

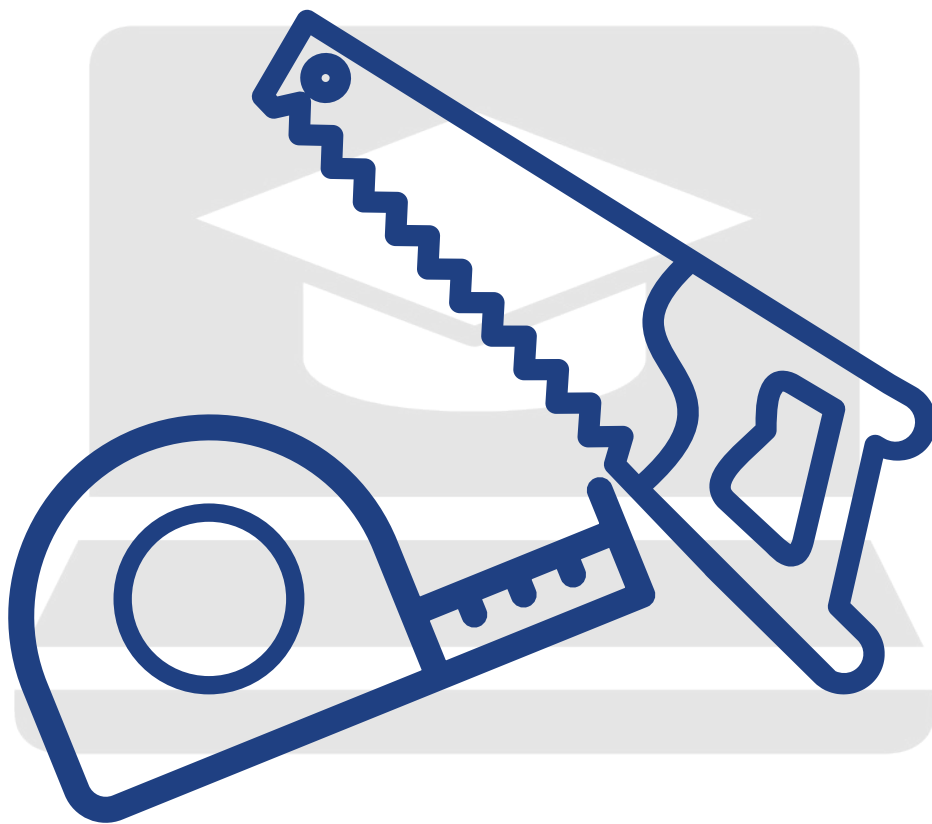


BCATS

BUILDING, CONSTRUCTION
AND ALLIED TRADE SKILLS

Workshop processes

Teacher/Tutor resource



Unit Standard 24356 (v3), Level 1

Apply elementary workshop
procedures and processes
for a BCATS project **8** CREDITS

BCITO
buildingpeople

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(BCITO)**

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Teaching and assessment tips

Purpose

This unit standard credits learners who can:

- establish job requirements for a specified project and prepare to apply processes
- mark out materials for further processing
- apply cutting and shaping processes
- join materials and assemble product components
- apply finishing processes
- complete work operations.

More information about the unit standard's requirements can be found in the Assessment Schedule at the end of this document.

Unit interpretation

Learners must complete a BCATS project to be awarded this unit standard. Examples of suitable projects include, but are not limited to, tables, cabinets, seating, storage chests, shelving units, or projects of similar complexity.

The selected project must require learners to use timber and 3 other materials (for example, manufactured board, metal, plastic, glass, concrete, mechanical fasteners, adhesives, finishing materials, upholstery fabric/leather).

"Finish", in the context of this unit standard, refers to the surface and/or edge treatment detailed in the project plan; eg. planed or sanded, arris or bevelled edges, painted, stained etc and the completion of other detailing.

An Assessment Record Sheet is included in the resources for your learners to complete. The final part of it is where you need to verify you've observed them doing as required. Please attach photographic or similar evidence of the completed project to the Assessment Record Sheet.

Assessment

Information to support assessment decisions should, wherever possible, be collected naturally as the BCATS project progresses.

Assessment of this unit standard consists of:

- **an appropriate and completed project and**
- **a completed Assessment Record Sheet and**
- **verification of learner's correct and safe application of the required workshop processes.**

Alignment with other unit standards

Developing programmes that integrate teaching and learning helps to provide students with meaningful and manageable learning opportunities. The following unit standards are not an exhaustive list of which you could include in your programme and nor should one feel obligated to offer all as linked units. Other unit standards you include will depend on your overall programme of study and what will best meets your learners' needs.

Level 1

It is highly recommend you incorporate these unit standards in your learning programme. Reference is also made to them in the student resources.

24352: *Demonstrate and apply knowledge of safe working practices and use PPE during the construction of a BCATS project*

To achieve US 24356, students must select and use appropriate PPE, use tools used correctly and safely, and observe personal safety and safety of others. This complements the requirements of US 24352, with some of the theory aspects ideal for the project preparation stage and then a final assessment decision once the project is safely completed.

