

apprenticeship FRAMEWORK

Furniture, Furnishings and Interiors (England)

IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 21 SEPTEMBER 2018

Modifications to SASE came into effect on 21 September 2018. Accordingly, SASE publication DFE-00236-2018 applies **both** to new Apprenticeship starts from 21 September 2018 **and** all Apprenticeships commenced before and not completed by 21 September 2018.

Latest framework version?

For any previous versions of this framework: https://acecerts.co.uk/framework_library

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Furniture, Furnishings and Interiors

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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.	212
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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: 24	This framework includes:
Framework ID: FR03668	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: 01/09/2014	This framework is for use in: England

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 Intermediate Apprenticeship in Furniture, Furnishing and Fitted Interiors (This framework takes a minimum of 18 months to complete, based on a new entrant with no previous learning or experience to take into account)

The Level 3 Advanced Apprenticeship in Furniture, Furnishing and Fitted Interiors (This framework takes a minimum of 24 months to complete, based on a new entrant with no previous learning or experience to take into account).

The framework contains details of the vocational qualifications, knowledge based technical qualifications, functional skills (Maths and English), personal learning and thinking skills 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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Revising a framework

Why this framework is being revised

New AO qualifications added to the framework

OAL Level 2 NVQ Certificate in Upholstery 601/7613/1
OAL Level 2 NVQ Diploma in Finishing Furniture 601/7609/X
OAL Level 2 NVQ Diploma in Fitted Furniture Installation 601/7611/8
OAL Level 2 NVQ Diploma In Furniture and Wood Processing 601/7627/1
OAL Level 2 NVQ Diploma in Furniture and Wood Processing - CNC Machining 601/7628/3
OAL Level 2 NVQ Diploma in Furniture Making 601/7607/6
OAL Level 2 NVQ Wood Machining (Furniture) 601/7047/5
OAL Level 3 NVQ Diploma in Finishing Furniture 601/7610/6
OAL Level 3 NVQ Diploma in Fitted Furniture Installation 601/7612/X
OAL Level 3 NVQ Diploma in Furniture Making 601/7608/8

OAL Level 3 NVQ Diploma in Furniture and Wood Processing
OAL Level 3 NVQ Diploma in Furniture and Wood Processing Technician (CNC Machining)
OAL Level 3 NVQ Diploma in Upholstery

OAL Level 3 NVQ Wood Products Manufacturing
OAL Level 2 Diploma In Furnishings - Mattress Making - 601/7729/9
OAL Level 2 Diploma In Furnishings - Modern Upholstery - 601/7730/5
OAL Level 2 Diploma In Furniture Finishing Methods - 601/7731/7
OAL Level 2 Diploma In Furniture Installation - 601/7732/9
OAL Level 2 Diploma In Furniture Making - 601/7733/0
OAL Level 2 Diploma In Furniture Spray Finishing Methods - 601/7734/2
OAL Level 2 Diploma In Wood Machining - 601/7735/4
OAL Level 3 Diploma In Furnishings - Mattress Making - 601/7736/6
OAL Level 3 Diploma In Furnishings - Modern Upholstery - 601/7737/8
OAL Level 3 Diploma In Wood Machining - 601/7740/8
OAL Level 3 Diploma In Wood Machining - CNC Machines - 601/7739/1
OAL Level 3 Furniture Design and Making - 601/7738/X

Summary of changes made to this framework

The following qualifications have been added:

OAL Level 2 NVQ Certificate in Upholstery 601/7613/1
OAL Level 2 NVQ Diploma in Finishing Furniture 601/7609/X
OAL Level 2 NVQ Diploma in Fitted Furniture Installation 601/7611/8
OAL Level 2 NVQ Diploma In Furniture and Wood Processing 601/7627/1

OAL Level 2 NVQ Diploma in Furniture and Wood Processing - CNC Machining 601/7628/3
OAL Level 2 NVQ Diploma in Furniture Making 601/7607/6
OAL Level 2 Wood Machining (Furniture) 601/7047/5
OAL Level 2 NVQ Diploma in Wood Products Manufacturing 601/7617/9
OAL Level 3 NVQ Diploma in Finishing Furniture 601/7610/6
OAL Level 3 NVQ Diploma in Fitted Furniture Installation 601/7612/X
OAL Level 3 NVQ Diploma in Furniture Making 601/7608/8

OAL Level 3 NVQ Wood Products Manufacturing
OAL Level 2 Diploma In Furnishings - Mattress Making - 601/7729/9
OAL Level 2 Diploma In Furnishings - Modern Upholstery - 601/7730/5
OAL Level 2 Diploma In Furniture Finishing Methods - 601/7731/7
OAL Level 2 Diploma In Furniture Installation - 601/7732/9
OAL Level 2 Diploma In Furniture Making - 601/7733/0
OAL Level 2 Diploma In Furniture Spray Finishing Methods -601/7734/2
OAL Level 2 Diploma In Wood Machining - 601/7735/4
OAL Level 3 Diploma In Furnishings - Mattress Making - 601/7736/6
OAL Level 3 Diploma In Furnishings - Modern Upholstery - 601/7737/8
OAL Level 3 Diploma In Wood Machining - 601/7740/8
OAL Level 3 Diploma In Wood Machining - CNC Machines - 601/7739/1
OAL Level 3 Furniture Design and Making - 601/7738/X

Qualifications removed

N/A

Qualifications added

OAL Level 2 NVQ Certificate in Upholstery 601/7613/1
OAL Level 2 NVQ Diploma in Finishing Furniture 601/7609/X

OAL Level 2 NVQ Diploma in Fitted Furniture Installation 601/7611/8
OAL Level 2 NVQ Diploma In Furniture and Wood Processing 601/7627/1
OAL Level 2 NVQ Diploma in Furniture and Wood Processing - CNC Machining 601/7628/3
OAL Level 2 NVQ Diploma in Furniture Making 601/7607/6
OAL Level 2 NVQ Wood Machining (Furniture) 601/7047/5
OAL Level 2 NVQ Diploma in Wood Products Manufacturing 601/7617/9
OAL Level 3 NVQ Diploma in Finishing Furniture 601/7610/6
OAL Level 3 NVQ Diploma in Fitted Furniture Installation 601/7612/X
OAL Level 3 NVQ Diploma in Furniture Making 601/7608/8
OAL Level 3 NVQ Diploma in Furniture and Wood Processing 601/6659/9
OAL Level 3 NVQ Diploma in Furniture and Wood Processing Technician (CNC Machining) 601/6657/5
OAL Level 3 NVQ Diploma in Upholstery 601/7614/3
OAL Level 3 NVQ Wood Products Manufacturing
OAL Level 2 Diploma In Furnishings - Mattress Making - 601/7729/9
OAL Level 2 Diploma In Furnishings - Modern Upholstery - 601/7730/5
OAL Level 2 Diploma In Furniture Finishing Methods - 601/7731/7
OAL Level 2 Diploma In Furniture Installation - 601/7732/9
OAL Level 2 Diploma In Furniture Making - 601/7733/0
OAL Level 2 Diploma In Furniture Spray Finishing Methods - 601/7734/2
OAL Level 2 Diploma In Wood Machining - 601/7735/4
OAL Level 3 Diploma In Furnishings - Mattress Making - 601/7736/6
OAL Level 3 Diploma In Furnishings - Modern Upholstery - 601/7737/8
OAL Level 3 Diploma In Wood Machining - 601/7740/8
OAL Level 3 Diploma In Wood Machining - CNC Machines - 601/7739/1
OAL Level 3 Furniture Design and Making - 601/7738/X

Qualifications that have been extended

N/A

Purpose of this framework

Summary of the purpose of the framework

National Apprenticeship Service (NAS) – Statement on Apprenticeship Quality
Definition

1. An Apprenticeship is a job with an accompanying skills development programme designed by employers in the sector. It allows the apprentice to gain technical knowledge and real practical experience, along with functional and personal skills, required for their immediate job and future career. These are acquired through a mix of learning in the workplace, formal off the job training and the opportunity to practice and embed new skills in a real work context. This broader mix differentiates the Apprenticeship experience from training delivered to meet narrowly focused job needs
2. On completion of the Apprenticeship the apprentice must be able to undertake the full range of duties, in the range of circumstances appropriate to the job, confidently and competently to the standard set by the industry.

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 employ fewer than 50 people.

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 Furniture industry 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 in the UK 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.

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 Intermediate and Level 3 Advanced Apprenticeship 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 in the UK 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 an Intermediate Level 2 Apprenticeship to an Advanced 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.proskills.co.uk

Aims and objectives of this framework (England)

The aim of this framework is to continue to meet the current skills gaps and changing skills needs of employers in the Furniture, Furnishings and Interiors industries by attracting new recruits from a range of diverse backgrounds and to upskill the existing workforce to ensure that they have the required skills, knowledge and experience to help businesses to remain competitive, profitable and responsive to change.

