the skills gaps they are experiencing are due to a lack of training. Over half of furniture employers with identified skills gaps are currently increasing their training activity to address these problems.

There are a number of challenges currently facing the industry and one of these is that commercial and domestic consumers have constantly changing demands and preferences and they expect very high standards in the furnishing of their living and workplace environments.

The Furniture industry relies heavily on the skills within its workforce to meet the highest of quality standards. It is vital to ensure the presence of appropriate training for the Furniture industry to help them prepare their employees for the future and to maintain and improve their productivity, competitiveness and sustainability. Only by doing this can the required high standards be achieved and maintained.

The industry also needs to improve efficiencies by tightening up processes to tackle the issue of rising energy costs and the need for more energy efficient machinery and processes. Legislative compliance on Health & Safety and Environmental Management also present challenges and place legal responsibilities upon the industry. Global competition has had an impact on Furniture manufacturing industries and the need for raising skill levels across the whole sector will be necessary to maintain and improve productivity and competitiveness. Low carbon and sustainability will also continue to be key drivers in terms of process and product improvement, renewable and recyclable materials and end-of-life procedures.

Recession will continue to have an impact on companies in the sector, as will competition, advancing technology, and changing working practices. These are all factors that companies in Wales have identified will have a significant impact on their businesses over the coming years. It will be vital to ensure the presence of appropriate training for the industry to help them prepare their employees for the future and continue to improve productivity and competitiveness.

The Furniture industry is currently not attracting, in sufficient numbers, applicants from females, black and minority ethnic groups or those with a difficulty or disability. The Furniture industry recognises that it is not making the most of the pool of talent that is available – this is untapped talent which could help to meet their skills gaps and shortages, thereby contributing to increased productivity and competitiveness. Another key challenge for the Furniture industry is that the current workforce is ageing, with a particular shortfall of employees aged 16-24.

The Level 2 Foundation and Level 3 Apprenticeships for Furniture Industry Occupations have been designed to help fill skills gaps and shortages which are caused by an ageing workforce, by attracting younger people into the industry and providing them with the skills, knowledge and experience which employers are seeking to recruit and retain. In addition, the framework provides a progression route which will help to upskill the existing workforce to meet future economical, environmental and technological changes within the Furniture industry.

The Furniture, Furnishings and Interiors Manufacturing industries have a long tradition of skills development and Apprenticeships, from the traditional work of the craft guilds and livery

companies, through to the modern integration of high technology and hand skills in furniture production.

This Apprenticeship framework provides a suitable structure that will ensure that training and assessment is carried out systematically and meets with the requirements of both the employer and the Apprentice. It may also, where appropriate, provide positive progression from a Foundation Level 2 Apprenticeship to a Level 3 Apprenticeship or to higher-level work within the industry.

The component parts of this framework will help meet the current and future needs of the industry: essentially a sound understanding of the complexities of manufacturing processes, underpinned by the appropriate skills, competencies and principles.

Apprenticeships in the Furniture, Furnishings and Interiors Manufacturing Industry provide and nurture an environment in which individuals are able to develop a host of skills and personal attributes – all of which will contribute to the success of the industry and to the wider UK economy.

This Apprenticeship framework can help offer solutions to the current and future economical, environmental and technological challenges highlighted above and will help to create stability in the demography of the industry. Apprenticeships will help fill the current skills gaps and shortages and provide a sound preparation to help fill more senior positions in the near future.

The proposed framework offers not just young people, but also older workers the opportunity to upskill and undertake continual professional development as they progress in their careers. Training alone will not deliver the learning required by the current workforce and timely succession planning, for workforce development and replacement, is necessary.

Apprenticeships will form a vital component of any succession planning action plan.

The training and assessment described by this Apprenticeship framework are acknowledged as a mechanism to help provide a workforce that is able to take forward innovation and change and to help industries to drive business performance improvements to increase national and global competitiveness.

For more information about the Furniture Industry, please visit www.advice-resources.co.uk.

This report outlines information on careers available, new emerging jobs, transferability of skills career paths and opportunities for progression. There is information on pay scales, how to enter the industry and what qualifications are available. The report also shows trends in the industry, where skills gaps lie, what influences the recession has had and the future of the industry in terms of a green agenda and job requirements.]

Aims and objectives of this framework (Wales)

[The aim of the framework is to continue to meet the changing skills needs of employers in the Furniture, Furnishings & Interiors Industry by attracting new recruits from a range of diverse backgrounds and up skilling the existing workforce to ensure that the workforce has the skills,

knowledge and experience to help Welsh businesses to remain competitive and profitable.

The objectives of this framework are:

1. To contribute to the tackling of the intermediate skills gaps in Wales, by expanding our Furniture Apprenticeship numbers to create a modern class of technicians. They will have transferable skills, gained as a result of both academic study and practical on-the-job experience.
2. To attract new recruits into the Furniture Industry from a range of diverse backgrounds to address current skills gaps in the industry and to increase the number of previously unrepresented groups (women, ethnic minorities and those with a disability) It also aims to meet the specific challenges of an ageing workforce.
3. To provide opportunities for existing staff in the Furniture industry to upskill to equip them with the necessary skills and knowledge to face the many challenges facing the industry and that they can respond effectively to the changes in developing new products, new markets, technological advances and legal and environmental requirements.
4. To provide quality, sector specific skills development for those who wish to attain the highest possible standards within their chosen occupational area and work to their greatest potential.
5. To provide career progression into employment at higher levels within the Furniture industry or, for those who wish to pursue additional learning in a Further or Higher Education arena.

Entry conditions for this framework

The selection process for all Furniture, Furnishings and Interiors employers is likely to include an interview to ensure that potential Apprentices have selected the right framework to meet both their needs and those of the employer. This process provides an opportunity for employers and Apprentice applicants to consider, discuss and assess an individual's prior learning and experience. An employer can then identify where this may be suitable as an appropriate foundation for undertaking the selected Apprenticeship and the individual's potential to successfully complete the framework. Where appropriate, they can also use this initial interview process as a way of tailoring the programme to meet individual learning and support needs.

Apprenticeship applicants are welcomed from a range of diverse backgrounds and it is anticipated that they may have a range of differing experiences, achievements and/or qualifications. The demonstration of relevant, transferable prior learning will form an important part of any employer's Apprentice selection process. There is a possibility that much of the evidence presented for previous achievements and/or qualifications can be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfers, where this is possible.

Examples of requirements that will be considered as a suitable basis for entry to the framework include:

- Previous work experience or employment, supported by a portfolio of evidence **or**
- Voluntary or community based work **or**
- Proof of completion of non accredited courses **or**
- Achievement of Awards, Certificates or Diplomas in a related industry such as Manufacturing, Engineering, Construction or Creative industries **or**
- Achievement of a 14-19 Diploma in Manufacturing & Product Design or Construction & the Built Environment or Creative and Media **or**
- Welsh Baccalaureate - Foundation, Intermediate or Advanced Diploma **or**
- GCSEs in English, Maths and Science

Literacy and numeracy skills are highly desirable, and this Furniture, Furnishings and Interiors Apprenticeship framework does facilitate the development of these skills and learning support can be tailored to provide Apprentices with the individual assistance they require.

The Furniture sector is varied and a diverse range of careers are available from entry level assemblers, frame makers, wood machinists to restorers, polishers, upholsters, installers and cabinet makers. Good hand eye co-ordination is desirable and being able to use tools effectively, and working to high levels of accuracy and quality. Experience in wood working and craft skills would be useful but not essential. Some soft furnishings and upholstery work can be physically demanding and making furniture tends to be manual/physical work. Most furniture occupational roles will take place in a factory/workshop environment and some employers may require workers to undertake shift and/or weekend work.

In all roles, on the job training is available and employers are especially interested in applicants who can demonstrate a positive, “can do” attitude with a willingness to work hard and develop new skills and knowledge.]

Level 2

Title for this framework at level 2

Foundation Apprenticeship in Furniture, Furnishings and Fitted Interiors

Pathways for the framework at level 2:

Pathway 1:	Furniture Making
Pathway 2:	Finishing Furniture
Pathway 3:	Restoring Furniture
Pathway 4:	Fitted Furniture and Interiors
Pathway 5:	Upholstery and Soft Furnishings
Pathway 6:	Wood Machining

Level 2, Pathway 1: Furniture Making

Description of this pathway

Furniture Making- includes Mattress Making

Minimum Credit Value = 100

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Cabinet/Furniture Maker	Produce & assemble component pieces of furniture items including tables, chairs, cabinets, chests of drawers, lounge suites, office furniture and kitchen cupboards. May also be involved in machining of timber & veneered board. Use of hand tools, power tools & machinery, under supervision.
Mattress Maker	Produce and assemble components pieces for mattresses for both domestic and commercial use.

Qualifications

Competence qualifications available to this pathway

C1 – Level 2 NVQ Diploma in Furniture Making

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/8543/8	City & Guilds	37	127	N/A
C1b	601/7607/6	Occupational Awards	44	176	N/A

Knowledge qualifications available to this pathway

K1 – Level 2 Diploma in Furniture Making

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/3228/5	City & Guilds	55	307	N/A
K1b	601/7733/0	Occupational Awards	55	407	N/A

K2 – Level 2 Diploma in Furnishings - Mattress Making

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/3196/7	City & Guilds	51	388	N/A
K2b	601/7729/9	Occupational Awards	51	388	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

[K1 or K2 provides the underpinning knowledge and understanding for C1.

COMPETENCE

Learners must achieve a **minimum of 37 credits**. To achieve one of the 5 qualifications learners must complete Common Mandatory Group B, one of Pathway Groups B1 to B5 and two optional units from Group C.

Learners have five qualifications to choose from:

- Furniture Making - Component Manufacture **B1**
- Contemporary and Frame Making **B2**
- Mattress Manufacture **B3**
- Traditional Furniture Making **B4**
- Veneering **B5**

KNOWLEDGE

Learners must achieve **one** of the knowledge qualifications:

Level 2 Diploma in Furniture Making: For pathways B1,2,4 & 5: To achieve this qualification, learners must achieve all the mandatory units (55 credits)

Level 2 Diploma in Furnishings - Mattress Making: For pathway B3: To achieve this qualification, learners must achieve all the mandatory units (51 credits)

NOTE: Details above taken from: <http://register.ofqual.gov.uk/Qualification>]

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required: [Enter alternative grade/level requirements and reasons here.]

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required: [Enter alternative grade/level requirements and reasons here.]

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☐ **NO** ☒

Progression routes into and from this pathway

PROGRESSION INTO THIS PATHWAY:

There are no pre-defined routes of entry into the Furniture, Furnishings and Interiors Apprenticeship however, work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Furniture sector careers are widely available and all provide a good basis for entry to this pathway.

The Welsh Baccalaureate, any learning undertaken as part of the Welsh 14-19 Pathways programme or any other relevant programmes, that combine academic and vocational training, are recognised routes into an Apprenticeship framework. GCSEs also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Furniture industry employers, along with English, Mathematics, IT and Business Studies.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible. The Foundation/Higher Diploma in Manufacturing and Product Design will provide an excellent route into the Furniture sector. In addition, the Construction and Built Environment Foundation/Higher Diploma also provides an excellent platform for individuals interested in progression into the Furniture industry. The principal learning from these qualifications has been incorporated into the Welsh Baccalaureate and could form a suitable route. Experience of working with Computer Aided Design (CAD) would be an advantage when applying for roles in design.

Some entry level jobs in the Furniture industry can be offered without qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills will all help an Apprenticeship application and an Apprentice's successful completion of the framework. Many skills can be developed while an Apprentice is employed if they have the right attitude. Previous work experience in the Furniture industry, or a production environment, is also a valuable foundation for entry into this pathway.

Many Furniture industry jobs, require manual skills and involve working with your hands, handling heavy equipment, and spending long periods standing; so physical fitness is important. Many job roles are undertaken within a factory environment. and shift work may be required by some employers. Good attention to detail is very important as is good hand-eye co-ordination.

PROGRESSION FROM THIS PATHWAY INCLUDES:

- Continuing to develop your craft and technical skills and experience in Furniture Making and striving to "be the best" in your chosen occupational route and have pride in your work.

- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the Furniture industry - "horizontal progression"
- Progression into higher level jobs within the Furniture industry such as Team Leader/Supervisor, or into other functional areas such as design, marketing, sales, planning, procurement, finance or warehouse and distribution.
- Undertaking a Level 3 Apprenticeship in Furniture, Furnishings and Fitted Interiors.
- Undertaking a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design, Construction and the Built Environment or the Creative and Media.
- Undertaking Assessor and Verifier qualifications.

Take a closer look at your career options and progression opportunities in the Furniture Industry by visiting: <http://www.prospect4u.co.uk> or www.proskills.co.uk

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UCAS points for this pathway:

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Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** ☒ **NO** ☐

Delivery and assessment

[It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.

The 9 required national outcomes/standards for ERR are that an Apprentice:

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and understands the role played by their occupation within their organisation and industry.
5. Has an informed view of the types of career pathways that are open to them.
6. Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
7. Knows where and how to get information and advice on their industry, occupation, training and career.
8. Can describe and work within their organisation's principles and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit.

Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode

of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

A copy of a suitable ERR workbook for the Furniture Industry is available to download from: www.proskills.co.uk

Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: www.proskills.co.uk

Time spent on ERR contributes towards meeting the minimum Learning Hours (LH) per year requirement for this pathway.

Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:

Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries

Unit Ref: F/602/3940

Credit Value: 3

GLH: 18

NOTE: QCF units for ERR are also available from other Awarding Organisations |

Level 2, Pathway 2: Finishing Furniture

Description of this pathway

Finishing Furniture

Total Credit Value = 94

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Finisher/Polisher	Prepare/treat wood using range of techniques. Finish items like tables, chairs, lounge suites, cabinets, chests of drawers, kitchen units, shop fittings. Most furniture polishing done by pressure spray-painting but hand polishing & other machines applications can be used, espec in restoring furniture.

