

INTERIOR LININGS AND JOINERY SKILLS

Guide for the Assessment Team



Introduction

This booklet provides guidance about what is required for a trainee to achieve the **New Zealand Micro-credential in Introductory Interior linings and Joinery Skills (Level 3)**.

What's in this Guide?

This booklet outlines the roles and responsibilities of all parties involved in a Training Agreement and explains how each person plays their part.

It also gives a trainee and those supporting them some tips about what to expect from the assessment process and how to be proactive about collecting the correct information to assist in the assessment process.

This guide breaks down the structure of the New Zealand Micro-credential in Introductory Interior linings and Joinery Skills (Level 3) and runs through each of the main areas of the qualification step by step. The knowledge and skills are described in skill set groups:

- Working safely in construction
- Install mechanical fixings and building hardware
- Install interior joinery
- Interior joinery installation knowledge
- Cut, fit, and fix interior linings and trim
- Use adhesives and sealants
- Interior linings and trim installation knowledge

Qualification and Skill Sets

The New Zealand Micro-credential in Introductory Interior Linings and Joinery skills (Level 3) contains 7 skill sets. Their full titles are:

- Demonstrate knowledge of working safely in construction - Ref. 12997
- Install mechanical fixings and building hardware under supervision - Ref. 13059
- Install interior joinery under supervision - Ref. 32442
- Demonstrate knowledge of installing interior joinery - Ref. 32446
- Cut, fit, and fix interior linings and trim under supervision - Ref. 32472
- Use adhesives and sealants for construction work under supervision - Ref. 32478
- Demonstrate knowledge of installing interior linings and trim - Ref. 32494

Graduates of this micro-credential will be able to carry out basic construction under supervision. All the skill sets below need to be completed.

Each skill set has a title, credit value and level. All the skill sets listed below are at level 3.

Qualification overview

Introductory Interior linings and Joinery Skills		
<i>Reference</i>	<i>Short title</i>	<i>Credits</i>
12997	Working safely in construction	3
13059	Install mechanical fixings and building hardware	2
32442	Install interior joinery	4
32446	Interior joinery installation knowledge	2
32472	Cut, fit, and fix interior linings and trim	9
32478	Use adhesives and sealants	2
32494	Interior linings and trim installation knowledge	3

Understanding skill sets

The skill sets included in the qualification specifications reflect the family of standards linked to the **New Zealand Micro-credential in Introductory Interior linings and Joinery Skills (Level 3)**. These standards are recognised by, and registered with New Zealand Qualifications Authority (NZQA) and can be accessed on the NZQA website: www.nzqa.govt.nz. There are a few things which are useful to know about standards so that everyone understands the requirements.

Content

Each skill set includes the key details about what a trainee must demonstrate to be deemed competent and can include the following:

- What the trainee needs to know – the knowledge that underpins the practical skills
- What the trainee needs to do – the practical skills required.

As well as the ‘know’ and ‘do’ sections, skill sets also contain helpful information explaining any specific requirements associated with particular items of knowledge or skill and anything else that may need to be explained further. These are sign-posted in the following pages.

Levels

Each skill set has a level. The level indicates the degree of complexity of each learning outcome. At Level 3, a trainee must be able to work with limited supervision and select and apply from a range of known solutions to familiar problems.

All skill sets included in the family associated with the New Zealand Micro-credential in Introductory Interior linings and Joinery Skills are at Level 3.

Credits

Each skill set is allocated several credits. The credit values of the individual skill sets make up the total number of credits in the qualification.

Credits provide a rough guide to the amount of time needed to master the knowledge and skills included in each skill set. Credits do not equate to hours of work and are granted only when a skill is achieved. A trainee can be making significant progress without necessarily accumulating credits. It is common for a trainee to gain most of their credits towards the end of their traineeship.

In this Guide

The following pages provide detailed information about what is required to achieve each skill set and tips about how to support learning and assessment. Each page's layout highlights the following key information.

Simple and clear statement(s) as to what the trainee needs to know and/or do to achieve the skill set.

The skill set title is a shortened version of the skills standard title. It is designed to capture the essence of the skills standard in a few snappy words.

Adhesives and sealants 2 Credits

What the trainee needs to do:

- Use adhesives and sealants for construction work
- Clean and store tools, plant and equipment used to apply sealants and adhesives

i Supplementary evidence guide

When working on a job, collect evidence (examples shown below) to show your training advisor this will support assessment.

- Tool inventory
- Photographs of the work you have completed
- Manufacturer's instructions

Conversation starters

Practice answering some (or all) of these questions about jobs you have completed.

