

SKILLS PROGRAMME DOCUMENT



Skills Programme Title		Basic Furniture Upholsterer			
NQF Level	2	Credits	28	Duration in days	35 days
Skills Programme ID		SP-191221			
Skills Programme Status	APPROVED			Start Date	End Date
				13/11/2019	13/11/2024
Last date for enrolment	13/11/2025	Last date for achievement	13/11/2028		

SKILLS PROGRAMME DETAILS

1.	Title	Basic Furniture Upholsterer
2.	Sub Title	683401000: Furniture Upholsterer
3.	NQF Level	2
4.	Duration	35 days
5.	Credits	28 credits
6.	Quality Assuring Body	Quality Council for Trades and Occupations (QCTO)
7.	Skills Programme Rationale	<p>In terms of the circular economy, Up-Cycle, Recycle, Refurbish and Reuse is one of the main ways to reduce waste and promoting longer use. People with skills to upholster are able to re-upholster and therefore this skills programme will attract interest from environmentally aware investors, developers and people in general. The second-hand, used furniture market is growing in appeal and becoming more popular globally.</p> <p>There is a growing need in South Africa and each of its nine provinces to support unemployed people to start up enterprises and offer self-employment and employment. This skills programme provides an opportunity for someone with a small investment in the right tools and equipment to build such a business or establish an existing business by acquiring formal certification to prove competency in the delivery of upholstery skills.</p> <p>Therefore, the skills programme is infused with entrepreneurial skills to enable someone to set up a business and draft quotations.</p> <p>This is an open entry skills programme and can be seen as a gateway into the furniture sector which offer many other learning and working opportunities.</p> <p>This skills programme is accessible to school leavers who may have been introduced to technical, woodwork/needlework/craft subjects or people who have a natural flair or interest in enhancing the appearance, durability and comfort of furniture allowing for bespoke customisation.</p> <p>Many non-profit organisations run community-based projects and programmes that require the competencies contained in this skills programme or this skills programme may lead to such projects/programmes being initiated.</p> <p>This skills programme is ideal for learners with a high aptitude for practical, skilful applications where creativity is apparent and the sense of touch is a natural/secondary learning style.</p>
8.	Related registered qualification/s	<ul style="list-style-type: none"> • Upholstery Frame Preparer, Level 2 • Upholstery Cover Fitter, Level 2 • Upholstery Cover Fitter and Template Maker, Level 3 • Furniture Upholsterer, Level 4 • SAQA ID: 683401; Occupational Certificate: Furniture Upholsterer; NQF Level 4; Credits 549

9.	Purpose	<p>The purpose of this skills programme is to prepare a learner to operate as a Basic Furniture Upholsterer.</p> <p>A Basic Furniture Upholsterer makes basic frames using various fabrics and materials which include, but are not limited to leather, stretch fabrics and linen, including calico and polypropylene to upholster, reupholster and up-cycle basic furniture and frames. The Basic Upholsterer will also assess, repair, up-cycle frames and re-upholster furniture frames using different techniques and add finishing to the final product, which includes, but is not limited to ottoman, headboards, dining and office chairs according to the customer's brief to start a sustainable SMME business.</p> <p>Skills Programme Tasks</p> <ul style="list-style-type: none"> • Clarify customers' brief • Interpret basic templates and patterns • Make basic frames • Upholster basic furniture • Apply various techniques when upholstering • Apply entrepreneurial skills to start up a business 	
10.	Content	<p><u>Knowledge component</u></p> <ul style="list-style-type: none"> • 641502-000-04-SP01-KM-01, Entrepreneurial development, NQF level 2, Cr 1 • 641502-000-04-SP01-KM-02, Work readiness and communication skills, NQF level 2, Cr 1 • 641502-000-04-SP01-KM-03, Fundamentals of health, safety and housekeeping, NQF level 2, Cr 1 • 641502-000-04-SP01-KM-04, Raw Materials, Tools and Equipment used in a basic upholstery business, NQF level 2, Cr 2 • 641502-000-04-SP01-KM-05, Basic upholstery, NQF level 2, Cr 2 • 641502-000-04-SP01-KM-06, Drawings, NQF level 2, Cr 1 • 641502-000-04-SP01-KM-07, Cost effectiveness, NQF level 2 Cr 1 <p>Total Credits: 9</p>	<p><u>Application component</u></p> <ul style="list-style-type: none"> • 641502-000-04-SP01-AS-01, Set up a basic upholstery business, NQF Level 2, Cr 2 • 641502-000-04-SP01-AS-02, Prepare quotations, NQF Level 2, Cr 2 • 641502-000-04-SP01-AS-03, Assess, repair and upholster a basic frame, NQF Level 2, Cr 6 • 641502-000-04-SP01-AS-04, Re-cycle a product, NQF Level 2, Cr 3 • 641502-000-04-SP01-AS-05, Techniques, NQF Level 2, Cr 6 <p>Total Credits: 19</p>
11.	Minimum entry requirements	Open	

