
Overview

This standard covers the skills and knowledge needed to go beyond the immediate requirements of the job, and to view work as more than just utilising technical skills. It covers the need to keep costs down by minimising the wastage of resources that are used during the work. It is important that equipment is used economically, that components are not damaged, and that materials are used in the correct quantities. Surplus materials are retained wherever possible. It is also concerned with obtaining and providing information to ensure that people have all the information required to undertake work correctly. It also covers developing and maintaining good working relationships within the organisation, especially with colleagues, but also importantly with customers.

This unit applies to operatives who fabricate windows, doors, conservatories and curtain walling.

Performance criteria

You must be able to:

1. comply with health and safety requirements and procedures at all times
2. transport and store materials carefully to avoid unnecessary damage
3. confirm suitable quantities of materials are used during work activities
4. salvage surplus materials for further processing wherever possible
5. use equipment following standard operating procedures and manufacturers' instructions
6. maintain equipment following standard operating procedures
7. minimise expenditure on non-essential items wherever this does not affect quality
8. confirm work activities undertaken are within one's own competence
9. identify and pass on potential improvements to work activities to the appropriate people
10. identify the most appropriate sources of information
11. record information in the appropriate information systems
12. provide information to other people as soon as possible after they have requested it
13. check information provided to other people is accurate and contains sufficient detail to meet their requirements
14. provide information in a way that is appropriate to the person requesting it
15. identify any problems relating to the exchange of information and deal with them following standard operating procedures
16. exchange information following standard operating procedures
17. treat people in a way that maintains good working relationships, including treating property with care and respect
18. carry out requests from other people promptly without holding up the course of the work
19. refer requests that cannot be met to an appropriate person

Knowledge and understanding

You need to know and understand:

1. relevant health and safety responsibilities and obligations
2. relevant health and safety procedures that need to be followed
3. how different types of material should be transported and stored
4. quantity of materials used for different work activities
5. materials that can be salvaged, and how are they salvaged
6. equipment to use for different work activities and how to operate them
7. how to avoid damaging equipment through incorrect use
8. maintenance requirements of different types of equipment
9. standard operating procedures for different activities
10. how to obtain information on standard operating procedures
11. standard operating procedures for different activities
12. information systems used
13. most appropriate sources for different types of information
14. procedures for exchanging different types of information
15. consequences of exchanging inaccurate or incomplete information
16. types of problems that could occur and how can be resolved

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Contribute to the work of others in the fabrication of glass supporting systems



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