



LEVEL 3 END-POINT ASSESSMENT BESPOKE FURNITURE MAKER SPECIFICATION

1. Introduction

The Bespoke Furniture Maker apprenticeship standard has been designed by employers for those that produce and assemble bespoke pieces of furniture to meet customers' requirements. This can cover pieces such as tables, chairs, cabinets, lounge suites, office furniture & kitchens and bedrooms.

The broad purpose of the occupation is to produce and assemble bespoke pieces of furniture to meet individual customers' requirements. This can cover pieces such as tables, chairs, cabinets, office furniture, kitchens and bedrooms. Bespoke Furniture Makers work with and need to understand a variety of materials – including wood, metals, glass, plastics, fabric, finishes and other relevant materials.

In their daily work, an employee in this occupation interacts with a range of colleagues including designers, production/manufacturing managers, quality technicians, production leaders and product developers. They will need to work closely with designers and installation teams. Bespoke Furniture Makers will work alone or within small teams with other makers and will be responsible for liaising with colleagues and suppliers and in some roles with customers. They tend to work in small craft workshops but can also work in larger factories. They usually report to a senior colleague such as the managing director.

An employee in this occupation will be responsible for interpreting and challenging designs and offering solutions, selecting appropriate materials, making the components and assembling pieces of furniture using machinery and hand production techniques. Bespoke Furniture Makers also produce prototypes to bring designs to life, they will produce complex jigs and templates. They attend design meetings to contribute to designs regarding feasibility and costs.

Bespoke Furniture Makers will also need to coach and mentor apprentices, trainees and other colleagues.

2. Entry requirements

There are no formal entry requirements for apprentices selecting this apprenticeship standard. Employers and training providers must ensure that apprentices have the potential and opportunity to achieve the apprenticeship standard successfully.



3. Qualification details

Regulator	The Office of Qualifications and Examinations Regulation, Ofqual
Type	End-point Assessment
Level	3
Qualification Approval Number	603/7756/2
Operational Start date	23rd July 2021
Operational End date	31st July 2024

4. Gateway

Apprentices must ensure they have met gateway requirements for this standard before booking end-point assessment. Apprentices are required to achieve the following mandated qualifications for this standard:

- + Level 2 English
- + Level 2 mathematics
- + Apprentice compiled a portfolio of evidence, to support the professional discussion. This is used as an aide memoir during the professional discussion.

Further details on the requirements for gateway can be found in the Gateway Requirements Policy. Evidence of these qualifications must be submitted to Achieve+Partners.

5. Duration

Typically, this apprenticeship will take 24 months to complete.

6. Order of end-point assessment

The assessment methods can be delivered in any order.

7. Apprenticeship grading

The apprenticeship is graded fail, pass, distinction. Apprentices must achieve a minimum of a pass in each of the 3 components.



8. Re-sits

An apprentice can re-sit a component of their end-point assessment if they fail. In this instance the apprentice cannot be awarded an overall grade of distinction the final grade will be capped at pass. It is expected that a period of further learning will need to be undertaken if the apprentice has to re-sit any part of the end-point assessment. Achieve+Partners can make exemptions to this ruling should reasons for the fail are deemed to be outside the control of the apprentice.

9. End-Point Assessment (EPA) Methods

End-point assessment for this standard includes:

Multiple Choice test

<p>What are the requirements?</p>	<p>A 45-minute test that has 30 multiple-choice questions that tests the knowledge assigned to this assessment method.</p> <p>The test can be taken in the workplace or at an assessment centre.</p> <p>The test is available online.</p>
<p>Here are the ways we can help</p>	<p>We provide online mock tests to help prepare your apprentice for the knowledge test.</p> <p>We provide an online learning module that supports the preparation for the knowledge test.</p> <p>Our online testing platform provides a simple solution that supports apprentices undertake their test.</p> <p>We provide feedback against the knowledge criteria.</p>

Observation with questioning

<p>What are the requirements?</p>	<p>The observation takes place over a maximum 3-hour period.</p> <p>Questions will be asked after the observation is complete over a maximum 30-minute period.</p> <p>The independent assessor will ask a minimum of six questions.</p> <p>It is carried out in the workplace.</p> <p>Apprentices must be observed by an independent assessor completing work activities in their normal workplace, in which they will demonstrate the knowledge, skills and behaviours assigned to this assessment method.</p>
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Here are the ways we can help	<p>We provide a set of tasks that need to be demonstrated during the observation that reflect the activities that must be observed.</p> <p>We provide an online learning module that supports the preparation for the practical observation.</p> <p>We provide feedback against the grading criteria.</p>
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Professional Discussion underpinned by 'Portfolio of evidence'

What are the requirements?	<p>The professional discussion must last 60-minutes the independent assessor must ask ten open competence-based questions.</p> <p>The professional discussion can be taken in the workplace or at an assessment centre.</p> <p>The questions will assess the knowledge, skills and behaviours assigned to this assessment method.</p>
Here are the ways we can help	<p>We provide an online learning module that supports the preparation for the professional discussion.</p> <p>We provide feedback against the grading criteria.</p>

10. Requirements of the standard

Apprentices must demonstrate all of the knowledge, skills and behaviours listed in the standard.

