
COMPETENCE FRAMEWORK

Blind and Solar Shading Systems Installation, Service and Maintenance



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Background

The report, [Building a Safer Future](#) - Independent Review of Building Regulations and Fire Safety: Final Report (Dame Judith Hackitt DBE FREng, May, 2018) stated that industry had:

“An existing approach to competence which was fragmented, encompassing a range of disciplines and different competence frameworks even within one discipline and without reference to other interacting disciplines.”

The [Building Safety Act](#) (published on 25 July 2022), together with [The Building Regulations etc. \(Amendment\)\(England\) Regulations 2023](#), has introduced a new regulatory regime that defines competence as having the appropriate **skills, knowledge, experience** and **behaviours (SKEB)**. This requires all individuals carrying out any design, construction or refurbishment work to be competent to undertake the role to which they are appointed.

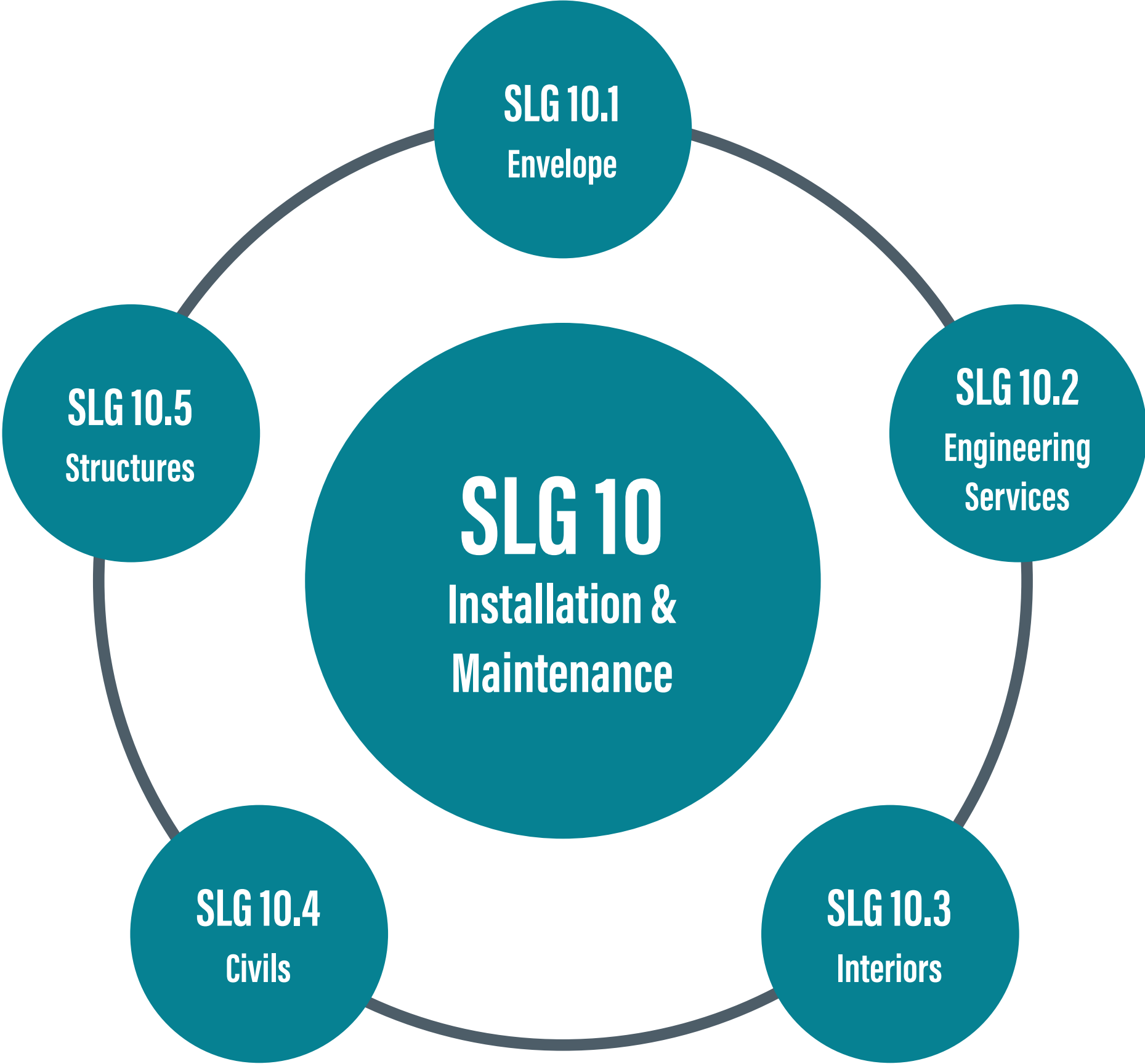


¹ Building a Safer Future - Independent Review of Building Regulations and Fire Safety: Final Report (Dame Judith Hackitt DBE FREng, May, 2018, Summary 5.2, p.75)



The Industry Competence Steering Group (ICSG)

