



SVQ in Merchant Supplies - Timber at SCQF Level 5

Qualification Code: GP25 45

Qualification Specification

Update: 21 January 2019

PURPOSE

The SVQ in Merchant Supplies – Timber at SCQF Level 5 is a nationally recognised qualification is competence based and aims to provide work-based learners with a basic knowledge of the different types of timber and timber products, how they are processed and their uses in construction. Those achieving the qualification will specialise in either purchasing selling or handling timber and be able to apply this knowledge to choosing appropriate products, advising others, and suggesting correct applications for particular functions.

The overall purpose of this qualification is to enable learners to demonstrate specific competences and knowledge appropriate for the day to day activities in a merchanting environment dealing with the buying and selling or yard operations of timber and timber based panel products. Specific products may include for example flooring, doors, window frames, mouldings, stairs and panels.

The qualification is intended for those wishing to pursue a career in the timber or related industries, or for those who are already in the industry and who wish to extend their knowledge and expertise. The qualification can also provide a very useful complementary qualification for apprenticeship programmes, or the preparation to progress to higher levels of study.

The qualification is designed to provide trade specific knowledge appropriate for the day to day activities in a timber or builder's merchant's yard or office or in retail DIY. The learner should be familiar with the main softwoods, hardwoods and panel products traded in the UK. Learners will understand how they are graded, priced, measured and selected for use. Learners will be familiar with the trade terms for these products and be able to explain how and why the items are used in the principal buildings components. At the same time there is the need to work in a safe manner and observe all relevant health, safety and environmental rules and regulations as specified by the organisation.

The qualification is part of the Scottish Qualifications Credit Framework (SCQF) and comprises of units from a number of Sector Skills Councils and therefore Assessors should use the associated relevant Assessment Strategies.

OUTCOMES

In setting out a clearly-defined level of achievement, this qualification will:

1. Enhance the knowledge and job satisfaction of learners - providing them with a means of progression to higher level job roles and qualifications.
2. Provide employers with an open and transparent basis for judging the suitability of learners for employment and promotion.
3. Facilitate job movement throughout the timber sector and other related areas of the timber industry.

Specific outcomes for the qualification are listed under the individual unit description.

TARGET GROUP

This qualification is suitable if you are working in a merchant role within the wood and timber industry wanting to gain recognition for the competencies and understanding in one of three strands: buying timber, selling timber and handling timber.

| Job role | Type of company |
|--|--|
| Sales and purchasing personnel (office based and on the road); yard/warehouse personnel | Timber products importer and merchant |
| Counter sale staff, sales floor operatives. Purchasers | Builders merchant, DIY retail business |
| Sales and purchasing personnel; yard operatives | Sawmill |

ENTRY REQUIREMENTS

There are no entry qualifications or age limits required for this qualification.

Assessment for this qualification is open to any learner who has the potential and opportunity to reach the standards laid down for this qualification. An initial assessment of past experience and current skills, knowledge and understanding should be carried out prior to commencement, to determine suitability for this qualification.

Aids or appliances, which are designed to alleviate disability, may be used during assessment, providing they do not compromise the standard required.

PROGRESSION

Success in this qualification prepares learners for progression in the timber industry. Learners may have the opportunity to progress into supervisory and management roles taking suitable qualifications. Learners are encouraged to consider belonging to a professional institute or similar. Centres are encouraged to make learners aware of relevant associations and related professional bodies.

Success in this qualification enables learners to progress to higher level qualifications, for example the PIABC Level 3 Certificate in Wood Technology and Application, PIABC Level 3 NVQ Diploma in Merchant Supplies – Timber or SVQ in Merchant Supplies – Timber at SCQF Level 7.

After completing this qualification, learners will be able to take on more specialist tasks in their area of expertise and/or move onto the Level 6/7 Modern Apprenticeship.

