

**Job Code 301**      **Apprentice Carpenter**

**Reporting to:**      **Site Manager/Sub-contractor**

**Purpose:**      To assist with carpentry duties leading to a qualification at NVQ Level 2 with further training to Level 3 (subject to satisfactory completion)

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<b>Achieving Results</b>
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- This NVQ provides the opportunity for construction operatives who specialise in the discipline of carpentry to demonstrate their competence in the National Occupational Standards, as defined by CITB. Apprentices are expected to achieve a broad knowledge and understanding and complete skill training to become qualified within carpentry. The qualification is aimed at those individuals wishing to join the construction industry as carpenters.
- This new Diploma NVQ qualification replaces the Intermediate Construction Award to comply with the Sector Skills Council requirement for broader training, as defined in the Construction Qualification Strategy. The units which must be completed are as follows:
  - Y/501/7454 - Know how to carry out safe working practices in construction
  - D/501/7455 - Carry out safe working practices in construction
  - L/501/4969 - Knowledge of information, quantities and communicating with others
  - F/501/4970 - Information, quantities and communicating with others
  - J/501/4971 - Knowledge of building methods and construction technology
  - L/501/4972 - Building methods and construction technology
  - R/501/4973 - Know how to carry out first fixing operations
  - Y/501/4974 - Carry out first fixing operations
  - D/501/4975 - Know how to carry out second fixing
  - H/501/4976 - Carry out second fixing
  - K/501/4977 - Know how to erect structural carcassing
  - M/501/4978 - Erect structural carcassing
  - T/501/4979 - Know how to carry out maintenance
  - K/501/4980 - Carry out maintenance
  - M/501/4981 - Know how to set up and operate a circular saw
  - T/501/4982 - Set up and operate a circular saw
  - Y/501/7115 - Construct a Timber Frame Entrance

<b>Managing the Process</b>
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- Work areas are kept clean and tidy
- Conform with regulations regarding Personal Protective Equipment
- Maintain statutory requirements for Site Health & Safety
  - Has a sound Health & Safety awareness

- Tools and equipment are maintained to the required standard
- Reporting to site manager daily
- Sign in and out daily
- Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.
- Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

#### Serving the Customer (Internal and External)

- Works closely with supervisors and manager to ensure work is delivered to standard
- Asks for feedback regularly
- Understands who the ultimate customer is and the importance of the internal customer

#### Delivering Quality

- Compile NVQ Portfolio in conjunction with College Tutor / Assessor
- Ensure consistent attendance at Block Release (or Day Release) college
- Acts professionally at all times
- Passes the ConstructionSkills Health and Safety Test (operative level)
- Holds a trainee CSCS card

#### Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Microsoft Word			
Microsoft PowerPoint			

#### Training Matrix

A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site in INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.

Name of Mentor Appointed by Operations Director \_\_\_\_\_

- CSCS Card - Trainee
- PAVES & Dust - 2 years review
- Paslode Nail Gun
- Abrasive Wheels
- PASMA
- Scaffold Awareness
- CITB H&S Awareness
- Face Fit testing & Awareness
- Asbestos Awareness - Tutor Session (every 3 years)
- Manual Handling (Practical)

- Fire Marshal (Practical)
- Ladder Training
- Lone Worker - Susie Lamplugh Training
- Excavation and Buried Services
- SEATS - Environmental Awareness
- Diversity in The Workplace
- **ELeaning**: HR, Sustainability Awareness, Asbestos Awareness (annually), Sharps Awareness, Manual Handling, Customer Care and all Considerate Constructors modules (inc. Women in Construction & Mental Health)