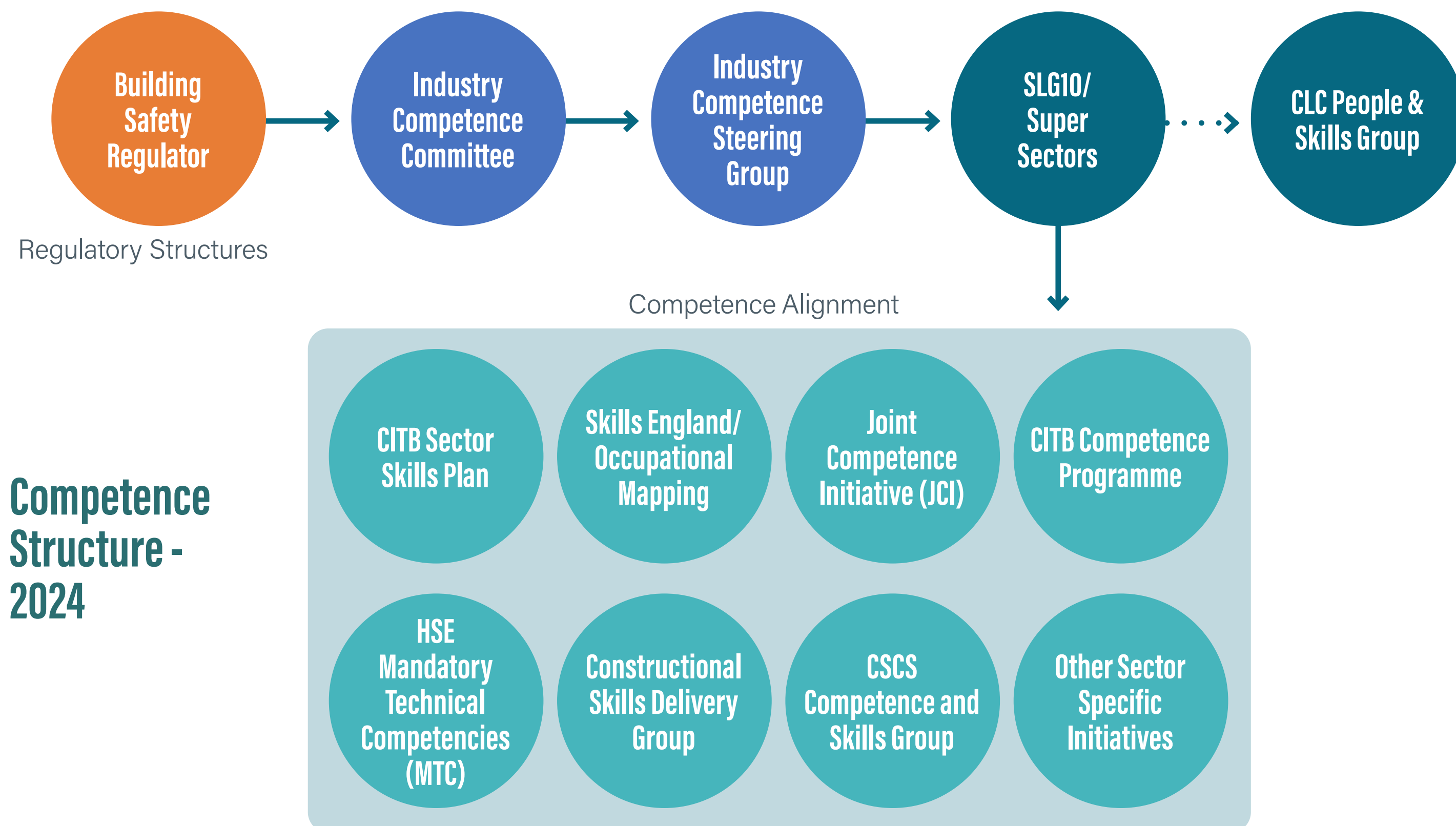
SLG 1 Quantity Surveyors	SLG 2 Consultant Design	SLG 3 Engineering	SLG 4 Construction Product Testing, Assessment & Certification	SLG 5 Construction Product Manufacturing
SLG 6 Construction Product Merchants & Distribution	SLG 7 Project & Programme Management	SLG 8 Commercial & Procurement	SLG 9 Construction Management Delivery	SLG 10 Installation & Maintenance
SLG 10.1 Envelope	SLG 10.2 Engineering Services	SLG 10.3 Interiors	SLG 10.4 Civils	SLG 10.5 Structures
SLG 11 Buildings & Built Environment Operations & Management	SLG 12 Passive Fire Protection	SLG 13 Active Fire Protection	SLG 14 Envelope	SLG 15 Clients



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ICSG Working Groups

The Competence Steering Group (CSG) was set up to tackle competence shortcomings identified in the 2018 Hackitt Review. The CSG report [Setting the Bar – a new competence regime for building a safety future](#) (October, 2020), included recommendations for Installers (pages 54 – 60).



In December 2024, the Industry Competence Steering Group (ICSG) was formally established as a working group under the [Industry Competence Committee](#), one of three committees set up under the Building Safety Act, which reports to the [Building Safety Regulator](#). The purpose of the ICSG and its SLGs is to enable industry access to appropriate competencies, so they may safely contribute to the creation and use of built environments and can demonstrate their competence to others. This includes developing industry consensus agreed competence frameworks that can be used to map against all training and qualifications to bring consistency across the sector. Sector Lead Group 10 (SLG10) in the ICSG represents Installation and Maintenance and is leading on competence frameworks and other competence-related challenges within these disciplines.

Since the publication of [Setting the Bar – a new competence regime for building a safety future](#) (October, 2020, p.54, Recommendations 243 and 244), the primary focus was Higher Risk Buildings (HRBs) whilst developing the pilot competence frameworks, the working groups noted that there is very little difference between work carried out in a HRB and a non-HRB. Consequently, SLG10 has focussed on delivering the recommendations that a framework should be adopted for all the installer roles working on in scope buildings.

In 2024, SLG10 scaled up its initial pilot programme into the format on the next page, grouping the work into five workstreams: Envelope, Engineering Services, Interiors, Civils and Structures.

CITB is supporting industry with the creation of the Competence Frameworks for all roles within its scope order. CITB helps facilitate the Sector Group work, standardising the approach, sharing best practice and aligning common functions.

CITB also plays a pivotal role in the implementation activities, supporting future-state planning, and taking a lead on the development of any key products to support the newly defined Competence requirements.

