

**National Occupational Standards Review 2018**  
**Wood Occupations**  
**4<sup>th</sup> and 5th Meetings 11 and 13 December 2018**

**Notes and Actions****Welcomes and Apologies**

1. These meetings were arranged by CITB and held at the Grange Holborn Hotel 50-60 Southampton Row, London, WC1B 4AR and The Royal Hotel, 55 Henderson Street, Bridge of Allan, Stirling, FK9 4HG. The meetings opened at 10:30.

2. Two Employers attended the meeting in London, Martin Quille and David Bragger. Two employers attended the meeting in Stirling Jeanette MacIntyre and Derek Johnston. Employers were represented through Keith Tyson of the British Woodworking Federation and Martin Quille representing the interests of the National Federation of Shopfitters. Michael Martin from the Leeds College of Building and Timothy Thirkettle from the Royal School of Military Engineering represented the interests of the delivery media and their employer customers. Alistair Fyfe from the Scottish Qualifications Authority and Garry McDonnell of CITB attended the meeting held in Sterling. The meeting was supported by George Swann from the Construction Industry Training Board (CITB).

3. Apologies were received from David Park, Jon Gibson, John Bailey, Pauline Kelly, Peter Love, Tabitha Binding, Brian Robertson, Colin Gibb, Lynsey Birnie, Murry Dunsire, Greg Rowland, Nigel Howe, Rupert Newman, and Val Atkin. No response was received from; David Pearham, Martin Hind, Robert Spear, Russell Wilson, Warren Rowlands, Amanda Cramb, Douglas Gibb, Douglas Doherty, Graham Henderson, Hugh Macgillvray and Jim Birnie.

**Notes and Action from the 3<sup>rd</sup> Meeting Held 22 November 2018 in Bristol**

Action	Allocated Responsibility and Description	Outcome
1	<b>Jon, Greg and Nigel</b> - Provide percentages of Woodwise customers, Worshipful Company of Wheelwrights and Oak Frame Training Forum members based and working in each of the four home Nations.	Nothing received
2	<b>George</b> – Consider and cascade changes throughout the development pack.	Completed
3	<b>Jon</b> – Provide contacts for Light Structure Timber Framing and Timber Decks and Cladding.	Nothing received
	<b>George</b> – Explain proposed changes at the next meeting.	To be discussed in item 2

4. George asked Keith and Martin if they would supply membership percentages for the British Woodworking Federation and the National Association of Shopfitters. Both agreed. **Action 1 Keith and Martin**

**Developers Note:** Membership information received from NAS 13 December 2018

5. Some discussion took place regarding the current models of delivering training around the advantages of block release and day release. It was determined that for work planning employers preferred block release.

6. In Sterling, information on 'shared apprenticeships' was requested. George presented the details available on the CITB web pages at: <https://www.citb.co.uk/citb-apprenticeships/shared-apprenticeship-scheme/>. Some discussion around how this could be implemented for employers in Scotland took place. George suggested employers should contact their allocated advisor or the local CITB office.

7. At both meetings attendees emphasised concerns regarding the provision of training for the options listed in the Recommended Qualification Structure for Wood Occupations. It was identified that providers were unwilling to make provision for occupations where the number of students was deemed to be low such as Shopfitting. Michael explained Leeds College of Building continue to provide training and qualifications as requested by employers and can assist with students who may need accommodation.

### Review of Wood Occupations Standards

8. George stated he had up dated the Development Pack in accordance with the discussions and suggestions made during the third meeting. He outlined the changes suggested by the employers who met in Bristol. Those present agreed with the suggestions made.

9. Michael asked if the term ‘associated ancillary items’ was necessary. He explained tools and equipment is sufficient to identify a measure of competence. He went on to say assessors often struggle to suggest the work evidence needed to meet the definition of this term.

10. Keith asked what was meant by an ‘ancillary’, George stated he felt it was anything that can be added, such as a drill bit, wire brush bit or sanding disk. Martin felt these items are applicable to the hand or power tool being used and the task being undertaken and would not add anything to the assessment of skills and knowledge. All present agreed this term should be removed from all standards.

**Action 2 George**

11. The group in London revised the technical content of COSVR12, 22, 25, 28 and 634. The group in Sterling considered a number of the proposed changes and agreed to provide electronic feedback for the review, if needed. Full details of changes can be viewed in the Development Pack Version 7 on the web at:

<https://www.citb.co.uk/qualifications-standards/national-occupational-standards/national-occupational-standards-suites/wood-occupations/>.

**Action 3 Jeanette and Derek**

### Recommended Qualification Structure

12. At both meetings the groups agreed more time must be dedicated to the revision of the Recommended Qualification Structures. Michael outlined some of the delivery problems encountered in assessing candidates attempting qualifications at level 3.

### Open Discussion

13. At both meetings those present agreed there were no further points.

### Next Meeting and Meeting Close

14. The next meeting will be held in London on Thursday 17 January 2019. There being no further business the meeting in London closed at 15:10 and in Sterling at 15:25.

### Summary of Actions 11 December 2018

Action	Allocated Responsibility and Description	To be completed by
1.	<b>Keith and Martin</b> – Provide percentages of members based and working in each of the four home Nations.	National Association of Shopfitters completed 13 December 2018 British Woodworking Federation as soon as possible.
2.	<b>George</b> – update development pack	Completed see version 7
3.	<b>Jeanette and Derek</b> – provide feedback on proposed changes.	Continuous until 31 January 2019