Qualifications

Competence qualifications available to this pathway

C1 – Level 2 NVQ Diploma in Finishing Furniture

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/8530/X	City & Guilds	43	152	N/A
C1b	601/7609/X	Occupational Awards	48	160	N/A

Knowledge qualifications available to this pathway

K1 – Level 2 Diploma in Furniture Finishing Methods

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/3191/8	City & Guilds	54	435	N/A
K1b	601/7731/7	Occupational Awards	54	435	N/A

K2 – Level 2 Diploma in Furniture Spray Finishing Methods

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/3202/9	City & Guilds	45	351	N/A
K2b	601/7734/2	Occupational Awards	45	351	N/A

K3 – Level 2 Diploma in Furniture Hand Finishing Methods

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K3a	600/3199/2	City & Guilds	39	291	N/A

Combined qualifications available to this pathway

Relationship between competence and knowledge qualifications

K1, K2 or K3 provides the underpinning knowledge and understanding for C1.

COMPETENCE:

To achieve this qualification, learners must achieve a **minimum of 43 credits**.

To achieve the **Finishing Furniture - Hand Finishing** qualification learners must complete: Two units in Group B (common mandatory), two units in Group B1 Hand Finishing and two units from Group C (optional).

To achieve the **Finishing Furniture - Spray Finishing** qualification learners must complete: Two units in Group B (common mandatory), two units from Group B2 Spray Finishing and two units from Group C (optional).

KNOWLEDGE: Learners must achieve **one** of the knowledge qualifications:

Level 2 Diploma in Furniture Finishing Methods: Learners must complete all mandatory units (54 credits) **or**

Level 2 Diploma in Furniture Spray Finishing Methods: Learners must complete all mandatory units (45 credits) **or**

Level 2 Diploma in Furniture Hand Finishing Methods: Learners must complete all mandatory units (39 credits)

NOTE: Details above taken from: <http://register.ofqual.gov.uk/Qualification>

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required: Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required: Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☐ **NO** ☒

Progression routes into and from this pathway

PROGRESSION INTO THIS PATHWAY:

There are no pre-defined routes of entry into the Furniture, Furnishings and Interiors Apprenticeship however, work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Furniture sector careers are widely available and all provide a good basis for entry to this pathway.

The Welsh Baccalaureate, any learning undertaken as part of the Welsh 14-19 Pathways programme or any other relevant programmes, that combine academic and vocational training, are recognised routes into an Apprenticeship framework. GCSEs also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Furniture industry employers, along with English, Mathematics, IT and Business Studies.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible. The Foundation/Higher Diploma in Manufacturing and Product Design will provide an excellent route into the Furniture sector. In addition, the Construction and Built Environment Foundation/Higher Diploma also provides an excellent platform for individuals interested in progression into the Furniture industry. The principal learning from these qualifications has been incorporated into the Welsh Baccalaureate and could form a suitable route. Experience of working with Computer Aided Design (CAD) would be an advantage when applying for roles in design.

Some entry level jobs in the Furniture industry can be offered without qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills will all help an Apprenticeship application and an Apprentice's successful completion of the framework. Many skills can be developed while an Apprentice is employed if they have the right attitude. Previous work experience in the Furniture industry, or a production environment, is also a valuable foundation for entry into this pathway.

Many Furniture industry jobs, require manual skills and involve working with your hands, handling heavy equipment, and spending long periods standing; so physical fitness is important. Many job roles are undertaken within a factory environment. and shift work may be required by some employers. Good attention to detail is very important as is good hand-eye co-ordination.

PROGRESSION FROM THIS PATHWAY INCLUDES:

- Continuing to develop your craft and technical skills and experience in Finishing Furniture and striving to "be the best" in your chosen occupational route and have pride in your work.

- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the Furniture industry - "horizontal progression"
- Progression into higher level jobs within the Furniture industry such as Team Leader/Supervisor, or into other functional areas such as design, marketing, sales, planning, procurement, finance or warehouse and distribution.
- Undertaking a Level 3 Apprenticeship in Furniture, Furnishings and Fitted Interiors.
- Undertaking a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design, Construction and the Built Environment or the Creative and Media.
- Undertaking Assessor and Verifier qualifications.

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UCAS points for this pathway:

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** ☒ **NO** ☐

Delivery and assessment

It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.

The 9 required national outcomes/standards for ERR are that an Apprentice:

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and understands the role played by their occupation within their organisation and industry.
5. Has an informed view of the types of career pathways that are open to them.
6. Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
7. Knows where and how to get information and advice on their industry, occupation, training and career.
8. Can describe and work within their organisation's principles and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit.

Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

A copy of a suitable ERR workbook for the Furniture Industry is available to download from:
www.proskills.co.uk

Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: www.proskills.co.uk

Time spent on ERR contributes towards meeting the minimum Learning Hours (LH) per year requirement for this pathway.

Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:

Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries

Unit Ref: F/602/3940

Credit Value: 3

GLH: 18

NOTE: QCF units for ERR are also available from other Awarding Organisations

Level 2, Pathway 3: Restoring Furniture

Description of this pathway

Restoring Furniture

Total Credit Value = 97

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Furniture Restorer	Care and repair of furniture. Ranging from simple things such as re-gluing parts which have fallen off, through to completely rebuilding an item including making missing components & re-polishing. Can also encompass re-upholstery, French polishing, woodturning & furniture making.

Qualifications

Competence qualifications available to this pathway

C2 – Level 2 NVQ Diploma in Restoring Furniture

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/8462/8	City & Guilds	46	170-390	N/A

Knowledge qualifications available to this pathway

K1 – Level 2 Diploma in Furniture Making

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/3228/5	City & Guilds	55	307	N/A
K1b	601/7733/0	Occupational Awards	55	407	N/A

K2 – Level 2 Diploma in Hand Finishing Methods

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/3199/2	City & Guilds	39	291	N/A

K3 – Level 2 Diploma in Furniture Finishing Methods

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K3a	600/3191/8	City & Guilds	54	435	N/A
K3b	601/7731/7	Occupational Awards	54	435	N/A

K4 – Level 2 Diploma in Furnishings - Traditional Upholstery

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K4a	600/3193/1	City & Guilds	65	511	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

K1 provides the underpinning knowledge and understanding for C1.

COMPETENCE:

Learners must achieve a **minimum of 46 credits** to gain the qualification. To achieve the qualification learners will need to complete all three units from mandatory group A (34 credits) and 3 optional units from optional group B.

KNOWLEDGE: Learners must achieve **one** of the knowledge qualifications.

Level 2 Diploma in Furniture Making: Learners must achieve all mandatory units (55 credits)
or

Level 2 Diploma in Hand Finishing Methods: Learners must achieve all mandatory units (39 credits) or

Level 2 Diploma in Furniture Finishing Methods: Learners must achieve all mandatory units (54 credits) or

Level 2 Diploma in Furnishings - Traditional Upholstery: Learners must achieve all mandatory units (65 credits)

NOTE: Details above taken from: <http://register.ofqual.gov.uk/Qualification>

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required: Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required: Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☐ **NO** ☒

Progression routes into and from this pathway

PROGRESSION INTO THIS PATHWAY:

There are no pre-defined routes of entry into the Furniture, Furnishings and Interiors Apprenticeship however, work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Furniture sector careers are widely available and all provide a good basis for entry to this pathway.

The Welsh Baccalaureate, any learning undertaken as part of the Welsh 14-19 Pathways programme or any other relevant programmes, that combine academic and vocational training, are recognised routes into an Apprenticeship framework. GCSEs also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Furniture industry employers, along with English, Mathematics, IT and Business Studies.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible. The Foundation/Higher Diploma in Manufacturing and Product Design will provide an excellent route into the Furniture sector. In addition, the Construction and Built Environment Foundation/Higher Diploma also provides an excellent platform for individuals interested in progression into the Furniture industry. The principal learning from these qualifications has been incorporated into the Welsh Baccalaureate and could form a suitable route. Experience of working with Computer Aided Design (CAD) would be an advantage when applying for roles in design.

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PROGRESSION FROM THIS PATHWAY INCLUDES:

- Continuing to develop your craft and technical skills and experience in Furniture Restoration and striving to "be the best" in your chosen occupational route and have pride in your work.

- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the Furniture industry - "horizontal progression"
- Progression into higher level jobs within the Furniture industry such as Team Leader/Supervisor, or into other functional areas such as design, marketing, sales, planning, procurement, finance or warehouse and distribution.
- Undertaking a Level 3 Apprenticeship in Furniture, Furnishings and Fitted Interiors.
- Undertaking a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design, Construction and the Built Environment or the Creative and Media.
- Undertaking Assessor and Verifier qualifications.

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UCAS points for this pathway:

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** ☒ **NO** ☐

Delivery and assessment

It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.

The 9 required national outcomes/standards for ERR are that an Apprentice:

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and understands the role played by their occupation within their organisation and industry.
5. Has an informed view of the types of career pathways that are open to them.
6. Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
7. Knows where and how to get information and advice on their industry, occupation, training and career.
8. Can describe and work within their organisation's principles and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit.

Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

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Time spent on ERR contributes towards meeting the minimum Learning Hours (LH) per year requirement for this pathway.

Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:

Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries

Unit Ref: F/602/3940

Credit Value: 3

GLH: 18

NOTE: QCF units for ERR are also available from other Awarding Organisations

Level 2, Pathway 4: Fitted Furniture and Interiors

Description of this pathway

Fitted Furniture and Interiors - includes installation of kitchens, bathrooms, bedrooms, soft furnishings, blinds and shutters

Total Credit Value = 100

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Furniture Installer/Blind & Shutter Installer	Installation of furniture including kitchen, bedroom, bathroom and soft furnishings. Also includes installation of blinds and shutters. This is usually onsite at the customer's commercial or domestic premises.

Qualifications

Competence qualifications available to this pathway

C1 – Level 2 NVQ Diploma in Fitted Furniture and Interiors

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/8463/X	City & Guilds	44	136	N/A

C2 – Level 2 NVQ Diploma in Fitted Furniture Installation

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C2a	601/7611/8	Occupational Awards	49	206	N/A

Knowledge qualifications available to this pathway

K1 – Level 2 Diploma in Furniture Installation

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/0201/7	City & Guilds	44	351	N/A
K1b	601/7732/9	Occupational Awards	44	351	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

K1 provides the underpinning knowledge and understanding for C1 and C2.

C1 COMPETENCE:

Learners must achieve a **minimum of 44 credits**.

Learners have two qualifications to choose from.

- To achieve the **Installing Furniture, Blinds & Shutters** qualification learners must complete

Group B (common mandatory), D1 Installing Furniture, Blinds & Shutters and two units from Group C (optional)

- To achieve the **Kitchen Fitting** qualification learners must complete Group B (common mandatory), D2 Kitchen Fitting and two units from Group C (optional).

C2 Competence

Learners must achieve a minimum of 49 credits to achieve this qualification. This includes 36 credits from the mandatory group and a minimum of 13 credits from the optional group.

KNOWLEDGE

Learners must achieve all mandatory units (44 credits).

NOTE: Details above taken from: <http://register.ofqual.gov.uk/Qualification>

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required: Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required: Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☐ **NO** ☒

Progression routes into and from this pathway

PROGRESSION INTO THIS PATHWAY:

There are no pre-defined routes of entry into the Furniture, Furnishings and Interiors Apprenticeship however, work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Furniture sector careers are widely available and all provide a good basis for entry to this pathway.

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PROGRESSION FROM THIS PATHWAY INCLUDES:

- Continuing to develop your craft and technical skills and experience in Furniture Installation and striving to "be the best" in your chosen occupational route and have pride in your work.

- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the Furniture industry - "horizontal progression"
- Progression into higher level jobs within the Furniture industry such as Team Leader/Supervisor, or into other functional areas such as design, marketing, sales, planning, procurement, finance or warehouse and distribution.
- Undertaking a Level 3 Apprenticeship in Furniture, Furnishings and Fitted Interiors.
- Undertaking a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design, Construction and the Built Environment or the Creative and Media.
- Undertaking Assessor and Verifier qualifications.

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UCAS points for this pathway:

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** ☒ **NO** ☐

Delivery and assessment

It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.

The 9 required national outcomes/standards for ERR are that an Apprentice:

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and understands the role played by their occupation within their organisation and industry.
5. Has an informed view of the types of career pathways that are open to them.
6. Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
7. Knows where and how to get information and advice on their industry, occupation, training and career.
8. Can describe and work within their organisation's principles and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

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Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

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Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: www.proskills.co.uk

Time spent on ERR contributes towards meeting the minimum Learning Hours (LH) per year requirement for this pathway.

Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:

Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries

Unit Ref: F/602/3940

Credit Value: 3

GLH: 18

NOTE: QCF units for ERR are also available from other Awarding Organisations

Level 2, Pathway 5: Upholstery and Soft Furnishings

Description of this pathway

Upholstery and Soft Furnishings

Total Credit Value = 99

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Soft Furnisher	Measuring, cutting, sewing of fabrics to customer or company requirements usually within a workshop. Items may include cushions, curtains and similar products. Use of hand and power tools, possibly machinery under supervision.
Upholsterer (incl Cutter & Sewer)	Add padding and soft covers to furniture. Cover or re-cover items with fabric or other materials, occasionally repairing furniture. Apprentices may work in a production environment or a craft workshop. Some may specialise in one aspect, e.g. padding sofa arms, others may complete entire items.

Qualifications

Competence qualifications available to this pathway

C1 – Level 2 NVQ Diploma in Upholstery and Soft Furnishings

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9709/X	City & Guilds	37	139-327	N/A

C2 – Level 2 NVQ Certificate in Upholstery

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C2a	601/7613/1	Occupational Awards	36	121	N/A

Knowledge qualifications available to this pathway

K1 – Level 2 Diploma in Furnishings - Traditional Upholstery

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/3193/1	City & Guilds	65	511	N/A

K2 – Level 2 Diploma in Furnishings - Modern Upholstery

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/3192/X	City & Guilds	56	441	N/A
K2b	601/7730/5	Occupational Awards	56	441	N/A

K3 – Level 2 Diploma in Furnishings - Soft Furnishings

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K3a	600/3195/5	City & Guilds	50	371	N/A

K4 – Level 2 Diploma in Furnishings - Upholstery

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K4a	600/3194/3	City & Guilds	72	583	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

K1, K2, K3 **or** K4 provides the underpinning knowledge and understanding for C1.