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Fire Safety in Buildings

Setting the Bar – a new competence regime for building a safety future (October, 2020, p.54, Recommendation 243), also requires

“All installers [to] have a core knowledge of fire safety in buildings – training to be standardised and made mandatory”

A group of industry stakeholders consulted on the content for a Fire Safety in Buildings training course for all installers to undertake. CITB have funded the creation of the course, and it is now a free-to-access training resource which sits on the eLearning platform on the CITB website.

[Fire Safety In Buildings Free Online Training Course](#)



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Competence Frameworks

The Competence Frameworks have been written in line with [BS 8670-1:2024 Competence Frameworks for building safety Part 1: Core criteria – Code of practice](#) (published May, 2024, p.10, Competence and Competence Frameworks, 0.3.2 to 0.3.5) which outlines the key components of a Competence Framework.

The Competence Framework consists of the following components:

1. Recommended Routes to Competence:

Route to Competence is read from the bottom to the top. It contains 3 routes for a new entrant, someone who has some experience as well as an experienced worker who has much more experience. Identifying the recognised routes to achieving competence.

2. Functional Map:

This shows how a specific role in construction is broken down into different functions: Core Construction Competencies, Core Trade Competencies and Trade Specific Competencies.

3. Core Construction Competencies:

These are the considered the fundamental competencies for most roles within construction. Competencies such as Health & Safety or Manual Handling which enable everyone to work onsite safely.

***Please note that Core Construction competencies have undergone a format revision and are currently draft versions pending a collective review by industry*

4. Core Trade Competencies:

These are shared across multiple roles within an occupational family. An example of this might be Safe Working Practices, which are used by both Roof Slaters and also Solar Collector Installers as they both work in the same environment.

5. Trade Specific Competencies:

These are several distinct functions, that when put together define the competence requirements for a role. Use the Knowledge and Skill tabs to show/hide the details within each function.

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Competence Framework Key Definitions

BS 8670-1:2024 Defines the key elements of Competence Frameworks as follows:

Competence: application of skills, knowledge, experience and behaviour to achieve a defined outcome

Skills: ability to perform an activity or task consistently with a specific intended outcome

Knowledge: assimilation of facts, theories and practices in relation to a given role, function, activity or task

Experience: participation in relevant activities or observation of facts and events leading to acquisition or improvement of knowledge and skills

Behaviours: observable things that an individual does or does not do

Validation: formal process of assessing an individual's competence against a sector-specific competence framework

Revalidation: formal process of reassessing an individual's competence against a sector-specific framework on a periodic basis to check that competence has been maintained

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Sector Overview

Development Process

The development process involved extensive consultation and collaboration through a series of working group meetings with SLG10 Installation and Maintenance (previously WG2 Installers), federations/associations representation, employers, manufacturers, and CITB. An online survey and webinar were also available to present the Competence Framework and offer an opportunity to review, provide feedback, support and validate the framework development.

Thorough analysis of existing competencies, standards, training, qualifications, current working practices and known issues and challenges were carried out to produce the framework and identify actions that needed to be addressed.

The working groups were generally very well attended and were conducted in a very cooperative, open and friendly manner with all participating given the opportunity to contribute to the discussions and work being done in relation to the SKEB.



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Sector Overview

Outcomes and Findings

The following significant actions have been identified and will be addressed as part of an implementation plan:

Actions already being implemented:

The following actions have been prioritised for inclusion in an implementation plan:

- A full review of the current National Occupational Standard (NOS) suite including the removal of Brise Soleil and Louvre systems from the existing standard so it can be developed as a National Occupational Standard (NOS) in its own write.

To ensure national coverage the following are required:

- Development of apprenticeships in Wales and Northern Ireland
- Engagement of providers to deliver the current (and revised) Apprenticeship in Scotland

A full, industry wide consultation will be undertaken utilising the association/federation membership bases to identify the need for:

- Development of short duration training courses to bridge the gap between the current (pre revision) NOS, and the Competence Framework / revised NOS and facilitate upskilling of currently qualified operatives
- Additional safety critical CPD that must be completed to gain and re-validated to renew the Skilled Worker Card
- Development of progressive qualification routes to drive higher level competence
- Development of an Alternative Route to Competence (ARTC) and Experienced Worker Practical Assessment (EWPA) to support those entering the industry with transferrable skills
- Introduce Fire Safety in Buildings training as a mandatory competence requirement in line with the following recommendation from the Setting the Bar report²: All installers service and maintenance operatives have a core knowledge of fire safety in buildings – training to be standardised and made mandatory.

Barriers identified to addressing the actions include a substantial lack of recognised training opportunities. There are only two NVQ providers currently delivering the Blinds and Solar Shades NVQ in England, there is no consistent delivery in the devolved nations although some learners may cross the borders to complete assessment with the English providers. The uptake and achievement rates are very low.

It is worth noting that the federations have wide ranging training offers which if aligned to the Competence Framework would provide a strong development pathway.

The National Occupational Standards (NOS) were used to develop the Competence Framework. The NOS and subsequent S/NVQ went through a revision and update in 2017 the Competence Framework has identified these standards, and vocational qualifications are not currently fit for purpose and require a full review.

²Setting the Bar – A new competence regime for Building a Safer Future. Recommendation 243.



