

SECTION 4: STATEMENT OF WORK EXPERIENCE

Curriculum Number:	682201001
Curriculum Title:	Furniture Maker

Learner Details	
Name:	
ID Number:	

Employer Details	
Company Name:	
Address:	
Supervisor Name:	
Work Telephone:	
E-Mail:	

682201001-00-WM-01, Furniture Machining Operations, NQF Level 2, Credits 30

WM-01-WE01	Read and interpret work instructions and product specifications for machining operations		
	Scope Work Experience	Date	Signature
WA0101	Interpret a job card, cutting list, production flow/routing chart and identify all job requirements and specifications including machines and operations as well as jigs and templates for specific tasks		
WA0102	Read and interpret basic engineering drawings and identify all aspects relevant to the work specifications		
	Supporting Evidence	Date	Signature
SE0101	Signed job card		
WM-01-WE02	Prepare a workstation for machining operations		
	Scope Work Experience	Date	Signature
WA0201	Obtain all required timber and conduct quality checks to ensure the timber quality conforms to specifications		
WA0202	Conduct prestart checks on all machines, equipment and attachments ensuring it complies with safety and working specifications and are in good working order (Inspect that the machine is operational, inspect blade for sharpness and correct blade and v-belts, etc.)		
WA0203	Select and apply personal protective clothing and equipment (PPE and PPC) for the specific machine		
WA0204	Identify and report substandard raw material, machines or PPE		
	Supporting Evidence	Date	Signature
SE0201	Prestart check list		
WM-01-WE03	Perform breakout operations by operating a crosscut saw and ripsaw using solid timber by cutting a minimum of 30 components of the required length and width according to the cutting list		
	Scope Work Experience	Date	Signature
WA0301	Conduct the appropriate setting up procedure of the crosscut saw and ripsaw according to the product		

	specifications on the work instruction		
WA0302	Conduct safety checks on the machines, equipment and workstation to ensure compliance with safety requirements		
WA0303	Observe the direction of the grain of the timber before feeding into the saw		
WA0304	Check cut components at set intervals (do spot checks) for correctness and consistency of cut and grain direction		
WA0305	Use measuring equipment to check that the length or width correspond to cutting list		
WA0306	Label or group components on pallets according to the workplace procedures		
WA0307	Identify, mark and report substandard raw material and components		
WA0308	Dispose of off-cuts safely and store re-useable off-cuts according to sizes and type of timber		
	Supporting Evidence	Date	Signature
SE0301	Completed job card signed by supervisor to confirm work completed		
WM-01-WE04	Produced planed timber and board product components and products (planing straight timber, laminated timber) using surface planer and thickness planer for a minimum period of 3 weeks		
	Scope Work Experience	Date	Signature
WA0401	Conduct the appropriate setting up procedure of the surface planer and thickness planer according to the product specifications on the work instruction		
WA0402	Conduct safety checks on the machines, equipment and workstation to ensure compliance with safety requirements		
WA0403	Operate the surface planer and thickness planer complying with safety standards		
WA0404	Use vernier calliper to verify if the timber is according to specified width and thickness		

WA0405	Label or group components on pallets according to the workplace procedures		
WA0406	Identify, mark and report substandard raw material and components		
	Supporting Evidence	Date	Signature
SE0401	Completed job card signed by the supervisor to confirm work completed to company standards		
WM-01-WE05	Produce sawn timber and board product components and products (producing straight cuts, mitred cuts grooves and half laps) for a minimum period of 5 week using panel saw and radial arm saw		
	Scope Work Experience	Date	Signature
WA0501	Conduct the appropriate setting up procedure of the surface planer and thickness planer according to the product specifications on the work instruction		
WA0502	Conduct safety checks on the machines, equipment and workstation to ensure compliance with safety requirements		
WA0503	Operate a panel saw and radial arm saw to get the required length, and angles that are required.		
WA0504	Check cut components at set intervals (do spot checks) for correctness and consistency of length and angles		
WA0505	Label or group components on pallets according to the workplace procedures		
WA0506	Identify, mark and report substandard raw material and components		
	Supporting Evidence	Date	Signature
SE0501	Completed job card signed by the supervisor to confirm work completed to company standards		
WM-01-WE06	Produce shaped timber and board product components and products (simple to more complex shapes) using the band saw for a period of 2 weeks		
	Scope Work Experience	Date	Signature
WA0601	Conduct the appropriate setting up of the band saw		

WA0602	Conduct safety checks		
WA0603	Confirm if the blade is size and thickness is relevant to the work to be produced		
WA0604	Operate band saw safely and produce required shape and size.		
WA0605	Label components according to work procedures		
WA0606	Identify, mark and report substandard raw material and components.		
	Supporting Evidence	Date	Signature
SE0601	Completed job card signed by the supervisor to confirm work completed to company standards		
WM-01-WE07	Produce machine sanded timber and board components and products (sanding solid timber, veneered bards and composite boards) for a minimum period of 2 week using edge sander, stroke sander and wide belt sander		
	Scope Work Experience	Date	Signature
WA0701	Conduct the appropriate setting up procedure of the surface planer and thickness planer according to the product specifications on the work instruction		
WA0702	Conduct safety checks on the machines, equipment and workstation to ensure compliance with safety requirements		
WA0703	Operate the relevant machines to get the required length and angles		
WA0704	Check cut components at set intervals (do spot checks) for correctness and consistency of length and angles		
WA0705	Label or group components on pallets according to the workplace procedures		
WA0706	Identify, mark and report substandard raw material and components		
	Supporting Evidence	Date	Signature
SE0701	Completed job card signed by the supervisor to confirm work completed to company standards		

WM-01-WE08	Produce straight laminated timber and board components		
	Scope Work Experience	Date	Signature
WA0801	Use tape measure to verify if the length is according to cutting list		
WA0802	Use hand clamps and or laminating press to laminate timber.		
WA0803	Use correct adhesives for the job.		
	Supporting Evidence	Date	Signature
SE0801	Completed job card signed by the supervisor to confirm work completed to company standards		
WM-01-WE09	Apply safety measures and equipment		
	Scope Work Experience	Date	Signature
WA0901	Maintain safe working environment to comply with safety standards		
WA0902	Apply ear and eye protection, dust masks, overall and no loose clothes		
WA0903	Attend regular safety meetings according to the requirements of the workplace		
WA0904	Report inadequate lighting in the machine shop		
WA0905	Participate in simulated fire emergency evacuation procedures		
	Supporting Evidence	Date	Signature
SE0901	Completed job card signed by the supervisor to confirm work completed		
WM-01-WE10	Conduct general housekeeping activities to ensure the work area is clean and neat and complying with safety regulations		
	Scope Work Experience	Date	Signature
WA1001	Clean dust extraction bags where applicable		
WA1002	Check the dust extraction system for working condition		