12.	<p>Exit Level Outcomes (ELO) and Associated Assessment Criteria (AAC)</p>	<p>ELO 1: Clarify customers brief AAC for ELO 1:</p> <ul style="list-style-type: none"> ○ Read and interpret the cutting plan as per specifications ○ Confirm and advice product fit for purpose ○ Calculate the costing ○ Submit the quote ○ Obtain the signed agreement ○ Procure the raw materials <p>ELO 2: Interpret basic templates and patterns AAC for ELO 2:</p> <ul style="list-style-type: none"> ○ Confirm the design ○ Identify and select materials and tools according to the cutting list ○ Cut material (wood, foam, cloth) to specific size ○ Organise, label and store products for assembly <p>ELO 3: Make basic frames ELO for ELO 3:</p> <ul style="list-style-type: none"> ○ Set-up and prepare work area ○ Check, prepare and organise tools ○ Repair upholstery and basic frames ○ Up-cycle and recycle furniture and frames ○ Assess frames for viability ○ Do minor repairs to basic frames ○ Assemble the frame ○ Ensure that product is stable and fit for purpose <p>ELO 4: Upholster basic furniture AAC for ELO 4:</p> <ul style="list-style-type: none"> ○ Draw up an assembly plan ○ Organise and assemble materials according to the specification or plan ○ Assemble the base for the first fix ○ Conduct safety checks ○ Apply foam where needed ○ Quality assure fixing of foam ○ Apply padding where applicable ○ Apply pattern matching where applicable ○ Attach the final cover with fastening techniques according to plan ○ Add finishing to add value ○ Check quality of final product <p>ELO 5: Apply various techniques when upholstering AAC for ELO 5:</p> <ul style="list-style-type: none"> ○ Strain material according to the correct techniques ○ Back tacking which includes cardboard strips ○ Tucking material at an angle ○ Staple angle ○ Pattern matching
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		<ul style="list-style-type: none"> ○ Pleating techniques ○ Webbing techniques ○ Fit various springs with spring clips according to the correct technique ○ Hand sewing techniques ○ Basic buttoning ○ Studding ○ Handsewn piping <p>ELO 6: Apply entrepreneurial skills to start up a business</p> <p>AAC for ELO 6:</p> <ul style="list-style-type: none"> ○ Source relevant information for basic business start up ○ Draft a general business plan and adapt it to a selected business idea ○ Identify, analyse and select business opportunities in the area ○ Ensure Legal compliance ○ Manage money and personal finance ○ Calculate Income, Expenditure, Profit ○ Make Payments, Generate Receipts ○ Keep records of transactions ○ Build Relationships ○ Use social media and applications to build a network ○ Identify potential risks and mitigate
13.	<p>Continuous Assessment & Final Supervised Assessment (FISA)</p>	<p>Continuous Assessment</p> <p>The SDP must ensure that all learners are enrolled with the QCTO at the start of training (within 5 days) in the format required by the QCTO.</p> <p>Continuous assessment is set by the SDP in accordance with the assessment criteria of each module in a contextualised manner.</p> <p>This may consist of a variety of methods, e.g. practical or written assessments, assignments, projects, demonstrations, presentations or any other form of assessment to assist the learner in the learning process.</p> <p>During training, it is mandatory for formal summative assessments to take place at the end of each module/topic. These results must be formally recorded, and be available for monitoring and/or evaluation by the QCTO.</p> <p>Final Integrated Supervised Assessment (FISA)</p> <p>All learners gain entrance to the Final Integrated Supervised Assessment by successfully completing all formal summative assessments conducted by the SDP.</p> <p>Format of FISA: A practical assessment integrating the relevant Exit Level outcomes, with simultaneous verbal assessment of embedded knowledge by the assessor before, during or after the FISA.</p>