Routes to Competence

- To develop
- Actions needed
- Developed

PROGRESSION

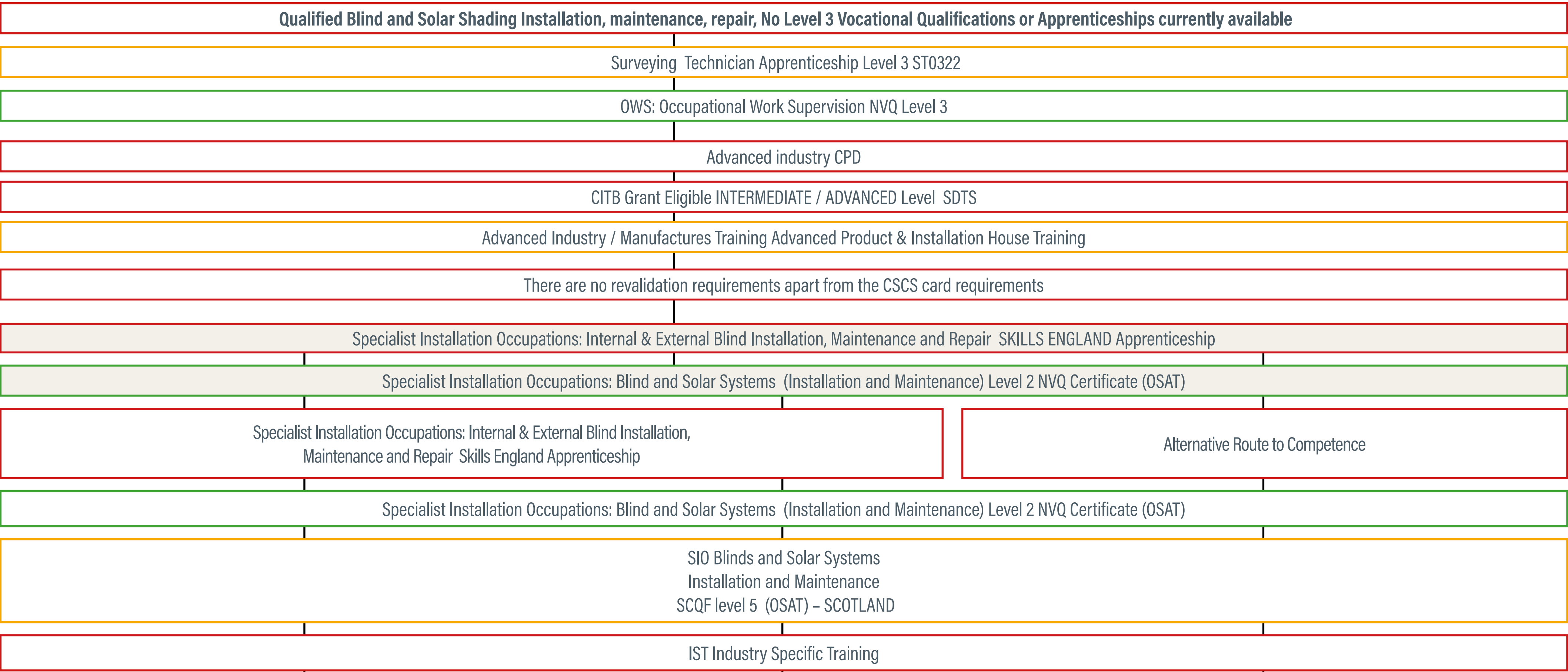
CITB SDTS & CPD TRAINING

RE-VALIDATION OF COMPETENCE

CORE TRADE COMPETENCE

CSCS BLUE

ROUTE TO BASELINE COMPETENCE





Routes to Competence

— To develop

— Actions needed

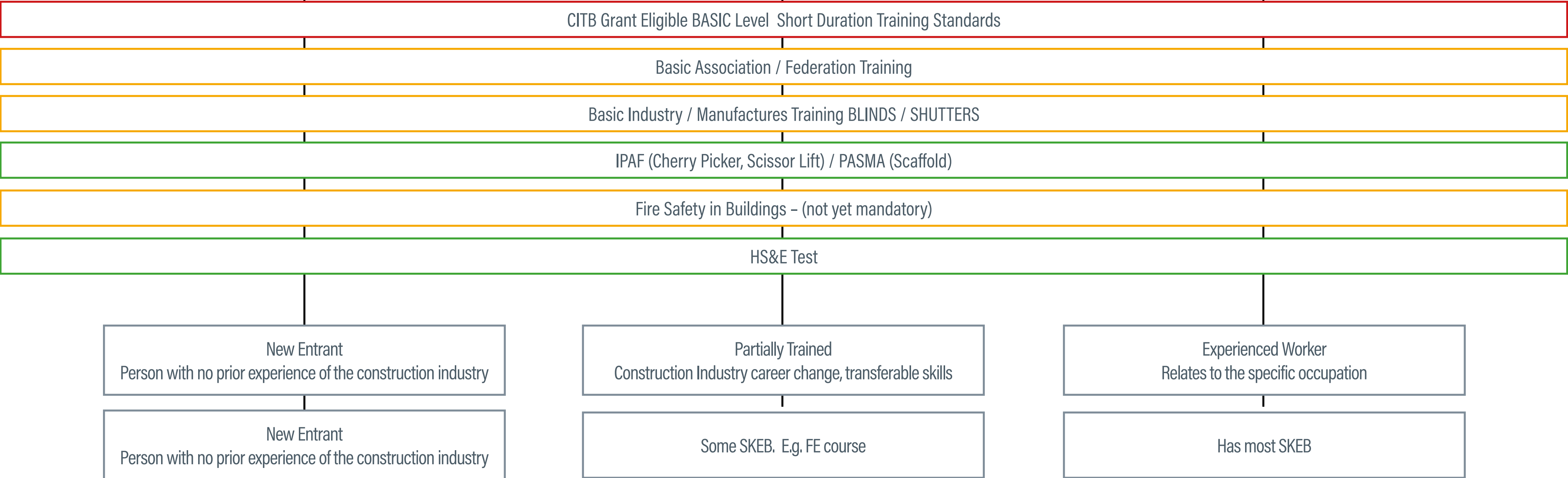
— Developed

OTHER TRAINING

ACCESS TO SITE

CSCS RED

ENTRANT





Functional Map

Core Construction Competencies

FUNCTIONAL MAP ACTIVITIES		INTERNAL BLIND & SOLAR SHADE INSTALLATION	INTERNAL BLIND & SOLAR SHADE SERVICE AND MAINTENANCE	EXTERNAL BLIND & SOLAR SHADE INSTALLATION	EXTERNAL BLIND & SOLAR SHADE SERVICE AND MAINTENANCE
CORE CONSTRUCTION COMPETENCIES					
CC001	Conform to general health, safety, and welfare in the workplace	✓	✓	✓	✓
CC002	Conform to productive working practices in the workplace	✓	✓	✓	✓
CC003	Move, handle, and store resources	✓	✓	✓	✓
CTC-001	Core trade competencies	✓	✓	✓	✓



Functional Map

Trade Specific Competencies

FUNCTIONAL MAP ACTIVITIES		INTERNAL BLIND & SOLAR SHADE INSTALLATION	INTERNAL BLIND & SOLAR SHADE SERVICE AND MAINTENANCE	EXTERNAL BLIND & SOLAR SHADE INSTALLATION	EXTERNAL BLIND & SOLAR SHADE SERVICE AND MAINTENANCE
CORE CONSTRUCTION COMPETENCIES					
SIO-BS-01	Install internal blinds or solar shading systems	✓			
SIO-BS-02	Install external blinds, screens or solar shading systems			✓	
SIO-BS-03	Service and maintain blinds, screens or solar shading systems		✓		✓



Core Construction Competencies

Conform to general health, safety and welfare (CC001)

Description: This function in the context of your occupation and work environment, is about awareness of relevant current statutory requirements and official guidance; responsibilities, to self and others, relating to workplace health, safety and welfare; personal behaviour and security in the workplace.



Core Construction Competencies

Conform to productive working practices (CC002)

Description: This function in the context of your occupation and work environment, is about productive communication with line management, colleagues and customers, interpreting information, planning and carrying productive work practices, working with others or as an individual.

SKILLS

KNOWLEDGE

You must be able to:

Communicate with others

Communicate with line management, colleagues or customers to ensure work is carried out productively
Respect the needs of others when communicating

Follow procedures

Interpret and follow organisational procedures and use appropriate resources to plan the sequence of work in order to conform to productive work practices and maintain records
Complete documentation as required by the organisation

Work Relationships

Maintain good work relationships
Work productively with line management, colleagues, customers or other people
Apply the principles of equality and diversity

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Core Construction Competencies

Move, handle and store resources (CC003)

Description: This function in the context of your occupation and work environment, is about interpreting information, adopting safe and healthy working practices, selecting aids or equipment to move, handle or store occupational resources and moving, handling and storing occupational resources to maintain useful condition.

SKILLS

KNOWLEDGE



You must know and understand:

Interpretation of Information

why organisational procedures have been developed and how they are implemented

types of information, their source and how they are interpreted in relation to:

- technical
- product and regulatory
- oral
- written
- graphical presentation

the importance of reporting and rectifying inappropriate information