WA1003	Comply with attendance and time keeping standards as determined by the company		
WA1004	Take necessary actions and measures and to reduce wastage		
WA1005	Produce minimum waste levels as determined by the company within set tolerances		
WA1006	Apply all safety routines and procedures when working with compressed air		
	Supporting Evidence	Date	Signature
SE1001	Completed job card signed by the supervisor to confirm work completed		
WM-01-WE11	Ensure quality of the machined product by identifying machine faults		
	Scope Work Experience	Date	Signature
WA1101	Identify and immediately report any machine defects		
WA1102	Ensure the machine is operated within design specifications		
WA1103	Identify any wrongly fitted attachment and replace		
WA1104	Identify and correct incorrect machine settings		
WA1105	Identify and correct any incorrect speed setting in terms of the rotation of the blade		
WA1106	Conduct calibration routines within the authority of the operator and report any deviations to the supervisor		
	Supporting Evidence	Date	Signature
SE1101	Job card from the supervisor		
WM-01-WE12	Ensure quality of the machined product by identifying raw material faults and handling and storing it correctly		
	Scope Work Experience	Date	Signature
WA1201	Inspect, identify and report all timber defects such as cracks, knots, twists, insects, wet rot and dry rot		
WA1202	Identify the incorrect moisture content of the raw		

	material causing defects such as swelling of boards		
WA1203	Select material correctly according to type as specified on the job card		
WA1204	Handle timber and recuts as delicately as possible avoiding bumping and damaging the edges/chips using trolleys to cart it		
WA1205	Store timber correctly in an area free from moisture		
WA1206	Avoid any misinterpretation of job cards by clarifying information which could be vague or unclear		
	Supporting Evidence	Date	Signature
SE1201	Job card from the supervisor		
WM-01-WE13	Ensure quality of the machined product by identifying process faults		
	Scope Work Experience	Date	Signature
WA1301	Accurately determine the type of material to set the correct working speed of the machine		
WA1302	Accurately determine the type of material to apply the correct feeding of timber to the machine		
WA1303	Ensure the wood is correctly clamped to the jig to avoid damage to machine, unsafe working condition, or not producing the designed product		
	Supporting Evidence	Date	Signature
SE1301	Job card from the supervisor		
WM-01-WE14	Conduct continuous quality inspection of the machined product throughout the machining operation		
	Scope Work Experience	Date	Signature
WA1401	Conduct a quality inspection checking for consistency, accuracy, defects of the product		
WA1402	Conduct a final quality inspection of the machined product before hand over to next process		
WA1403	Record all defects		

	Supporting Evidence	Date	Signature
SE1401	Quality checklist		
WM-01-WE15	Perform maintenance activities to ensure a well maintain machine and workshop		
	Scope Work Experience	Date	Signature
WA1501	Lubricate, clean and service the machine at required intervals as part of routine maintenance activities		
WA1502	Identify and immediately report any machine or machine part or attachment defects		
WA1503	Service the machine at required intervals by replacing belts and applying calibration routines		
WA1504	Check the sharpness of blades, replace cutting tools and inspect v-belts at required intervals		
	Supporting Evidence	Date	Signature
SE1501	Completed machine maintenance checklist signed by the supervisor to confirm work completed		

	Contextualised Workplace Knowledge	Date	Signature
1	Company products		
2	Various departments and workflow		
3	Reporting structures		
4	Company standard operating and safety procedures and quality standards		
5	Workshop layout and designated areas		
6	Personal protective clothing and equipment		

	Additional Assignments to be Assessed Externally	Date	Signature
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682201001-00-WM-02, Furniture Assembling Operations, NQF Level 2, Credits 24

WM-02-WE01	Read and interpret work instructions and product specifications for furniture assembling operations		
	Scope Work Experience	Date	Signature
WA0101	Interpret the job card, cutting list, production flow/routing chart and identify all job requirements and specifications including machines and operations		
WA0102	Identify furniture types, styles and designs from the job card		
WA0103	Read and interpret basic engineering drawings and identify all aspects relevant to the work specifications		
	Supporting Evidence	Date	Signature
SE0101	Signed job card		
WM-02-WE02	Prepare a workstation for furniture assembly operations		
	Scope Work Experience	Date	Signature
WA0201	Obtain all required timber and conduct quality checks to ensure the timber quality conforms to specifications		
WA0202	Obtain all required consumables and accessories specified in the job card and conduct a quality check		
WA0203	Prepare workbenches and equipment to be used		
WA0204	Select and apply personal protective clothing and equipment (PPE and PPC) for the specific machine (such as gloves, dust masks, respirators, etc.)		
	Supporting Evidence	Date	Signature
SE0201	Time sheet/ job card		
WM-02-WE03	Obtain and prepare tools required to produce joints (tools including jig saws, hand routers, drills, doweling jigs, hand saws, sliding bevels, marking gauge and		

	mortise gauge)		
	Scope Work Experience	Date	Signature
WA0301	Compile and send tool list request to the store room or relevant person		
WA0302	Identify tools from the store room and sign them out as per the company policies		
WA0303	Confirm that the tools obtained are relevant to the job and joints to be produced		
WA0304	Set up the tool/ machine correctly		
WA0305	Adjust the cutting tools to meet specifications		
WA0306	Receive and inspect the tools to ensure it meet the specifications and are in good working order and select and fit attachments accurately		
WA0307	Identify machine faults such as blunt blade, wrong sanding grit, wrong nozzle, pressure that is too high or low, balance of air extraction Safely handle, care for and store tools correctly without damaging them		
	Supporting Evidence	Date	Signature
SE0301	Tool request completed and sign by the store room attendant		
WM-02-WE04	Produce minimum of 50 of each of the following joints include dove tail, mortise and tenon, half lap, housing joints, double mortise, dowel joints, biscuit joints, tongue and groove as per cutting list and drawings		
	Scope Work Experience	Date	Signature
WA0401	Mark-out joints as per drawings		
WA0402	Use correct tools and/or correct machine to cut joints		
WA0403	Use vises to secure workpiece to avoid injuries to self and damage to furniture component		
WA0404	Handle cutting tools correctly and safely		
WA0405	Replace bits and cutters where necessary		
WA0406	Produce quality joints in compliance with		

	specifications and tolerances in the time allocated		
	Supporting Evidence	Date	Signature
SE0401	Time sheet/ job card and photos		
WM-02-WE05	Fit and dry assemble at least 50 of each of the following joints: dove tail, mortise and tenon, half lap, housing joints, double mortise, dowel joints, biscuit joints, tongue and groove and inspect for a snug fit		
	Scope Work Experience	Date	Signature
WA0501	Fit the male and female components of the joint and check if a snug fit is obtained		
WA0502	Make a final cleanout of the joints that are too tight		
WA0503	Observe the shoulder to shoulder size according to the product specifications		
WA0504	Check if joints correspond with the specification on the drawing		
	Supporting Evidence	Date	Signature
SE0501	Time sheet/ job card and photos		
WM-02-WE06	Produce 50 different profiles, chamfers, radiuses, rebates, dowelling necessary for the job		
	Scope Work Experience	Date	Signature
WA0601	Prepare a hand router by selecting and attaching the required bits		
WA0602	Confirm the radiuses and profile with the relevant person		
WA0603	Produce profile, chamfer, radiuses, rebates according to specification		
WA0604	Use dowelling jig to produce dowel holes		
WA0605	Check if all profiles and work produced meet requirements		
WA0606	Identify machine faults such as blunt blade, wrong sanding grit, wrong nozzle, pressure that is too high or low, balance of air extraction		

	Supporting Evidence	Date	Signature
SE0601	Time sheet/ job card and photos		
WM-02-WE07	Conduct a dry assembly by fitting all components according to specification of a minimum of 100 furniture products		
	Scope Work Experience	Date	Signature
WA0701	Perform dry assemble to check if the product components fit		
WA0702	Check if the product meets specifications as specified in the drawing		
WA0703	Check product for squareness and stability		
WA0704	Report any deviations to the relevant person		
	Supporting Evidence	Date	Signature
SE0701	Time sheet/ job card and photos		
WM-02-WE08	Perform final assembling of minimum 100 furniture products using clamps, glue, screws and nails		
	Scope Work Experience	Date	Signature
WA0801	Perform final assembly of the product using glue, nails screws and clamps		
WA0802	Use tape measure to check if the product is square		
WA0803	Remove excess glue from the joints		
WA0804	Countersink all screws		
WA0805	Punch all nails to ensure they are not protruding to the surface		
	Supporting Evidence	Date	Signature
SE0801	Time sheet/ job card and photos		
WM-02-WE09	Perform sanding and smooth the surface and sharp edges of a minimum of 100 furniture products		
	Scope Work Experience	Date	Signature