The objectives of this framework are:

1. To contribute to the tackling of the intermediate skills gaps in the UK, by expanding our Furniture, Furnishings and Interiors 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 Furniture, Furnishings and Interiors Industries from a range of diverse backgrounds to address current skills gaps in the industry and to increase the number of previously unrepresented groups (females, 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 Furniture, Furnishings and Interiors industries 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 provide progression opportunities to facilitate them working to their greatest potential.
5. To provide career progression into employment at higher levels within Furniture, Furnishings and Interiors industries 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. 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**
- 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. 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. Some furniture occupational roles will take place in a factory 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

Intermediate 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
Pathway 7:	Furniture and Wood Processing
Pathway 8:	Furniture & Wood Processing - CNC Machining
Pathway 9:	Solid Surfaces

Level 2, Pathway 1: Furniture Making

Description of this pathway

Furniture Making - includes Mattress Making

Total minimum credit value for this pathway: 98 credits:

- 37 for competence
- 51 knowledge;
- 10 for FS English and Maths

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)
Mattress Maker	Produce and assemble components pieces for mattresses for both domestic and commerical use.
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.

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
C2b	601/0001/1	PIABC	37	127	
C2c	601/7607/6	OAL	44	176	

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	407	N/A
K1b	601/7733/0	OAL	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

K3 - Level 2 Diploma in Wood Machining

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K3a	600/1976/1	City & Guilds	52	441	N/A
K3b	601/7735/4	Occupational Awards	52	441	N/A

K4 - Level 2 Diploma in Bench Joinery

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K4a	600/8048/6	City & Guilds	50	435	N/A

Combined qualifications available to this pathway

BXXX – Name of Qualification					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	QAN	Awarding Organisation Name	XXX	XXX	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**. 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 pathways 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)

Level 2 Diploma in Wood Machining: *For pathway B2*: Learners must achieve minimum 52 credits. 40 credits from group M and minimum 12 credits from group O.

Level 2 Diploma in Bench Joinery - Learners must achieve all 50 credits from the Mandatory group

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

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.

Transferable skills (England)

Apprentices must complete, or have completed, one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications in order to successfully complete their Apprenticeship.

The list of acceptable qualifications may vary depending on the Apprentice's completion date of their Apprenticeship. Please check the qualifications that are acceptable for each Apprentice.

If Apprentices do not have acceptable evidence of the achievement of these mandatory qualifications, at the required grade/level, an Apprenticeship certificate cannot be awarded.

ENGLISH

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

Does this framework require English achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for English:

Click here to enter text.

MATHS

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

Does this framework require Maths achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for Maths:

Click here to enter text.

Inclusion of Information and Communications Technology (ICT)

Is ICT a framework requirement? **YES** ☐ **NO** ☒

ICT

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

Does this framework require ICT achievement above the minimum SASE requirement

YES ☐

NO ☒

If YES, please state the grade/level required for ICT:

Click here to enter text.

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. 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 sector employers, along with English, Mathematics, IT and Business Studies.

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. 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 an Advanced 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: www.proskills-academy.co.uk/careers-young-people/

Employee rights and responsibilities

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-academy.co.uk/furniture-apprenticeships/

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-academy.co.uk/furniture-apprenticeships/

Time spent on ERR contributes towards meeting the minimum 280 Guided Learning Hours (GLH) 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

Certification Requirements for ERR

All providers and apprentices must complete the Apprenticeship Consent Form when claiming for the Apprentice's apprenticeship certificate. The universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer;
- confirm their achievement of all ERR requirements;
- confirm their achievement of all 6 PLTS;
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job.

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate.

Level 2, Pathway 2: Finishing Furniture

Description of this pathway

Finishing Furniture

Total minimum credit value for this pathway: 92 credits:

- 43 for competence
- 39 knowledge;
- 10 for FS English and Maths

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

K4 - Level 2 Diploma in Bench Joinery

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K4a	600/8048/6	City & Guilds	50	435	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

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

COMPETENCE:

C1 a - 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).

C1b - Learners must achieve a minimum of 43 credits to achieve this qualification. They must achieve 19 credits from the mandatory group, a minimum of 16 credits from the Hand Finishing or 25 credits from the Sprayfinishing group and a minimum of 13 credits from the Optional Group.

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)

Level 2 Diploma in Bench Joinery: Learners must achieve all 50 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.

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Transferable skills (England)

Apprentices must complete, or have completed, one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications in order to successfully complete their Apprenticeship.

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ENGLISH

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Does this framework require English achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for English:

Click here to enter text.

MATHS

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

Does this framework require Maths achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for Maths:

Click here to enter text.

Inclusion of Information and Communications Technology (ICT)

Is ICT a framework requirement? **YES** ☐ **NO** ☒

ICT

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Does this framework require ICT achievement above the minimum SASE requirement

YES ☐

NO ☒

If YES, please state the grade/level required for ICT:

Click here to enter text.

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. 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 sector employers, along with English, Mathematics, IT and Business Studies.

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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 an Advanced 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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Employee rights and responsibilities

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/qualifications/apprenticeships

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/qualifications/apprenticeships

Time spent on ERR contributes towards meeting the minimum 280 Guided Learning Hours (GLH) 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

Certification Requirements for ERR

All providers and apprentices must complete the Apprenticeship Consent Form when claiming for the Apprentice's apprenticeship certificate. The universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer;
- confirm their achievement of all ERR requirements;
- confirm their achievement of all 6 PLTS;
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job.

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate.

Level 2, Pathway 3: Restoring Furniture

Description of this pathway

Restoring Furniture

Total Credit Value = 95 - 121 (depending on which knowledge qualification is taken).

Total minimum credit value for this pathway: 95 credits:

- 46 for competence
- 39 knowledge;
- 10 for FS English and Maths

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

C1 - 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	307	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

K5 - Level 2 Diploma in Bench Joinery

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K5a	600/8048/6	City & Guilds	50	435	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 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)

Level 2 Diploma in Bench Joinery: Learners must achieve all 50 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.

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

Transferable skills (England)

Apprentices must complete, or have completed, one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications in order to successfully complete their Apprenticeship.

The list of acceptable qualifications may vary depending on the Apprentice's completion date of their Apprenticeship. Please check the qualifications that are acceptable for each Apprentice.

If Apprentices do not have acceptable evidence of the achievement of these mandatory qualifications, at the required grade/level, an Apprenticeship certificate cannot be awarded.

ENGLISH

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

Does this framework require English achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for English:

Click here to enter text.

MATHS

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

Does this framework require Maths achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for Maths:

Click here to enter text.

Inclusion of Information and Communications Technology (ICT)

Is ICT a framework requirement? **YES** ☐ **NO** ☒

ICT

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

Does this framework require ICT achievement above the minimum SASE requirement

YES ☐

NO ☒

If YES, please state the grade/level required for ICT:

Click here to enter text.

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. 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 sector employers, along with English, Mathematics, IT and Business Studies.

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. 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 Restoring 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 an Advanced 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: www.proskills-academy.co.uk/careers-young-people/

Employee rights and responsibilities

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-academy.co.uk/furniture-apprenticeships/

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-academy.co.uk/furniture-apprenticeships/

Time spent on ERR contributes towards meeting the minimum 280 Guided Learning Hours (GLH) 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

Certification Requirements for ERR

All providers and apprentices must complete the Apprenticeship Consent Form when claiming for the Apprentice's apprenticeship certificate. The universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer;
- confirm their achievement of all ERR requirements;
- confirm their achievement of all 6 PLTS;
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job.

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate.

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 minimum credit value for this pathway: 98 credits:

- 44 for competence
- 44 knowledge;
- 10 for FS English and Maths

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
C1b	601/0525/2	PIABC	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	600/3201/7	City & Guilds	44	351	N/A
K1b	601/7732/9	Occupational Awards	44	351	N/A

K2 - Level 2 Diploma in Bench Joinery

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/8048/6	City & Guilds	50	435	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 44 credits**.

Learners have two qualification pathways 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

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:

Level 2 Diploma in Furniture Installation: Learners must achieve all mandatory units (44 credits)

Level 2 Diploma in Bench Joinery: Learners must achieve all 50 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.

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

Transferable skills (England)

Apprentices must complete, or have completed, one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications in order to successfully complete their Apprenticeship.

The list of acceptable qualifications may vary depending on the Apprentice's completion date of their Apprenticeship. Please check the qualifications that are acceptable for each Apprentice.

If Apprentices do not have acceptable evidence of the achievement of these mandatory qualifications, at the required grade/level, an Apprenticeship certificate cannot be awarded.

ENGLISH

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

Does this framework require English achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for English:

Click here to enter text.

MATHS

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

Does this framework require Maths achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for Maths:

Click here to enter text.

Inclusion of Information and Communications Technology (ICT)

Is ICT a framework requirement? **YES** ☐ **NO** ☒

ICT

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

Does this framework require ICT achievement above the minimum SASE requirement

YES ☐

NO ☒

If YES, please state the grade/level required for ICT:

Click here to enter text.