how to obtain information to use and store lifting aids and equipment

Safe Work Practices

information for relevant, current legislation and official guidance and how it is applied

the types of fire extinguishers and how and when they are used in relation to water, CO₂, foam, powder

how emergencies should be responded to in accordance with organisational authorisation and personal skills in relation to:

- fires, spillages, injuries
- emergencies relating to occupational activities

the organisational security procedures for tools, equipment and personal belongings in relation to:

- | | |
|-------------|----------------------|
| ■ operative | ■ company |
| ■ site | ■ customer |
| ■ workplace | ■ the general public |
| ■ vehicles | |

how to report risks and hazards identified by the following:

- methods of work
- manufacturers' technical information
- statutory regulations
- official guidance

the accident reporting procedures and who is responsible for making the report

why, when and how health and safety control equipment identified by the principles of prevention should be used in relation to:

- collective protective measures
- personal protective equipment (PPE)
- respiratory protective equipment (RPE)
- local exhaust ventilation (LEV)

how to comply with environmentally responsible work practices to meet current legislation and official guidance

the organisational procedure when dealing with potential accidents, health hazards and the environmental impact whilst working:

- below ground level
- in confined spaces
- at height
- with tools and equipment
- with materials and substances
- moving and storing materials by manual handling and mechanical lifting



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SAFE WORK PRACTICES

SELECTION OF RESOURCES

MINIMISE THE RISK OF DAMAGE

MEET THE CONTRACT SPECIFICATION

APPROACH TO WORK

Core Trade Competencies

Interpret Information

Description: These core trade functions contain all the common competencies including: interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting and using materials, components, tools and equipment, minimising damage, and working within the allocated time, in accordance with organisational requirements which are equal to or exceed current statutory and legislative requirements.



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Safe Work Practices

Description: These core trade functions contain all the common competencies including: interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting and using materials, components, tools and equipment, minimising damage, and working within the allocated time, in accordance with organisational requirements which are equal to or exceed current statutory and legislative requirements.

SKILLS

KNOWLEDGE



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Selection of Resources

Description: These core trade functions contain all the common competencies including: interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting and using materials, components, tools and equipment, minimising damage, and working within the allocated time, in accordance with organisational requirements which are equal to or exceed current statutory and legislative requirements.

SKILLS

KNOWLEDGE



Core Trade Competencies

Minimise the risk of damage

Description: These core trade functions contain all the common competencies including: interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting and using materials, components, tools and equipment, minimising damage, and working within the allocated time, in accordance with organisational requirements which are equal to or exceed current statutory and legislative requirements.