WA0901	Select and use the correct sand paper		
WA0902	Sand all surfaces and ensure that it is ready to accept finishing material		
WA0903	Remove all sharp edges by sanding them off		
WA0904	Apply stopping on the surface to rectify faults where necessary		
	Supporting Evidence	Date	Signature
SE0901	Time sheet/ job card and photos		
WM-02-WE10	Apply safety measures and equipment		
	Scope Work Experience	Date	Signature
WA1001	Maintain safe working environment to comply with safety standards		
WA1002	Apply ear and eye protection, dust masks, overall and no loose clothes		
WA1003	Attend regular safety meetings according to the requirements of the workplace		
WA1004	Report inadequate lighting in the assembly shop		
WA1005	Participate in a simulated fire emergency evacuation procedure		
	Supporting Evidence	Date	Signature
SE1001	Time sheet/ job card and photos		
WM-02-WE11	Conduct general housekeeping activities to ensure the work area is clean and neat and complying with safety regulations		
	Scope Work Experience	Date	Signature
WA1101	Record and report assembly production information and prepare assembly documentation		
WA1102	Clean dust extraction bags where applicable		
WA1103	Check the dust extraction system for working condition		

WA1104	Comply with attendance and time keeping standards as determined by the company		
WA1105	Take necessary actions and measures and to reduce wastage		
WA1106	Produce minimum waste levels as determined by the company within set tolerances		
WA1107	Apply all safety routines and procedures when working with compressed air		
	Supporting Evidence	Date	Signature
SE1101	Time sheet/ job card and photos		
WM-02-WE12	Ensure quality of the assembled product by identifying machine faults		
	Scope Work Experience	Date	Signature
WA1201	Identify and immediately report any power tool defects		
WA1202	Ensure the power tool is operated within design specifications		
WA1203	Identify any wrongly fitted attachment and replace		
WA1204	Identify and correct incorrect power tool settings		
WA1205	Conduct calibration routines within the authority of the operator and report any deviations to the supervisor		
	Supporting Evidence	Date	Signature
SE1201	Time sheet/ job card and photos		
WM-02-WE13	Ensure quality of the assembled product by identifying raw material faults		
	Scope Work Experience	Date	Signature
WA1301	Inspect, identify and report all component defects such as cracks, knots, twists, insects, wet rot and dry rot		
WA1302	Identify component faults such as squareness of the component, incorrect size, knots causing rejects, smoothness and scratches		
WA1303	Select components correctly according to type as		

	specified on the job card		
WA1304	Handle furniture product components with utmost care to prevent damaging or chipping the edges		
WA1305	Avoid any misinterpretation of job cards by clarifying information which could be vague or unclear		
	Supporting Evidence	Date	Signature
SE1301	Time sheet/ job card and photos		
WM-02-WE14	Ensure quality of the assembled product by identifying process faults		
	Scope Work Experience	Date	Signature
WA1401	Observe the direction of the grains of the wood while drilling or producing a joint to ensure the pattern of the grain is correct		
WA1402	Perform quality or style changes such as changing form solid wood to board or from soft wood to hard wood paying attention to settings such as speed and cleaning to prevent scratching		
WA1403	Identify process faults such as blade marks, timber moisture content, burn marks, paint contaminated with water, over spraying, running, mixing of wrong paints, wrong viscosity, wrong reaction or inconsistencies in the cut product		
WA1404	Store and label components and assembled furniture according to specifications and size		
WA1405	Ensure the wood is correctly clamped in the vice to avoid damage to machine, unsafe working condition, or not producing the designed product		
	Supporting Evidence	Date	Signature
SE1401	Time sheet/ job card and photos		
WM-02-WE15	Conduct continuous quality inspection of the assembled product throughout the assembling operation		
	Scope Work Experience	Date	Signature
WA1501	Check samples at set intervals (spot checks) for correctness and consistency of cut components		

WA1502	Conduct a quality inspection checking for consistency, accuracy, defects of the product		
WA1503	Conduct a final quality inspection of the machined product before hand over to next process		
WA1504	Record all defects		
	Supporting Evidence	Date	Signature
SE1501	Quality checklist		
WM-02-WE16	Perform maintenance activities to ensure a well maintain machine and workshop		
	Scope Work Experience	Date	Signature
WA1601	Lubricate, clean and service the machine at required intervals as part of routine maintenance activities		
WA1602	Identify and immediately report any machine or machine part or attachment defects		
	Supporting Evidence	Date	Signature
SE1601	Completed machine maintenance checklist		

	Contextualised Workplace Knowledge	Date	Signature
1	Company products		
2	Various departments and workflow		
3	Reporting structures		
4	Company standard operating and safety procedures and quality standards		
5	Workshop layout and other designated areas		
6	Personal protective clothing and equipment		

	Additional Assignments to be Assessed Externally	Date	Signature
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682201001-00-WM-03, Furniture Finishing Operations, NQF Level 2, Credits 25

WM-03-WE01	Read and interpret work instruction and product specifications for furniture finishing operations		
	Scope Work Experience	Date	Signature
WA0101	Interpret the job card, cutting list, production flow/routing chart and identify all job requirements and specifications including machines and operations for the finishing of furniture		
WA0102	Identify furniture types, styles and designs from the job card		
WA0103	Identify all finishing and chemical applications indicated on the job card		
WA0104	Read and interpret basic engineering drawings and identify all aspects relevant to the work specifications		
	Supporting Evidence	Date	Signature
SE0101	Time sheet/ job card and photos		
WM-03-WE02	Prepare a furniture finishing workstation by obtaining all necessary tools, equipment and removing all foreign objects from the workstation		
	Scope Work Experience	Date	Signature
WA0201	Obtain all required material such as sanding papers		
WA0202	Prepare workbenches and equipment to be used		
WA0203	Obtain all PPE required such as gloves, dust masks, respirators, etc.		
WA0204	Remove all foreign objects from the workbench		
WA0205	Obtain and set a stop watch		
WA0206	Ensure the spray room/booth is dust free and the		

	extraction system is in working order		
	Supporting Evidence	Date	Signature
SE0201	Time sheet/ job card and photos		
WM-03-WE03	Prepare a minimum of 100 products or components for initial/ base coat		
	Scope Work Experience	Date	Signature
WA0301	Identify and rectify faults on the surface of the work piece		
WA0302	Apply stopping where required selecting a matching colour		
WA0303	Perform hand sanding using the correct sand paper grit to achieve the required surface in preparation for the base coat application		
WA0304	Remove dust from the work piece		
WA0305	Cover handles, hinges and areas with masking tape where necessary		
WA0306	Label all covered areas to ensure correct colour/chemical is applied		
	Supporting Evidence	Date	Signature
SE0301	Time sheet/ job card and photos		
WM-03-WE04	Identify, select and prepare finishing chemicals such as lacquers, varnishes, tinted lacquers, paints, varnishes, stains, sealers and primers		
	Scope Work Experience	Date	Signature
WA0401	Confirm with the specification sheet the type of finish to be used		
WA0402	Obtain relevant finishing chemicals		
WA0403	Ensure that the finishing chemicals is within its shelf life		
WA0404	Prepare the required amount of finishing chemicals to avoid waste		