Progression routes into and from 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. 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 sector employers, along with English, Mathematics, IT and Business Studies.

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. 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 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 an Advanced 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.
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Take a closer look at your career options and progression opportunities in the Furniture Industry by visiting: www.proskills-academy.co.uk/careers-young-people/

Employee rights and responsibilities

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.
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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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Time spent on ERR contributes towards meeting the minimum 280 Guided Learning Hours (GLH) 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

Certification Requirements for ERR

All providers and apprentices must complete the Apprenticeship Consent Form when claiming for the Apprentice's apprenticeship certificate. The universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer;
- confirm their achievement of all ERR requirements;
- confirm their achievement of all 6 PLTS;
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job.

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate.

Level 2, Pathway 5: Upholstery and Soft Furnishings

Description of this pathway

Upholstery and Soft Furnishings

Total minimum credit value for this pathway: 97 credits:

- 37 for competence
- 50 knowledge;
- 10 for FS English and Maths

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	N/A
C2b	601/0524/0	PIABC	37	139	N/A
C2c	601/3614/5	FAQ	37	139	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
K1b	601/3725/3	FAQ	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	601/3685/6	FAQ	56	441	N/A
K2c	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
K3b	601/3684/4	FAQ	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
K4b	601/3683/2	FAQ	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 and C2.

COMPETENCE:

C1:

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:

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

P1: Modern Upholstery - 37 Credits

P2: Cutting - 9 Credits

P3: Sewing - 17 Credits

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>

Transferable skills (England)

Apprentices must complete, or have completed, one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications in order to successfully complete their Apprenticeship.

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ENGLISH

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Does this framework require English achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for English:

Click here to enter text.

MATHS

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

Does this framework require Maths achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for Maths:

Click here to enter text.

Inclusion of Information and Communications Technology (ICT)

Is ICT a framework requirement? **YES** ☐ **NO** ☒

ICT

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

Does this framework require ICT achievement above the minimum SASE requirement

YES ☐

NO ☒

If YES, please state the grade/level required for ICT:

Click here to enter text.

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. 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 sector employers, along with English, Mathematics, IT and Business Studies.

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. 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 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 an Advanced 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.
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Employee rights and responsibilities

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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-academy.co.uk/furniture-apprenticeships/

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-academy.co.uk/furniture-apprenticeships/

Time spent on ERR contributes towards meeting the minimum 280 Guided Learning Hours (GLH) 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

Certification Requirements for ERR

All providers and apprentices must complete the Apprenticeship Consent Form when claiming for the Apprentice's apprenticeship certificate. The universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer;
- confirm their achievement of all ERR requirements;
- confirm their achievement of all 6 PLTS;
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job.

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate.

Level 2, Pathway 6: Wood Machining

Description of this pathway

Wood Machining

Total minimum credit value for this pathway: 147 credits:

- 85 for competence
- 52 knowledge;
- 10 for FS English and Maths

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

C2 - Level 2 NVQ Diploma in Wood Machining (Furniture)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C2a	600/5687/3	PIABC	98	358-468	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

K2 - Level 2 Diploma in Bench Joinery					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/8048/6	City & Guilds	50	435	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:

To achieve the Wood Machining (Furniture) qualification Learners must achieve all mandatory credits, plus a minimum of 24 credits from Optional Group A; and a minimum of 20 credits from Optional Group C. The minimum credit value of this qualification is 85.

KNOWLEDGE:

Level 2 Diploma in Woodmachining: Learners must achieve a **minimum of 52 credits**. 40 credits from mandatory group M and minimum 12 credits from optional group O.

Level 2 Diploma in Bench Joinery: Learners must achieve all 50 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.

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

Transferable skills (England)

Apprentices must complete, or have completed, one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications in order to successfully complete their Apprenticeship.

The list of acceptable qualifications may vary depending on the Apprentice's completion date of their Apprenticeship. Please check the qualifications that are acceptable for each Apprentice.

If Apprentices do not have acceptable evidence of the achievement of these mandatory qualifications, at the required grade/level, an Apprenticeship certificate cannot be awarded.

ENGLISH

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

Does this framework require English achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for English:

Click here to enter text.

MATHS

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

Does this framework require Maths achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for Maths:

Click here to enter text.

Inclusion of Information and Communications Technology (ICT)

Is ICT a framework requirement? **YES** ☐ **NO** ☒

ICT

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

Does this framework require ICT achievement above the minimum SASE requirement

YES ☐

NO ☒

If YES, please state the grade/level required for ICT:

Click here to enter text.

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. 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 sector employers, along with English, Mathematics, IT and Business Studies.

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. 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 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 an Advanced 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: www.proskills-academy.co.uk/careers-young-people/

Employee rights and responsibilities

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-academy.co.uk/furniture-apprenticeships/

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-academy.co.uk/furniture-apprenticeships/

Time spent on ERR contributes towards meeting the minimum 280 Guided Learning Hours (GLH) 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

Certification Requirements for ERR

All providers and apprentices must complete the Apprenticeship Consent Form when claiming for the Apprentice's apprenticeship certificate. The universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer;
- confirm their achievement of all ERR requirements;
- confirm their achievement of all 6 PLTS;
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job.

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate.

Level 2, Pathway 7: Furniture and Wood Processing

Description of this pathway

Total minimum credit value for this pathway: 138 credits:

Competence Qualification - 77 Credits;

Knowledge Qualification - 51 Credits;

Transferable Skills - 10 Credits (English and Maths).

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 Manufacturing Technician	Maintaining and monitoring production activities and equipment,

Qualifications

Competence qualifications available to this pathway

C1 - Level 2 NVQ Diploma in Furniture and Wood Processing					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	601/4042/2	PIABC	77	199	N/A
C1b	601/7627/1	Occupational Awards	77	218	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

K2 - Level 2 Diploma in Furniture Making					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/3228/5	City & Guilds	55	407	N/A
K2b	601/7733/0	Occupational Awards	55	407	N/A

K3 - Level 2 Diploma in Furnishings - Mattress Making

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K3a	600/3196/7	City & Guilds	51	388	N/A
K3b	601/7729/9	Occupational Awards	51	388	N/A

K4 - Level 2 Diploma in Bench Joinery

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K4a	600/8048/6	City & Guilds	50	435	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

Learners must achieve a minimum of 34 credits in Mandatory Group (Group A); a minimum of 23 credits from Optional Group B (Group B); and a minimum of 20 credits from Optional Group C (Group C). The minimum credit value of this qualification is 77

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)

Level 2 Diploma in Wood Machining: For pathway B2: Learners must achieve minimum 52 credits. 40 credits from group M and minimum 12 credits from group O.

Level 2 Diploma in Bench Joinery: Learners must achieve all 50 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.

NOTE: Details above taken from: register.ofqual.gov.uk/Qualifications

Transferable skills (England)

Apprentices must complete, or have completed, one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications in order to successfully complete their Apprenticeship.

The list of acceptable qualifications may vary depending on the Apprentice's completion date of their Apprenticeship. Please check the qualifications that are acceptable for each Apprentice.

If Apprentices do not have acceptable evidence of the achievement of these mandatory qualifications, at the required grade/level, an Apprenticeship certificate cannot be awarded.

ENGLISH

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

Does this framework require English achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for English:

Click here to enter text.

MATHS

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

Does this framework require Maths achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for Maths:

Click here to enter text.

Inclusion of Information and Communications Technology (ICT)

Is ICT a framework requirement? **YES** ☐ **NO** ☒

ICT

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

Does this framework require ICT achievement above the minimum SASE requirement

YES ☐

NO ☒

If YES, please state the grade/level required for ICT:

Click here to enter text.

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. 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 sector employers, along with English, Mathematics, IT and Business Studies.

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. 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 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 an Advanced 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: www.proskills-academy.co.uk/careers-young-people/

Employee rights and responsibilities

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-academy.co.uk/furniture-apprenticeships/

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/qualifications/apprenticeships

Time spent on ERR contributes towards meeting the minimum 280 Guided Learning Hours (GLH) 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

Certification Requirements for ERR

All providers and apprentices must complete the Apprenticeship Consent Form when claiming for the Apprentice's apprenticeship certificate. The universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer;
- confirm their achievement of all ERR requirements;
- confirm their achievement of all 6 PLTS;
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job.

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate.

Level 2, Pathway 8: Furniture & Wood Processing - CNC Machining

Description of this pathway

Total minimum credit value for this pathway: 97 credits:

Combined Competence & Knowledge Qualification - 87 Credits
Transferable Skills - 10 Credits (English and Maths)

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 Manufacturing Engineer	Looking at production systems, improvements to workflow, minimising waste and improving efficiency. CAD/CAM and how to ensure effective transfer of design to production. setting up and monitoring efficient production methods, implementing modern manufacturing systems.

