GQA LEVEL 3 NVQ DIPLOMA IN FENESTRATION INSTALLATION

501/1688/5

Who is this qualification for?

This qualification is aimed at those who install doors, windows and conservatories or curtain walling.

This qualification is at Level 3, and should be taken by those who are experienced installers capable of dealing with a wide range of problems, including working with installations that have complex requirements, and who are capable of dealing with all aspects of an installation, including the identification and rectification of technical problems. Candidates may be required to show the skills and knowledge to assess products or work procedures and identify possible improvements. Candidates may take a technical or supervisory role, particularly in relation to less-experienced installers. They will also work closely with colleagues and have well-developed knowledge of the industry and the regulations and legislation that apply.

There are also Level 2 qualifications for Fenestration Installation and Curtain Wall Installation. Additionally there is a Level 3 qualification for Surveying. More information can be found at www.gqaqualifications.com

Candidates for this qualification will primarily be:
• Working on site • Installing or controlling installations

Candidates could have jobs entitled:
• Window and door installer/fitter • Curtain wall installer
• Team Leader/Supervisor

What is required from candidates?

GQA qualifications are made up of a number of units that have a credit value or credits. These credits must be achieved in the correct combination from mandatory and optional units: this qualification has 4 mandatory units, which have a total of 18 credits, and 4 groups of optional units. Candidates should achieve all 4 mandatory units, plus a minimum of 9 credits from optional units Group B, a minimum of 4 credits from optional Group C, a minimum of 4 credits from optional units Group D and a minimum of 3 credits from optional Group E. This makes the minimum credit value of the qualification 38 credits.

Please note: There are units within the groups of optional units that are more appropriate for window and door installers with others being more appropriate for those working on Curtain Wall installations.

The units are made up of the things you need to know and the things you need to be able to do to carry out your job safely and correctly. These are called Learning Outcomes, and all must be met to achieve the unit.

Unit Ref	Title	Level	Credit
Mandatory Units (All Units Must Be Completed)			
FI1 A/600/7624	Maintain Health and Safety within the Fenestration Installation Working Environment	2	4
AG13 J/600/7657	Identify and Rectify Technical Problems in a Glass or Glass Related Working Environment	3	5
FIS2 R/600/8262	Improve the Work of the Organisation through the use of Resources, Communication and Working Relationships in a Glass or Glass Related Working Environment	3	5
CW1 Y/600/6691	Identify and Confirm Installation Requirements in Glass and Related Work	2	4
Optional Unit Group 1 (minimum 9 credits to be achieved)			
FIS7	Install Conservatories	3	14

A/600/8269			
FI16	Remove and Install Box Sash Windows	3	9
F/602/4974			
FI17	Remove and Install Oriel Windows	3	9
J/602/4975			
CW4	Post Curtain Walling Activity	2	3
K/600/6677			
FI15	Install Bay Windows	3	9
M/602/4971			
CW6	Create Datum Points for Curtain Wall Installation	3	6
R/601/9200			
FI18	Remove and Install Rooflight Windows	3	9
R/602/4977			
FI14	Remove Bay Windows	3	8
T/602/4969			
CW7	Install Facetted, Structurally Glazed or Unitised Curtain Walling Systems	3	7
Y/602/4978			
Optional Unit Group 2 (minimum 4 credits to be achieved)			
AG12	Assess the Quality of Materials and Components in a Glass or Glass Related Working Environment	3	4
A/600/7655			
FI11	Maintain/Repair Windows and Doors or Conservatories	3	6
H/600/8430			
FIS10	Control the Installation of Doors and Windows, or Conservatories, or Curtain Walling	3	8
J/602/4426			
AG2	Promote and Maintain Health and Safety within Glass or Glass Related Working Environment	3	4
T/600/7363			
AG18	Ensure Resources are available to meet Work Requirements in a Glass or Glass Related Working Environment	3	3
Y/600/8151			
Optional Unit Group 3 (minimum 4 credits to be achieved)			
CW2	Install Curtain Walling Systems	2	11
R/600/6687			
FI8	Install Window and Door	2	8
T/600/8416			

FI10	Install Glass and/or Panels into Windows and Doors	2	4
Y/600/8425			
Optional Unit Group 4 (minimum 3 credits to be achieved)			
FIS1	Understanding the Building Regulations in the Fenestration Industry	3	3
K/600/8445			
FT8	Knowledge of Building Regulations and Legislation in Facades	3	5
A/503/0536			

Assessment Guidance
Evidence should show that you can complete all of the learning outcomes for each unit being taken.

Types of evidence:
Evidence of performance and knowledge is required. Evidence of performance should be demonstrated by activities and outcomes, and should be generated in the workplace only, unless indicated under potential sources of evidence (see below). Evidence of knowledge can be demonstrated though performance or by responding to questions.

Quantity of evidence:
Evidence should show that you can meet the requirements of the units in a way that demonstrates that the standards can be achieved consistently over an appropriate period of time.

Potential sources of evidence:
The main source of evidence for each unit will be observation of the candidate's performance and knowledge demonstrated during the completion of the unit. This can be supplemented by the following types of physical or documentary evidence:

- Accident book/reporting systems
- Safety records
- Training records
- Audio records
- Job specifications and documentation
- Delivery Records
- Witness testimonies
- Correspondence with customers
- Notes and memos

- Photo/video evidence
- Work diaries
- Timesheets
- Telephone Logs
- Meeting records
- Records of toolbox talks
- Equipment
- Prepared materials and sites
- Completed work

Please Note that photocopied or downloaded documents such as manufacturers' or industry guidance, H&S policies, Risk Assessments etc, are not normally acceptable evidence for GQA qualifications unless accompanied by a record of a professional discussion or Assessor statement confirming candidate knowledge of the subject. If you are in any doubt about the validity of evidence, please contact your GQA External Verifier.