WA0405	Read and understand the relevant material safety data sheet (MSDS)		
WA0406	Mix chemicals and add catalyst where required		
WA0407	Perform viscosity checks to determine readiness for spraying		
	Supporting Evidence	Date	Signature
SE0401	Time sheet/ job card and photos		
WM-03-WE05	Identify, select and adjust spraying equipment for furniture finishing operations		
	Scope Work Experience	Date	Signature
WA0501	Assemble the spray gun and rinse with relevant solvent ensuring the gun is properly clean and free from oil and water		
WA0502	Connect the spray gun to an air pipe and airline and allow flow of air to the spraying equipment		
WA0503	Check and adjust compressed air to the required pressure bar		
WA0504	Adjust the spray gun according to required pressure, fluid, pattern and size of the work piece		
WA0505	Run a sample to ensure specifications are met and adjust settings if necessary		
	Supporting Evidence	Date	Signature
SE0501	Time sheet/ job card and photos		
WM-03-WE06	Perform spraying application using conventional spray guns or pumps for a minimum of 100 products		
	Scope Work Experience	Date	Signature
WA0601	Use turn tables for spraying in the spray booth/room		
WA0602	Start the extraction booth and fan		
WA0603	Place work piece in such a way that excess spray flows through freely		
WA0604	Handle the gun correctly and perpendicular to the		

	surface		
WA0605	Ensure the movement of the gun is straight avoiding twisting of the hand and over lapping strokes ensuring even coverage of the workpiece		
	Supporting Evidence	Date	Signature
SE0601	Time sheet/ job card and photos		
WM-03-WE07	Prepare workpieces for the next coat by denibbing and/or sanding between coats for a minimum of 100 products/ components using correct grit sandpaper		
	Scope Work Experience	Date	Signature
WA0701	Obtain correct grit sanding paper for denibbing		
WA0702	Sand product without removing the initial coat		
WA0703	Clean the workpiece and ensure that the surface is dry and ready to accept the final coat		
	Supporting Evidence	Date	Signature
SE0701	Time sheet/ job card and photos		
WM-03-WE08	Perform all operations by adhering to safety and housekeeping rules consistently and continuously		
	Scope Work Experience	Date	Signature
WA0801	Maintain safe working environment by complying with safety standards and using PPE such as ear and eye protection, dust masks, overall and no loose clothes		
WA0802	Ensure lifting equipment is used for moving heavy products material		
WA0803	Dispose of waste according to regulation and company policy		
WA0804	Work area is kept clean at all times		
WA0805	All chemicals are stored safely in fireproof storage according to safety requirements		
WA0806	Label all material in the storage facility		
WA0807	Attend regular safety meetings according to the		

	requirements of the workplace		
WA0808	Report inadequate lighting in the finishing department		
WA0809	Participate in a simulated fire emergency evacuation procedure		
	Supporting Evidence	Date	Signature
SE0801	Time sheet/ job card and photos		
WM-03-WE09	Conduct general housekeeping activities to ensure the work area is clean and neat and complying with safety regulations		
	Scope Work Experience	Date	Signature
WA0901	Record and report furniture finishing production information and prepare assembly documentation		
WA0902	Clean dust extraction bags where applicable		
WA0903	Check the dust extraction system for working condition		
WA0904	Comply with attendance and time keeping standards as determined by the company		
WA0905	Take necessary actions and measures and to reduce wastage		
WA0906	Produce minimum waste levels as determined by the company within set tolerances		
WA0907	Apply all safety routines and procedures when working with compressed air		
WA0908	Store and label components and assembled furniture according to specifications and size		
	Supporting Evidence	Date	Signature
SE0901	Time sheet/ job card and photos		
WM-03-WE10	Ensure quality of the finished furniture product by identifying machine faults		
	Scope Work Experience	Date	Signature
WA1001	Inspect the finished product visually and by feel to ensure compliance with product specifications		

WA1002	Check the finished product against specification		
WA1003	Identify and immediately report any power tool defects		
WA1004	Ensure the power tool is operated within design specifications		
WA1005	Identify any wrongly fitted attachment and replace		
WA1006	Identify and correct incorrect power tool settings		
WA1007	Identify machine faults such as wrong nozzle, pressure that is too high or low or incorrect balance of air extraction		
WA1008	Identify product faults such as incorrect shape, warped joints, incorrect size and scratches		
WA1009	Identify process faults such as blade marks, paint/coating contaminated with water, over spraying, running, mixing of wrong paints/chemicals, wrong viscosity, wrong reaction or inconsistencies in the cut product		
	Supporting Evidence	Date	Signature
SE1001	Time sheet/ job card and photos		
WM-03-WE11	Ensure quality of the finished furniture product by identifying raw material faults		
	Scope Work Experience	Date	Signature
WA1101	Inspect the finished product visually and by feel to ensure compliance with product specifications and identify and report all component defects such as cracks, knots, twists, insects, wet rot and dry rot		
WA1102	Identify component faults such as squareness of the component, incorrect size, knots causing rejects, smoothness and scratches		
	Supporting Evidence	Date	Signature
SE1101	Time sheet/ job card and photos		
WM-03-WE12	Ensure quality of the finished furniture product by identifying process and product faults		
	Scope Work Experience	Date	Signature

WA1201	Inspect the finished product visually and by feel to ensure compliance with product specifications		
WA1202	Check the finished product against specification		
WA1203	Perform quality or style changes such as changing form solid wood to board or from soft wood to hard wood paying attention to tool settings such as speed and cleaning to prevent scratching		
WA1204	Identify process faults such as blade marks, timber moisture content, burn marks, paint contaminated with water, over spraying, running, mixing of wrong paints, wrong viscosity, wrong reaction or inconsistencies in the cut product		
WA1205	Ensure the wood is correctly clamped in the vice to avoid damage to machine, unsafe working condition, or not producing the designed product		
WA1206	Select components correctly according to type as specified on the job card		
WA1207	Handle furniture product components with utmost care to prevent damaging or chipping the edges		
WA1208	Avoid any misinterpretation of job cards by clarifying information which could be vague or unclear		
	Supporting Evidence	Date	Signature
SE1201	Time sheet/ job card and photos		
WM-03-WE13	Conduct continuous quality inspection of the finished furniture product throughout the assembling operation		
	Scope Work Experience	Date	Signature
WA1301	Check samples at set intervals (spot checks) for correctness and consistency of cut components		
WA1302	Conduct a quality inspection checking for consistency, accuracy, defects of the product		
WA1303	Conduct a final quality inspection of the machined product before hand over to next process		
WA1304	Record all defects		
	Supporting Evidence	Date	Signature

SE1301	Quality checklist		
WM-03-WE14	Perform minor maintenance activities to ensure a well maintain machine		
	Scope Work Experience	Date	Signature
WA1401	Lubricate, clean and service the machine at required intervals as part of routine maintenance activities		
WA1402	Identify and immediately report any machine or machine part or attachment defects		
	Supporting Evidence	Date	Signature
SE1401	Completed machine maintenance checklist		

	Contextualised Workplace Knowledge	Date	Signature
1	Company products		
2	Various departments and workflow		
3	Reporting structures		
4	Company standard operating and safety procedures and quality standards		
5	Workshop layout and designated areas		
6	Personal protective clothing and equipment		

	Additional Assignments to be Assessed Externally	Date	Signature

682201001-00-WM-04, Crafted Furniture Machining Operations, NQF Level 4, Credits 70