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 - Level 2 Diploma in Furniture and Wood Processing - CNC Machining

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	601/4043/4	PIABC	87	440	B1a
B1b	601/7628/3	Occupational Awards	87	440	

Relationship between competence and knowledge qualifications

B1a provides both the competence and underpinning knowledge required. Learners must achieve 67 credits from Mandatory Units (Group A) and a minimum 20 credits from Optional Units (Group B).

To gain the knowledge required apprentices must take the following mandatory units:

T/503/0339 - Principles of mechanical manufacturing engineering, which has a credit value of 9 and 80 GLH

Y/506/6220 - Mechatronics systems principles and fault finding, which has a credit value of 9 and 80 GLH

Transferable skills (England)

Apprentices must complete, or have completed, one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications in order to successfully complete their Apprenticeship.

The list of acceptable qualifications may vary depending on the Apprentice's completion date of their Apprenticeship. Please check the qualifications that are acceptable for each Apprentice.

If Apprentices do not have acceptable evidence of the achievement of these mandatory qualifications, at the required grade/level, an Apprenticeship certificate cannot be awarded.

ENGLISH

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

Does this framework require English achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for English:

Click here to enter text.

MATHS

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

Does this framework require Maths achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for Maths:

Click here to enter text.

Inclusion of Information and Communications Technology (ICT)

Is ICT a framework requirement? **YES** ☐ **NO** ☒

ICT

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

Does this framework require ICT achievement above the minimum SASE requirement

YES ☐

NO ☒

If YES, please state the grade/level required for ICT:

Click here to enter text.

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. 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 sector employers, along with English, Mathematics, IT and Business Studies.

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. 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 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 an Advanced 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: www.proskills-academy.co.uk/careers-young-people/

Employee rights and responsibilities

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-academy.co.uk/furniture-apprenticeships/

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-academy.co.uk/furniture-apprenticeships/

Time spent on ERR contributes towards meeting the minimum 280 Guided Learning Hours (GLH) 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

Certification Requirements for ERR

All providers and apprentices must complete the Apprenticeship Consent Form when claiming for the Apprentice's apprenticeship certificate. The universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer;
- confirm their achievement of all ERR requirements;
- confirm their achievement of all 6 PLTS;
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job.

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate.

Level 2, Pathway 9: Solid Surfaces

Description of this pathway

Total minimum credit value for this pathway: 103 credits:

Competence Qualification - 49 Credits;

Knowledge Qualification - 44 Credits;

Transferable Skills - 10 Credits (English and Maths).

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)
Solid Surfaces Installer	Responsible for installing the solid surface in location, this could be in domestic or commercial premises. This includes joinery and machining skills.
Solid Surfaces Fabricator	Responsible for fabricating the solid surface to specification, this includes joining, forming and finishing the solid surface.
Solid Surface Templator	Responsible for surveying a location and creating templates for solid surfaces

Qualifications

Competence qualifications available to this pathway

C1 - Level 2 NVQ Diploma in Solid Surfaces					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	601/4070/7	PIABC	49	139	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	600/3201/7	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 for C1.

Competence

Learners must achieve a minimum of 49 credits: 19 credits from the Mandatory Units (Group A) and a minimum of 30 credits from the Optional Units (Group B).

Knowledge

Learners must achieve all mandatory units (44 credits)

NOTE: Details above taken from: register.ofqual.gov.uk/Qualifications

Transferable skills (England)

Apprentices must complete, or have completed, one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications in order to successfully complete their Apprenticeship.

The list of acceptable qualifications may vary depending on the Apprentice's completion date of their Apprenticeship. Please check the qualifications that are acceptable for each Apprentice.

If Apprentices do not have acceptable evidence of the achievement of these mandatory qualifications, at the required grade/level, an Apprenticeship certificate cannot be awarded.

ENGLISH

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

Does this framework require English achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for English:

Click here to enter text.

MATHS

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

Does this framework require Maths achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for Maths:

Click here to enter text.

Inclusion of Information and Communications Technology (ICT)

Is ICT a framework requirement? **YES** ☐ **NO** ☒

ICT

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

Does this framework require ICT achievement above the minimum SASE requirement

YES ☐

NO ☒

If YES, please state the grade/level required for ICT:

Click here to enter text.

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. 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 sector employers, along with English, Mathematics, IT and Business Studies.

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. 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 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 an Advanced 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: www.proskills-academy.co.uk/careers-young-people/

Employee rights and responsibilities

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-academy.co.uk/furniture-apprenticeships/

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-academy.co.uk/furniture-apprenticeships/

Time spent on ERR contributes towards meeting the minimum 280 Guided Learning Hours (GLH) 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

Certification Requirements for ERR

All providers and apprentices must complete the Apprenticeship Consent Form when claiming for the Apprentice's apprenticeship certificate. The universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer;
- confirm their achievement of all ERR requirements;
- confirm their achievement of all 6 PLTS;
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job.

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate.

Level 3

Title for this framework at level 3

Advanced Apprenticeship in Furniture, Furnishings and Fitted Interiors

Pathways for the framework at level 3:

Pathway 1:	Furniture Making
Pathway 2:	Finishing Furniture
Pathway 3:	Restoring 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

Total minimum credit value for this pathway: 130 credits:

- 50 for competence
- 70 knowledge;
- 10 for FS English and Maths

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. Designer Maker (Bespoke Craft)	Produce & assemble component pieces of furniture - tables, chairs, cabinets, lounge suites, office furniture & kitchen cupboards. Machining of timber & veneered board & finishing processes. Use of hand & power tools & machinery. Basic machine maintenance. May supervise staff and assist with training.
Experienced Mattress Maker	Produce and assemble components pieces for mattresses for both domestic and commercial use. May supervise staff and assist with on the job training.

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	191-370	
C1b	601/7608/8	Occupational Awards	55	231	

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 - Mattress Making					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/3200/5	City & Guilds	70	513	N/A
K2b	601/7736/6	Occupational Awards	70	513	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:

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 (as listed above) and three units from Optional group O.

KNOWLEDGE:

Learners must achieve **one** 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. **or**

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

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

Transferable skills (England)

Apprentices must complete, or have completed, one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications in order to successfully complete their Apprenticeship.

The list of acceptable qualifications may vary depending on the Apprentice's completion date of their Apprenticeship. Please check the qualifications that are acceptable for each Apprentice.

If Apprentices do not have acceptable evidence of the achievement of these mandatory qualifications, at the required grade/level, an Apprenticeship certificate cannot be awarded.

ENGLISH

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

Does this framework require English achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for English:

Click here to enter text.

MATHS

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

Does this framework require Maths achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for Maths:

Click here to enter text.

Inclusion of Information and Communications Technology (ICT)

Is ICT a framework requirement? **YES** ☐ **NO** ☒

ICT

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

Does this framework require ICT achievement above the minimum SASE requirement

YES ☐

NO ☒

If YES, please state the grade/level required for ICT:

Click here to enter text.

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. GCSEs and A Levels 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.

Applicants who have successfully completed an Intermediate Level 2 Apprenticeship in Furniture, Furnishings & Interiors would be considered suitable for progression to an Advanced 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. 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.

Take a closer look at your career options and progression opportunities in the Furniture Industry by visiting: www.proskills-academy.co.uk/careers-young-people/

Employee rights and responsibilities

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-academy.co.uk/furniture-apprenticeships/

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-academy.co.uk/furniture-apprenticeships/

Time spent on ERR contributes towards meeting the minimum 280 Guided Learning Hours (GLH) 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

Certification Requirements for ERR

All providers and apprentices must complete the Apprenticeship Consent Form when claiming for the Apprentice's apprenticeship certificate. The universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer;
- confirm their achievement of all ERR requirements;
- confirm their achievement of all 6 PLTS;
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job.

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate.

Level 3, Pathway 2: Finishing Furniture

Description of this pathway

Finishing Furniture

Total minimum credit value for this pathway: 115 credits:

- 52 for competence
- 53 knowledge;
- 10 for FS English and Maths

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 e.g tables, chairs, lounge suites, kitchen units & shop fittings. May also work on antiques, fixed timbers (doors/wall fittings). Polish by pressure spray-painting, hand polishing or other machines applications. Supervise/train other staff.

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	
C1b	601/7610/6	Occupational Awards	52	203	

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 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>

Transferable skills (England)

Apprentices must complete, or have completed, one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications in order to successfully complete their Apprenticeship.

The list of acceptable qualifications may vary depending on the Apprentice's completion date of their Apprenticeship. Please check the qualifications that are acceptable for each Apprentice.

If Apprentices do not have acceptable evidence of the achievement of these mandatory qualifications, at the required grade/level, an Apprenticeship certificate cannot be awarded.

ENGLISH

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

Does this framework require English achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for English:

Click here to enter text.

MATHS

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

Does this framework require Maths achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for Maths:

Click here to enter text.

Inclusion of Information and Communications Technology (ICT)

Is ICT a framework requirement? **YES** ☐ **NO** ☒

ICT

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

Does this framework require ICT achievement above the minimum SASE requirement

YES ☐

NO ☒

If YES, please state the grade/level required for ICT:

Click here to enter text.

