

Mentor Guide

Upholstery Frame Preparer

SAQA Part Qualification 1

NQF Level 2 | Credits 56

1. Qualification Overview

Title: Upholstery Frame Preparer

NQF Level: 2

Total Credits: 56

Purpose:

The Upholstery Frame Preparer prepares upholstery frames for final covering by attaching springs, webbing, foam, or other padding according to production requirements. This includes following work instructions, applying safe working practices, and ensuring the product is ready for the next stage in the upholstery process.

2. Required Work Experience Modules

The learner must complete the following module:

Module Code	Module Title	NQF Level	Credits
WM-01	Upholstery Furniture Frame Preparation Processes 2	2	24

3. Mentor's Role and Responsibilities

As a workplace mentor, you are responsible for:

- ✓ Supervising the learner during real work activities
 - ✓ Ensuring the learner understands and follows workplace instructions
 - ✓ Coaching the learner on proper tool use, materials handling, and safe work practices
 - ✓ Monitoring progress on each module outcome and providing constructive feedback
 - ✓ Confirming the completion of supporting evidence and signing off as required
 - ✓ Preparing the learner for their external assessment by ensuring they have sufficient practical exposure
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4. Module: WM-01 Upholstery Furniture Frame Preparation Processes

Purpose of Module:

To provide the learner with the opportunity to prepare upholstery frames for subsequent processes by securing webbing, springs, and foam according to standard operating procedures and production targets.

Key Work Outcomes

Outcome Code	Description
WM-01-WE01	Read and interpret work instructions, prototypes, samples, technical drawings, and specifications
WM-01-WE02	Prepare for upholstery frame preparation activities
WM-01-WE03	Interweave and fasten webbing to the backs and seats of furniture
WM-01-WE04	Attach springs to the seats, arms, and backs of upholstery frames
WM-01-WE05	Attach coils to the seats, arms, and backs of upholstery frames
WM-01-WE06	Attach foam or padding/stuffing to the prepared upholstery frames
WM-01-WE07	Perform end-of-shift routines in the upholstery frame preparation department

5. Mentor Guidelines

Mentors should ensure learners:

- ✓ Understand the **tools, materials, and equipment** used in frame preparation
- ✓ Are familiar with the **workplace layout, reporting structures, and safety standards**
- ✓ Apply correct **ergonomic principles** when handling materials and tools
- ✓ Follow **standard operating procedures** for webbing, springing, and padding tasks
- ✓ Collect and complete **required supporting evidence**, such as production records, shift records, and attendance registers

Mentors must observe and guide learners during:

- Cleaning and preparing the workstation
- Selecting and inspecting materials such as webbing, springs, foam, and frames
- Performing each stage of the preparation process accurately and safely

- Recording production outcomes and identifying any material or process faults

6. Evidence Collection

The mentor must help the learner gather the following evidence:

Evidence Type	Example Sources
Attendance Records	SE0101: Attendance register
Raw Material Records	SE0201: List of raw materials used
Production Records	SE0301, SE0401, SE0501, SE0601: Records indicating number of frames prepared at each stage
Shift Records	SE0701: Shift records including cleaning, maintenance, defects, and production issues

7. Statement of Work Experience

At the end of the module, the mentor will complete and sign the **Statement of Work Experience** to confirm that:

- The learner has successfully completed all module outcomes
 - The learner has demonstrated competence in preparing upholstery frames
 - All required evidence has been collected and verified
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8. Mentor Contact Details

Mentor Name: _____

Position: _____

Company Name: _____

Contact Number: _____

Email: _____

Final Note to Mentors

- ✓ Your role is key in ensuring the learner gains the **skills, confidence, and competence** to become a qualified Upholstery Frame Preparer.
 - ✓ Provide **ongoing coaching and encouragement** to help the learner master practical tasks.
 - ✓ Ensure the learner adheres to all **workplace safety and quality standards**.
 - ✓ Assist the learner in preparing for their final assessment by verifying all evidence and learning outcomes are complete.
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