24355: *Demonstrate knowledge of construction and manufacturing materials used in BCATS projects*

US 24355 requires students to read or listen to the instructions for the job and work out what they need to do and then choose – and explain why they chose – timber and three other materials for their project. Undertaking this unit standard in conjunction with US 24356 will add depth to the learning programme.

25920: *Use joints for a BCATS project*

US 25920 requires students to identify and describe types of wood and metal joints, use job specifications to identify a minimum of two types of joints required, and to safely make them. This is complementary to the joints requirements of US 24356.

You could also incorporate:

25919: *Use hardware and fastenings for a BCATS project*

US 25919 credits learner who can identify and describe different types of hardware and fastenings and use at least four of them in a BCATS project. Information in the student resource can help to inform material selection for US 24356; mechanical fasteners and adhesives are two of the materials specifically included as examples of three non-timber materials students may select.

Assessment Schedule

US 24356 (v3) - Apply elementary procedures and processes for a BCATS project (Level 1, Credit 8)

Candidates are required to complete a specified project, and take photos of it as evidence for assessment against this unit standard. Examples of suitable projects include: tables, cabinets, seating, storage chests, complex shelving units, or projects of similar complexity.

Outcome 1	Establish job requirements for a specified BCATS project.	Assessment evidence and judgement
PC 1.1	Working drawings, job specifications and job processes are identified, and confirmed with the supervisor in accordance with workplace practice.	Evidence gathered from a BCATS project showing: <ul style="list-style-type: none"> instructions for a project are read and/or listened to.
PC 1.2	Materials are identified and obtained from BCATS project documentation.	Evidence gathered from a BCATS project and Assessor Observation Sheet showing: <ul style="list-style-type: none"> correct amounts of appropriate materials for project are identified and obtained four different materials are used, which include timber and three others, for example, manufactured board, metal, plastic, glass, concrete, mechanical fasteners, adhesives, finishing materials, upholstery (fabric or leather).
Outcome 2	Mark out materials for further processing	Assessment evidence and judgement
PC 2.1	Marking out processes are identified and tools are selected to meet the requirements of the task.	Evidence gathered from a BCATS project and Assessor Observation Sheet showing: <ul style="list-style-type: none"> marking out processes identified correctly and appropriate tools selected
PC 2.2	Marking out is in accordance with the BCATS project documentation.	<ul style="list-style-type: none"> marking out is correct and accurate
PC 2.3	Marking out tools are used in accordance with the manufacturer's instructions and workplace practice.	<ul style="list-style-type: none"> marking out tools are used correctly.
Outcomes 3	Apply cutting and shaping processes.	Assessment evidence and judgement
PC 3.1	Cutting and shaping processes are identified and tools are selected to meet the requirements of the task.	Evidence gathered from a BCATS project and Assessor Observation Sheet showing: <ul style="list-style-type: none"> cutting and shaping processes identified correctly and appropriate tools selected
PC 3.2	Cutting and shaping is in accordance with the BCATS project documentation.	<ul style="list-style-type: none"> cutting and shaping is correct
PC 3.3	Cutting and shaping tools are used in accordance with the manufacturer's instructions and workplace practice.	<ul style="list-style-type: none"> components for project are cut cleanly and accurately cutting and shaping tools are used correctly.
Outcome 4	Join materials and assemble components for a BCATS project.	Assessment evidence and judgement
PC 4.1	Joining and assembly processes are identified and tools are selected to meet the requirements of the task.	Evidence gathered from a BCATS project and Assessor Observation Sheet showing: <ul style="list-style-type: none"> joining and assembly processes identified correctly and appropriate tools selected
PC 4.2	Joining and assembly are in accordance with the BCATS project documentation.	<ul style="list-style-type: none"> joining and assembly is correct.
PC 4.3	Joining and assembly tools are used in accordance with the manufacturer's instructions and workplace practice.	<ul style="list-style-type: none"> project is sturdy and stable joining and assembly tools used correctly.
Outcome 5	Apply finishing processes.	Assessment evidence and judgement
PC 5.1	Finishing processes are identified and materials are selected to meet the requirements of the task.	Evidence gathered from a BCATS project and Assessor Observation Sheet showing: <ul style="list-style-type: none"> finishing processes are identified correctly and appropriate materials selected
PC 5.2	Finishing processes are applied in accordance with the BCATS project documentation.	<ul style="list-style-type: none"> project is neatly sanded and stained, painted and/or polyurethaned.
Outcome 6	Complete work operations.	Assessment evidence and judgement
PC 6.1	All operations are safely completed in accordance with workplace practice.	Evidence gathered from a BCATS project and/or Assessor Observation Sheet showing: <ul style="list-style-type: none"> appropriate PPE selected and used tools used correctly and safely personal safety and safety of others observed.
PC 6.2	Workplace, tools, plant and equipment are cleaned, and tools, plant and equipment stored in accordance with workplace practice.	Evidence gathered from a BCATS project and Assessor Observation Sheet showing: <ul style="list-style-type: none"> work area cleaned and waste disposed of tools, plant and equipment cleaned and stored correctly.