COMPETENCE:

Learners must achieve a **minimum of 37 credits**.

Learners have the choice of six pathways. All Learners must successfully complete the mandatory units in Group B plus one of the following pathways which include their own mandatory and optional units:

1. **Modern Upholstery** - P1
2. **Traditional Upholstery** - P2
3. **Cutting (Upholstery)** - P3
4. **Cutting (Soft Furnishings)** - P4
5. **Sewing** - P5
6. **Soft Furnishings** - P6

C2 - Competence:

Learners must complete all mandatory units, one pathway group and a minimum of 8 credits from the optional group.

KNOWLEDGE; Learners must achieve **one** of the knowledge qualifications.

Level 2 Diploma in Furnishings - Traditional Upholstery: Learners must achieve all mandatory units
(65 credits) **or**

Level 2 Diploma in Furnishings - Modern Upholstery: Learners must achieve all mandatory units (56 credits) or

Level 2 Diploma in Furnishings - Soft Furnishings: Learners must achieve all mandatory units (50 credits) or

Level 2 Diploma in Furnishings - Upholstery: Learners must achieve all mandatory units (72 credits)

NOTE: Details above taken from: <http://register.ofqual.gov.uk/Qualification>

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required: Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required: Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☐ **NO** ☒

Progression routes into and from this pathway

PROGRESSION INTO THIS PATHWAY:

There are no pre-defined routes of entry into the Furniture, Furnishings and Interiors Apprenticeship however, work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Furniture sector careers are widely available and all provide a good basis for entry to this pathway.

The Welsh Baccalaureate, any learning undertaken as part of the Welsh 14-19 Pathways programme or any other relevant programmes, that combine academic and vocational training, are recognised routes into an Apprenticeship framework. GCSEs also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Furniture industry employers, along with English, Mathematics, IT and Business Studies.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible. The Foundation/Higher Diploma in Manufacturing and Product Design will provide an excellent route into the Furniture sector. In addition, the Construction and Built Environment Foundation/Higher Diploma also provides an excellent platform for individuals interested in progression into the Furniture industry. The principal learning from these qualifications has been incorporated into the Welsh Baccalaureate and could form a suitable route. Experience of working with Computer Aided Design (CAD) would be an advantage when applying for roles in design.

Some entry level jobs in the Furniture industry can be offered without qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills will all help an Apprenticeship application and an Apprentice's successful completion of the framework. Many skills can be developed while an Apprentice is employed if they have the right attitude. Previous work experience in the Furniture industry, or a production environment, is also a valuable foundation for entry into this pathway.

Many Furniture industry jobs, require manual skills and involve working with your hands, handling heavy equipment, and spending long periods standing; so physical fitness is important. Many job roles are undertaken within a factory environment. and shift work may be required by some employers. Good attention to detail is very important as is good hand-eye co-ordination.

PROGRESSION FROM THIS PATHWAY INCLUDES:

- Continuing to develop your craft and technical skills and experience in Upholstery & Soft Furnishings and striving to "be the best" in your chosen occupational route and have pride in your work.

- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the Furniture industry - "horizontal progression"
- Progression into higher level jobs within the Furniture industry such as Team Leader/Supervisor, or into other functional areas such as design, marketing, sales, planning, procurement, finance or warehouse and distribution.
- Undertaking a Level 3 Apprenticeship in Furniture, Furnishings and Fitted Interiors.
- Undertaking a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design, Construction and the Built Environment or the Creative and Media.
- Undertaking Assessor and Verifier qualifications.

Take a closer look at your career options and progression opportunities in the Furniture Industry by visiting: <http://www.prospect4u.co.uk>

UCAS points for this pathway:

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** ☒ **NO** ☐

Delivery and assessment

It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.

The 9 required national outcomes/standards for ERR are that an Apprentice:

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and understands the role played by their occupation within their organisation and industry.
5. Has an informed view of the types of career pathways that are open to them.
6. Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
7. Knows where and how to get information and advice on their industry, occupation, training and career.
8. Can describe and work within their organisation's principles and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit.

Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

A copy of a suitable ERR workbook for the Furniture Industry is available to download from:
www.proskills.co.uk

Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: www.proskills.co.uk

Time spent on ERR contributes towards meeting the minimum Learning Hours (LH) per year requirement for this pathway.

Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:

Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries

Unit Ref: F/602/3940

Credit Value: 3

GLH: 18

NOTE: QCF units for ERR are also available from other Awarding Organisations

Level 2, Pathway 6: Wood Machining

Description of this pathway

Wood Machining

Total Credit Value = 149

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Wood Machinist	Manufacture furniture and components using machinery to perform precision tasks. Set-up, operate and maintain woodworking machines such as planers, moulders, lathes, routers and saws to cut, plane, shape and sand all types of wood components. Hand tools and manually operated machines are also used.

Qualifications

Competence qualifications available to this pathway

C1 – Level 2 NVQ Diploma in Wood Machining (Furniture)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/8481/1	City & Guilds	98	358	N/A
C1b	601/7047/5	Occupational Awards	85	304	N/A
C1c	600/5687/3	PIABC	98	358	N/A

C2 – Level 2 NVQ Diploma in Furniture and Wood Processing

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C2a	601/7627/1	Occupational Awards	77	218	N/A

C3 – Level 2 NVQ Diploma in Furniture and Wood Processing (CNC Machining)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C3a	601/7628/3	Occupational Awards	87	440	N/A

Knowledge qualifications available to this pathway

K1 – Level 2 Diploma in Wood Machining

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/1976/1	City & Guilds	52	441	N/A
K1b	601/7735/4	Occupational Awards	52	441	N/A

Combined qualifications available to this pathway

Relationship between competence and knowledge qualifications

K1 provides the underpinning knowledge and understanding for C1, C2 and C3.

COMPETENCE:

C1

To achieve the Woodmachining (Furniture) qualification Learners must achieve a **minimum of 85 credits**.

Learners must complete all four units from Mandatory Group A, two units from Pathway Group A1 and two units from Optional Group B.

C2

Learners must achieve 34 credits from the mandatory group plus a minimum of 23 credits from Optional Group A and a minimum of 20 credits from Optional Group B.

C3

Learners must complete 87 Credits: 67 credits from the mandatory group plus a minimum 20 credits from the optional group.

KNOWLEDGE:

Learners must achieve a **minimum of 52 credits**. 40 credits from mandatory group M and minimum 12 credits from optional group O.

NOTE: Details above taken from: <http://register.ofqual.gov.uk/Qualification>

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required: Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required: Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☐ **NO** ☒

Progression routes into and from this pathway

PROGRESSION INTO THIS PATHWAY:

There are no pre-defined routes of entry into the Furniture, Furnishings and Interiors Apprenticeship however, work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Furniture sector careers are widely available and all provide a good basis for entry to this pathway.

The Welsh Baccalaureate, any learning undertaken as part of the Welsh 14-19 Pathways programme or any other relevant programmes, that combine academic and vocational training, are recognised routes into an Apprenticeship framework. GCSEs also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Furniture industry employers, along with English, Mathematics, IT and Business Studies.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible. The Foundation/Higher Diploma in Manufacturing and Product Design will provide an excellent route into the Furniture sector. In addition, the Construction and Built Environment Foundation/Higher Diploma also provides an excellent platform for individuals interested in progression into the Furniture industry. The principal learning from these qualifications has been incorporated into the Welsh Baccalaureate and could form a suitable route. Experience of working with Computer Aided Design (CAD) would be an advantage when applying for roles in design.

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Many Furniture industry jobs, require manual skills and involve working with your hands, handling heavy equipment, and spending long periods standing; so physical fitness is important. Many job roles are undertaken within a factory environment. and shift work may be required by some employers. Good attention to detail is very important as is good hand-eye co-ordination.

PROGRESSION FROM THIS PATHWAY INCLUDES:

- Continuing to develop your craft and technical skills and experience in Wood Machining and striving to "be the best" in your chosen occupational route and have pride in your work.

- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the Furniture industry - "horizontal progression"
- Progression into higher level jobs within the Furniture industry such as Team Leader/Supervisor, or into other functional areas such as design, marketing, sales, planning, procurement, finance or warehouse and distribution.
- Undertaking a Level 3 Apprenticeship in Furniture, Furnishings and Fitted Interiors.
- Undertaking a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design, Construction and the Built Environment or the Creative and Media.
- Undertaking Assessor and Verifier qualifications.

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UCAS points for this pathway:

Framework Developer to complete with relevant info

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** ☒ **NO** ☐

Delivery and assessment

It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.

The 9 required national outcomes/standards for ERR are that an Apprentice:

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and understands the role played by their occupation within their organisation and industry.
5. Has an informed view of the types of career pathways that are open to them.
6. Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
7. Knows where and how to get information and advice on their industry, occupation, training and career.
8. Can describe and work within their organisation's principles and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit.

Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

A copy of a suitable ERR workbook for the Furniture Industry is available to download from:
www.proskills.co.uk

Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: www.proskills.co.uk

Time spent on ERR contributes towards meeting the minimum Learning Hours (LH) per year requirement for this pathway.

Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:

Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries

Unit Ref: F/602/3940

Credit Value: 3

GLH: 18

NOTE: QCF units for ERR are also available from other Awarding Organisations

Level 3

Title for this framework at level 3

Furniture, Furnishings and Fitted Interiors

Pathways for the framework at level 3:

Pathway 1:	Furniture Making
Pathway 2:	Finishing Furniture
Pathway 3:	Finishing Furniture
Pathway 4:	Fitted Furniture and Interiors
Pathway 5:	Furniture Design
Pathway 6:	Upholstery and Soft Furnishings
Pathway 7:	Supervision in the Furniture, Furnishings and Interiors Industry
Pathway 8:	Wood Machining

Level 3, Pathway 1: Furniture Making

Description of this pathway

Furniture Making - includes Mattress Making

Minimum Credit Value = 132

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Experienced Cabinet/Furniture Maker	Produce/assemble component pieces of furniture items e.g. tables, chairs, cabinets, chests of drawers, office furniture & kitchen cupboards. Machining of timber & veneered board & finishing processes. Use of hand tools, power tools & machinery. Basic machine maintenance. Supervise & train others.
Experienced Mattress Maker	Produce and assemble components pieces for mattresses for both domestic and commercial use. Plan work requirements and supervise and train others.

Qualifications

Competence qualifications available to this pathway

C1 – Level 3 NVQ Diploma in Furniture Making

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/8982/1	City & Guilds	50	191	X
C1b	601/7608/8	Occupational Awards	54	223	

Knowledge qualifications available to this pathway

K1 – Level 3 Diploma in Furniture Design and Making

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/1978/5	City & Guilds	84	615	N/A
K1b	601/7738/X	Occupational Awards	84	615	N/A

K2 – Level 3 Diploma in Furnishings

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/1979/7	City & Guilds	70	513-723	X

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

K1 or K2 provides the underpinning knowledge and understanding for C1.

COMPETENCE:

To achieve this qualification learners must achieve a **minimum of 50 credits**.

Learners have four pathways to choose from:

1. Furniture Making - Contemporary P1
2. Furniture Making - Traditional P2
3. Furniture Making - Mattress Manufacture P3
4. Furniture Making - Veneering P4

To achieve one of these qualifications learners must complete all 3 units from Common Mandatory Group M, one of Pathway Groups P1 to P4 and three units from Optional group O.

KNOWLEDGE:

Learners must achieve 1 of the knowledge qualifications.

Diploma in Furniture Design and Making: Learners must achieve a **minimum of 84 credits**. 61 credits from mandatory group A and minimum 23 credits from optional group B.

Diploma in Furnishings: Learners must achieve a **minimum of 70 credits**. 45 credits from mandatory group A1 plus either 51 credits from **P1 Traditional Upholstery** or 33 credits from **P2 Modern Upholstery** or 25 credits from **P3 Mattress Manufacture**.

NOTE: Details above taken from: <http://register.ofqual.gov.uk/Qualification>

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required: Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required: Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☐ **NO** ☒

Progression routes into and from this pathway

PROGRESSION INTO THIS PATHWAY:

Work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Furniture sector careers are widely available and all provide a good basis for entry to this pathway. The Welsh Baccalaureate, any learning undertaken as part of the Welsh 14-19 Pathways programme or any other relevant programmes, that combine academic and vocational training, are recognised routes into an Apprenticeship framework. GCSEs and A Levels (or their equivalent) also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Furniture sector employers, along with English, Mathematics, IT and Business Studies.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible.

Applicants who have successfully completed a Foundation Level 2 Apprenticeship in Furniture, Furnishings & Interiors would be considered suitable for progression to an Apprenticeship at Level 3.

The Foundation/Higher or Advanced Diploma in Manufacturing and Product Design will provide an excellent route into the Furniture sector. In addition, the Construction and Built Environment Foundation/Higher or Advanced Diploma also provides an excellent platform for individuals interested in progression into the Furniture industry as would a Foundation/Higher or Advanced Diploma in Manufacturing and Product Design. The principal learning from these qualifications has been incorporated into the Welsh Baccalaureate and could form a suitable route. Experience of working with Computer Aided Design (CAD) would be an advantage when applying for roles in design.

Some career pathways in the Furniture industry can be offered without qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills will all help an Apprenticeship application and an Apprentice's successful completion of the framework. Many skills can be developed while an Apprentice is employed if they have the right attitude.