- Demonstrate how to use different types of adhesives, information should include the surface preparation and any other relevant conditions.
- Tell me about how you have protected yourself against hazards created by adhesives.
- Show me how you would apply adhesives during a job.
- Tell me how to use sealants, information should include the type of sealant, surface preparation and any other relevant conditions.
- Tell me about how you have protected yourself against hazards created by sealants.
- Show me how you would apply sealants during a job.
- Show me how to clean tools and store tools, plant, and equipment after use.
- Show me how to clean and store tools, plant, and equipment so they are ready for use.

This symbol indicates 'conversation starters' for all members of the Assessment Team. The trainee uses them to gauge their own understanding. Supervisors, trainers and mentors use them to help guide the trainee. Evaluators and assessors use them to make judgements about the trainee's progress towards achieving the standards.

This symbol indicates sources of additional information that support a trainee's learning.

Interior linings and Joinery Skills

- Working safely in construction
- Install mechanical fixings and building hardware
- Install interior joinery
- Interior joinery installation knowledge
- Cut, fit, and fix interior linings and trim
- Adhesives and sealants
- Interior linings and trim installation knowledge

What the trainee needs to know:

- Demonstrate knowledge of the construction industry compliance framework
 - Describe safe working practices for construction
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 Supplementary evidence guide

When working on a job, collect evidence (examples shown below) to show your training advisor this will support assessment.

- Certificates of any training e.g. SiteSafe
 - Image of health and safety board
 - Certificate of competency e.g., use of power tools
 - Codes of practice - standards that must be adhered to
 - Best Practice Guidelines
 - Site safety plan
 - Tool Inventory
 - Safety Data Sheets (SDS) and hazardous substances inventory
 - Photographs of the work you have completed
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 Conversation starters

Practice answering some (or all) of these questions about jobs you have completed.

- Tell me how you protected the health and safety of yourself and others on site.
- Which industry standards did you follow on-site and how did you apply these to your work, e.g. The Building Regulations 1992, Health and Safety at Work Act 2015.
- Show me reports that you have completed when incidents or near misses happen on site.
- Describe notifiable or hazardous work completed on-site and how you protect yourself, others, and the environment from harm.
- Describe onsite emergencies and tell me how you would deal with them.
- Tell me about training you have completed (e.g SiteSafe) that allows you to work on site.
- Describe how you followed manufacturers specifications when using powder-actuated handheld fastening tools.
- Tell me about checks you have carried out when working at height on site.
- Explain how you followed best practice guidelines when completing demolition work.
- Describe the facilities that are required when working on site.
- Talk through how to identify and control hazards on site.
- Tell me about site safety plans for different sites you have worked on.
- Explain the reasons for the actions listed in the emergency plans.
- Describe site housekeeping including emptying the bins, recycling materials, storing hazardous materials and other site management.
- Tell me how to care for the hand and portable power tools used on site.

- Describe the process of checking scaffolding and ladders are safe on site.
- Describe the process of excavations safety checks.
- Tell me about the processes followed for safety checking chemicals on site and the reasons why these procedures are followed.
- Tell me about noise generated on site and how you would protect your hearing.
- Describe the safety procedures followed when using compressed air.
- Describe electrical, demolition and machinery hazards that you may have experienced on-site.
- Describe hazards linked to the use of powder actuated tools that you have experienced on site.
- Tell me about the PPE used on site and describe how each item protects the wearer.
- Protective helmets, footwear, clothing, hearing, eye and face protection, UV protection, dust masks, respirators, gloves, fall restraint and arrest equipment
- Tell me about different safety signs used on site and the information they offered.
- Describe how you prepared the information for and how you would write up a site safety board.
- Tell me about mechanical aids used to lift materials on site and how they protect health.
- Describe the work area layout. This includes the storage and delivery area.

What the trainee needs to do:

- Select and install mechanical fixings
 - Select and install building hardware
 - Clean and store tools, plant and equipment used to install fixings and building hardware
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 Supplementary evidence guide

When working on a job, collect evidence (examples shown below) to show your training advisor this will support assessment.

- Specifications and plans of work
 - The scope of work.
 - Manufactures' information
 - Safety Data Sheets
 - Photographs of work you have completed
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 Conversation starters

Practice answering some (or all) of these questions about jobs you have completed.

- Install interior and exterior hardware for windows and doors.
- Identify and install hardware used for specialist applications such as security, disability access, fire control and public access.
- Explain how to clean and store workplace, tools and plant used to install mechanical fixings and buildings hardware.

What the trainee needs to do:

- Safely Install interior joinery units
- Install wet-area joinery and fixtures
- Clean and store tools, plant and equipment used to install interior joinery

 Supplementary evidence guide

When working on a job, collect evidence (examples shown below) to show your training advisor this will support assessment.

- Manufactures' information
- Photographs of work you have completed

 Conversation starters

Practice answering some (or all) of these questions about jobs you have completed.