SKILLS

KNOWLEDGE



Core Trade Competencies

Meet the contract specification

Description: These core trade functions contain all the common competencies including: interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting and using materials, components, tools and equipment, minimising damage, and working within the allocated time, in accordance with organisational requirements which are equal to or exceed current statutory and legislative requirements.

KNOWLEDGE

You must know and understand:

- The importance of mental health awareness and wellbeing
- The importance of applying Fairness, Inclusion and Respect (FIR) when dealing with others



Core Trade Competencies

Allocated Time

Description: These core trade functions contain all the common competencies including: interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting and using materials, components, tools and equipment, minimising damage, and working within the allocated time, in accordance with organisational requirements which are equal to or exceed current statutory and legislative requirements.

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Core Trade Competencies

Equality, Diversity and Inclusion

Description: These core trade functions contain all the common competencies including: interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting and using materials, components, tools and equipment, minimising damage, and working within the allocated time, in accordance with organisational requirements which are equal to or exceed current statutory and legislative requirements.

SKILLS

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Core Trade Competencies

Net Zero

Description: These core trade functions contain all the common competencies including: interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting and using materials, components, tools and equipment, minimising damage, and working within the allocated time, in accordance with organisational requirements which are equal to or exceed current statutory and legislative requirements.

SKILLS

KNOWLEDGE



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Core Trade Competencies

Digital Skills

Description: These core trade functions contain all the common competencies including: interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting and using materials, components, tools and equipment, minimising damage, and working within the allocated time, in accordance with organisational requirements which are equal to or exceed current statutory and legislative requirements.

SKILLS

KNOWLEDGE



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Retro Fit

Description: These core trade functions contain all the common competencies including: interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting and using materials, components, tools and equipment, minimising damage, and working within the allocated time, in accordance with organisational requirements which are equal to or exceed current statutory and legislative requirements.

SKILLS

KNOWLEDGE



Core Trade Competencies

Continuous Improvement

Description: These core trade functions contain all the common competencies including: interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting and using materials, components, tools and equipment, minimising damage, and working within the allocated time, in accordance with organisational requirements which are equal to or exceed current statutory and legislative requirements.

KNOWLEDGE

You must know and understand:

- The benefit of continuous development to career progression
- The typical progression routes for a range of roles in the industry
- The typical qualification structures and routes to professional competency



Install Internal Blinds or Solar Shading Systems (BS01)

Safe working environment and practices

Description: This function is about installing internal blinds or shutters for windows or doors by preparing, installing and commissioning systems and ensuring they operate safely.

SKILLS

KNOWLEDGE



You must be able to:

Comply with the contract information to preparing backgrounds for tiling efficiently to the required specification by:

- demonstrating work skills to:
 - measure
 - set out
 - strip
 - cut out
 - remove
 - make good
 - apply
 - position
 - secure
 - finish
- selecting, using, storing and maintaining hand and power tools, and equipment



- preparing surfaces to receive wall and floor tiling using appropriate accessories to produce finished work that conforms to British standards, manufacturers information and technical data sheets and undertaking the following as needed:
 - ensuring surfaces are level and plumb
 - conducting remedial work in accordance with specification
 - mixing and applying materials
 - using primers, levelling compounds and suitable materials
 - siting and installation of movement joints
 - installing membranes



Install Internal Blinds or Solar Shading Systems (BS01)

Tools and Equipment

Description: This function is about installing internal blinds or shutters for windows or doors by preparing, installing and commissioning systems and ensuring they operate safely.

SKILLS

KNOWLEDGE



You must be able to:

Comply with the contract information to preparing backgrounds for tiling efficiently to the required specification by:

- demonstrating work skills to:
 - measure
 - set out
 - strip
 - cut out
 - remove
 - make good
 - apply
 - position
 - secure
 - finish
- selecting, using, storing and maintaining hand and power tools, and equipment



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 - ensuring surfaces are level and plumb
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 - mixing and applying materials
 - using primers, levelling compounds and suitable materials
 - siting and installation of movement joints
 - installing membranes



Install Internal Blinds or Solar Shading Systems (BS01)

Preparation of work

SKILLS



You must be able to:

Comply with the contract information to preparing backgrounds for tiling efficiently to the required specification by:

- demonstrating work skills to:
 - measure
 - set out
 - strip
 - cut out
 - remove
 - make good
 - apply
 - position
 - secure
 - finish
- selecting, using, storing and maintaining hand and power tools, and equipment

KNOWLEDGE



- preparing surfaces to receive wall and floor tiling using appropriate accessories to produce finished work that conforms to British standards, manufacturers information and technical data sheets and undertaking the following as needed:
 - ensuring surfaces are level and plumb
 - conducting remedial work in accordance with specification
 - mixing and applying materials
 - using primers, levelling compounds and suitable materials
 - siting and installation of movement joints
 - installing membranes

Description: This function is about installing internal blinds or shutters for windows or doors by preparing, installing and commissioning systems and ensuring they operate safely.



Install Internal Blinds or Solar Shading Systems (BS01)

Implementation of work

Description: This function is about installing internal blinds or shutters for windows or doors by preparing, installing and commissioning systems and ensuring they operate safely.