Previous work experience in the Furniture industry, or a production environment, is also a valuable foundation for entry into this pathway. Many Furniture industry jobs, require manual skills and involve working with your hands, handling heavy equipment, and spending long periods standing; so physical fitness is important. Many job roles are undertaken within a factory or workshop environment. and shift work may be required by some employers. Good attention to detail and quality is very important as is accurate working and good hand-eye co-ordination.

PROGRESSION FROM THIS PATHWAY INCLUDES:

- Continuing to develop your craft and technical skills and experience in Furniture Making and striving to "be the best" in your chosen occupational route and have pride in your work.
- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the Furniture industry - "horizontal progression"
- Progression into higher level jobs within the Furniture industry such as Team Leader/Supervisor, or into other functional areas such as design, marketing, sales, planning, procurement, finance or warehouse and distribution.
- Undertaking a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design, Construction and the Built Environment or the Creative and Media.
- Undertaking Assessor and Verifier qualifications.
- Undertaking further training in Management & Leadership, Lean Manufacturing or Business Improvement Techniques.
- Progressing to an industry related undergraduate programme e.g. Engineering, Design or Business Studies. **Entry may require additional training/learning.**

Take a closer look at your career options and progression opportunities in the Furniture Industry by visiting: <http://www.prospect4u.co.uk>

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** ☒ **NO** ☐

Delivery and assessment

It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.

The 9 required national outcomes/standards for ERR are that an Apprentice:

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and understands the role played by their occupation within their organisation and industry.
5. Has an informed view of the types of career pathways that are open to them.
6. Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
7. Knows where and how to get information and advice on their industry, occupation, training and career.
8. Can describe and work within their organisation's principles and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit.

Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

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www.proskills.co.uk

Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: www.proskills.co.uk

Time spent on ERR contributes towards meeting the minimum Learning Hours (LH) per year requirement for this pathway.

Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:

Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries

Unit Ref: F/602/3940

Credit Value: 3

GLH: 18

NOTE: QCF units for ERR are also available from other Awarding Organisations

Level 3, Pathway 2: Finishing Furniture

Description of this pathway

Finishing Furniture

Minimum Credit Value = 117

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Experienced Finisher/Polisher	Prepare/treat wood using range of techniques. Finish items like tables, chairs, cabinets, kitchen units & shop fittings. May also work on fixed timbers e.g. doors/wall fittings. Polishing by pressure spray-painting, hand polishing or other machine applications. Supervise & train others.

Qualifications

Competence qualifications available to this pathway

C1 – Level 3 NVQ Diploma in Finishing Furniture

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/8981/X	City & Guilds	52	218	N/A
C1b	601/7610/6	Occupational Awards	52	203	N/A

Knowledge qualifications available to this pathway

K1 – Level 3 Diploma in Furniture Design and Making

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/1978/5	City & Guilds	84	615	X
K1b	601/7738/X	Occupational Awards	84	615	

K2 – Level 3 Diploma in Furniture Restoration

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/2340/5	City & Guilds	53	405-413	

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

K1 or K2 provides the underpinning knowledge and understanding for C1.

COMPETENCE:

To achieve this qualification learners must achieve a **minimum of 52 credits**. Learners must complete all four units in mandatory group A and 3 optional units from Group B.

KNOWLEDGE: Learners must achieve **one** of the knowledge qualifications.

Level 3 Diploma in Furniture Design and Making: Learners must achieve a minimum of 84 credits. 61 credits from mandatory group A and minimum 23 credits from optional group B. **or**

Level 3 Diploma in Furniture Restoration: Learners must achieve a total of 53 credits. 35 credits from group A and a minimum of 18 credits from group B.

NOTE: Details above taken from: <http://register.ofqual.gov.uk/Qualification>

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required: Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required: Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☐ **NO** ☒

Progression routes into and from this pathway

PROGRESSION INTO THIS PATHWAY:

Work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Furniture sector careers are widely available and all provide a good basis for entry to this pathway. The Welsh Baccalaureate, any learning undertaken as part of the Welsh 14-19 Pathways programme or any other relevant programmes, that combine academic and vocational training, are recognised routes into an Apprenticeship framework. GCSEs and A Levels (or their equivalent) also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Furniture sector employers, along with English, Mathematics, IT and Business Studies.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible.

Applicants who have successfully completed a Foundation Level 2 Apprenticeship in Furniture, Furnishings & Interiors would be considered suitable for progression to an Apprenticeship at Level 3.

The Foundation/Higher or Advanced Diploma in Manufacturing and Product Design will provide an excellent route into the Furniture sector. In addition, the Construction and Built Environment Foundation/Higher or Advanced Diploma also provides an excellent platform for individuals interested in progression into the Furniture industry as would a Foundation/Higher or Advanced Diploma in Manufacturing and Product Design. The principal learning from these qualifications has been incorporated into the Welsh Baccalaureate and could form a suitable route. Experience of working with Computer Aided Design (CAD) would be an advantage when applying for roles in design.

Some career pathways in the Furniture industry can be offered without qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills will all help an Apprenticeship application and an Apprentice's successful completion of the framework. Many skills can be developed while an Apprentice is employed if they have the right attitude.

Previous work experience in the Furniture industry, or a production environment, is also a valuable foundation for entry into this pathway. Many Furniture industry jobs, require manual skills and involve working with your hands, handling heavy equipment, and spending long periods standing; so physical fitness is important. Many job roles are undertaken within a factory or workshop environment. and shift work may be required by some employers. Good

attention to detail and quality is very important as is accurate working and good hand-eye co-ordination.

PROGRESSION FROM THIS PATHWAY INCLUDES:

- Continuing to develop your craft and technical skills and experience in Finishing Furniture and striving to "be the best" in your chosen occupational route and have pride in your work.
- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the Furniture industry - "horizontal progression"
- Progression into higher level jobs within the Furniture industry such as Team Leader/Supervisor, or into other functional areas such as design, marketing, sales, planning, procurement, finance or warehouse and distribution.
- Undertaking a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design, Construction and the Built Environment or the Creative and Media.
- Undertaking Assessor and Verifier qualifications.
- Undertaking further training in Management & Leadership, Lean Manufacturing or Business Improvement Techniques.
- Progressing to an industry related undergraduate programme e.g. Engineering, Design or Business Studies. **Entry may require additional training/learning.**

Take a closer look at your career options and progression opportunities in the Furniture Industry by visiting: <http://www.prospect4u.co.uk>

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** ☒ **NO** ☐

Delivery and assessment

It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.

The 9 required national outcomes/standards for ERR are that an Apprentice:

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and understands the role played by their occupation within their organisation and industry.
5. Has an informed view of the types of career pathways that are open to them.
6. Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
7. Knows where and how to get information and advice on their industry, occupation, training and career.
8. Can describe and work within their organisation's principles and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit.

Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

A copy of a suitable ERR workbook for the Furniture Industry is available to download from:
www.proskills.co.uk

Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: www.proskills.co.uk

Time spent on ERR contributes towards meeting the minimum Learning Hours (LH) per year requirement for this pathway.

Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:

Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries

Unit Ref: F/602/3940

Credit Value: 3

GLH: 18

NOTE: QCF units for ERR are also available from other Awarding Organisations

Level 3, Pathway 3: Restoring Furniture

Description of this pathway

Restoring Furniture

Total Credit Value = 124

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Experienced Furniture Restorer	Care/repair of furniture. From simple things like re-gluing broken parts, through to completely rebuilding an item including making missing components & re-polishing. Also encompasses re-upholstery, french polishing, woodturning, gilding and marquetry. Supervise and train others.

Qualifications

Competence qualifications available to this pathway

C1 – Level 3 NVQ Diploma in Restoring Furniture

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9045/8	City & Guilds	59	196-442	X

Knowledge qualifications available to this pathway

K1 – Level 3 Diploma in Furniture Restoration

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/2340/5	City & Guilds	53	405-413	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

K1 provides the underpinning knowledge and understanding for C1.

COMPETENCE:

Learners must achieve a **minimum of 59 credits**. Learners must complete all units from mandatory group A and three optional units from group B.

KNOWLEDGE

Learners must achieve a **minimum of 53 credits**. 35 credits from mandatory group A and a **minimum** of 18 credits from optional group B.

NOTE: Details above taken from: <http://register.ofqual.gov.uk/Qualification>

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required: Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required: Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☐ **NO** ☒

Progression routes into and from this pathway

PROGRESSION INTO THIS PATHWAY:

Work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Furniture sector careers are widely available and all provide a good basis for entry to this pathway. The Welsh Baccalaureate, any learning undertaken as part of the Welsh 14-19 Pathways programme or any other relevant programmes, that combine academic and vocational training, are recognised routes into an Apprenticeship framework. GCSEs and A Levels (or their equivalent) also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Furniture sector employers, along with English, Mathematics, IT and Business Studies.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible.

Applicants who have successfully completed a Foundation Level 2 Apprenticeship in Furniture, Furnishings & Interiors would be considered suitable for progression to an Apprenticeship at Level 3.

The Foundation/Higher or Advanced Diploma in Manufacturing and Product Design will provide an excellent route into the Furniture sector. In addition, the Construction and Built Environment Foundation/Higher or Advanced Diploma also provides an excellent platform for individuals interested in progression into the Furniture industry as would a Foundation/Higher or Advanced Diploma in Manufacturing and Product Design. The principal learning from these qualifications has been incorporated into the Welsh Baccalaureate and could form a suitable route. Experience of working with Computer Aided Design (CAD) would be an advantage when applying for roles in design.

Some career pathways in the Furniture industry can be offered without qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills will all help an Apprenticeship application and an Apprentice's successful completion of the framework. Many skills can be developed while an Apprentice is employed if they have the right attitude.

Previous work experience in the Furniture industry, or a production environment, is also a valuable foundation for entry into this pathway. Many Furniture industry jobs, require manual skills and involve working with your hands, handling heavy equipment, and spending long periods standing; so physical fitness is important. Many job roles are undertaken within a factory or workshop environment. and shift work may be required by some employers. Good attention to detail and quality is very important as is accurate working and good hand-eye

co-ordination.

PROGRESSION FROM THIS PATHWAY INCLUDES:

- Continuing to develop your craft and technical skills and experience in Furniture Restoration and striving to "be the best" in your chosen occupational route and have pride in your work.
- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the Furniture industry - "horizontal progression"
- Progression into higher level jobs within the Furniture industry such as Team Leader/Supervisor, or into other functional areas such as design, marketing, sales, planning, procurement, finance or warehouse and distribution.
- Undertaking a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design, Construction and the Built Environment or the Creative and Media.
- Undertaking Assessor and Verifier qualifications.
- Undertaking further training in Management & Leadership, Lean Manufacturing or Business Improvement Techniques.
- Progressing to an industry related undergraduate programme e.g. Engineering, Design or Business Studies. **Entry may require additional training/learning.**

Take a closer look at your career options and progression opportunities in the Furniture Industry by visiting: <http://www.prospect4u.co.uk>

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** ☒ **NO** ☐

Delivery and assessment

It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.

The 9 required national outcomes/standards for ERR are that an Apprentice:

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and understands the role played by their occupation within their organisation and industry.
5. Has an informed view of the types of career pathways that are open to them.
6. Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
7. Knows where and how to get information and advice on their industry, occupation, training and career.
8. Can describe and work within their organisation's principles and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit.

Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

A copy of a suitable ERR workbook for the Furniture Industry is available to download from:
www.proskills.co.uk

Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: www.proskills.co.uk

Time spent on ERR contributes towards meeting the minimum Learning Hours (LH) per year requirement for this pathway.

Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:

Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries

Unit Ref: F/602/3940

Credit Value: 3

GLH: 18

NOTE: QCF units for ERR are also available from other Awarding Organisations

Level 3, Pathway 4: Fitted Furniture and Interiors

Description of this pathway

Fitted Furniture and Interiors - includes installation of kitchens, bedrooms, bathrooms, soft furnishings, blinds and shutters.

Total Credit Value = 111

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Experienced Furniture/Blinds & Shutters Installer	Installation of furniture including kitchen, bedroom, bathroom and soft furnishings. Also includes installation of blinds and shutters. This is usually onsite at the customer's commercial or domestic premises. Plan work schedules to meet business requirements. Supervise & train others.

Qualifications

Competence qualifications available to this pathway

C1 – Level 3 NVQ Diploma in Fitted Furniture and Interiors

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9662/X	City & Guilds	55	239-273	X

C2 – Level 3 NVQ Diploma in Fitted Furniture Installation

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C2a	601/7612/X	Occupational Awards	55	231	X

Knowledge qualifications available to this pathway

K1 – Level 3 Diploma in Furniture Installation

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/1977/3	City & Guilds	44	326	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

K1 provides the underpinning knowledge and understanding for C1.

COMPETENCE:

C1:

Learners must achieve a **minimum of 50 credits**. Learners have two pathways to choose from.

- **Fitted Furniture and Interiors** - to achieve this qualification learners must complete Group B, Group C1 & 3 units from C2

- **Kitchen Fitting** - to achieve this qualification learners must complete Group B, Group D1 & 3 units from D2.

C2

To achieve the qualification Learners must achieve the 27 mandatory credits, a minimum of 14 credits from Optional Group A and a minimum of 14 credits from Optional Group B.

KNOWLEDGE:

Learners must achieve a **minimum of 44 credits**. 35 credits from the five units in mandatory group A and a minimum of 9 credits from the units in optional group B

NOTE: Details above taken from: <http://register.ofqual.gov.uk/Qualification>

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required: Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required: Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☐ **NO** ☒

Progression routes into and from this pathway

PROGRESSION INTO THIS PATHWAY:

Work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Furniture sector careers are widely available and all provide a good basis for entry to this pathway. The Welsh Baccalaureate, any learning undertaken as part of the Welsh 14-19 Pathways programme or any other relevant programmes, that combine academic and vocational training, are recognised routes into an Apprenticeship framework. GCSEs and A Levels (or their equivalent) also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Furniture sector employers, along with English, Mathematics, IT and Business Studies.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible.