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. GCSEs and A Levels 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.

Applicants who have successfully completed an Intermediate Level 2 Apprenticeship in Furniture, Furnishings & Interiors would be considered suitable for progression to an Advanced 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. 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: www.proskills-academy.co.uk/careers-young-people/

Employee rights and responsibilities

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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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-academy.co.uk/furniture-apprenticeships/

Time spent on ERR contributes towards meeting the minimum 280 Guided Learning Hours (GLH) 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

Certification Requirements for ERR

All providers and apprentices must complete the Apprenticeship Consent Form when claiming for the Apprentice's apprenticeship certificate. The universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer;
- confirm their achievement of all ERR requirements;
- confirm their achievement of all 6 PLTS;
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job.

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate.

Level 3, Pathway 3: Restoring Furniture

Description of this pathway

Restoring Furniture

Total minimum credit value for this pathway: 122 credits:

- 59 for competence
- 53 knowledge;
- 10 for FS English and Maths

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. Can also encompass re-upholstery, french polishing, woodturning, gilding and marquetry. Supervise and train other staff.

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	

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	

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>

Transferable skills (England)

Apprentices must complete, or have completed, one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications in order to successfully complete their Apprenticeship.

The list of acceptable qualifications may vary depending on the Apprentice's completion date of their Apprenticeship. Please check the qualifications that are acceptable for each Apprentice.

If Apprentices do not have acceptable evidence of the achievement of these mandatory qualifications, at the required grade/level, an Apprenticeship certificate cannot be awarded.

ENGLISH

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

Does this framework require English achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for English:

Click here to enter text.

MATHS

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

Does this framework require Maths achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for Maths:

Click here to enter text.

Inclusion of Information and Communications Technology (ICT)

Is ICT a framework requirement? **YES** ☐ **NO** ☒

ICT

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

Does this framework require ICT achievement above the minimum SASE requirement

YES ☐

NO ☒

If YES, please state the grade/level required for ICT:

Click here to enter text.

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. GCSEs and A Levels 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.

Applicants who have successfully completed an Intermediate Level 2 Apprenticeship in Furniture, Furnishings & Interiors would be considered suitable for progression to an Advanced 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. 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: www.proskills-academy.co.uk/careers-young-people/

Employee rights and responsibilities

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-academy.co.uk/furniture-apprenticeships/

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-academy.co.uk/furniture-apprenticeships/

Time spent on ERR contributes towards meeting the minimum 280 Guided Learning Hours (GLH) 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

Certification Requirements for ERR

All providers and apprentices must complete the Apprenticeship Consent Form when claiming for the Apprentice's apprenticeship certificate. The universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer;
- confirm their achievement of all ERR requirements;
- confirm their achievement of all 6 PLTS;
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job.

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate.

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 minimum credit value for this pathway: 109 credits:

- 55 for competence
- 44 knowledge;
- 10 for FS English and Maths

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 to meet business requirements. Supervise and 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	

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	

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	

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. The minimum credit value for this qualification is 55 credits.

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>

Transferable skills (England)

Apprentices must complete, or have completed, one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications in order to successfully complete their Apprenticeship.

The list of acceptable qualifications may vary depending on the Apprentice's completion date of their Apprenticeship. Please check the qualifications that are acceptable for each Apprentice.

If Apprentices do not have acceptable evidence of the achievement of these mandatory qualifications, at the required grade/level, an Apprenticeship certificate cannot be awarded.

ENGLISH

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

Does this framework require English achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for English:

Click here to enter text.

MATHS

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

Does this framework require Maths achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for Maths:

Click here to enter text.

Inclusion of Information and Communications Technology (ICT)

Is ICT a framework requirement? **YES** ☐ **NO** ☒

ICT

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

Does this framework require ICT achievement above the minimum SASE requirement

YES ☐

NO ☒

If YES, please state the grade/level required for ICT:

Click here to enter text.

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. GCSEs and A Levels 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.

Applicants who have successfully completed an Intermediate Level 2 Apprenticeship in Furniture, Furnishings & Interiors would be considered suitable for progression to an Advanced 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. 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 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 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: www.proskills-academy.co.uk/careers-young-people/

Employee rights and responsibilities

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-academy.co.uk/furniture-apprenticeships/

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-academy.co.uk/furniture-apprenticeships/

Time spent on ERR contributes towards meeting the minimum 280 Guided Learning Hours (GLH) 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

Certification Requirements for ERR

All providers and apprentices must complete the Apprenticeship Consent Form when claiming for the Apprentice's apprenticeship certificate. The universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer;
- confirm their achievement of all ERR requirements;
- confirm their achievement of all 6 PLTS;
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job.

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate.

Level 3, Pathway 5: Furniture Design

Description of this pathway

Furniture Design

Total minimum credit value for this pathway: 154 credits:

- 60 for competence
- 84 knowledge;
- 10 for FS English and Maths

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 & metal. Create initial ideas and design development towards a technical drawing by hand or computer. Work out costs of materials, 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	

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

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>

Transferable skills (England)

Apprentices must complete, or have completed, one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications in order to successfully complete their Apprenticeship.

The list of acceptable qualifications may vary depending on the Apprentice's completion date of their Apprenticeship. Please check the qualifications that are acceptable for each Apprentice.

If Apprentices do not have acceptable evidence of the achievement of these mandatory qualifications, at the required grade/level, an Apprenticeship certificate cannot be awarded.

ENGLISH

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

Does this framework require English achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for English:

Click here to enter text.

MATHS

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

Does this framework require Maths achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for Maths:

Click here to enter text.

Inclusion of Information and Communications Technology (ICT)

Is ICT a framework requirement? **YES** ☐ **NO** ☒

ICT

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

Does this framework require ICT achievement above the minimum SASE requirement

YES ☐

NO ☒

If YES, please state the grade/level required for ICT:

Click here to enter text.

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. GCSEs and A Levels 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.

Applicants who have successfully completed an Intermediate Level 2 Apprenticeship in Furniture, Furnishings & Interiors would be considered suitable for progression to an Advanced 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.

Experience of working with Computer Aided Design (CAD) would be an advantage and evidence of your creativity and interest in fashion and style.

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.

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Employee rights and responsibilities

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-academy.co.uk/furniture-apprenticeships/

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-academy.co.uk/furniture-apprenticeships/

Time spent on ERR contributes towards meeting the minimum 280 Guided Learning Hours (GLH) 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

Certification Requirements for ERR

All providers and apprentices must complete the Apprenticeship Consent Form when claiming for the Apprentice's apprenticeship certificate. The universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer;
- confirm their achievement of all ERR requirements;
- confirm their achievement of all 6 PLTS;
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job.

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate.

Level 3, Pathway 6: Upholstery and Soft Furnishings

Description of this pathway

Upholstery and Soft Furnishings - includes Mattress Making

Total minimum credit value for this pathway: 124 credits:

- 44 for competence
- 70 knowledge;
- 10 for FS English and Maths

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 requirements. Items may include cushions, curtains & similar products. Use hand, power tools and machinery. For blinds and curtains - take measurements, provide cost estimates & fit tracks & curtains on site. Supervise and 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 and 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	

C2 - Level 3 NVQ Diploma in Uphostery

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C2a	601/7614/3	Occupational Awards	55	212	

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	

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	N/A
K2b	601/7737/8	Occupational Awards	78	563	N/A

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	
K3b	601/7736/6	Occupational Awards	70	513	N/A

K4 - Level 3 Diploma in Furniture Design & Making

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

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.

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>

Transferable skills (England)

Apprentices must complete, or have completed, one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications in order to successfully complete their Apprenticeship.

The list of acceptable qualifications may vary depending on the Apprentice's completion date of their Apprenticeship. Please check the qualifications that are acceptable for each Apprentice.

If Apprentices do not have acceptable evidence of the achievement of these mandatory qualifications, at the required grade/level, an Apprenticeship certificate cannot be awarded.

ENGLISH

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

Does this framework require English achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for English:

Click here to enter text.

MATHS

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

Does this framework require Maths achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for Maths:

Click here to enter text.

Inclusion of Information and Communications Technology (ICT)

Is ICT a framework requirement? **YES** ☐ **NO** ☒

ICT

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

Does this framework require ICT achievement above the minimum SASE requirement

YES ☐

NO ☒

If YES, please state the grade/level required for ICT:

Click here to enter text.

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. GCSEs and A Levels 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.

Applicants who have successfully completed an Intermediate Level 2 Apprenticeship in Furniture, Furnishings & Interiors would be considered suitable for progression to an Advanced 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. 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: www.proskills-academy.co.uk/careers-young-people/

Employee rights and responsibilities

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-academy.co.uk/furniture-apprenticeships/

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-academy.co.uk/furniture-apprenticeships/

Time spent on ERR contributes towards meeting the minimum 280 Guided Learning Hours (GLH) 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

Certification Requirements for ERR

All providers and apprentices must complete the Apprenticeship Consent Form when claiming for the Apprentice's apprenticeship certificate. The universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer;
- confirm their achievement of all ERR requirements;
- confirm their achievement of all 6 PLTS;
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job.