SKILLS

KNOWLEDGE



You must be able to:

Comply with the contract information to preparing backgrounds for tiling efficiently to the required specification by:

- demonstrating work skills to:
 - measure
 - set out
 - strip
 - cut out
 - remove
 - make good
 - apply
 - position
 - secure
 - finish
- selecting, using, storing and maintaining hand and power tools, and equipment



- preparing surfaces to receive wall and floor tiling using appropriate accessories to produce finished work that conforms to British standards, manufacturers information and technical data sheets and undertaking the following as needed:
 - ensuring surfaces are level and plumb
 - conducting remedial work in accordance with specification
 - mixing and applying materials
 - using primers, levelling compounds and suitable materials
 - siting and installation of movement joints
 - installing membranes



Install Internal Blinds or Solar Shading Systems (BS01)

Functionality and Safety Checks

Description: This function is about installing internal blinds or shutters for windows or doors by preparing, installing and commissioning systems and ensuring they operate safely.

SKILLS

KNOWLEDGE



You must be able to:

Comply with the contract information to preparing backgrounds for tiling efficiently to the required specification by:

- demonstrating work skills to:
 - measure
 - set out
 - strip
 - cut out
 - remove
 - make good
 - apply
 - position
 - secure
 - finish
- selecting, using, storing and maintaining hand and power tools, and equipment



- preparing surfaces to receive wall and floor tiling using appropriate accessories to produce finished work that conforms to British standards, manufacturers information and technical data sheets and undertaking the following as needed:
 - ensuring surfaces are level and plumb
 - conducting remedial work in accordance with specification
 - mixing and applying materials
 - using primers, levelling compounds and suitable materials
 - siting and installation of movement joints
 - installing membranes



Install Internal Blinds or Solar Shading Systems (BS01)

Teamwork & Communication

Description: This function is about installing internal blinds or shutters for windows or doors by preparing, installing and commissioning systems and ensuring they operate safely.

SKILLS

KNOWLEDGE



You must be able to:

Comply with the contract information to preparing backgrounds for tiling efficiently to the required specification by:

- demonstrating work skills to:
 - measure
 - set out
 - strip
 - cut out
 - remove
 - make good
 - apply
 - position
 - secure
 - finish
- selecting, using, storing and maintaining hand and power tools, and equipment



- preparing surfaces to receive wall and floor tiling using appropriate accessories to produce finished work that conforms to British standards, manufacturers information and technical data sheets and undertaking the following as needed:
 - ensuring surfaces are level and plumb
 - conducting remedial work in accordance with specification
 - mixing and applying materials
 - using primers, levelling compounds and suitable materials
 - siting and installation of movement joints
 - installing membranes

[BACKGROUND](#)[ICSG WORKING GROUPS](#)[FIRE SAFETY IN BUILDINGS](#)[COMPETENCE FRAMEWORKS](#)[COMPETENCE FRAMEWORK KEY DEFINITIONS](#)[SECTOR OVERVIEW](#)[ROUTES TO COMPETENCE](#)[FUNCTIONAL MAP](#)[CORE CONSTRUCTION COMPETENCIES](#)[CORE TRADE COMPETENCIES](#)[TRADE SPECIFIC COMPETENCIES](#)[EXPERIENCE](#)[BEHAVIOURS](#)[REFERENCES/ GLOSSARY](#)

Install External Blinds, Screens or Solar Shading Systems (BS02)

Safe working environment and practices

SKILLS



You must be able to:

Comply with the contract information to preparing backgrounds for tiling efficiently to the required specification by:

- demonstrating work skills to:
 - measure
 - set out
 - strip
 - cut out
 - remove
 - make good
 - apply
 - position
 - secure
 - finish
- selecting, using, storing and maintaining hand and power tools, and equipment

KNOWLEDGE



- preparing surfaces to receive wall and floor tiling using appropriate accessories to produce finished work that conforms to British standards, manufacturers information and technical data sheets and undertaking the following as needed:
 - ensuring surfaces are level and plumb
 - conducting remedial work in accordance with specification
 - mixing and applying materials
 - using primers, levelling compounds and suitable materials
 - siting and installation of movement joints
 - installing membranes

Description: This function is about installing external blinds or shutters for windows or doors by preparing, installing and commissioning manual and motorised systems and ensuring they operate safely.



Install External Blinds, Screens or Solar Shading Systems (BS02)

Tools and Equipment

SKILLS

KNOWLEDGE

Description: This function is about installing external blinds or shutters for windows or doors by preparing, installing and commissioning manual and motorised systems and ensuring they operate safely.



You must be able to:

Comply with the contract information to preparing backgrounds for tiling efficiently to the required specification by:

- demonstrating work skills to:
 - measure
 - set out
 - strip
 - cut out
 - remove
 - make good
 - apply
 - position
 - secure
 - finish
- selecting, using, storing and maintaining hand and power tools, and equipment



- preparing surfaces to receive wall and floor tiling using appropriate accessories to produce finished work that conforms to British standards, manufacturers information and technical data sheets and undertaking the following as needed:
 - ensuring surfaces are level and plumb
 - conducting remedial work in accordance with specification
 - mixing and applying materials
 - using primers, levelling compounds and suitable materials
 - siting and installation of movement joints
 - installing membranes

[BACKGROUND](#)[ICSG WORKING GROUPS](#)[FIRE SAFETY IN BUILDINGS](#)[COMPETENCE FRAMEWORKS](#)[COMPETENCE FRAMEWORK KEY DEFINITIONS](#)[SECTOR OVERVIEW](#)[ROUTES TO COMPETENCE](#)[FUNCTIONAL MAP](#)[CORE CONSTRUCTION COMPETENCIES](#)[CORE TRADE COMPETENCIES](#)[TRADE SPECIFIC COMPETENCIES](#)[EXPERIENCE](#)[BEHAVIOURS](#)[REFERENCES/ GLOSSARY](#)

Install External Blinds, Screens or Solar Shading Systems (BS02)

Preparation of work

SKILLS



You must be able to:

Comply with the contract information to preparing backgrounds for tiling efficiently to the required specification by:

- demonstrating work skills to:
 - measure
 - set out
 - strip
 - cut out
 - remove
 - make good
 - apply
 - position
 - secure
 - finish
- selecting, using, storing and maintaining hand and power tools, and equipment

KNOWLEDGE



- preparing surfaces to receive wall and floor tiling using appropriate accessories to produce finished work that conforms to British standards, manufacturers information and technical data sheets and undertaking the following as needed:
 - ensuring surfaces are level and plumb
 - conducting remedial work in accordance with specification
 - mixing and applying materials
 - using primers, levelling compounds and suitable materials
 - siting and installation of movement joints
 - installing membranes

Description: This function is about installing external blinds or shutters for windows or doors by preparing, installing and commissioning manual and motorised systems and ensuring they operate safely.