Applicants who have successfully completed a Foundation Level 2 Apprenticeship in Furniture, Furnishings & Interiors would be considered suitable for progression to an Apprenticeship at Level 3.

The Foundation/Higher or Advanced Diploma in Manufacturing and Product Design will provide an excellent route into the Furniture sector. In addition, the Construction and Built Environment Foundation/Higher or Advanced Diploma also provides an excellent platform for individuals interested in progression into the Furniture industry as would a Foundation/Higher or Advanced Diploma in Manufacturing and Product Design. The principal learning from these qualifications has been incorporated into the Welsh Baccalaureate and could form a suitable route. Experience of working with Computer Aided Design (CAD) would be an advantage when applying for roles in design.

Some career pathways in the Furniture industry can be offered without qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills will all help an Apprenticeship application and an Apprentice's successful completion of the framework. Many skills can be developed while an Apprentice is employed if they have the right attitude.

Previous work experience in the Furniture industry, or a production environment, is also a valuable foundation for entry into this pathway. Many Furniture industry jobs, require manual skills and involve working with your hands, handling heavy equipment, and spending long periods standing; so physical fitness is important. Many job roles are undertaken within a factory or workshop environment. and shift work may be required by some employers. Good attention to detail and quality is very important as is accurate working and good hand-eye

co-ordination.

PROGRESSION FROM THIS PATHWAY INCLUDES:

- Continuing to develop your craft and technical skills and experience in Fitted Furniture & Interiors and striving to "be the best" in your chosen occupational route and have pride in your work.
- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the Furniture industry - "horizontal progression"
- Progression into higher level jobs within the Furniture industry such as Team Leader/Supervisor, or into other functional areas such as design, marketing, sales, planning, procurement, finance or warehouse and distribution.
- Undertaking a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design, Construction and the Built Environment or the Creative and Media.
- Undertaking Assessor and Verifier qualifications.
- Undertaking further training in Management & Leadership, Lean Manufacturing or Business Improvement Techniques.

Progressing to an industry related undergraduate programme e.g. Engineering, Design or Business Studies. **Entry may require additional training/learning.**

Take a closer look at your career options and progression opportunities in the Furniture Industry by visiting: <http://www.prospect4u.co.uk>

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** ☒ **NO** ☐

Delivery and assessment

It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.

The 9 required national outcomes/standards for ERR are that an Apprentice:

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and understands the role played by their occupation within their organisation and industry.
5. Has an informed view of the types of career pathways that are open to them.
6. Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
7. Knows where and how to get information and advice on their industry, occupation, training and career.
8. Can describe and work within their organisation's principles and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit.

Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

A copy of a suitable ERR workbook for the Furniture Industry is available to download from: www.proskills.co.uk

Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: www.proskills.co.uk

Time spent on ERR contributes towards meeting the minimum Learning Hours (LH) per year requirement for this pathway.

Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:

Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries

Unit Ref: F/602/3940

Credit Value: 3

GLH: 18

NOTE: QCF units for ERR are also available from other Awarding Organisations

Level 3, Pathway 5: Furniture Design

Description of this pathway

Furniture Design

Total Credit Value = 156

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Experienced Furniture Designer	Mainly work with wood but can use other materials like ceramics, glass and metal. Create initial ideas and design development towards a technical drawing by hand or computer. Work out costs of materials and time and price items accordingly. Plan & organise projects. Supervise and train others.

Qualifications

Competence qualifications available to this pathway

C1 – Level 3 NVQ Diploma in Design in the Furniture, Furnishings and Interiors Industry

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/8980/8	City & Guilds	60	268-397	X

Knowledge qualifications available to this pathway

K1 – Level 3 Diploma in Furniture Design and Making

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/1978/5	City & Guilds	84	615	X
K1b	601/7738/X	Occupational Awards	84	615	

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

K1 provides the underpinning knowledge and understanding for C1.

COMPETENCE:

Learners must achieve a **minimum of 60 credits** to gain the qualification.

To achieve the qualification learners will need to complete all four units from mandatory Group A and 3 optional units from optional Group B.

KNOWLEDGE:

Learners must achieve **minimum of 84 credits**. 61 credits from mandatory group A and minimum 23 credits from optional group B.

NOTE: Details above taken from: <http://register.ofqual.gov.uk/Qualification>

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required: Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required: Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☐ **NO** ☒

Progression routes into and from this pathway

PROGRESSION INTO THIS PATHWAY:

Work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Furniture sector careers are widely available and all provide a good basis for entry to this pathway. The Welsh Baccalaureate, any learning undertaken as part of the Welsh 14-19 Pathways programme or any other relevant programmes, that combine academic and vocational training, are recognised routes into an Apprenticeship framework. GCSEs and A Levels (or their equivalent) also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Furniture sector employers, along with English, Mathematics, IT and Business Studies.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible.

Applicants who have successfully completed a Foundation Level 2 Apprenticeship in Furniture, Furnishings & Interiors would be considered suitable for progression to an Apprenticeship at Level 3.

The Foundation/Higher or Advanced Diploma in Manufacturing and Product Design will provide an excellent route into the Furniture sector. In addition, the Construction and Built Environment Foundation/Higher or Advanced Diploma also provides an excellent platform for individuals interested in progression into the Furniture industry as would a Foundation/Higher or Advanced Diploma in Manufacturing and Product Design. The principal learning from these qualifications has been incorporated into the Welsh Baccalaureate and could form a suitable route. Experience of working with Computer Aided Design (CAD) would be an advantage when applying for roles in design.

Some career pathways in the Furniture industry can be offered without qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills will all help an Apprenticeship application and an Apprentice's successful completion of the framework. Many skills can be developed while an Apprentice is employed if they have the right attitude.

Previous work experience in the Furniture industry, or a production environment, is also a valuable foundation for entry into this pathway. Many Furniture industry jobs, require manual skills and involve working with your hands, handling heavy equipment, and spending long periods standing; so physical fitness is important. Many job roles are undertaken within a factory or workshop environment. and shift work may be required by some employers. Good attention to detail and quality is very important as is accurate working and good hand-eye

co-ordination.

PROGRESSION FROM THIS PATHWAY INCLUDES:

- Continuing to develop your craft and technical skills and experience in Furniture Design and striving to "be the best" in your chosen occupational route and have pride in your work.
- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the Furniture industry - "horizontal progression"
- Progression into higher level jobs within the Furniture industry such as Team Leader/Supervisor, or into other functional areas such as design, marketing, sales, planning, procurement, finance or warehouse and distribution.
- Undertaking a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design, Construction and the Built Environment or the Creative and Media.
- Undertaking Assessor and Verifier qualifications.
- Undertaking further training in Management & Leadership, Lean Manufacturing or Business Improvement Techniques.
- Progressing to an industry related undergraduate programme e.g. Engineering, Design or Business Studies. **Entry may require additional training/learning.**

Take a closer look at your career options and progression opportunities in the Furniture Industry by visiting: <http://www.prospect4u.co.uk>

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** ☒ **NO** ☐

Delivery and assessment

It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.

The 9 required national outcomes/standards for ERR are that an Apprentice:

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and understands the role played by their occupation within their organisation and industry.
5. Has an informed view of the types of career pathways that are open to them.
6. Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
7. Knows where and how to get information and advice on their industry, occupation, training and career.
8. Can describe and work within their organisation's principles and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit.

Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

A copy of a suitable ERR workbook for the Furniture Industry is available to download from:
www.proskills.co.uk

Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: www.proskills.co.uk

Time spent on ERR contributes towards meeting the minimum Learning Hours (LH) per year requirement for this pathway.

Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:

Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries

Unit Ref: F/602/3940

Credit Value: 3

GLH: 18

NOTE: QCF units for ERR are also available from other Awarding Organisations

Level 3, Pathway 6: Upholstery and Soft Furnishings

Description of this pathway

Upholstery and Soft Furnishings - includes Mattress Making

Total Credit Value = 126

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Experienced Soft Furnisher	Measuring, cutting, sewing of fabrics to customer/company reqs. Items include cushions, curtains & similar products. Use hand & power tools & machinery. Basic machine maintenance. For blinds/curtains – take measurements, provide cost estimates, fit tracks & curtains on site. Supervise/train others.
Experienced Upholsterer	Add padding and soft covers to furniture. Work with design, texture and colour to cover or re-cover items with fabric or other materials. May also repair furniture. Some may specialise in one aspect, e.g. padding sofa arms, others may complete entire items. Supervise & train others.

Qualifications

Competence qualifications available to this pathway

C1 – Level 3 NVQ Diploma in Upholstery and Soft Furnishings

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/9995/4	City & Guilds	44	139-327	X

C2 – Level 3 NVQ Diploma in Upholstery

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C2a	600/7614/3	Occupational Awards	55	212	X

Knowledge qualifications available to this pathway

K1 – Level 3 Diploma in Furnishings - Traditional Upholstery

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/3197/9	City & Guilds	96	723	X

K2 – L3 Diploma in Furnishings - Modern Upholstery

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/3198/0	City & Guilds	78	563	
K2b	601/7737/8	Occupational Awards	78	563	

K3 – Level 3 Diploma in Furnishings - Mattress Making

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K3a	600/3200/5	City & Guilds	70	513	X
K3b	601/7736/6	Occupational Awards	78	513	

K4 – Level 3 Diploma in Furniture Design & Making X

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K4a	600/1978/5	City & Guilds	84	615	X
K4b	601/7738/X	Occupational Awards	84	615	

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

K1, K2, K3 or K4 provides the underpinning knowledge and understanding for C1 and C2

COMPETENCE:

C1

Learners have three pathways to choose from.

1. **Upholstery** - pathway C - learners must complete mandatory Groups B & C1 and two units from optional Group C2.
2. **Fabric Wall Coverings & Tented Ceilings** - pathway D - learners must complete mandatory Groups B & D1 and two units from optional Group D2.
3. **Soft Furnishings** - pathway E - learners must complete mandatory Groups B & E1 and two units from optional Group E2. The minimum credit value for this qualification is 44.

C2

Learners must complete all mandatory units plus a minimum of 9 credits from the optional group. The minimum credit value for this qualification is 55.

KNOWLEDGE: Learners must achieve **one** of the knowledge qualifications.

Level 3 Diploma in Furnishings - Traditional Upholstery: Learners must achieve all mandatory units
(96 credits) or

Level 3 Diploma in Furnishings - Modern Upholstery: Learners must achieve all mandatory units

(78 credits) or

Level 3 Diploma in Furnishings - Mattress Making: Learners must achieve all mandatory units (70 credits) or

Level 3 Diploma in Furniture Design & Making: Learners must achieve all mandatory units (84 credits)

NOTE: Details above taken from: <http://register.ofqual.gov.uk/Qualification>

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required: Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required: Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☐ **NO** ☒

Progression routes into and from this pathway

PROGRESSION INTO THIS PATHWAY:

Work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Furniture sector careers are widely available and all provide a good basis for entry to this pathway. The Welsh Baccalaureate, any learning undertaken as part of the Welsh 14-19 Pathways programme or any other relevant programmes, that combine academic and vocational training, are recognised routes into an Apprenticeship framework. GCSEs and A Levels (or their equivalent) also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Furniture sector employers, along with English, Mathematics, IT and Business Studies.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible.

Applicants who have successfully completed a Foundation Level 2 Apprenticeship in Furniture, Furnishings & Interiors would be considered suitable for progression to an Apprenticeship at Level 3.

The Foundation/Higher or Advanced Diploma in Manufacturing and Product Design will provide an excellent route into the Furniture sector. In addition, the Construction and Built Environment Foundation/Higher or Advanced Diploma also provides an excellent platform for individuals interested in progression into the Furniture industry as would a Foundation/Higher or Advanced Diploma in Manufacturing and Product Design. The principal learning from these qualifications has been incorporated into the Welsh Baccalaureate and could form a suitable route. Experience of working with Computer Aided Design (CAD) would be an advantage when applying for roles in design.

Some career pathways in the Furniture industry can be offered without qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills will all help an Apprenticeship application and an Apprentice's successful completion of the framework. Many skills can be developed while an Apprentice is employed if they have the right attitude.

Previous work experience in the Furniture industry, or a production environment, is also a valuable foundation for entry into this pathway. Many Furniture industry jobs, require manual skills and involve working with your hands, handling heavy equipment, and spending long periods standing; so physical fitness is important. Many job roles are undertaken within a factory or workshop environment. and shift work may be required by some employers. Good attention to detail and quality is very important as is accurate working and good hand-eye

co-ordination.

PROGRESSION FROM THIS PATHWAY INCLUDES:

- Continuing to develop your craft and technical skills and experience in Upholstery & Soft Furnishings and striving to "be the best" in your chosen occupational route and have pride in your work.
- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the Furniture industry - "horizontal progression"
- Progression into higher level jobs within the Furniture industry such as Team Leader/Supervisor, or into other functional areas such as design, marketing, sales, planning, procurement, finance or warehouse and distribution.
- Undertaking a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design, Construction and the Built Environment or the Creative and Media.
- Undertaking Assessor and Verifier qualifications.
- Undertaking further training in Management & Leadership, Lean Manufacturing or Business Improvement Techniques.
- Progressing to an industry related undergraduate programme e.g. Engineering, Design or Business Studies. **Entry may require additional training/learning.**

Take a closer look at your career options and progression opportunities in the Furniture Industry by visiting: <http://www.prospect4u.co.uk>

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** ☒ **NO** ☐

Delivery and assessment

It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.

The 9 required national outcomes/standards for ERR are that an Apprentice:

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and understands the role played by their occupation within their organisation and industry.
5. Has an informed view of the types of career pathways that are open to them.
6. Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
7. Knows where and how to get information and advice on their industry, occupation, training and career.
8. Can describe and work within their organisation's principles and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit.

Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

A copy of a suitable ERR workbook for the Furniture Industry is available to download from:
www.proskills.co.uk

Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: www.proskills.co.uk

Time spent on ERR contributes towards meeting the minimum Learning Hours (LH) per year requirement for this pathway.

Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:

Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries

Unit Ref: F/602/3940

Credit Value: 3

GLH: 18

NOTE: QCF units for ERR are also available from other Awarding Organisations

Level 3, Pathway 7: Supervision in the Furniture, Furnishings and Interiors Industry

Description of this pathway

Supervision in the Furniture, Furnishings and Interiors Industry

Total Credit Value = From 102 - 154 (depending on which knowledge qualification is taken).

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Production Supervisor - Furniture, Furnishings and Interiors	The role can be undertaken in a variety of occupational areas and will involve planning production schedules, allocating work, motivating individuals and teams, monitoring and maintaining health and safety, training new staff and encouraging new ideas within the team.

Qualifications

Competence qualifications available to this pathway

C1 – Level 3 NVQ Diploma in Supervision in the Furniture, Furnishings and Interiors Industry

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	500/8983/3	City & Guilds	46	203-331	X

Knowledge qualifications available to this pathway

K1 – Level 3 Diploma in Furniture Design and Making

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/1978/5	City & Guilds	84	615	X
K1b	601/7738/X	Occupational Awards	84	615	

K2 – Level 3 Diploma in Furnishings - Mattress Making

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/3200/5	City & Guilds	70	515	X
K2b	601/7736/6	Occupational Awards	70	513	

K3 – Level 3 Diploma in Furniture Restoration

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K3a	600/2340/5	City & Guilds	53	405-413	X

K4 – Level 3 Diploma in Furniture Installation

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No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K4a	600/1977/3	City & Guilds	44	326	X

K5 – Level 3 Diploma in Furnishings - Traditional Upholstery

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K5a	600/3197/9	City & Guilds	96	723	X

K6 – Level 3 Diploma in Furnishings - Modern Upholstery

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K6a	600/3198/0	City & Guilds	78	563	X
K6b	601/7737/8	Occupational Awards	78	563	

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

K1a, K2a, K3a, K4a, K5a OR K6a provides the underpinning knowledge and understanding for C1.

COMPETENCE: Candidates must complete all 4 mandatory units and 3 optional units.

KNOWLEDGE: Learners must achieve **ONE** of the knowledge qualifications:

K1a: Level 3 Diploma in Furniture Design and Making: Learners must achieve a 84 credits. 61 credits from mandatory units and 23 credits from optional units. **OR**

K2a: Level 3 Diploma in Furnishings - Mattress Making: Learners must achieve 70 credits by completing all the mandatory units. **OR**

K3a: Level 3 Diploma in Furniture Restoration: Learners must achieve 35 credits by completing all the mandatory units and 18 credits from optional units. **OR**

K4a: Level 3 Diploma in Furniture Installation: Learners must achieve 35 credits by completing all the mandatory and 9 credits from optional units. **OR**

K5a: Level 3 Diploma in Furnishings - Traditional Upholstery: Learners must achieve 96

credits by completing all the mandatory units. **OR**

K6a: Level 3 Diploma in Furnishings - Modern Upholstery: Learners must achieve 78 credits by completing all the mandatory units.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required: Enter alternative grade/level requirements and reasons here.

Application of Number

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Does this framework require Application of Number achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required: Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☐ **NO** ☒

Progression routes into and from this pathway

PROGRESSION INTO THIS PATHWAY:

Work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Furniture sector careers are widely available and all provide a good basis for entry to this pathway. The Welsh Baccalaureate, any learning undertaken as part of the Welsh 14-19 Pathways programme or any other relevant programmes, that combine academic and vocational training, are recognised routes into an Apprenticeship framework. GCSEs and A Levels (or their equivalent) also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Furniture sector employers, along with English, Mathematics, IT and Business Studies.

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Applicants who have successfully completed a Foundation Level 2 Apprenticeship in Furniture, Furnishings & Interiors would be considered suitable for progression to an Apprenticeship at Level 3.

The Foundation/Higher or Advanced Diploma in Manufacturing and Product Design will provide an excellent route into the Furniture sector. In addition, the Construction and Built Environment Foundation/Higher or Advanced Diploma also provides an excellent platform for individuals interested in progression into the Furniture industry as would a Foundation/Higher or Advanced Diploma in Manufacturing and Product Design. The principal learning from these qualifications has been incorporated into the Welsh Baccalaureate and could form a suitable route. Experience of working with Computer Aided Design (CAD) would be an advantage when applying for roles in design.

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co-ordination.

PROGRESSION FROM THIS PATHWAY INCLUDES:

- Continuing to develop your craft, technical and supervisory skills and experience in Furniture, Furnishings and Interiors and striving to "be the best" in your chosen occupational route and have pride in your work.
- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the Furniture industry - "horizontal progression"
- Progression into higher level jobs within the Furniture industry such as Production Manager or into other functional areas such as design, marketing, sales, planning, procurement, finance or warehouse and distribution.
- Undertaking a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design, Construction and the Built Environment or the Creative and Media.
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- Undertaking further training in Management & Leadership, Lean Manufacturing or Business Improvement Techniques.
- Progressing to an industry related undergraduate programme e.g. Engineering, Design or Business Studies. Entry may require additional training/learning.

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UCAS points for this pathway:

(no information)

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** ☒ **NO** ☐

Delivery and assessment

It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.

The 9 required national outcomes/standards for ERR are that an Apprentice:

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and understands the role played by their occupation within their organisation and industry.
5. Has an informed view of the types of career pathways that are open to them.
6. Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
7. Knows where and how to get information and advice on their industry, occupation, training and career.
8. Can describe and work within their organisation's principles and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit.

Employer Induction processes will play a central role in the delivery of ERR and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

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www.proskills.co.uk

Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: www.proskills.co.uk

Time spent on ERR contributes towards meeting the minimum Learning Hours (LH) per year requirement for this pathway.

Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:

Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries

Unit Ref: F/602/3940

Credit Value: 3

GLH: 18

NOTE: QCF units for ERR are also available from other Awarding Organisations

Level 3, Pathway 8: Wood Machining

Description of this pathway

Wood Machining

Total Credit Value = 175 (Traditional) or 170 (CNC)

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional entry requirement for this pathway.

Job title(s)	Job role(s)
Wood Machinist	Manufacture complex furniture and components using machinery to perform precision tasks. Set-up, operate, monitor and maintain woodworking machines such as planers, lathes, routers and saws to cut, plane, shape and sand complex wood components. Hand tools & manually operated machines are also used.

Qualifications

Competence qualifications available to this pathway

C1 – Level 3 NVQ Diploma in Wood Machining

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/5436/0	PIABC	103	415	N/A

C2 – Level 3 NVQ Diploma in Furniture and Wood Processing Technician (CNC Machining)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C2a	601/6657/5	Occupational Awards	108	454	X

C3 – Level 3 NVQ Diploma in Furniture and Wood Processing

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C3a	601/6659/9	Occupational Awards	68	205	X

Knowledge qualifications available to this pathway

K1 – Level 3 Diploma in Wood Machining

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/3206/6	City & Guilds	60	478	N/A
K1b	601/7740/8	Occupational Awards	55	478	

K2 – Level 3 Diploma in Wood Machining - CNC Machines

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/3205/4	City & Guilds	55	417	N/A
K2b	601/7739/1	Occupational Awards	55	417	

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

K1 and K2 provides the underpinning knowledge and understanding for C1. C2 and C3. K1 to be taken for Traditional Wood machining and processing and K2 for CNC Machines.

Competence:

C1

Learners must achieve 45 credits in group A; a minimum of 48 credits from group B and a minimum of 10 credits from group C. The total minimum credit value of this qualification is 103.

C2

Learners should achieve all mandatory credits/units, plus at least 4 units gaining at least 33 credits from Optional Group A. The minimum credit value of this qualification is 108.

C3

Learners must complete all mandatory units (33 Credits) plus a minimum of 19 credits from Optional Group A and at least 2 units gaining a minimum of 16 credits from Optional Group B. The minimum credit value of this qualification is 68.

Knowledge

K1

Learners must complete 23 credits from Group A1 plus 32 credits from P1 or 37 credits from P2.

K2

Learners must achieve 55 credits from the Mandatory Group.
Those who have already achieved competence and/or knowledge qualifications before entry to the Apprenticeship must select options which will equip Apprentices with new skills and learning.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Communication achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required: Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

Does this framework require Application of Number achievement above the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required: Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☐ **NO** ☒

Progression routes into and from this pathway

PROGRESSION INTO THIS PATHWAY:

Work based qualifications such as NVQs / SVQs / AVCEs (Vocational A' Levels) and BTEC Diplomas related to Furniture sector careers are widely available and all provide a good basis for entry to this pathway. The Welsh Baccalaureate, any learning undertaken as part of the Welsh 14-19 Pathways programme or any other relevant programmes, that combine academic and vocational training, are recognised routes into an Apprenticeship framework. GCSEs and A Levels (or their equivalent) also provide a solid base to build on, with subjects such as Art, Science and Design and Technology all seen as useful by Furniture sector employers, along with English, Mathematics, IT and Business Studies.

There is a possibility that many of these may be considered as counting towards completion of an Apprenticeship programme as acceptable forms of Accredited Prior Learning (APL) or via Credit Transfer, where this is possible.

Applicants who have successfully completed a Foundation Level 2 Apprenticeship in Furniture, Furnishings & Interiors would be considered suitable for progression to an Apprenticeship at Level 3.

The Foundation/Higher or Advanced Diploma in Manufacturing and Product Design will provide an excellent route into the Furniture sector. In addition, the Construction and Built Environment Foundation/Higher or Advanced Diploma also provides an excellent platform for individuals interested in progression into the Furniture industry as would a Foundation/Higher or Advanced Diploma in Manufacturing and Product Design. The principal learning from these qualifications has been incorporated into the Welsh Baccalaureate and could form a suitable route. Experience of working with Computer Aided Design (CAD) would be an advantage when applying for roles in design.

Some career pathways in the Furniture industry can be offered without qualifications, if a good impression is created at interview. Showing enthusiasm, good communication skills, providing proof of a mature attitude and problem solving skills will all help an Apprenticeship application and an Apprentice's successful completion of the framework. Many skills can be developed while an Apprentice is employed if they have the right attitude.

Previous work experience in the Furniture industry, or a production environment, is also a valuable foundation for entry into this pathway. Many Furniture industry jobs, require manual skills and involve working with your hands, handling heavy equipment, and spending long periods standing; so physical fitness is important. Many job roles are undertaken within a factory or workshop environment. and shift work may be required by some employers. Good attention to detail and quality is very important as is accurate working and good hand-eye

co-ordination.

PROGRESSION FROM THIS PATHWAY INCLUDES:

- Continuing to develop your craft, technical and supervisory skills and experience in Furniture, Furnishings and Interiors and striving to "be the best" in your chosen occupational route and have pride in your work.
- Participating in relevant in-house company training or external learning, where available and/or offered.
- Broadening and developing your skill base by progression into other job roles within the Furniture industry - "horizontal progression"
- Progression into higher level jobs within the Furniture industry such as Production Manager or into other functional areas such as design, marketing, sales, planning, procurement, finance or warehouse and distribution.
- Undertaking a related Engineering Apprenticeship.
- Undertaking a Higher/Advanced Diploma in Manufacturing and Product Design, Construction and the Built Environment or the Creative and Media.
- Undertaking Assessor and Verifier qualifications.
- Undertaking further training in Management & Leadership, Lean Manufacturing or Business Improvement Techniques.
- Progressing to an industry related undergraduate programme e.g. Engineering, Design or Business Studies. Entry may require additional training/learning.

Take a closer look at your career options and progression opportunities in the Furniture Industry by visiting: <http://www.prospect4u.co.uk>

UCAS points for this pathway:

(no information)

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** ☒ **NO** ☐

Delivery and assessment

It is important that all employees understand and can demonstrate an understanding of their rights and responsibilities as an employee.

The 9 required national outcomes/standards for ERR are that an Apprentice:

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well.
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer.
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities.
4. Knows and understands the role played by their occupation within their organisation and industry.
5. Has an informed view of the types of career pathways that are open to them.
6. Knows the types of representative bodies relevant to their industry and organisation, and their main roles and responsibilities.
7. Knows where and how to get information and advice on their industry, occupation, training and career.
8. Can describe and work within their organisation's principles and codes of practice.
9. Recognises and can form a view on issues of public concern that affect their organisation and industry.

As part of this framework, ERR is required to be formally delivered and assessed. However, this does not need to be by the achievement of an accredited QCF unit.

Employer Induction processes will play a central role in the delivery of ERR

and this can be supported, and evidenced by, the use of an ERR workbook. Completed workbooks will be formally signed off by the Apprentice, their Employer and Provider and can be used as a mode of assessment to confirm an Apprentice's knowledge and understanding of their employee rights and responsibilities.

A copy of a suitable ERR workbook for the Furniture Industry is available to download from:

www.proskills.co.uk

Successful achievement of all 9 ERR national standards must be demonstrated and evidenced at the point of certification by the Assessor's completion of a verification sign off sheet confirming that all 9 ERR outcomes have been successfully achieved, demonstrated and evidenced by the Apprentice. If the Proskills ERR booklet is used, there is a suitable sign off sheet at the back of the booklet which, once appropriately signed and dated, is acceptable evidence for certification purposes. Alternatively, a separate ERR completion declaration form is available to download from: www.proskills.co.uk.

Time spent on ERR contributes towards meeting the minimum Learning Hours (LH) per year requirement for this pathway.

Note: If a Provider wishes to deliver and demonstrate achievement of ERR by an Apprentice's completion of an accredited QCF unit, then the following unit would be suitable:

Unit Title: Employment Rights and Responsibilities in the Process and Manufacturing Industries Unit Ref: F/602/3940

Credit Value: 3

GLH: 18

NOTE: QCF units for ERR are also available from other Awarding Organisations

The remaining sections apply to all levels and pathways within this framework.