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate.

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 minimum credit value for this pathway: 100 credits:

- 46 for competence
- 44 knowledge;
- 10 for FS English and Maths

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 and Guilds	46	203-331	

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 and Guilds	84	615	
K1b	601/7738/X	Occupational Awards	84	615	N/A

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 and Guilds	70	515	
K2b	601/7736/6	Occupational Awards	70	515	N/A

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 and Guilds	53	405-413	

K4 - Level 3 Diploma in Furniture Installation

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

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 and Guilds	96	723	

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 and Guilds	78	563	
K6b	601/7737/8	Occupational Awards	78	563	N/A

K7 - Level 3 Diploma in Wood Machining - CNC Machines

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K7a	600/3205/4	City & Guilds	55	417	N/A
K7b	601/7739/1	Occupational Awards	55	417	N/A

K8 - Level 3 Diploma in Wood Machining

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K8a	600/3206/6	City & Guilds	60	478	N/A
K8b	601/7740/8	Occupational Awards	55	478	N/A

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.

K1: 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**

K2: Level 3 Diploma in Furnishings - Mattress Making: Learners must achieve 70 credits by completing all the mandatory units. **OR**

K3: Level 3 Diploma in Furniture Restoration: Learners must achieve 35 credits by completing all the mandatory units and 18 credits from optional units. **OR**

K4: Level 3 Diploma in Furniture Installation: Learners must achieve 35 credits by completing all the mandatory and 9 credits from optional units. **OR**

K5: Level 3 Diploma in Furnishings - Traditional Upholstery: Learners must achieve 96 credits by completing all the mandatory units. **OR**

K6: Level 3 Diploma in Furnishings - Modern Upholstery: Learners must achieve 78 credits by completing all the mandatory units. **OR**

K7: Level 3 Diploma in Wood Machining - CNC Machines: Learners must achieve 55 credits from the Mandatory Group. **OR**

K8: Level 3 Diploma in Wood Machining: Learners must achieve 60 credits from the Mandatory Group.

Transferable skills (England)

Apprentices must complete, or have completed, one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications in order to successfully complete their Apprenticeship.

The list of acceptable qualifications may vary depending on the Apprentice's completion date of their Apprenticeship. Please check the qualifications that are acceptable for each Apprentice.

If Apprentices do not have acceptable evidence of the achievement of these mandatory qualifications, at the required grade/level, an Apprenticeship certificate cannot be awarded.

ENGLISH

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Does this framework require English achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for English:

Click here to enter text.

MATHS

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

Does this framework require Maths achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for Maths:

Click here to enter text.

Inclusion of Information and Communications Technology (ICT)

Is ICT a framework requirement? **YES** ☐ **NO** ☒

ICT

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

Does this framework require ICT achievement above the minimum SASE requirement

YES ☐

NO ☒

If YES, please state the grade/level required for ICT:

Click here to enter text.

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. GCSEs and A Levels 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.

Applicants who have successfully completed an Intermediate Level 2 Apprenticeship in Furniture, Furnishings & Interiors would be considered suitable for progression to an Advanced 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. 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, 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: www.proskills-academy.co.uk/careers-young-people/

Employee rights and responsibilities

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-academy.co.uk/furniture-apprenticeships/

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-academy.co.uk/furniture-apprenticeships/

Time spent on ERR contributes towards meeting the minimum 280 Guided Learning Hours (GLH) 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

Certification Requirements for ERR

All providers and apprentices must complete the Apprenticeship Consent Form when claiming for the Apprentice's apprenticeship certificate. The universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer;
- confirm their achievement of all ERR requirements;
- confirm their achievement of all 6 PLTS;
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job.

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate.

Level 3, Pathway 8: Wood Machining

Description of this pathway

Wood Machining

Total minimum credit value for this pathway: 78 credits:

- 53 for competence
- 15 knowledge;
- 10 for FS English and Maths

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	Manufacturing furniture and components using machinery to perform precision tasks. Set up, operate and maintain woodworking machinery. The job role also includes improving of the process, solving problems, risk assessments, developing own skills and supervision & training of others to meet workload.

Qualifications

Competence qualifications available to this pathway

C1 - Level 3 NVQ Diploma in Wood Machining (QCF)					
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 Wood Products Manufacturing					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C2a	601/6658/7	Occupational Awards	46	164	N/A

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	N/A

K2 - Level 3 Diploma In Wood Machining - CNC Machines (QCF)

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	N/A

K3 - Level 3 Certificate in Understanding the Wood and Timber Industries

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K3a	601/7635/0	Occupational Awards	28	154	N/A

Combined qualifications available to this pathway

B1 - Level 3 NVQ Diploma in Furniture and Wood Processing

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	601/6659/9	Occupational Awards	68	205	N/A

B2 - Level 3 NVQ Diploma in Furniture and Wood Processing (CNC Machining)

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B2a	601/6657/5	Occupational Awards	108	454	N/A

Relationship between competence and knowledge qualifications

K1, K2, K3 provide the underpinning knowledge and understanding for C1 and C2.

- K1 provides the knowledge for candidates undertaking wood machining
- K2 for those using CNC machines.
- K3 for those manufacturing wood products

Combined Qualifications:

B1:

Learners must complete all mandatory units (33 Credits) plus a minimum of 19 credits from Optional Group A and 16 credits from Optional Group B.

To achieve the knowledge element learners must choose Optional Unit L/600/8339 (Credit Value: 15). Giving them a minimum of 53 Credits for competence and 15 Credits for knowledge.

B2:

Learners must complete all mandatory units (75 Credits) plus 33 credits from the Optional

Group.

To achieve the knowledge element learners must choose Optional Unit L/600/8339 (Credit Value: 15). Giving them a minimum of 93 Credits for competence and 15 Credits for knowledge.

Transferable skills (England)

Apprentices must complete, or have completed, one of the English transferable skills qualifications and one of the Mathematical transferable skills qualifications in order to successfully complete their Apprenticeship.

The list of acceptable qualifications may vary depending on the Apprentice's completion date of their Apprenticeship. Please check the qualifications that are acceptable for each Apprentice.

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ENGLISH

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Does this framework require English achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for English:

Click here to enter text.

MATHS

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Does this framework require Maths achievement above the minimum SASE requirement?

YES ☐

NO ☒

If YES, please state the grade/level required for Maths:

Click here to enter text.

Inclusion of Information and Communications Technology (ICT)

Is ICT a framework requirement? **YES** ☐ **NO** ☒

ICT

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

Does this framework require ICT achievement above the minimum SASE requirement

YES ☐

NO ☒

If YES, please state the grade/level required for ICT:

Click here to enter text.

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. GCSEs and A Levels 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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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.
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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-academy.co.uk/furniture-apprenticeships/

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-academy.co.uk/furniture-apprenticeships/

Time spent on ERR contributes towards meeting the minimum 280 Guided Learning Hours (GLH) 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

Certification Requirements for ERR

All providers and apprentices must complete the Apprenticeship Consent Form when claiming for the Apprentice's apprenticeship certificate. The universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer;
- confirm their achievement of all ERR requirements;
- confirm their achievement of all 6 PLTS;
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job.

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate.

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 male, 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 female, 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.

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 hand crafted 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.

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.

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.

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.

On and off the job guided learning (England)

Total GLH for each pathway

LEGAL REQUIREMENT

The Specification of Apprenticeship Standards for England (SASE) states that Apprentices must complete a **minimum of 280 Guided Learning Hours (GLH) per year** when undertaking either an Intermediate Level 2 Apprenticeship or Advanced Level 3 Apprenticeship. The required number of GLH must be able to be completed within the Apprentice's contracted working hours.

A minimum of 100 GLH (or 30% of the total GLH, whichever is the greater) must be completed, each year, away from the immediate pressures of the Apprentice's job. The learning may be delivered in the workplace or off site in a college or training provider's premises. This is known as **OFF THE JOB GLH**.

Guided learning which encourages and enables the Apprentice to demonstrate practical job-related skills and apply these within the context of the job. This type of learning will be delivered in the workplace and through the practical experience of doing the job. This is known as **ON THE JOB GLH**.

For apprentices aged:

- between 16 and 18, the Apprenticeship must last at least 12 months;
- 19 and over, the Apprenticeship must be at least 12 months, unless relevant prior learning is recorded. Where this is the case, Apprenticeships will not be less than six months and must include new skills and new learning.

Guided Learning Hours (GLH) On and Off The Job must:

- Achieve clear and specific outcomes which directly contribute to the successful achievement of the framework and this may include accredited and non-accredited elements of the framework.
- Be planned, reviewed and evaluated jointly between the Apprentice and a tutor, teacher, mentor or manager.