PROGRAMME ORGANISATION

Programmes leading to the SVQ in Merchant Supplies - Timber at SCQF Level 5 can be organised and delivered by providers who have gained centre and qualification approval from PIABC. To achieve this they need to complete the PIABC centre and qualification approval procedures available from www.piabc.org.uk. In completing the documentation and the approval visit, centres need to demonstrate their ability to deliver high quality education leading to the qualification.

Centres are expected to employ robust quality assurance processes. PIABC will appoint its own moderators to ensure the effective operation of these processes and the maintenance of standards of quality.

The organisation of the qualification is at the discretion of the centre and will take into account the aims, aspirations and experience of the learners.

Centres are encouraged to choose the most suitable curriculum model for their learners. Whilst the sequential delivery of parts of the unit is a possibility and may provide the most straightforward way of determining completion, it may be that some degree of integration of

elements will occur, or that other methods of delivery are more appropriate to meet the needs of learners. It should be noted however that the whole unit and all the learning outcomes will be assessed.

Centres must ensure that adequate arrangements are in place for supporting learners. This could be either through separate tutorial sessions or through the use of time within structured study sessions. Centres using on-line or other forms of open learning must ensure that appropriate tutorial support is provided for learners.

The employer's engagement in learning and assessment opportunities will be paramount in securing timely achievement and a participative role should be encouraged.

In relevant circumstances, centres are recommended to provide career related information and guidance to their learners.

GUIDANCE ON LEARNING AND TEACHING

Learners employed in the timber and related industries will come to the qualification with varying levels of existing knowledge and/or practical experience of some parts of the qualification requirements. Training needs should be identified and gaps in knowledge and competency should be filled with a planned delivery of an individual learning plan. This should be utilised in preparing for teaching and assessment. The sharing of knowledge which has the potential to lead to a high level of understanding should be encouraged by the use of staff with direct experience in the Merchant Supplies - Timber and related industries. This must, of course, be balanced against a sound understanding of the theoretical understanding.

The relationship between theory and practice is a theme that should be reflected in the assessments for the programme. Therefore in structured learning and individual work, learners should be aware of the requirement to develop a theoretical understanding to their practical work and a practical application to their theoretical understanding.

Those developing learning programmes should expect to achieve all the performance and knowledge criteria.

Assessment guidance can be found in the PIABC Centre Handbook for Competence Based Qualifications which should be used alongside the National Skills Academy for Food and Drink's Assessment Strategy for the Wood Sector.

QUALIFICATION DESCRIPTION

The SVQ in Merchant Supplies - Timber at SCQF Level 5 follows the quality criteria for NOS for designing units and qualifications and contains the features listed as follows:

- NOS reference number, title, credit value and level.
- Each unit consists of:
 - Performance criteria: This describes what a learner needs to be able to do as a result of the process of learning.
 - Knowledge and understanding: These are the things learners are expected to know and understand as a result of the process of learning.
 - Some units also indicate the intended scope of the performance criteria

QUALIFICATION LEVEL

This Scottish Vocational Qualification has been credit rated against the Scottish Credit and Qualifications Framework (SCQF) as a Level 5 qualification.

Generally, learners will demonstrate basic knowledge and understanding of processes, materials and terminology relating ideas and knowledge to practical contexts in roles such as purchasing, sales and yard operative. Tasks may include selecting, adjusting and using appropriate tools and materials and/or advising customers using product knowledge.

Learners may be working alone or as part of a team and will show an awareness of the role of others associated with the job role.

QUALIFICATION STRUCTURE

The SVQ in Merchant Supplies - Timber at SCQF Level 5 is made up of mandatory and optional units. The mandatory units cover those areas which have a common approach, such as health and safety, effectiveness, timber and panel product knowledge and the principle learning outcomes for the job role. Learners choose optional job specific units to match their own job roles to confirm skills, competence and the necessary job related knowledge (e.g. purchasing, selling or yard operations).