How equality and diversity will be met

OVERVIEW

The delivery of an Apprenticeship framework must be in environments that are free from prejudice and discrimination where all learners can contribute fully and feel that their contribution to the industry is valued. There must be no discriminatory practices in the selection and recruitment of Apprentices to this programme. It is available to all people, regardless of age, gender, ethnic origin, religion/belief, sexual orientation or disability, who meet the stated selection criteria. This Furniture, Furnishings and Fitted Interiors Apprenticeship aims to promote diversity, opportunity and inclusion by offering a high-quality learning opportunity to all who meet the required entry conditions.

ISSUES

A recent Labour Force Survey shows that the majority of the current Furniture workforce is female, full time and directly employed. The largest occupational groups in the industry are skilled trades occupations, machine operatives and managers/senior officials. The Furniture, Furnishings and Interiors industries operates an open recruitment policy but is currently not attracting, in sufficient numbers, applicants from females, black and minority ethnic groups or those with a difficulty or disability. The industry recognises that it is not making the most of this pool of untapped talent, which could help the industry to meet their skills gaps and shortages.

Another key challenge for Furniture, Furnishings and Interiors industries is that their current workforce is ageing, with a particular shortfall of employees aged 16-24 (currently only 8% of workforce).

Effective

succession planning needs to start now in order to meet future gaps in the workforce as older workers leave the industry - attracting younger people into the industry will be key to addressing this issue.

The “**Skills That Work For Wales**” strategy identifies that there is further work to be done to address the needs of young people not in education, employment or training, people with complex needs (such as offenders and ex-offenders) and adults who are unemployed or economically inactive. Modern Apprenticeships continue to be the Welsh Assembly Government’s preferred work based learning route and employers who do not appreciate the

business benefits of diversity are missing out on a large pool of talented recruits.

BARRIERS

The reasons for the imbalances in the current make up of Furniture, Furnishings and Interiors workforces are largely down to its historical poor image and a misconception that jobs in process manufacturing industries involve heavy, dirty, dangerous and manual work. The wide range of challenging and varied career opportunities within Furniture, Furnishings and Interiors industries are not widely known. It is not currently a career of choice for many first time job seekers or for those considering a career change. This is especially so in the case of young people.

However, the Furniture, Furnishings and Interiors industry of the 21st Century is very dynamic and progressive and makes good use of cutting edge technology and processes whilst, at the same time, retaining many of the traditional skills and processes. The industry needs to raise awareness of its innovativeness and diversity and to overcome its poor image and current misconceptions.

ACTIONS

Entry to a career in any of the Furniture, Furnishings and Interiors industries is non-exclusive and there are no significant barriers to entry and progression within any of its occupational roles. As a way of addressing the issue of attracting young people into the industry, Proskills has developed a number of Schools Into Industry Programmes. These are industry-backed programmes designed to educate and engage young people in the world of process manufacturing and to raise awareness of the exciting and challenging career opportunities available within these industries.

MakeIT! Furniture is an industry-based project and competition for schools, mapped to the national curriculum and Diplomas. It familiarises students with how furniture is designed and made in the Furniture, Furnishings and Interiors (FFI) Industry through researching and designing products and investigating the various different aspects of the industry – from sourcing raw materials to producing finished products.

The schools into industry programmes are currently running very successfully in England and, following a number of pilot schemes, there are plans to make them available to schools in Wales.

For more information please visit: www.proskills.co.uk/schools-competition. This schools initiative is seen as being a key contributor to increasing awareness of the complexity and diversity of career

opportunities within Furniture, Furnishings and Interiors and attracting greater numbers of school leavers into the industry.

The Proskills career website www.prospect4u.co.uk has been developed to help raise the profile and set the skills standards and qualifications for the process and manufacturing sector and ensures that the skills system delivers against the current and future needs of the industries it represents.

The process and manufacturing sector, which includes Furniture, Furnishings and Interiors, is full of exciting and rewarding career opportunities and this website helps individuals to find all the information they need about getting started in any of these innovative industries.

The Furniture, Furnishings and Interiors Apprenticeship is seen as a vital route to encourage and facilitate a greater diversity of individuals into the industry and a current marketing plan is in place to widely promote Apprenticeships and to increase take-up figures by raising awareness of the opportunities available within this exciting and developing industry. It is also suitable for those already working in the industry and offers an opportunity for individuals to develop and expand their skills and knowledge, facilitate and encourage their progression within the industry and to contribute to workforce retention and succession planning.

Proskills regularly attend regional and national careers fairs and skills events to promote Apprenticeships. This provides an ideal opportunity to actively address equality and diversity issues within all of their industries. |

On and off the job training

Summary of on- and off-the-job training

LEGAL REQUIREMENT

The Specification of Apprenticeship Standards for Wales (SASW) states that an Apprenticeship framework must specify the **minimum** number of **on-the-job training hours** and the **minimum** number of **off-the-job training hours** an Apprentice must receive to complete the framework and how these are to be evidenced.

An Apprenticeship framework must specify that on-and off-the-job training must either have been received:

Whilst working under an Apprenticeship Agreement;

or

During a qualifying period ending on the date of application for an Apprenticeship Certificate. A qualifying period of five years is recommended, but to meet the needs of their sector, frameworks may set a shorter or longer timescale than five years as the qualifying period.

Within Wales no distinction is made between whether the on-the-job or off-the-job training hours relate to the competencies qualification or the technical knowledge qualification: what is important is that a framework gives both the prospective Apprentice and the employer an accurate indication of the nature of the learning commitment required to complete the framework and become fully competent.

All On and Off The Job training should:

- Be planned, reviewed and evaluated jointly between the Apprentice and a tutor, teacher, workplace supervisor or manager and, where relevant, the Apprentice's coach or mentor.
- Allow the Apprentice access to support from a tutor, teacher, mentor or manager, as and when required by the Apprentice.
- Be completed while working under an Apprenticeship Agreement and delivered during contracted working hours.
- Be delivered through one or more of the following methods: individual and group teaching, distance learning, e-learning, coaching, mentoring, feedback and assessment, collaborative/networked learning with peers and guided study.
- Be systematically and formally recorded. For example, in a log book or diary, completed attendance records or on an electronic/online recording system, witness testimonies or video recordings.

The **minimum** recommended **total learning hours** (includes both on and off the job learning) per year for the pathways in the Foundation Level 2 Furniture, Furnishings & Interiors industry framework are:

Pathway 1 Furniture Making: **688**

Pathway 2 Finishing Furniture: **697**

Pathway 3 Restoring Furniture: **715**

Pathway 4 Fitted Furniture & Interiors: **741**

Pathway 5 Upholstery & Soft Furnishings: **764**

Pathway 6 Wood Machining: **1053**

The **minimum** recommended **total learning hours** (includes both on and off the job learning) per year for the pathways in the Level 3 Furniture, Furnishings & Interiors industry framework are:

Pathway 1 Furniture Making: **1016**

Pathway 2 Finishing Furniture: **935**

Pathway 3 Restoring Furniture: **913**

Pathway 4 Fitted Furniture & Interiors: **877**

Pathway 5 Furniture Design: **1195**

Pathway 6 Upholstery & Soft Furnishings: **964**

Pathway 7 Supervision in the Furniture, Furnishings and Interiors Industry: **920**

Pathway 8 Wood Machining: **1205 (Traditional) or 1144 (CNC)**

Please note that these totals include both on and off the job learning and that all Apprentices will be assessed on their own abilities and previous experience and some of the learning hour requirements may need to be altered to take account of prior learning, existing qualifications and an individual's experience.]

Off-the-job training

OFF THE JOB TRAINING HOURS

OFF THE JOB training is defined as time for learning activities which take place outside of normal work duties. Off-the-job training may include any activity where an Apprentice receives any form of instruction, tuition, assessment or progress reviews. For example, (but not exclusively) private study, coaching, mentoring, e-learning, distance learning or classroom training may count as off-the-job training.

An Apprenticeship framework may specify that off-the-job training undertaken before the Apprentice started their Apprenticeship may count towards the off-the-job training required for the Apprenticeship if it was undertaken in relation to an accredited qualification contained in the framework for which an Apprenticeship Certificate is to be applied for.

For the **Level 2** Foundation Furniture, Furnishings & Interiors Framework the **minimum** required amount of off the job training hours for each Foundation Level 2 pathway are as follows:

Pathway 1 Furniture Making: For this pathway, an Apprentice will need to complete a recommended **minimum** of **521 LH off the job**, over 12 months.

Pathway 2 Finishing Furniture: For this pathway, an Apprentice will need to complete a recommended **minimum of 505 LH off the job**, over 12 months.

Pathway 3 Restoring Furniture: For this pathway, an Apprentice will need to complete a recommended **minimum of 505 LH off the job**, over 12 months.

Pathway 4 Fitted Furniture & Interiors: For this pathway, an Apprentice will need to complete a recommended **minimum of 565 LH off the job**, over 12 months.

Pathway 5 Upholstery & Soft Furnishings: For this pathway, an Apprentice will need to complete a recommended **minimum of 585 LH off the job**, over 12 months.

Pathway 6 Wood Machining: For this pathway, an Apprentice will need to complete a recommended **minimum of 655 LH off the job**, over 12 months.

For the **Level 3 Furniture, Furnishings & Interiors Framework** the minimum required amount of off the job training hours for each Level 3 pathway are as follows:

Pathway 1 Furniture Making: For this pathway, an Apprentice will need to complete a recommended **minimum of 765 LH off the job**, over 12 months.

Pathway 2 Finishing Furniture: For this pathway, an Apprentice will need to complete a recommended **minimum of 657 LH off the job**, over 12 months

Pathway 3 Restoring Furniture: For this pathway, an Apprentice will need to complete a recommended **minimum of 657 LH off the job**, over 12 months.

Pathway 4 Fitted Furniture & Interiors: For this pathway, an Apprentice will need to complete a recommended **minimum of 578 LH off the job**, over 12 months.

Pathway 5 Furniture Design: For this pathway, an Apprentice will need to complete a recommended **minimum of 867 LH off the job**, over 12 months.

Pathway 6 Upholstery & Soft Furnishings: For this pathway, an Apprentice will need to complete a recommended **minimum of 765 LH off the job**, over 12 months.

Pathway 7: Supervision in the Furniture, Furnishings and Interiors Industry: For this pathway, an Apprentice will need to complete a recommended **minimum of 657 LH off the job**, over 12 months.

Pathway 8: Wood Machining: For this pathway, an Apprentice will need to complete a recommended **minimum of 739 (Traditional) or 678 (CNC) LH off the job**, over 12 months.

How this requirement will be met

OFF THE JOB training hours delivered under an Apprenticeship Agreement may vary depending on the previous experience and attainment of the individual Apprentice. As such, the stated minimum requirement of hours for off the job learning may be reduced accordingly. However, the minimum hours required in total for off the job training for this framework must still be able to be verified as part of the certification process.

PREVIOUS ATTAINMENT

If a learner enters an Apprenticeship Agreement having previously attained part, or all, of the relevant qualifications contained therein, then this prior learning can be recognised using either a QCF Credit transfer (where appropriate) or through recording of exemptions for certificated learning that is outside of the QCF. For example, Principal Learning qualifications. For learners that have previously achieved the relevant qualifications, they must have attained these **within 3 years** of applying for either the Level 2 Foundation or Level 3 Apprenticeship Certificate. This is to ensure the continued relevance and currency of their previous attainment.

PREVIOUS EXPERIENCE

If a learner enters an Apprenticeship Agreement with previous work-related experience, this prior learning needs to be recognised but, in order to count towards an Apprenticeship certification, it does need to be recorded using the correct procedures. Please contact the appropriate Awarding Body for details of their "Recognition of Prior Learning" procedures. For more information on QCF Guidance on Claiming Credit please visit : www.qcda.gov.uk/resources/4374.aspx For learners with prior uncertificated learning experience, the off the job learning must have been attained **within 3 years** of applying for either the Level 2 Foundation or Level 3 Apprenticeship Certificate. Alternatively, they should have been **continuously employed** in the relevant job role in the industry for **3 years** duration.

The **OFF THE JOB** learning for all the pathways in the **Level 2** Foundation framework will consist of the following:

The recommended minimum Off The Job learning hours (LH) for each component is shown in brackets. However, please note that all Apprentices will be assessed on their own abilities and previous experience and some of the learning hours requirements may need to be altered in order to accommodate prior learning, qualifications and experience.

- Level 2 Diploma in Furniture Making (307 GLH) or Level 2 Diploma in Furnishings - Mattress Making(388 GLH) or Level 2 Diploma in Furniture Finishing Methods (435 GLH) or Level 2 Diploma in Furniture Spray Finishing Methods(351 GLH) or Level 2 Diploma in Furniture Hand Finishing Methods(291 GLH) or Level 2 Diploma in Furnishings - Traditional Upholstery (511 GLH) or Level 2 Diploma in Furniture Installation (351 GLH) or Level 2 Diploma in Furnishings - Modern Upholstery (441 GLH) or Level 2 Diploma in Furnishings - Upholstery (583 GLH) or Level 2 Diploma in Furnishings - Soft Furnishings (371 GLH) or Level 2 Diploma in Wood Machining (441-444 GLH) or Level 3 Diploma in Wood Machining (478 GLH) or Level 3 Diploma in Wood Machining - CNC Machines (417 GLH)
- ERR (18 LH)
- Level 1 or Level 2 Essential Skill Wales in Communication (alternatively Key Skill Level 1 or Level 2 Communication)* (60 LH)
- Level 1 or Level 2 Essential Skill Wales in Application of Number (alternatively Key Skill Level 1 or Level 2 Application of Number)* (60 LH)
- Company training - this will include induction, ERR, Health & Safety and any relevant practical and technical training. Attendance on any training or instructional learning sessions away from the Apprentice's workstation - this could be on or off site (30 LH)
- Mentoring (approx 1 hour per week for the duration of the framework). (40 LH)
- Appraisal/Assessment relating to the Apprentice's participation and progress in the framework (approx 2 hrs quarterly, dependent on individual support needs) (6 LH)

*** NB: Key Skills qualifications can be accepted as alternatives to Essential Skills Wales qualifications, where they have been achieved before 31st August 2011.**

EVIDENCE FOR OFF THE JOB LEARNING - LEVEL 2

- Copy of relevant Level 2 knowledge qualification
- Copies of certificates for Essential Skills Wales Communication and Application of Number (or qualifying Key Skills certification)
- Copy of completed and signed ERR booklet (if used). Alternatively, verified evidence that all 9 national ERR outcomes have been achieved.
- Log book, diary, portfolio evidence recorded by the Apprentice documenting off the job coaching, mentoring and support received. This can include evidence of where off the job learning opportunities and/or activities have been met.
- Course attendance records for both on-site and off site training/learning interventions (records may be held electronically)
- Witness testimonies, video footage or any other authorised and valid mode of supporting evidence that required off the job training hours have been carried out.
- Verification from Providers that they are satisfied that the recommended minimum requirements for off the job learning hours for company training, mentoring, review and appraisal have been fulfilled and details of how any additional types of off the job training has been achieved (e.g. mentoring, appraisal, assessment, off workstation instruction etc).