- Tell me how you checked joinery units were plumb, in line and level before installing kitchen cabinetry, laundry, linen and wardrobe cabinetry.
- Tell me about the process of installing interior doors including pre-hung, double-hung and cavity sliders.
- Tell me how you install interior finishing trim including scribe, architrave, and moulding.
- Show me how joinery is protected during storage and after installation
- Show me how to prepare wet-area joinery units such as bathroom vanity, shower and baths for installation and checked they were plumb, to line and level.
- Show me how you would waterproof junctions between a joinery unit and the walls
- Show me how you would provide temporary protection for wet-area joinery units.
- Show me how you cleaned the workplace and cleaned and stored tools and plant used to install interior joinery.

What the trainee needs to know:

- Safely Install interior joinery units
 - Install wet-area joinery and fixtures
 - Clean and store tools, plant and equipment used to install interior joinery
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Supplementary evidence guide

When working on a job, collect evidence (examples shown below) to show your training advisor this will support assessment.

- Manufactures' specifications
 - Codes of Practice, AS/NZ Standards
 - Photographs of work you have completed
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Conversation starters

Practice answering some (or all) of these questions about jobs you have completed.

- Explain the framing requirements and checks completed before installing interior doors and cabinetry units.
- Tell me about the methods and processes used when installing and fixing wet area joinery and fixtures.
- Describe the features of doors and how these features effect how the door is installed.
- Describe the process for installing interior doors including pre-hung, double-hung and cavity sliders.
- Tell me how you would protect joinery during storage and after installation.
- Explain how to check health and safety requirements on a site when installing interior joinery.

What the trainee needs to do:

- Cut, fit, and fix interior linings and trim
 - Clean and store tools, plant and equipment used to install interior linings and trim
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 Supplementary evidence guide

When working on a job, collect evidence (examples shown below) to show your training advisor this will support assessment.

- Orders for lining and trim
 - On-line instructions
 - Health and safety instructions
 - Photographs of your work
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 Conversation starters

Practice answering some (or all) of these questions about jobs you have completed.

- Describe checks carried out to framing before installing internal linings.
- Tell me how to handle and store internal linings and trim before installation.
- Explain where you have installed interior linings that were not plasterboard and explain why this material was chosen.
- Cut, fit, and fix interior linings for a construction job.
- Cut, fit, and fix plasterboard which is suitable to the location it is to be fixed.
- Cut, fit, and fix interior trim including skirting and architraves.
- Tell me how you have cleaned and stored the workplace, tools and plant used to install interior linings and trim.

What the trainee needs to do:

- Use adhesives and sealants for construction work
 - Clean and store tools, plant and equipment used to apply sealants and adhesives
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 Supplementary evidence guide

When working on a job, collect evidence (examples shown below) to show your training advisor this will support assessment.

- Tool inventory
 - Photographs of the work you have completed
 - Manufacturer's instructions
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 Conversation starters

Practice answering some (or all) of these questions about jobs you have completed.

- Demonstrate how to use different types of adhesives, information should include the surface preparation and any other relevant conditions.
- Tell me about how you have protected yourself against hazards created by adhesives.
- Show me how you would apply adhesives during a job.
- Tell me how to use sealants, information should include the type of sealant, surface preparation and any other relevant conditions.
- Tell me about how you have protected yourself against hazards created by sealants.
- Show me how you would apply sealants during a job.
- Show me how to clean tools and store tools, plant, and equipment after use.
- Show me how to clean and store tools, plant, and equipment so they are ready for use.

What the trainee needs to know:

- How to cut, fit, and fix interior linings and trim
 - How to meet health and safety requirements for installing interior linings and trim.
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 Supplementary evidence guide

When working on a job, collect evidence (examples shown below) to show your training advisor this will support assessment.

- Orders for lining and trim
 - On-line instructions
 - Health and safety instructions
 - Photographs of your work
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 Conversation starters

Practice answering some (or all) of these questions about jobs you have completed.

In these conversation starters remember to include information about water resistance, fire resistance, impact resistance, bracing, sound control.

Interior trim includes architrave, cornice, skirting, corner, and joint moldings, dado, scotia.

- Tell me about types of plasterboard, pre-finished sheet material, plywood and fibre cement sheeting that you have fitted.
- Explain how you would check work that sub-contractors have completed.
- Describe how you would prepare for a building consent inspection.
- Describe how to seal openings linked to windows, meter box and narrow gaps.
- Tell me about types of mechanical fixings used to fit interior linings.
- Explain how to apply jointing and give reasons why it was used.
- Describe types of moulding you have applied.
- Identify the purpose and function of interior trim.
- Show me how you would calculate, cut, and fit and fix interior trim.
- Explain how you would clean the site after fitting interior linings and interior trim.
- Identify PPE clothing you have used to protect yourself when fitting linings and trims.