Credit values are determined by the total notional learning hours (teaching + demonstrations + practice + reflection + assessment - including developing competence in the work environment, etc.) divided by 10. For example 4 credits reflect a total learning time of 40 hours. Learning time is usually much greater than direct tutor contact. Credit values have been calculated unit by unit - in isolation of each other - such that the unit is a stand alone unit; therefore centres may find that where learners are completing a number of units to achieve the complete qualification, actual learning time will reduce (i.e. the actual learning time for the entire qualification is unlikely to be a sum total of the credits of the individual units taken).

Learning time will clearly be reduced if learners hold credits from prior learning. Learners will be expected to carry out additional reading, practice and other work to complete each unit and prepare for assessment.

Structure information: Learners must take 2 mandatory units and a minimum of 4 optional units.

| Mandatory Units | | | |
|-------------------------------|---|--------------|---------------|
| Unit No. | Title | Level | Credit |
| PROHSS1 | Make sure your own actions reduce the risks to health and safety | 5 | 8 |
| PROSM001 | Contribute to the effectiveness of work in a commercial setting | 5 | 5 |
| Optional Group A Units | | | |
| Unit No. | Title | Level | Credit |
| PROWTM02 | Purchase timber and timber based products in a commercial environment | 5 | 6 |
| PROWTM03 | Sell timber and timber based products in a commercial environment | 6 | 6 |
| PROWTM04 | Receive and handle timber and timber based products | 5 | 5 |
| PROWTM05 | Advise customers on the selection and application of timber and timber based products | 5 | 8 |
| PROWTM06 | Pick timber and related products | 5 | 5 |

| | | | |
|----------|--|---|---|
| PROWTM07 | Wrap and pack timber and related products | 5 | 4 |
| PROWTM08 | Place timber in storage | 5 | 5 |
| PROWTM09 | Process timber and related orders for customers | 5 | 6 |
| PROWTM10 | Assemble and load timber and related orders for dispatch | 5 | 5 |
| PROWTM11 | Process returned timber and related products | 5 | 3 |
| PROWTM14 | Keep timber and related stock at required levels | 5 | 4 |
| SFLWS25 | Receive goods | 5 | 3 |
| CFACSA14 | Use customer service as a competitive tool | 7 | 8 |
| CFACSA4 | Give customers a positive impression of yourself and your organisation | 5 | 5 |
| CFACSA5 | Promote additional services or products to customers | 5 | 6 |
| CFACSB2 | Deliver reliable customer service | 5 | 5 |
| CFACSD9 | Promote continuous improvement | 7 | 7 |
| CFACSF1 | Communicate in a customer service environment | 4 | 4 |
| CFACSF2 | Deliver customer service within the rules | 5 | 4 |

ASSESSMENT

Assessment principles should follow recognised good practice. Assessment guidance can be found in the PIABC Centre Handbook for Competence Based Qualifications which should be used alongside the National Skills Academy for Food and Drink's Assessment Strategy for the Wood Sector.

Simulation is not permitted.

The qualification must be assessed using the following assessment method:

- Portfolio of Evidence

QUALIFICATION CERTIFICATION

All performance and knowledge criteria are to be achieved. This qualification is not grade; certification for this qualification is issued on the basis of awarding a pass only. Whilst there is no grading to this qualification; the training delivery and feedback should promote the notion of continued improvement and craftsmanship.

REGULATORY INFORMATION

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|-------------------------|------------|
| Date Accredited From: | 25/07/2018 |
| Accreditation End Date: | 31/07/2023 |
| Certificate End Date: | 31/07/2025 |

GLOSSARY

| Term | Definition |
|-----------------------------|---|
| Performance Criteria | This describes what a learner needs to be able to do as a result of the process of learning. |
| Knowledge and understanding | These are the things learners are expected to know and understand as a result of the process of learning. |
| Centre | The organisation that is approved by PIABC for the purposes of preparing learners for assessment. |

FURTHER INFORMATION

Please contact PIABC Limited directly at:

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