WM-04-WE01	Read, interpret and produce basic engineering drawings		
	Scope Work Experience	Date	Signature
WA0101	Produce engineering drawings for a chair, stool, table, box, cabinet, book shelf		
WA0102	Identify all components to be cut and processed in the machining department and compile a cutting list		
WA0103	Identify the manufacturing processes from the drawing and compile routing sheets		
WA0104	Identify and correctly calculate the raw material needed for the product		
	Supporting Evidence	Date	Signature
SE0101	Completed drawings		
SE0102	Completed routing sheet		
SE0103	Completed cutting list		
SE0104	Completed raw material list		
WM-04-WE02	Prepare for operations in the machining department		
	Scope Work Experience	Date	Signature
WA0201	Receive cutting list and other production information and check for accuracy and sufficiency and report any incorrect information		
WA0202	Receive all necessary materials and equipment for the task and confirm that all components are according to sizes, numbers and quality as per cutting list		
WA0203	Prepare the working area for the task ensuring it is clean and free from dust and oil or any foreign material which can contaminate the work piece		
WA0204	Production information is checked for accuracy and sufficiency and any incorrect information is reported to the relevant person		
WA0205	All necessary materials and equipment for the job are identified and accessed, and any non-availability is		

	reported to the relevant person		
WA0206	The quality and quantity of materials is checked and remedial action taken if there is non-conformity		
WA0207	Accurately establish the compatibility of materials with the boring machine to be used and take correct remedial action to address non-conformity		
WA0208	Jigs, templates and other necessary dimension control aids are available, correct and fit for the purpose		
	Supporting Evidence	Date	Signature
SE0201	Prepared work area		
WM-04-WE03	Design, construct and test jigs and templates for back legs of a chair, tempered legs of a server and a curved armrest for one off use, multiple use; short term use; and long term use using a suitable material for the purpose of the jig or template (Masonite, MDF; Perspex; plywood; appropriate new materials or off cuts)		
	Scope Work Experience	Date	Signature
WA0301	Read and interpret the requirements and sample for the jigs and templates according to production, quality and organisational requirements		
WA0302	Jigs and templates made, provide for secure and safe attachment, accurate calibrators and sizing for their production purpose		
WA0303	Inspect jigs and templates to confirm specification accuracy and accurate sample match		
WA0304	Correctly label jigs and templates are and place in the designated location		
WA0305	Documentation is completed accurately and according to organisational requirements		
	Supporting Evidence	Date	Signature
SE0301	Photos of completed jigs		
SE0302	Completed job card confirming completion of work		
WM-04-WE04	Repair jigs and templates		

	Scope Work Experience	Date	Signature
WA0401	Inspect jigs and templates for damage to maintain accuracy and quality of the operations and identify damage or faults		
WA0402	Plan the repair operation to minimise production downtime		
WA0403	Repair the jig or template confirming accurate sample match		
	Supporting Evidence	Date	Signature
SE0401	Photos of repaired jigs and templates (before and after)		
SE0402	Completed job card confirming completion of work		
WM-04-WE05	Modify jigs and templates		
	Scope Work Experience	Date	Signature
WA0501	Determine the feasibility of the intended modification		
WA0502	Identify the modification requirement and confirm with the relevant person		
WA0503	Plan the modification process to minimise production downtime		
WA0504	Conduct the modification accurately to specification and inspect the jig or template to confirm an accurate sample match is obtained		
WA0505	Perform the modification safely and within the optimum time scales		
WA0506	Correctly mark modified jigs and templates for identification and return to their correct location		
	Supporting Evidence	Date	Signature
SE0501	Photos of modified jigs and templates (before and after)		
SE0502	Completed job card confirming completion of work		
WM-04-WE06	Produce bored timber and board product components and products operating a multi-borer at 90 degrees		

	and 45 degrees drilling and different angles		
	Scope Work Experience	Date	Signature
WA0601	Set out, measure and mark material for boring applying the correct dimensions and calculations		
WA0602	Inspect and set up the machine for boring by inserting cutters, adjusting clamps and stoppers ensuring left side drills corresponds with the right hand side components		
WA0603	Identify correct dowel sizes		
WA0604	Set the correct pressure of the machine and run a test piece and correct all deviations		
WA0605	Drill materials at feed speeds suited to materials and machine applying guards and relevant safety procedures and requirements throughout the operations		
WA0606	Inspect the bored components to confirm quality and meeting product specifications		
WA0607	Identify and report substandard raw material and components		
WA0608	Label or group components on pallets for dispatch to the next operation		
	Supporting Evidence	Date	Signature
SE0601	Photos of bored timber and bored board products or components		
SE0602	Completed job card confirming accurate completion of work		
WM-04-WE07	Operate the edge bander to produce machine banded product for a period of 2 weeks working with solid edging, impact and veneer edging		
	Scope Work Experience	Date	Signature
WA0701	Set out, measure and mark material for edging applying the correct dimensions and calculations		
WA0702	Inspect and set up the machine for edging by adjusting cutters, rollers, pressure and height of the machine cutting unit		

WA0703	Ensure that temperature of the glue is according to edging and machine specification		
WA0704	Run and inspect a test piece to confirm correct settings		
WA0705	Edge band materials at feed speeds suited to materials and machine applying guards and relevant safety procedures and requirements throughout the operations		
WA0706	Inspect the edge banded components to confirm quality and meeting product specifications		
WA0707	Identify and report substandard raw material and components		
WA0708	Label or group components on pallets for dispatch to the next operation		
	Supporting Evidence	Date	Signature
SE0701	Photos of edge banded timber and bored board products or components		
SE0702	Completed job card confirming accurate completion of work		
WM-04-WE08	Produce profiled timber and board product components and products by operating a spindle, moulder and overhead router to produce components with different profiles, moulds, rebates, grooves, chamfers, radiuses, and bullnoses for a period of 3 weeks		
	Scope Work Experience	Date	Signature
WA0801	Set out, measure and mark material for profiling applying the correct dimensions and calculations		
WA0802	Inspect and set up the machine for profiling operations		
WA0803	Adjust the spindle feeder to correct height		
WA0804	Select the correct feeding speed and direction		
WA0805	Adjust cutting tools to correct angles, width and length and depth		
WA0806	Run and inspect a test piece to confirm correct		

	settings		
WA0807	Operate the spindle, moulder and overhead router to produce components with different profiles, moulds, rebates, grooves, chamfers, radiuses, and bullnoses at feed speeds suited to materials and machine applying guards and relevant safety procedures and requirements throughout the operations		
WA0808	Inspect the profiled components to confirm quality and meeting product specifications		
WA0809	Identify and report substandard raw material and components		
WA0810	Label or group components on pallets for dispatch to the next operation		
	Supporting Evidence	Date	Signature
SE0801	Photos of profiled timber board products or components		
SE0802	Completed job card confirming accurate completion of work		
WM-04-WE09	Produce turned timber components and products by operating a lathe and copy lathe to produce 100 turned components		
	Scope Work Experience	Date	Signature
WA0901	Set out, measure and mark material for profiling applying the correct dimensions and calculations		
WA0902	Inspect and set up the machine for wood turning operations		
WA0903	Adjust the lathe and copy lathe to required adjustments		
WA0904	Fit components securely to the machines		
WA0905	Select and fit the correct chisels		
WA0906	Secure the templates and jigs to the machine		
WA0907	Operate a lathe and copy lathe to produce 100 turned components using the lathe and copy lathe		

WA0908	Inspect the profiled components to confirm quality and meeting product specifications		
WA0909	Identify and report substandard raw material and components		
WA0910	Label or group components on pallets for dispatch to the next operation		
	Supporting Evidence	Date	Signature
SE0901	Photos of turned timber products or components		
SE0902	Completed job card confirming accurate completion of work		
WM-04-WE10	Produce jointed timber producing different sizes and angles of Mortise-and-Tenon joints by operating the Mortise-and-Tenon machine for a period of 2 weeks in the machining department		
	Scope Work Experience	Date	Signature
WA1001	Set out, measure and mark timber and composite board for profiling applying the correct dimensions and calculations		
WA1002	Inspect and set up the machine for cutting joints		
WA1003	Set-up correct shoulder sizes and adjust cutting tools to correct angles, width and length and depth		
WA1004	Set the correct pressure of the machine		
WA1005	Run and inspect a test piece to confirm correct settings		
WA1006	Start, stop and control the Mortise-and-Tenon producing different sizes and angles of Mortise-and-Tenon joints		
WA1007	Cut joints according specification (joints include but not limited to: double end mortise, mitered butt joints, butt joints, tongue and groove, rail and style, dado joint, rabbet joint)		
WA1008	Inspect the jointed components to confirm quality and meeting product specifications		
WA1009	Identify and report substandard raw material and components		