		<p>All FISAs must be supervised, and virtual FISAs must be recorded throughout the assessment.</p> <p>All Exit Level Outcomes must be covered in the FISA. In the FISA, the learner must demonstrate applied knowledge and skills to prove that the competencies of the Skills Programme have been achieved.</p> <p>The FISA may not contain any assessments used in the "Continuous Assessment" process (thus no re-assessment).</p> <p>Special considerations should be made for candidates with special learning needs.</p> <p>Standards for Final Integrated Supervised Assessment (FISA):</p> <p>The learners should be provided with a brief/job card/task to demonstrate what the learner should show, know or produce in a product, relevant to the Exit Level Outcomes and the purpose of the Skills Programme. This is the section where the learner must show applied competency (what the learner must be able to do, and to what expected standard).</p> <p>The FISA INSTRUMENT (brief/job card/task) must be developed and moderated by the SDP and conducted in a supervised environment. It is assessed by means of a RUBRIC developed by the SDP for this purpose:</p> <p>For the practical assessment, a candidate must prove that they can work competently as a Basic Furniture Upholsterer in terms of each of the Exit Level Outcomes by demonstrating competencies in the following standards that must be in the FISA:</p> <ol style="list-style-type: none"> 1. Proper use of PPE, including but not limited to safety glasses/goggles, cut-resistant gloves, dust masks and hearing protection (ear muffs or ear plugs). 2. Be proficient in setting up basic upholstery machines and tools including but not limited to industrial-grade sewing machines, staple guns, fabric steamer, hammers, rubber mallets and needle nose pliers. 3. Demonstrate the ability to interpret cutting and assembling plans as per specifications and prepare a conducive work area 4. Produce a range of basic furniture items to assess upholstery skills using various fabrics and materials which includes but not limited to, leather, stretch fabrics and linen, calico and polypropylene to upholster, reupholster and up-cycle basic furniture and frames. Learners must be able to: <ul style="list-style-type: none"> ○ Produce or strip the following according to client specifications: ottomans, headboards, dining and office chairs ○ Select fabric appropriate for the furniture item, determined by the durability, colorfast and cleaning process, in compliance with flammability safety regulations ○ Construct frames, ensuring that the frame is sturdy and joints are stable ○ Measure, cut and fit upholstery materials to the constructed frame ○ Apply padding and cushioning materials to furniture frames ensuring comfort and proper fit under the upholstering ○ Sew and assemble fabric pieces together to create upholstery covers and attach pieces to furniture frames, using staples, tacks or other fastening methods
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5. Inspect the stitch and seam quality to assess whether the seams are strong and straight, with no loose threads or irregular stitching and make necessary adjustments or repairs
6. Determine whether the upholstered furniture is neatly applied with no wrinkles or puckering and ensure that the trim and decorative elements are securely attached.
7. Answer questions posed by the assessor on:
 - Upholstery materials to demonstrate an understanding of the characteristics of fabrics, with a focus on eco-friendly practices and sustainability
 - Waste disposal
 - Business plan
 - Selecting business opportunities in the area
 - Building relationships with customers to understand their needs, provide recommendations and deliver satisfactory upholstery services
 - Use of social media and applications to build a network
 - Identifying potential business risks and measures to mitigate

Candidates must be provided with clear guidelines and instructions on how to complete the brief/task/job card including the assessment criteria and expected outcomes.

The duration of the assessment is 10 hours over a period of 2 days. The learner must be declared competent in the rubric in order to be certificated by the QCTO.

Whilst conducting the above practical, strategic, well-timed questions should be asked of the learner to assess embedded knowledge gained during the skills programme, as well as critical thinking and problem-solving skills: for e.g.

- "Why.....?"
- "What would happen if ...?"
- "When is done, what would the result be?"
- "How would you deal with?"
- Etc.

The marking rubric/compliance checklist used to assess these competencies must include a section for the assessor used in this session to make a note of competencies shown, (or not shown), as well as the questions that were asked, and a summary of the learner's answers, and state whether these are of the acceptable standard or not.

The marking rubric/compliance checklist compiled should contain specific areas marked with an asterisk (*) as compulsory sections in order for the learner to be declared C (Competent). Compulsory sections are when the safety of the candidate or others would be affected if incorrectly completed.

Learners who complete this skills programme will accumulate credits towards the relevant full or part qualification. The Credit Accumulation and Transfer (CAT) Policy may apply to these learners.

Submission of final results

Final results must be submitted to the QCTO in the required format, within 21 days of the date of the FISA, together with the following:

- Completed QA Verification Report on the FISA (QCTO template: relevant sections).
- A copy of the final Assessment Instrument used, as well as the

		rubric.
14.	Recognition of Prior Learning (RPL)	<ul style="list-style-type: none"> Learners will gain access to the skills programme through RPL for access as provided for in the QCTO RPL Policy. RPL for access is conducted by accredited education institution, skills development provider or workplace accredited to offer that specific skills programme. Learners who have acquired competencies in skills programme will be credited for such topics through RPL. RPL for access to the Final Supervised Assessment: Accredited providers and approved workplaces must apply the internal assessment criteria specified in the skills programme document to establish and confirm prior learning and achievement of required competencies for the skills programme.
15.	Work Opportunities/further learning	<ul style="list-style-type: none"> Upholstery Frame Preparer, Level 2 Upholstery Cover Fitter, Level 2 Upholstery Cover Fitter and Template Maker, Level 3 Furniture Upholsterer, Level 4 SAQA ID: 683401; Occupational Certificate: Furniture Upholsterer; NQF Level 4; Credits 549
16.	Skills Development Provider Accreditation Requirements	<p><u>For Knowledge Modules:</u></p> <p><i>Physical Requirements:</i></p> <ul style="list-style-type: none"> Training/facilitation resources. Assessment tools/instruments for assessment Upholstery-related learning material. <p><i>Human Resource Requirements:</i></p> <ul style="list-style-type: none"> Recommended facilitator/learner ratio 1 to 24. <p><i>Legal Requirements:</i></p> <ul style="list-style-type: none"> None. <p><u>For Practical Modules:</u></p> <p><i>Physical Requirements:</i></p> <p>Demonstrate access to:</p> <ul style="list-style-type: none"> Upholstery environment. Structured examples and scenarios Access equipment according to task requirements. <p><i>Human Resource Requirements:</i></p> <ul style="list-style-type: none"> Facilitator/learner at a recommended ratio 1 to 12. Workshop assistant at a recommended learner ratio 1 to 4. <p><i>Legal Requirements:</i></p> <ul style="list-style-type: none"> Compliant with OHS ACT requirements.