The **OFF THE JOB** learning for all the pathways in the **Level 3** framework will consist of the following:

The recommended minimum Off The Job learning hours (LH) for each component is shown in brackets. However, please note that all Apprentices will be assessed on their own abilities and previous experience and some of the learning hours requirements may need to be altered in order to accommodate prior learning, qualifications and experience.

- Level 3 Diploma in Furniture Design and Making (615 - 790 GLH) or Level 3 Diploma in Furnishings - Mattress Making (513 GLH) or Level 3 Diploma in Furniture Restoration (405-413 GLH) or Level 3 Diploma in Furniture Installation (326 GLH) or Diploma in Furnishings - Traditional Upholstery (723 GLH) or Diploma in Furnishings - Modern Upholstery (563 GLH)
- ERR - (18 LH)
- Level 2 Essential Skill Wales in Communication (alternatively Key Skill Level 2 Communication)* (60 LH) Level 2 Essential Skill Wales in Application of Number (alternatively Key Skill Level 2 Application of Number)* (60 LH)
- Company training - this will include induction, ERR, Health & Safety and any relevant practical and technical training. Attendance on any training or instructional learning sessions away from the Apprentice's workstation - this could be on or off site (45 LH)
- Mentoring (approx 1 hour per week for the duration of the framework) (60 LH)
- Appraisal/Assessment relating to the Apprentice's participation and progress in the framework (approx 2hrs quarterly, dependent on individual support needs) (9 LH)

*** NB: Key Skills qualifications can be accepted as alternatives to Essential Skills Wales qualifications, where they have been achieved before 31st August 2011.**

EVIDENCE FOR OFF THE JOB LEARNING - LEVEL 3

- Copy of relevant Level 3 knowledge qualification
- Copies of certificates for Essential Skills Wales Communication and Application of Number (or qualifying Key Skills certification)
- Copy of completed and signed ERR booklet (if used). Alternatively, verified evidence that all 9 national ERR outcomes have been achieved.
- Log book, diary, portfolio evidence recorded by the Apprentice documenting off the job coaching, mentoring and support received. This can include evidence of where off the job

learning opportunities and/or activities have been met.

- Course attendance records for both on-site and off site training/learning interventions (records may be held electronically).
- Witness testimonies, video footage or any other authorised and valid mode of supporting evidence that required off the job training hours have been carried out.
- Verification from Providers that they are satisfied that the recommended minimum requirements for off the job learning hours for company training, mentoring, review and appraisal have been fulfilled and details of how any additional types of off the job training has been achieved (e.g. mentoring, appraisal, assessment, off workstation instruction etc).

All Off the Job learning must be formally recorded in either a diary, workbook, portfolio, course attendance records or by an electronic recording system. This evidence needs to be checked, verified and signed off as valid by all relevant parties. For example, the Apprentice, their Employer, the Provider and Assessor. It can also be checked by the External Verifier.

Evidence of the off the job learning hours may be requested when applying for an Apprenticeship Completion Certificate.

On-the-job training

ON THE JOB training includes workplace activity where skills, knowledge and competencies are being gained and applied in the course of an Apprentice's normal work duties. For this Furniture, Furnishings & Interiors framework the annual minimum required amount of on the job learning hours are:

LEVEL 2 Foundation Apprenticeship Pathways:

Pathway 1 Furniture Making: For this pathway, an Apprentice will need to complete a recommended **minimum of 167 LH on the job**, over 12 months made up of the Level 2 Diploma in Furniture Making (127-401 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (40 LH).

Pathway 2 Finishing Furniture: For this pathway, an Apprentice will need to complete a recommended **minimum of 192 LH on the job**, over 12 months made up of the Level 2 Diploma in Finishing Furniture (152-390 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (40 LH).

Pathway 3 Restoring Furniture: For this pathway, an Apprentice will need to complete a recommended **minimum of 210 LH on the job**, over 12 months made up of the Level 2 Diploma in Restoring Furniture (170-390 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (40 LH).

Pathway 4 Fitted Furniture & Interiors: For this pathway, an Apprentice will need to complete a recommended **minimum of 176 LH on the job**, over 12 months made up of the Level 2 Diploma in Fitted Furniture & Interiors (136-319 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (40 LH).

Pathway 5 Upholstery & Soft Furnishings: For this pathway, an Apprentice will need to complete a recommended **minimum of 179 LH** on the job, over 12 months made up of the Level 2 Diploma in Upholstery & Soft Furnishings (139-327 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (40 LH).

Pathway 6 Wood Machining: For this pathway, an Apprentice will need to complete a recommended **minimum of 398 LH** on the job, over 12 months made up of the Level 2 Diploma in Wood Machining (Furniture) (358-468 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (40 LH).

LEVEL 3 Apprenticeship Pathways:

Pathway 1 Furniture Making: For this pathway, an Apprentice will need to complete a recommended **minimum of 251 LH on the job**, over 12 months made up of the Level 3 Diploma in Furniture Making (191-370 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (60 LH).

Pathway 2 Finishing Furniture: For this pathway, an Apprentice will need to complete a recommended **minimum of 278 LH** on the job, over 12 months made up of the Level 3 Diploma in Finishing Furniture (218-397 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (60 LH).

Pathway 3 Restoring Furniture: For this pathway, an Apprentice will need to complete a recommended **minimum of 256 LH on the job**, over 12 months made up of the Level 3 Diploma in Restoring Furniture (196-442 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (60 LH).

Pathway 4 Fitted Furniture & Interiors: For this pathway, an Apprentice will need to complete a recommended **minimum of 299 LH on the job**, over 12 months made up of the Level 3 Diploma in Fitted Furniture & Interiors (239-273 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (60 LH).

Pathway 5 Furniture Design: For this pathway, an Apprentice will need to complete a recommended **minimum of 328 LH on the job**, over 12 months made up of the Level 3 Diploma in Design in the Furniture, Furnishings & Interiors Industry (268-397 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (60 LH).

Pathway 6 Upholstery & Soft Furnishings: For this pathway, an Apprentice will need to complete a recommended **minimum of 199 LH on the job**, over 12 months made up of the Level 3 Diploma in Upholstery & Soft Furnishings (139-327 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (60 LH).

Pathway 7 Supervision in the Furniture, Furnishings and Interiors Industry: For this pathway,

an Apprentice will need to complete a recommended **minimum of 263 LH on the job**, over 12 months made up of the Level 3 Diploma in Supervision in the Furniture, Furnishings and Interiors Industry (203-331 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (60 LH).

Pathway 8 Wood Machining: For this pathway, an Apprentice will need to complete a recommended minimum of 475 LH on the job, over 12 months made up of the Level 3 Diploma in Wood Machining (415-654 LH) and receiving regular on the job support, feedback, reviews, mentoring etc (60 LH).

How this requirement will be met

ON THE JOB training may include any activity where an Apprentice receives any form of instruction, tuition, guidance, support or feedback whilst carrying out their day-to-day job role. Typically, it consists of an Apprentice successfully meeting and demonstrating all of the skills and competencies contained in the competency qualification relevant to their chosen pathway and any time spent receiving regular, constructive on the job support, feedback and review on their job related performance.

On the job training hours delivered under an Apprenticeship Agreement may vary depending on the previous experience and attainment of the individual Apprentice. As such, the stated minimum requirement of hours for on the job learning may be reduced accordingly. However, the minimum hours required in total for on the job training for this framework must still be able to be verified as part of the certification process and an Apprentice's occupational competence demonstrated and evidenced.

PREVIOUS ATTAINMENT

If a learner enters an Apprenticeship Agreement having previously attained part, or all, of the relevant qualifications contained therein, then this prior learning need can be recognised using either a QCF Credit transfer (where appropriate) or through recording of exemptions for certificated learning that is outside of the QCF. (Same as above for off the job) For learners that have previously achieved the relevant qualifications, they must have been certified **within 3 years** of applying for either the Level 2 Foundation or Level 3 Apprenticeship Certificate.

PREVIOUS EXPERIENCE

Apprentices who commence training under an Apprenticeship Agreement with an employer may bring a range of prior experience with them. When an Apprentice can claim 30% (or more) of the total on the job training hours required for their chosen pathway then their learning programme should be tailored accordingly. Prior learning could have been acquired from previous education, employment or other vocational programmes.

Training Providers are encouraged to identify specific on the job training opportunities that customise and contextualise the Apprentice's prior learning to their new workplace and job

role. This may include selecting appropriate additional units from QCF qualifications relevant to the workplace or Essential Skills at a higher level than that specified in the framework.

All of the job roles within the various pathways of the the Level 2 and 3 Furniture, Furnishings & Interiors Apprenticeship framework require a thorough level of technical skills, competence and knowledge and this will be gained through on the job, work based training, practice and experience and reinforced by regular feedback, review and support from an Apprentice's work based mentor or identified support network.

The ON THE JOB learning for the Level 2 Foundation framework could consist of the following:

- Level 2 competency qualification that relates to the Apprentice's chosen pathway.
- Regular on the job support, feedback, reviews, mentoring etc

EVIDENCE FOR ON THE JOB LEARNING - Level 2

- Copy of Certificate for the relevant Level 2 competency qualification that relates to the Apprentice's chosen pathway.
- Log book, diary, portfolio evidence recorded by the Apprentice documenting on the job coaching, mentoring and support received. This can include evidence of where on the job learning opportunities and/or activities have been met.
- Course attendance records for any "at workstation" training/learning interventions (records may be held electronically).
- Witness testimonies, video footage or any other authorised and valid mode of supporting evidence that required on the job training hours have been carried out.
- Verification from Assessors that they are satisfied that the recommended minimum requirements for on the job learning hours for company training, mentoring, review and appraisal have been fulfilled and details of how any additional types of on the job training has been achieved (e.g. mentoring, appraisal, assessment , at workstation instruction etc)

The ON THE JOB learning for the Level 3 framework could consist of the following:

- Level 3 competency qualification that relates to the Apprentice's chosen pathway.
- Regular on the job support, feedback, reviews, mentoring etc

EVIDENCE FOR ON THE JOB LEARNING - Level 3

- Copy of Certificate for the relevant Level 3 competency qualification that relates to the Apprentice's chosen pathway.
- Log book, diary, portfolio evidence recorded by the Apprentice documenting on the job coaching, mentoring and support received. This can include evidence of where on the job learning opportunities and/or activities have been met.
- Course attendance records for any "at workstation" training/learning interventions (records may be held electronically).

- Witness testimonies, video footage or any other authorised and valid mode of supporting evidence that required on the job training hours have been carried out.
- Verification from Assessors that they are satisfied that the recommended minimum requirements for on the job learning hours for company training, mentoring, review and appraisal have been fulfilled and details of how any additional types of on the job training has been achieved (e.g. mentoring, appraisal, assessment , at workstation instruction etc)

All **On the Job learning hours** must be formally recorded in either a diary, workbook, portfolio, course attendance records or by an online system. This evidence needs to be checked, verified and signed off as valid by all relevant parties. For example, the Apprentice, their Employer, Provider and Assessor. It can also be checked by the External Verifier.

Evidence of the on the job learning hours may be requested when applying for an Apprenticeship Completion Certificate.

In order to facilitate the recording and evidencing of On The Job learning hours an organisation may choose to nominate an "Accountable Manager" (such as the company Training Manager, or someone who is part of the company management team) to take responsibility for regularly checking that an Apprentice has completed at least the recommended **minimum** number of **On The Job** learning hours.]

Wider key skills assessment and recognition

While Wider Key Skills are not a **mandatory** part of the framework, training providers are encouraged to provide apprentices the opportunity to achieve them.

For this framework, there are natural opportunities for Wider Key Skills to be embedded within the mandatory units of the following qualifications:

[Enter Qualification Names]

Improving own learning and performance

[There is currently no requirement for the Wider Key Skill of "**Improving own Learning and Performance**" as it is felt that this is adequately covered by an Apprentice's completion of the other component parts of this Level 2 and 3 framework. For example, the achievement of the relevant competency and knowledge qualifications (including ERR) and participation in employer specific induction programmes and all on and off the job learning experiences.]

Working with others

[There is currently no requirement for the Wider Key Skill of "**Working with Others**" as it is felt that this is adequately covered by an Apprentice's completion of the other component parts of this Level 2 and 3 framework. For example, the achievement of the relevant competency and knowledge qualifications (including ERR) and participation in employer specific induction programmes and all on and off the job learning experiences.]

Problem solving

[There is currently no requirement for the Wider Key Skill of "**Problem Solving**" as it is felt that this is adequately covered by an Apprentice's completion of the other component parts of this Level 2 and 3 framework. For example, the achievement of the relevant competency and knowledge qualifications (including ERR) and participation in employer specific induction programmes and all on and off the job learning experiences.]

apprenticeship FRAMEWORK

For more information visit-
www.acwcerts.co.uk/framework_library