WA1010	Label or group components on pallets for dispatch to the next operation		
	Supporting Evidence	Date	Signature
SE1001	Photos of jointed timber products or components		
SE1002	Completed job card confirming accurate completion of work		
WM-04-WE11	Conclude operations according to workplace requirements		
	Scope Work Experience	Date	Signature
WA1101	Unused materials are returned to appropriate storage		
WA1102	Apply time and self-management to achieve the operation in compliance with safety requirements and within the time allocated		
WA1103	Perform the process according to health and safety requirements within the allocated time		
WA1104	Record and submit all production information and processes		
WA1105	Faulty and/or defective equipment is tagged and reported in accordance with workplace practices		
WA1106	Waste and scrap materials are dealt with following workplace procedures in compliance with environmental requirements		
	Supporting Evidence	Date	Signature
SE1101	Completed job card confirming accurate completion of work		
WM-04-WE12	Perform routine cleaning and minor maintenance in the workshop to maintain the good working order of the machines, tooling, equipment and safe working conditions		
	Scope Work Experience	Date	Signature
WA1201	Inspect, clean and conduct minor maintenance tasks on machines (such as lubrication, belt tension, etc.) to maintain serviceability of the machines		

WA1202	Inspect, clean and conduct minor maintenance tasks on tooling and equipment such as sharpening to maintain the good working order		
WA1203	Faulty and/or defective equipment is tagged and reported in accordance with workplace practices		
WA1204	Clean the working environment and inspect for compliance with safety requirements		
	Supporting Evidence	Date	Signature
SE1201	Completed checklists and reports		
WM-04-WE13	Apply safety procedures and equipment when operating machines, working with chemicals, handling wood, board and components for the duration of the work experience		
	Scope Work Experience	Date	Signature
WA1301	Operate machines ensuring work practices minimise the risk of injury and damage to machinery, equipment and safety of self and others		
WA1302	Inspect the workshop, machines, tools and equipment to determine whether these aspects comply with occupational health and safety requirements		
WA1303	Identify, record and report conditions that present a threat to safety, health and the environment		
WA1304	Promptly identify appropriate corrective actions and consult the appropriate parties about these actions		
WA1305	Trace and report ongoing safety concerns in work area ensuring corrective actions are taken		
WA1306	Complete health, safety and environment reports using the required format		
WA1307	Identify, select and apply personal protective clothing and equipment appropriate to the task		
WA1308	Participate in a fire evacuation drill		
	Supporting Evidence	Date	Signature
SE1301	Completed checklists and reports		

	Contextualised Workplace Knowledge	Date	Signature
1	Company products		
2	Various departments and workflow		
3	Reporting structures		
4	Company standard operating and safety procedures and quality standards		
5	Workshop layout and designated areas		
6	Personal protective clothing and equipment		

	Additional Assignments to be Assessed Externally	Date	Signature

682201001-00-WM-05, Crafted Furniture Assembling Operations, NQF Level 3, Credits 55

WM-05-WE01	Read, interpret and produce basic engineering drawings		
	Scope Work Experience	Date	Signature
WA0101	Produce engineering drawings for a chair, stool, table, box, cabinet, book shelve		
WA0102	Identify all components to be assembled and processed in the assembling department and compile a checklist		
WA0103	Identify the manufacturing processes from the drawing and compile routing sheets		
WA0104	Identify and correctly calculate the raw material (finishings, etc.) needed for the product		

	Supporting Evidence	Date	Signature
SE0101	Completed drawings		
SE0102	Completed routing sheet		
SE0103	Completed checklist		
SE0104	Completed raw material list		
WM-05-WE02	Prepare for operations in the assembling department		
	Scope Work Experience	Date	Signature
WA0201	Receive work instructions and product specifications and other production information and check for accuracy and sufficiency and report any incorrect information		
WA0202	Select and obtain all necessary materials and equipment for the task and confirm that all components are according to sizes, numbers and quality as per cutting list		
WA0203	Prepare the working area for the task ensuring it is clean and free from dust and oil or any foreign material which can contaminate the workpiece		
WA0204	Production information is checked for accuracy and sufficiency and any incorrect information is reported to the relevant person		
WA0205	All necessary materials and equipment for the job are identified and accessed, and any non-availability is reported to the relevant person		
WA0206	The quality and quantity of materials is checked and remedial action taken if there is non-conformity		
WA0207	Accurately establish the compatibility of materials with the boring machine to be used and take correct remedial action to address non-conformity		
WA0208	Inspect jigs, templates and other necessary dimension control aids ensuring they are available, correct and fit for the purpose		
	Supporting Evidence	Date	Signature
SE0201	Prepared work area		

WM-05-WE03	Design, construct and test templates, moulds and formers for curved, laminated drawers and raised and curved doors and a curved armrest for one off use, multiple use; short term use; and long term use using a suitable material for the purpose of the templates, moulds and formers		
	Scope Work Experience	Date	Signature
WA0301	Read and interpret the requirements and sample for the templates, moulds and formers according to production, quality and organisational requirements		
WA0302	Templates, moulds and formers made, provide for secure and safe attachment, accurate calibrators and sizing for their production purpose		
WA0303	Inspect templates, moulds and formers to confirm specification accuracy and accurate sample match		
WA0304	Correctly label templates, moulds and formers are and place in the designated location		
WA0305	Documentation is completed accurately and according to organisational requirements		
	Supporting Evidence	Date	Signature
SE0301	Photos of completed jigs		
SE0302	Completed job card confirming completion of work		
WM-05-WE04	Repair templates, moulds and formers		
	Scope Work Experience	Date	Signature
WA0401	Inspect templates, moulds and formers for damage to maintain accuracy and quality of the operations and identify damage or faults		
WA0402	Plan the repair operation to minimise production downtime		
WA0403	Repair the templates, moulds and formers confirming accurate sample match		
	Supporting Evidence	Date	Signature
SE0401	Photos of repaired jigs and templates (before and after)		

SE0402	Completed job card confirming completion of work		
WM-05-WE05	Modify templates, moulds and formers		
	Scope Work Experience	Date	Signature
WA0501	Determine the feasibility of the intended modification		
WA0502	Identify the modification requirement and confirm with the relevant person		
WA0503	Plan the modification process to minimise production downtime		
WA0504	Conduct the modification accurately to specification and inspect the templates, moulds and formers to confirm an accurate sample match is obtained		
WA0505	Perform the modification safely and within the optimum time scales		
WA0506	Correctly mark modified templates, moulds and formers for identification and return to their correct location		
	Supporting Evidence	Date	Signature
SE0501	Photos of modified jigs and templates (before and after)		
SE0502	Completed job card confirming completion of work		
WM-05-WE06	Plan, cut and joint veneers		
	Scope Work Experience	Date	Signature
WA0601	Read and interpret work instruction, product requirements and drawings for the manufacturing of veneers and select appropriate type of cut, matching of materials and jointing type and method for the task		
WA0602	Identify, select and use tools and equipment for cutting, sawing and sanding of veneers		
WA0603	Identify, select and measure materials for veneers and perform matching to achieve aesthetic and light refraction requirements		
WA0604	Inspect veneers and confirm accuracy of measuring, matching of grain direction and light refraction and		

	cutting tasks		
WA0605	Identify, select and prepare adhesives for the jointing procedure		
WA0606	Identify jointing and veneer problems and faults and reject and replace and report to the relevant person		
WA0607	Handle, move and store workpiece in a manner which does not cause damage		
WA0608	Unused materials are returned to appropriate storage		
WA0609	Apply time and self-management to achieve the operation in compliance with safety requirements and within the time allocated		
	Supporting Evidence	Date	Signature
SE0601	Copy of signed job card		
SE0602	Photos of completed inlays		
SE0603	Production records		
WM-05-WE07	Lay veneers and hand fit inlays		
	Scope Work Experience	Date	Signature
WA0701	Read and correctly interpret specifications for the laying of veneers and hand fitting of inlays to identify the type and quality of veneers; grain matching; colour matching; moisture content, etc.		
WA0702	Identify, select and use tools and equipment for inlay and adhesive application and inspect to confirm correct condition for safe and effective production		
WA0703	Identify, select and inspect material surfaces and to confirm quality, to ensure it is free of defects; dust; chippings and ready to receive veneer or inlay		
WA0704	Check and confirm the inlay design and type with specification		
WA0705	Sequence of inlay settings are determined		
WA0706	Identify, correctly mix and apply adhesives in the inlaying process according to the manufacturer specifications (MSDS)		