- Allow the Apprentice access to a tutor, teacher, mentor or manager, as and when required.
- 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 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 GLH** for each pathway in the Intermediate **Level 2** Furniture, Furnishings and Interiors framework are as follows:

Pathway 1 Furniture Making: **622**

Pathway 2 Finishing Furniture: **671**

Pathway 3 Restoring Furniture: **689**

Pathway 4 Fitted Furniture & Interiors: **715**

Pathway 5 Upholstery & Soft Furnishings: **738**

Pathway 6 Wood Machining: **1027**

Pathway 7: Furniture and Wood Processing: **815**

Pathway 8: Furniture and Wood Processing - CNC: 668

Pathway 9: Solid Surfaces: 815

The minimum recommended **TOTAL GLH** for each pathway in the Advanced **Level 3** Furniture, Furnishings and Interiors framework are as follows:

Pathway 1 Furniture Making: **990**

Pathway 2 Finishing Furniture: **909**

Pathway 3 Restoring Furniture: **887**

Pathway 4 Fitted Furniture & Interiors: **851**

Pathway 5 Furniture Design: **1169**

Pathway 6 Upholstery & Soft Furnishings: **938**

Pathway 7: Supervision in the Furniture, Furnishings and Interiors Industry: **894**

Pathway 8 Wood Machining: **1118**, dependant on which knowledge qualification taken

Please note that this total GLH figure includes 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 GLH requirements may need to be altered in order to take account of prior learning, existing qualifications and an individual's experience.

If an Apprentice takes more than 12 months to complete the framework then they must undertake additional GLH which will be at least 280 GLH pro rata for each subsequent 12 month period (or portion thereof).

Minimum off-the-job guided learning hours

OFF THE JOB GLH FOR ALL PATHWAYS IN LEVEL 2 INTERMEDIATE APPRENTICESHIP

Pathway 1 Furniture Making: For this pathway, an Apprentice will need to complete a recommended minimum of **455 GLH off the job**

Pathway 2 Finishing Furniture: For this pathway, an Apprentice will need to complete a recommended minimum of **479 GLH off the job**

Pathway 3 Restoring Furniture: For this pathway, an Apprentice will need to complete a recommended minimum of **479 GLH off the job**

Pathway 4 Fitted Furniture & Interiors: For this pathway, an Apprentice will need to complete a recommended minimum of **539 GLH off the job**

Pathway 5 Upholstery & Soft Furnishings: For this pathway, an Apprentice will need to complete a recommended minimum of **559 GLH off the job**

Pathway 6 Wood Machining: For this pathway, an Apprentice will need to complete a recommended minimum of **629 GLH off the job**

Pathway 7 Furniture and Wood Processing: For this pathway, an Apprentice will need to complete a recommended minimum of **576 GLH off the job**

Pathway 8 Furniture and Wood Processing - CNC: For this pathway, an Apprentice will need to complete a recommended minimum of **308 GLH off the job**

Pathway 9 Solid Surfaces: For this pathway, an Apprentice will need to complete a

recommended minimum of **539 GLH off the job**

These exceed the minimum requirement of 30% of the total or 100 Off The Job GLH per year.

OFF THE JOB GLH FOR ALL PATHWAYS IN LEVEL 3 ADVANCED APPRENTICESHIP

Pathway 1 Furniture Making: For this pathway, an Apprentice will need to complete a recommended minimum of **651 GLH off the job**

Pathway 2 Finishing Furniture: For this pathway, an Apprentice will need to complete a recommended minimum of **631 GLH off the job**

Pathway 3 Restoring Furniture: For this pathway, an Apprentice will need to complete a recommended minimum of **631 GLH off the job**

Pathway 4 Fitted Furniture & Interiors: For this pathway, an Apprentice will need to complete a recommended minimum of **552 GLH off the job,**

Pathway 5 Furniture Design: For this pathway, an Apprentice will need to complete a recommended minimum of **841 GLH off the job.**

Pathway 6 Upholstery & Soft Furnishings: For this pathway, an Apprentice will need to complete a recommended minimum of **739 GLH off the job. .**

Pathway 7: Supervision in the Furniture, Furnishings and Interiors Industry: For this pathway, an Apprentice will need to complete a recommended minimum of **631 GLH off the job.**

Pathway 8: Wood Machining: For this pathway, an Apprentice will need to complete a recommended minimum of **643 GLH off the job**

These exceed the minimum requirement of 30% of the total or 100 Off The Job GLH per year.

How this requirement will be met

The recommended minimum Off The Job GLH 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 GLH requirements may need to be altered in order to accommodate prior learning, qualifications and an individual's experience.

The **OFF THE JOB** learning for the **Intermediate Level 2** framework will consist of the following:

- Level 2 Diploma in Furniture Making (407 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)
- Level 1 Functional Skill in English (alternatively Key Skill Level 1 Communication) (45 GLH)*
- Level 1 Functional Skill in Maths (alternatively Key Skill Level 1 Application of Number) (45 GLH)*
- ERR - (18 GLH)
- 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 GLH)
- Introduction to PLTS - raising awareness of the 6 PLTS, what they are, how and when to apply them in the workplace. Ideally Apprentices should have the opportunity to take part in an off the job, sector specific scenario designed to highlight the application of each of the PLTS to a simulated, work related issue (4 GLH)
- Mentoring (approx 1 hour per week for the duration of the framework). This will also provide an opportunity to discuss PLTS (40 GLH).
- Appraisal/Assessment relating to the Apprentice's participation and progress in the framework (approx 2 hrs quarterly, dependent on individual support needs) (6 GLH)

*** - PLEASE REFER TO SECTION ON "TRANSFERABLE SKILLS" FOR A LIST OF ALTERNATIVE SKILLS OPTIONS THAT WILL SATISFY COMPLETION OF THIS FRAMEWORK.**

EVIDENCE FOR OFF THE JOB LEARNING - Level 2

- Copy of certificate for the relevant knowledge qualification
- Copies of required certificates for Functional Skills or Key Skills (**or approved alternatives**)
- Copy of completed assessors evidence document for all 6 Personal, Learning and Thinking Skills
- Copy of completed and signed ERR booklet (if used) ***Alternatively, verified evidence that all 9 ERR outcomes have been met.***
- Verification from Providers that they are satisfied that the recommended minimum recommended requirements of GLH for company training, mentoring, review and appraisal have been fulfilled and has been achieved (e.g. mentoring, appraisal, assessment or off workstation instruction etc)

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

- 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) **or** Level 3 Diploma in Wood Machining (478 GLH) **or** Level Diploma in Wood Machining - CNC Machines (417 GLH)
- Level 2 Functional Skill in English (alternatively Key Skill Level 2 Communication) (45 GLH)*
- Level 2 Functional Skill in Maths (alternatively Key Skill Level 2 Application of Number) (45 GLH)*
- ERR - (18 GLH)
- 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 GLH)
- Introduction to PLTS - raising awareness of the 6 PLTS, what they are, how and when to

apply them in the workplace. Ideally Apprentices should have the opportunity to take part in an off the job, sector specific scenario designed to highlight the application of each of the PLTS to a simulated, work related issue (4 GLH)

- Mentoring (approx 1 hour per week for the duration of the framework). This will also provide an opportunity to discuss PLTS (60 GLH).
- Appraisal/Assessment relating to the Apprentice's participation and progress in the framework (approx 2 hrs quarterly, dependent on individual support needs) (9 GLH)

*** - PLEASE REFER TO SECTION ON "TRANSFERABLE SKILLS" FOR A LIST OF ALTERNATIVE SKILLS OPTIONS THAT WILL SATISFY COMPLETION OF THIS FRAMEWORK.**

EVIDENCE FOR OFF THE JOB LEARNING - Level 3

- Copy of certificate for the relevant knowledge qualification
- Copies of required certificates for Functional Skills or Key Skills **(or approved alternatives)**
- Copy of completed assessors evidence document for all 6 Personal, Learning and Thinking Skills
- Copy of completed and signed ERR booklet (if used). ***Alternatively, verified evidence that all 9 ERR outcomes have been met.***
- Verification from Providers that they are satisfied that the recommended minimum recommended requirements of GLH for company training, mentoring, review and appraisal have been fulfilled and has been achieved (e.g. mentoring, appraisal, assessment or off workstation instruction etc)

Other acceptable forms of evidence for **OFF THE JOB** learning for this Apprenticeship are:

- Log books, diaries portfolio evidence recorded by the Apprentice, using reflective learning.
- 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 the required Off The Job GLH has been completed.

In summary, all **OFF THE JOB** learning must be suitably recorded/evidenced and must be checked, verified and signed off as valid by relevant parties. For example, the Apprentice, their Employer, Provider and Assessor.

Minimum on-the-job guided learning hours

ON THE JOB GLH FOR ALL PATHWAYS IN LEVEL 2 INTERMEDIATE APPRENTICESHIP

If an Apprentice takes more than 12 months to complete the framework then they must undertake additional GLH which will be at least 280 GLH pro rata for each subsequent 12 month period (or portion thereof).

