
Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components, fixings, tools and equipment
- 4 draw, prepare, carve and finish letters and numbers on stone, wood or composite materials

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Draw and carve letters and numbers by hand

Performance criteria

- You must be able to:*
- P1 interpret the given information relating to the work and resources to confirm its relevance
 - P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices
 - P3 select the required quantity and quality of resources for the methods of work
 - P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
 - P5 comply with the given contract information to carry out the work efficiently to the required specification
 - P6 complete the work within the allocated time, in accordance with the programme of work

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Knowledge and understanding

You need to know and understand:

Performance Criteria 1

Interpretation of information

- K1 the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented
- K2 the types of **information**, their source and how they are interpreted
- K3 the organisational procedures to solve **problems** with the **information** and why it is important they are followed

Performance Criteria 2

Safe work practices

You need to know and understand:

- K4 the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied
- K5 how **emergencies** should be responded to and who should respond
- K6 the organisational **security procedures** for tools, equipment and personal belongings
- K7 what the accident reporting procedures are and who is responsible for making the report
- K8 why, when and how **health and safety control equipment** should be used

Performance Criteria 3

Selection of resources

You need to know and understand:

- K9 the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified
- K10 how the **resources** should be used and how any **problems** associated with the **resources** are reported
- K11 the organisational procedures to select **resources**, why they have been developed and how they are used
- K12 the **hazards** associated with the **resources** and **methods of work** and how they are overcome

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Performance Criteria 4

Minimise the risk of damage

You need to know and understand:

K13 how to **protect work** from damage and the purpose of protection

K14 why **disposal of waste** should be carried out safely and how it is achieved

Performance Criteria 5

Meet the contract specification

You need to know and understand:

K15 how **methods of work**, to meet the specification, are carried out and **problems** reported

K16 how **maintenance** of tools and equipment is carried out

Performance Criteria 6

Allocated time

You need to know and understand:

K17 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

Additional Information

Scope/range related to performance criteria

Performance Criteria 1

- 1 interpretation of drawings, sketches, photographs, specifications, schedules, method statements, risk assessments and manufacturers' information related to the work to be carried out

Performance Criteria 2

- 2 avoidance of risk by complying with the given information relating to at least four of the following
 - 2.1 methods of work
 - 2.2 safe use of health and safety control equipment
 - 2.3 safe use of access equipment
 - 2.4 safe use and storage of materials, tools and equipment
 - 2.5 specific risks to health

Performance Criteria 3

- 3 selection of resources associated with own work
 - 3.1 materials, components and fixings
 - 3.2 tools and equipment
 - 3.3 measuring and scaling instruments

Performance Criteria 4

- 4 protection of the work and its surrounding area from damage
- 5 minimise damage and maintain a clean work space
- 6 disposal of waste in accordance with current legislation

Performance Criteria 5

- 7 demonstration of work skills to measure, draw, set out, mark out, shape, cut, carve and finish
- 8 use and maintain hand tools, measuring and scaling instruments, portable power tools and ancillary equipment
- 9 prepare surfaces and produce carved letters and numbers by hand, in coherent groups, in the following to given working instructions
 - 9.1 raised
 - 9.2 v cut
 - 9.3 incised (e.g. round, flat based)
- 10 produce carved letters and numbers with at least one of the following finishes
 - 10.1 honed/sanded
 - 10.2 tooled

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Performance Criteria 6

11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

**Scope/range
related to
knowledge and
understanding**

Disposal of waste

- 1 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Emergencies

- 2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
 - 2.1 fires, spillages, injuries
 - 2.2 emergencies relating to occupational activities

Hazards

- 3 those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

Health and safety control equipment

- 4 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
 - 4.1 collective protective measures
 - 4.2 personal protective equipment (PPE)
 - 4.3 respiratory protective equipment (RPE)
 - 4.4 local exhaust ventilation (LEV)

Information

- 5 drawings, sketches, photographs, specifications, schedules, method statements, risk assessments, letter carving terminology, manufacturers' information and current regulations associated with carving letters and numbers

Legislation and official guidance

- 6 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Maintenance

- 7 operative care of hand tools measuring and scaling instruments and/or portable power tools and ancillary equipment

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Methods of work

- 8 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to
 - 8.1 identify context, period and style
 - 8.2 draw letters and numbers
 - 8.3 identify perspective, size, depth, spacing and angle requirements
 - 8.4 prepare materials and surfaces for letters and numbers
 - 8.5 apply templates, moulds and reverses
 - 8.6 set and mark out letters and numbers
 - 8.7 sharpen cutting and shaping tools
 - 8.8 adapt and make bespoke tools and jigs for carving letters and numbers
 - 8.9 produce raised, v cut and incised (e.g. round, flat based), carved letters and numbers by hand
 - 8.10 produce honed, sanded and tooled finishes
 - 8.11 work on buildings of historical significance
 - 8.12 use hand tools, measuring and scaling instruments, portable power tools and equipment
 - 8.13 work at height
 - 8.14 use access equipment
- 9 team work and communication
- 10 needs of other occupations associated with carving letters and numbers on stone, wood or composite materials

Problems

- 11 those arising from information, resources and methods of work
 - 11.1 own authority to rectify
 - 11.2 organisational reporting procedures

Programme

- 12 types of progress charts, timetables and estimated times
- 13 organisational procedures for reporting circumstances which will affect the work programme

Protect work

- 14 protect work against damage from general workplace activities, other occupations and adverse weather conditions

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Resources

15 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:

15.1 stone, wood or composite materials

15.2 templates, moulds and reverses

15.3 measuring and scaling instruments

15.4 hand and/or portable power tools and equipment

16 methods of calculating quantity, length, area and wastage associated with the method/procedure to draw and carve letters and numbers

Security procedures

17 site, workplace, company and operative

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Relevant occupations Carving; Bricklayers and Masons; Carpenters and Joiners; Furniture Makers and other Craft Woodworkers

Suite Carving Occupations (Construction); Senior Crafts (Construction)

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