WA0707	Apply the inlay using selected pressing and inlay techniques ensuring the lateral and vertical fit conforms to specification requirements		
WA0708	Inspect the workpiece to identify faults, ensuring the surface is free from excess adhesives and exposed surfaces are straight and even		
WA0709	Unused materials are returned to appropriate storage		
WA0710	Apply time and self-management to achieve the operation in compliance with safety requirements and within the time allocated		
WA0711	Perform the process according to health and safety requirements within the allocated time		
WA0712	Record and submit all production information and processes		
	Supporting Evidence	Date	Signature
SE0701	Copy of signed job card		
SE0702	Photos of completed inlays		
SE0703	Production records		
WM-05-WE08	Assemble and complete crafted furniture		
	Scope Work Experience	Date	Signature
WA0801	Read and correctly interpret specifications for the manufacturing of crafted furniture to identify the type and quality of the various features of the workpiece such as veneers, inlays, moulded features, laminated features, curved drawers and doors, curved and raised panel doors, etc.		
WA0802	Check and confirm the workpiece design and type with specification		
WA0803	Identify, select and use tools and equipment for the manufacturing of the respective features and inspect to confirm correct condition for safe and effective operation		
WA0804	Identify, select and inspect material surfaces and to confirm quality, to ensure it is free of defects; dust; chippings and ready for the manufacturing process		

WA0805	Identify and select accessories, fittings and finishings as per specifications		
WA0806	Identify, correctly mix and apply adhesives in the inlaying process according to the manufacturer specifications (MSDS)		
WA0807	Apply the inlay according to the sequence using selected pressing and inlay techniques ensuring the lateral and vertical fit conforms to specification requirements		
WA0808	Produce drawer components using various machines and hand held machines for 50 drawers of different shapes and sizes including curved and laminated drawers and fit drawer bottom and front pieces and runners ensuring a smooth sliding action		
WA0809	Produce 25 curved and raised panel doors and fit to carcasses ensuring the doors fit square and true		
WA0810	Cut and prepare joints according specification including but not limited to: double end mortise, mitred butt joints, butt joints, tongue and groove, rail and style, dado joint, rabbet joint) ensuring a snug and stable fit		
WA0811	Produce mouldings according to specification (mouldings includes chamfers, radiuses, bullnoses)		
WA0812	Cut, shape and mould components according to specification (shapes include but not limited to: square, arch, concave, convex, L-shape, U-shape)		
WA0813	Inspect the work piece to identify faults, ensuring the surface is free from excess adhesives and exposed surfaces are straight and even		
WA0814	Unused materials are returned to appropriate storage		
WA0815	Apply time and self-management to achieve the operation in compliance with safety requirements and within the time allocated		
WA0816	Perform the process according to health and safety requirements within the allocated time		
WA0817	Record and submit all production information and processes		
	Supporting Evidence	Date	Signature

SE0801	Time sheet/ job card, photos and log book completed and signed by the supervisor		
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	Contextualised Workplace Knowledge	Date	Signature
1	Company products		
2	Various departments and workflow		
3	Reporting structures		
4	Company standard operating and safety procedures and quality standards		
5	Workshop layout and designated areas		
6	Personal protective clothing and equipment		

	Additional Assignments to be Assessed Externally	Date	Signature

682201001-00-WM-06, Prototype and Crafted Furniture making and Furniture repairing Processes, NQF Level 4, Credits 85

WM-06-WE01	Develop and construct technical drawings indicating all components in correct quantities, shapes and sizes of the furniture product whilst evaluating the design for feasibility and practicality for 10 products		
	Scope Work Experience	Date	Signature
WA0101	Develop and produce computer aided technical drawings using a CAD application or manual tools and equipment		
WA0102	Conceptualise and visualise the final work piece in three dimensions: length, width and depth		

WA0103	Asses the feasibility for manufacturing and alert designer to any deviations from design		
WA0104	Estimate material requirements for production and estimate the amounts, types, or costs of needed materials		
WA0105	Determine the cost specifications of the product		
	Supporting Evidence	Date	Signature
SE0101	Technical drawings		
WM-06-WE02	Identify suitable construction methods (i.e. jointing solutions) to standardise components and to simplify or optimise production and compile production documentation for 5 products		
	Scope Work Experience	Date	Signature
WA0201	Determine product specifications and materials, work methods, and machine setup requirements, according to oral or written instructions, drawings, or work orders		
WA0202	Review blueprints or other instructions to determine operational methods or sequences		
WA0203	Produce furniture construction specifications according to a furniture design		
WA0204	Establish the specifications of articles to be constructed or repaired or plan the methods or operations for shaping or assembling parts, based on blueprints, drawings, diagrams, or oral or written instructions		
WA0205	Draw up and produce cutting lists for furniture products		
WA0206	Produce specifications for curved, laminated, profile or formed products		
WA0207	Produce furniture finishing specifications		
WA0208	Produce a job card, cutting list, production flow/routing chart		
	Supporting Evidence	Date	Signature
SE0201	Work instructions, job card, cutting list, production flow/routing chart		
SE0202	Furniture finishing specifications		

WM-06-WE03	Determine and inspect suitable timber, fittings and finishings according to design or product specifications for 5 products		
	Scope Work Experience	Date	Signature
WA0301	Compare physical characteristics of materials or products to specifications or standards		
WA0302	Select appropriate finishing ingredients such as paint, stain, lacquer, shellac, or varnish, depending on factors such as wood hardness and surface type.		
WA0303	Recommend woods, colours, finishes, and furniture styles, using knowledge of wood products, fashions, and styles.		
	Supporting Evidence	Date	Signature
SE0301	Product specifications		
WM-06-WE04	Prepare and set-up machines of which basic 5 machines unsupervised and on his own and a complete range of woodwork machines supervised for period of 20 days in the machining and assembling department for operation and production of machined and profiled components for once-off or bulk production ensuring optimum workflow		
	Scope Work Experience	Date	Signature
WA0401	Set up and program a range of woodworking machines, such as band saw, table saw, planing saw, sanding machine drill presses, lathes, shapers, routers, sanders, planers, or wood-nailing machines		
WA0402	Select knives, saws, blades, cutter heads, cams, bits, or belts, according to work piece, machine functions, or product specifications.		
WA0403	Install and adjust blades, cutter heads, boring-bits, or sanding-belts, using hand tools and rules/manufacture specifications		
WA0404	Adjust machine tables or cutting devices and set controls on machines to produce specified cuts or operations		
WA0405	Set and adjust various kinds of woodworking machines for operation by others		
	Supporting Evidence	Date	Signature