Knowledge statements		Method
K1	health, safety and environmental management and risk assessment for example Control Of Substances Hazardous to Health (COSHH), Provision and Use of Work Equipment Regulations (PUWER), Health And Safety At Work Act (HASAWA), Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and manual handling	KT
K2	furniture making drawings, specifications, scales, technical terms related to furniture making, for example terms such as bunching, beading, chamfer, marquetry	P
K3	visualisation of final furniture making designs	P
K4	furniture making industry materials - limitations and uses of materials, defects – characteristics including wood and timber, manmade composite materials including plywood, MDF (Medium Density Board) and MFC (Melamine Faced Chipboard), veneers, laminates, edging materials, stains and finishes, fixtures and fittings (including glass, plastics, electrical components and fittings), fabrics, springs, manmade and natural fillings and adhesives	KT



Knowledge statements		Method
K5	how to reduce waste in furniture making	P
K6	furniture manufacturing/production methods for example cutting, bending, molding, laminating and assembly	P
K7	drawings, specifications, scales, technical terms related to furniture making	O
K8	construction methods for furniture produced for example doweling, jointing, gluing	O
K9	quality standards and control methods for example British and European standards	KT
K10	current legislation related to furniture machinery and equipment used in your workplace for example Safe Use of Woodworking Machinery Approved Code of Practice	KT
K11	Safe Systems of Work, the formal procedures for safe methods and procedures adopted during work activities, for relevant processes, including use and maintenance of machinery used	O
K12	how to create complex jigs and templates to meet furniture making specifications	P
K13	machine tooling used for example drills, blades or profile cutters	O
K14	how to operate furniture making machinery, tools and equipment used	O
K15	fixtures and fittings used in furniture making, for example brackets, hinges, runners and handles	O
K16	assembly methods used in furniture making	O
K17	joints used in furniture making	P
K18	adhesives used in furniture making	P
K19	quality standards you need to meet	O
K20	faults and problems that could occur and problem-solving techniques for example plan-do-check-act or root cause analysis	O
K21	furniture finishing preparation methods for example sanding	O
K22	different furniture finishes, their limitations and uses for example stains, sealers, lacquers/UV (ultraviolet), primers, solvents and water-based materials, paints, waxes, oils, grain fillers, patinas, varnish and polish	KT
K23	effective communication skills and techniques including verbal, written and physical non-verbal	P



Knowledge statements		Method
K24	coaching, mentoring and feedback techniques	P
Skills statements		Method
S1	work safely at all times, wearing appropriate PPE, adhering to COSHH records and completing health and safety records and reports	O
S2	operate equipment to PUWER regulations	O
S3	carry out health and safety risk assessments	P
S4	create furniture making specifications, cutting lists and other relevant information from designs	P
S5	identify any problems and issues that may occur such as feasibility or cost	P
S6	challenge furniture making designs and offer solutions to any problems identified, for example can the design be made, is it the wrong wood species	P
S7	identify materials used in furniture making for example wood and timber, manmade composite materials	O
S8	select appropriate materials to meet furniture making specification for example wood and timber, manmade composite materials	O
S9	manage furniture production including setting timescales and priorities to meet company objectives and delegating furniture making work tasks to others	P
S10	cut, sand, bore, drill, create joints, mould, saw and plane wood and components	O
S11.	calibrate measuring equipment and use accurately	O
S12	create complex jigs and templates to meet furniture making specifications for example Lock Jigs, Jigs for making Arcs as well as Jigs for making Frieze and Dentil Moulding	P
S13	set up appropriate tooling to meet furniture making specifications	O
S14	set up machinery, tools and equipment to meet furniture making specifications	O
S15	operate and use machinery, tools and equipment to meet furniture making specifications	O
S16	maintain furniture machinery, tools and equipment within limits of responsibility for example lubricating machinery, keeping machinery clean, sharpening tools	P
S17	fit, fix and assemble components to meet furniture making specifications	O



Skills statements		Method
S18	use cramps to assemble components	O
S19	attach fixtures and fittings to meet furniture making specifications	O
S20	create joints to meet furniture making specifications	P
S21	test and check furniture and components against specifications for example open and close drawers	O
S22	rectify and remedy any faults, for example marking and blisters, defects, scratches, marks, density, holes, weave	O
S23	identify trends in furniture making faults	P
S24	prepare surfaces for furniture finishes for example sanding	O
S25	repair any defects identified for example blooming, moisture, temperature, blotching, runs, streaks, curing, and silicones – orange peel, fish eye	O
S26	apply appropriate finishes including by hand and by spray gun for example stains, sealers, lacquers/UV, primers, solvents and water-based materials, paints, waxes, oils, grain fillers, patinas, varnish and polish	O
S27	apply effective communication techniques at all levels including written and verbal communication skills	P
S28	identify training needs of self and others	P
S29	maintain own continued professional development (CPD)	P
S30	give appropriate feedback and support to others	P
S31	seek constructive feedback on own skills and techniques against current standards	P
S32	evaluate own skills and expertise	P
Behaviour statements		Method
B1	have a safety-first attitude, ensuring the safety of self and others as appropriate	O
B2	be flexible in changing environment and demands	P
B3	maintain focus and concentration during furniture making activities	P
B4	demonstrates a positive can-do attitude by looking at every situation with a sense of enthusiasm	P
B5	has a methodical approach to furniture making tasks	P



Behaviour statements		Method
B6	is decisive when accomplishing furniture making tasks	O
B7	thorough and accurate when accomplishing furniture making tasks	O
B8	shows integrity, aims for excellence and manages time effectively	P
B9	works safely at all times	O
B10	sets an example to others, is fair, consistent and reliable	P
B11	be friendly and approachable in a furniture making environment	P
B12	willing to help and support others	P
B13	actively participates in discussions	P
B14	shows ambition, drive and is self-motivated	P

Key

- KT Multiple choice test
- O Observation with questioning
- P Professional discussion supported by portfolio of evidence