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

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

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

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

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

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

Pathway 7 Furniture and Wood Processing: For this pathway, an Apprentice will need to complete a recommended **minimum of 239 GLH on the job**, made up of the Level 2 Diploma in Furniture and Wood Processing (199 GLH) and receiving regular on the job support, feedback, reviews, mentoring etc (40 GLH).

Pathway 8 Furniture and Wood Processing - CNC: For this pathway, an Apprentice will need to complete a recommended **minimum of 320 GLH on the job**, made up of the Level 2 Diploma in Furniture and Wood Processing - CNC Machining (2800 GLH) and receiving regular on the job support, feedback, reviews, mentoring etc (40 GLH).

Pathway 9 Solid Surfaces: For this pathway, an Apprentice will need to complete a recommended **minimum of 179 GLH on the job**, made up of the Level 2 Diploma in Solid Surfaces (139 GLH) and receiving regular on the job support, feedback, reviews, mentoring etc (40 GLH).

ON THE JOB GLH FOR ALL PATHWAYS IN LEVEL 3 ADVANCED APPRENTICESHIP

If an Apprentice takes more than 12 months to complete the framework then they must undertake additional GLH which will be at least 280 GLH pro rata for each subsequent 12 month period (or portion thereof).

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

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

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

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

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

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

Pathway 7 Supervision in the Furniture, Furnishings and Interiors Industry: For this pathway, an Apprentice will need to complete a recommended **minimum of 263 GLH on the job**, made up of the Level 3 Diploma in Supervision in the Furniture, Furnishings and Interiors Industry (203-331 GLH) and receiving regular on the job support, feedback, reviews, mentoring etc (60 GLH).

Pathway 8 Wood Machining: For this pathway, an Apprentice will need to complete a recommended **minimum of 475 GLH on the job**, made up of the Level 3 Diploma in Wood

Machining (415 - 654 GLH) and receiving regular on the job support, feedback, reviews, mentoring etc (60 GLH).

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.

The recommended minimum OnThe Job GLH 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 GLH requirements may need to be altered in order to accommodate prior learning, qualifications and an individual's experience.

EVIDENCE FOR ON THE JOB LEARNING - Level 2 Pathways

- Copy of Certificate for the relevant Level 2 competency qualification
- 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 relating to both ERR and PLTS components have been met.
- Witness testimonies, video footage or any other authorised and valid mode of supporting evidence that required on the job GLH has been carried out.
- Course attendance records for any "at workstation" training/learning interventions (records may be held electronically).

EVIDENCE FOR ON THE JOB LEARNING - Level 3 Pathways

- Copy of Certificate for the relevant Level 3 competency qualification
- 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 relating to both ERR and PLTS components have been met.
- Witness testimonies, video footage or any other authorised and valid mode of supporting evidence that required on the job GLH has been carried out.

- Course attendance records for any "at workstation" training/learning interventions (records may be held electronically).

In order to facilitate the recording and evidencing of **On The Job GLH**, 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 GLH** (or pro rata, if appropriate). They can use the Apprentice's log book/diary as a good source of supporting evidence.

Assessors also have a responsibility to verify satisfactory completion of the required **On The Job GLH**.

Certification Requirements for GLH

All providers and apprentices must complete the Apprenticeship Consent Form when claiming for the apprentice's Apprenticeship certificate. The universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer;
- confirm their achievement of all ERR requirements;
- confirm their achievement of all 6 PLTS;
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job.

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate.

Personal learning and thinking skills assessment and recognition (England)

Summary of Personal Learning and Thinking Skills

INTRODUCTION TO PERSONAL, LEARNING & THINKING SKILLS (PLTS)

The aims of the PLTS component in this framework are that Apprentices should become successful learners, confident individuals, responsible citizens and effective and efficient employees. The development of PLTS is an essential part of meeting these aims. PLTS have a considerable impact on an individual's ability, especially younger learners, to undertake and make a positive contribution to work and life generally and to be both confident and capable. All 6 PLTS will be delivered through a combination of practical experience, experiential learning and/or through formal instruction. They will be partly delivered and assessed through the Learner's successful completion of the mandatory competence and knowledge qualifications embedded within the Furniture, Furnishings and Interiors Apprenticeship framework.

Providers will have responsibility for ensuring that the 6 PLTS are suitably embedded within the framework's delivery and that Apprentices can demonstrate, and evidence, their competence in each of the 6 skill areas. Please note that an Apprentice must achieve the required standards of attainment for all 6 Personal, Learning and Thinking Skills.

Alternatively, it is possible for Apprentices to undertake a specific QCF unit for PLTS which would be formally delivered, assessed and accredited. Some training providers may choose this option but this framework does not require the achievement of an accredited PLTS QCF qualification unit.

There is a sign off page at the end of the Proskills PLTS signposting document which, if used, can be submitted to the certifying authority as evidence that all 6 PLTS have been successfully achieved. Alternatively, proof of achievement of an accredited QCF PLTS unit will need to be provided when applying for an Apprenticeship completion certificate.

Certification Requirements for PLTS

All providers and apprentices must complete the Apprenticeship Consent Form when claiming for the apprentice's Apprenticeship certificate. The universal form covers declarations for the apprentice to:

- confirm the existence of an Apprenticeship Agreement between themselves and their employer;
- confirm their achievement of all ERR requirements;
- confirm their achievement of all 6 PLTS;
- confirm that they have received at least the minimum levels of GLH set out in their framework and have undertaken training both on and off the job.

All apprentices must sign this form at the end of programme to give their authority for the claimant, named on the form, to make a claim, on their behalf, for their Apprenticeship completion certificate.

Creative thinking

People think creatively by generating and exploring ideas, making original connections. They try different ways to tackle a problem, working with others to find imaginative solutions and outcomes that are of value.

To demonstrate these skills, behaviours and personal qualities, apprentices should:

- Generate ideas and explore possibilities;
- Ask questions to extend their thinking;
- Connect their own and others' ideas and experiences in inventive ways; Question their own and others' assumptions;
- Try out alternatives or new solutions and follow ideas through; Adapt ideas as circumstances change.

Independent enquiry

People process and evaluate information in their investigations, planning what to do and how to go about it. They take informed and well-reasoned decisions, recognising that others have different beliefs and attitudes.

Skills, behaviours and personal qualities for apprentices:

- Identify questions to answer and problems to resolve;
- Plan and carry out research, appreciating the consequences of decisions; Explore issues, events or problems from different perspectives;
- Analyse and evaluate information, judging its relevance and value;
- Consider the influence of circumstances, beliefs and feelings on decisions and events; Support conclusions, using reasoned arguments and evidence.

Reflective learning

People evaluate their strengths and limitations, setting themselves realistic goals with criteria for success. They monitor their own performance and progress, inviting feedback from others and making changes to further their learning.

To demonstrate these skills, behaviours and personal qualities, apprentices should:

- Assess themselves and others, identifying opportunities and achievements;
- Set goals with success criteria for their development and work;
- Review progress, acting on the outcomes;
- Invite feedback and deal positively with praise, setbacks and criticism; Evaluate experiences and learning to inform future progress;
- Communicate their learning in relevant ways for different audiences.

Team working

People work confidently with others, adapting to different contexts and taking responsibility for their own part. They listen to and take account of different views. They form collaborative relationships, resolving issues to reach agreed outcomes.

To demonstrate these skills, behaviours and personal qualities, apprentices should:

- Collaborate with others to work towards common goals;
- Reach agreements, managing discussions to achieve results;
- Adapt behaviour to suit different roles and situations, including leadership roles; Show fairness and consideration to others;
- Take responsibility, showing confidence in themselves and their contribution;
- Provide constructive support and feedback to others.

Self management

People organise themselves, showing personal responsibility, initiative, creativity and enterprise with a commitment to learning and self-improvement. They actively embrace change, responding positively to new priorities, coping with challenges and looking for opportunities.

To demonstrate these skills, behaviours and personal qualities, apprentices should:

- Seek out challenges or new responsibilities and show flexibility when priorities change;
- Work towards goals, showing initiative, commitment and perseverance;
- Organise time and resources, prioritising actions;
- Anticipate, take and manage risks;
- Deal with competing pressures, including personal and work-related demands;
- Respond positively to change, seeking advice and support when needed;
- Manage their emotions, and build and maintain relationships.

Effective participation

People actively engage with issues that affect them and those around them. They play a full part in the life of their school, college, workplace or wider community by taking responsible action to bring improvements for others as well as themselves.

To demonstrate these skills, behaviours and personal qualities, apprentices should:

- Discuss issues of concern, seeking resolution where needed;
- Present a persuasive case for action;
- Propose practical ways forward, breaking these down into manageable steps;
- Identify improvements that would benefit others as well as themselves;
- Try to influence others, negotiating and balancing diverse views to reach workable solutions;
- Act as an advocate for views and beliefs that may differ from their own.

apprenticeship FRAMEWORK

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