SE0401	Machines and line setup		
WM-06-WE05	Do a mock-up development to assess the design, technical drawing and raw material for compatibility and recommend adaptations and modifications to solve potential technical, resources, budgetary, time, materials and equipment problems for 5 basic products		
	Scope Work Experience	Date	Signature
WA0501	Do a dry assembling to check that the construction is correct, can stand without glue, look for rigidity of the wood carcass (test run) and pieces are correct size, that it fit, squareness, angles		
WA0502	Interact with the designer, production manager and suppliers during the prototype making process		
	Supporting Evidence	Date	Signature
SE0501	Dry assembly assessment information and documentation		
WM-06-WE06	Manufacture (machine and assemble) prototype components according to the final design and finish and prepare the prototype for display to and approval from the client or designer for 5 products		
	Scope Work Experience	Date	Signature
WA0601	Select and draw raw material from wood store or yard or consumables from hardware store according to the requirements of the product		
WA0602	Identify compatibility/incompatibility of materials, adhesives, fittings and fasteners for the application		
WA0603	Select and use appropriate materials, equipment and processes for the item being constructed		
WA0604	Select and apply appropriate joinery, construction and finishing techniques		
WA0605	Machine furniture prototype components		
WA0606	Joint and assemble furniture prototype components		
WA0607	Attach parts or subassemblies to form completed units, using glue, dowels, panel pins, screws, or clamps		
WA0608	Trim joints and fit parts and subassemblies to form complete units using glue and clamps, and reinforcing		

	joints using nails, screws or other fasteners		
WA0609	Decorate furniture and fixtures by inlaying wood, applying veneer and carving designs according to the specifications		
WA0610	Demonstrate how the design of the prototype components will influence the working lifetime of the item		
WA0611	Ensure that the prototype satisfies the original or varied specification		
WA0612	Finish prototype		
	Supporting Evidence	Date	Signature
SE0601	Prototype manufacturing documentation		
WM-06-WE07	Produce or assemble components of furniture articles, such as store fixtures, office equipment, cabinets, or crafted furniture for 5 products		
	Scope Work Experience	Date	Signature
WA0701	Select and draw raw material from wood store or yard or consumables from hardware store according to the requirements of the product		
WA0702	Identify compatibility/incompatibility of materials, adhesives, fittings and fasteners for the application		
WA0703	Select and use appropriate materials, equipment and processes for the item being constructed		
WA0704	Select and apply appropriate joinery, construction and finishing techniques		
WA0705	Machine furniture components		
WA0706	Joint and assemble furniture components		
WA0707	Attach parts or subassemblies to form completed units, using glue, dowels, panel pins, screws, or clamps		
WA0708	Trim joints and fit parts and subassemblies to form complete units using glue and clamps, and reinforcing joints using nails, screws or other fasteners		
WA0709	Decorate furniture and fixtures by inlaying wood, applying veneer and carving designs according to the		

	specifications		
	Supporting Evidence	Date	Signature
SE0701	Production documentation		
WM-06-WE08	Modify, restyle or repair various wooden furniture, cabinets, fixtures, panelling, or other pieces		
	Scope Work Experience	Date	Signature
WA0801	Examine furniture to determine the extent of damage or deterioration, and to decide on the best method for repair or restoration.		
WA0802	Remove old finishes and damaged or deteriorated parts, using hand tools, stripping tools, sandpaper, steel wool, abrasives, solvents, or dip baths.		
WA0803	Fill and smooth cracks or depressions, remove marks and imperfections, and repair broken parts, using plastic or wood putty, glue, nails, or screws.		
WA0804	Produce replacement parts by recommending woods, colours, finishes, and furniture styles, using knowledge of wood products, fashions, and styles and matching types of wood, colour, grain, texture		
WA0805	Repairs to damaged furniture, repairs to damaged furnisher finishings, restoring finishes		
WA0806	Match materials for colour, grain, or texture, giving attention to knots or other features of the wood.		
WA0807	Carry out assembly repairs to damaged furniture		
WA0808	Examine furniture to determine the extent of damage or deterioration, and to decide on the best method for repair or alteration		
WA0809	Repairs to damaged furniture, repairs to damaged furnisher finishings, restoring finishes		
WA0810	Remove old finishes and damaged or deteriorated parts, using hand tools, stripping tools, sandpaper, steel wool, abrasives, solvents, or dip baths.		
	Supporting Evidence	Date	Signature
SE0801	Production documentation		

WM-06-WE09	Finish surfaces of wooden articles or furniture (spray-on applications of 5 products)		
	Scope Work Experience	Date	Signature
WA0901	Recommend woods, colours, finishes, and furniture styles, using knowledge of wood products, fashions, and styles.		
WA0902	Select appropriate finishing ingredients such as paint, stain, lacquer, shellac, or varnish, depending on factors such as wood hardness and surface type.		
WA0903	Trim, sand, or scrape surfaces or joints to prepare articles for finishing.		
WA0904	Smooth, shape, and touch up surfaces to prepare them for finishing, using sandpaper, pumice stones, steel wool, chisels, sanders, or grinders.		
WA0905	Mix finishing ingredients to obtain desired colours or shades.		
WA0906	Brush, spray, or hand-rub finishing ingredients, such as paint, oil, stain, or wax, onto and into wood grain and apply lacquer or other sealers.		
WA0907	Paint metal surfaces electrostatically, or by using a spray gun or other painting equipment.		
WA0908	Distress surfaces with woodworking tools or abrasives before staining to create an antique appearance, or rub surfaces to bring out highlights and shadings. (Roughens the surface – open the grain with a wire brush)		
	Supporting Evidence	Date	Signature
SE0901	Production documentation		
WM-06-WE10	Inspect quality, monitor productivity and comply with requirements (1 week)		
	Scope Work Experience	Date	Signature
WA1001	Complete timesheets and other production information at the end of the job to reflect and determine productivity		
WA1002	Inspect components and finished furniture products by observing structure, squareness, the finish, the way it is constructed, how it was fit, feel and look, smooth and all rounded of, sturdiness and craftsmanship to ensure		

	quality		
WA1003	Inspect furniture products for meeting specifications		
WA1004	Tend to bottlenecks		
WA1005	Optimize company production by planning and finding quicker and better ways and measuring against the maximum output of the company		
	Supporting Evidence	Date	Signature
SE1001	Production records		
SE1002	Attendance registers		
WM-06-WE11	Monitor safety, health, quality and productivity in the furniture machining, assembling or finishing departments (40 hours)		
	Scope Work Experience	Date	Signature
WA1101	Verify dimensions and check the quality or fit of furniture pieces to ensure adherence to specifications		
WA1102	Compare physical characteristics of materials or products to specifications or standards		
WA1103	Inspect tolerances and allowances for accuracy		
WA1104	Avoid backtracking, work flow interruptions or wastage		
WA1105	Use workplace technology related to the coordination, including communication equipment, time and management aids and other measuring devices		
WA1106	Communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems		
WA1107	Ensure the application of safety and environmental procedures		
WA1108	Inspect the workshop for hazards and report and mitigate risks		
	Supporting Evidence	Date	Signature
SE1101	Safety, health and environmental records		

SE1102	Incident and accident reports		
SE1103	Attendance registers		
WM-06-WE12	Oversee the activities of a team of operators in the furniture machining, assembling or finishing departments (side assistance) (10 days)		
	Scope Work Experience	Date	Signature
WA1201	Identify a team of operators		
WA1202	Conduct and record a daily briefing meeting		
WA1203	Delegate tasks to different team members		
WA1204	Coach, guide and advice team members on different processes, machines, tools and other resources required.		
WA1205	Record meeting		
WA1206	Lead the team in the workplace		
WA1207	Organise all materials, equipment and tools for the team members and operations		
WA1208	Record all processes and report to relevant person		
WA1209	Attend to conflicts in the work area and report accordingly		
	Supporting Evidence	Date	Signature
SE1201	Production records		
SE1202	Briefing session notes/minutes		
SE1203	Coaching session attendance registers		

	Contextualised Workplace Knowledge	Date	Signature
1	Company products		
2	Various departments and workflow		

3	Reporting structures		
4	Company standard operating and safety procedures and quality standards		
5	Workshop layout and designated areas		
6	Personal protective clothing and equipment		

	Additional Assignments to be Assessed Externally	Date	Signature
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