Install External Blinds, Screens or Solar Shading Systems (BS02)

Implementation of work

SKILLS



You must be able to:

Comply with the contract information to preparing backgrounds for tiling efficiently to the required specification by:

- demonstrating work skills to:
 - measure
 - set out
 - strip
 - cut out
 - remove
 - make good
 - apply
 - position
 - secure
 - finish
- selecting, using, storing and maintaining hand and power tools, and equipment

KNOWLEDGE



- preparing surfaces to receive wall and floor tiling using appropriate accessories to produce finished work that conforms to British standards, manufacturers information and technical data sheets and undertaking the following as needed:
 - ensuring surfaces are level and plumb
 - conducting remedial work in accordance with specification
 - mixing and applying materials
 - using primers, levelling compounds and suitable materials
 - siting and installation of movement joints
 - installing membranes

Description: This function is about installing external blinds or shutters for windows or doors by preparing, installing and commissioning manual and motorised systems and ensuring they operate safely.

[BACKGROUND](#)[ICSG WORKING GROUPS](#)[FIRE SAFETY IN BUILDINGS](#)[COMPETENCE FRAMEWORKS](#)[COMPETENCE FRAMEWORK KEY DEFINITIONS](#)[SECTOR OVERVIEW](#)[ROUTES TO COMPETENCE](#)[FUNCTIONAL MAP](#)[CORE CONSTRUCTION COMPETENCIES](#)[CORE TRADE COMPETENCIES](#)[TRADE SPECIFIC COMPETENCIES](#)[EXPERIENCE](#)[BEHAVIOURS](#)[REFERENCES/ GLOSSARY](#)

Install External Blinds, Screens or Solar Shading Systems (BS02)

Functionality and Safety Checks

SKILLS



You must be able to:

Comply with the contract information to preparing backgrounds for tiling efficiently to the required specification by:

- demonstrating work skills to:
 - measure
 - set out
 - strip
 - cut out
 - remove
 - make good
 - apply
 - position
 - secure
 - finish
- selecting, using, storing and maintaining hand and power tools, and equipment

KNOWLEDGE



- preparing surfaces to receive wall and floor tiling using appropriate accessories to produce finished work that conforms to British standards, manufacturers information and technical data sheets and undertaking the following as needed:
 - ensuring surfaces are level and plumb
 - conducting remedial work in accordance with specification
 - mixing and applying materials
 - using primers, levelling compounds and suitable materials
 - siting and installation of movement joints
 - installing membranes

Description: This function is about installing external blinds or shutters for windows or doors by preparing, installing and commissioning manual and motorised systems and ensuring they operate safely.

[BACKGROUND](#)[ICSG WORKING GROUPS](#)[FIRE SAFETY IN BUILDINGS](#)[COMPETENCE FRAMEWORKS](#)[COMPETENCE FRAMEWORK KEY DEFINITIONS](#)[SECTOR OVERVIEW](#)[ROUTES TO COMPETENCE](#)[FUNCTIONAL MAP](#)[CORE CONSTRUCTION COMPETENCIES](#)[CORE TRADE COMPETENCIES](#)[TRADE SPECIFIC COMPETENCIES](#)[EXPERIENCE](#)[BEHAVIOURS](#)[REFERENCES/ GLOSSARY](#)

Install External Blinds, Screens or Solar Shading Systems (BS02)

Teamwork & Communication

Description: This function is about installing external blinds or shutters for windows or doors by preparing, installing and commissioning manual and motorised systems and ensuring they operate safely.

SKILLS



You must be able to:

Comply with the contract information to preparing backgrounds for tiling efficiently to the required specification by:

- demonstrating work skills to:
 - measure
 - set out
 - strip
 - cut out
 - remove
 - make good
 - apply
 - position
 - secure
 - finish
- selecting, using, storing and maintaining hand and power tools, and equipment

KNOWLEDGE



- preparing surfaces to receive wall and floor tiling using appropriate accessories to produce finished work that conforms to British standards, manufacturers information and technical data sheets and undertaking the following as needed:
 - ensuring surfaces are level and plumb
 - conducting remedial work in accordance with specification
 - mixing and applying materials
 - using primers, levelling compounds and suitable materials
 - siting and installation of movement joints
 - installing membranes



Service and Maintain Blinds or Solar Shading Systems (BS03)

Safe working environment and practices

Description: This function is about servicing, maintaining or repairing internal and external manual and motorised blinds or shutters for windows or doors and ensuring they operate safely.

SKILLS

KNOWLEDGE



You must be able to:

Comply with the contract information to preparing backgrounds for tiling efficiently to the required specification by:

- demonstrating work skills to:
 - measure
 - set out
 - strip
 - cut out
 - remove
 - make good
 - apply
 - position
 - secure
 - finish
- selecting, using, storing and maintaining hand and power tools, and equipment



- preparing surfaces to receive wall and floor tiling using appropriate accessories to produce finished work that conforms to British standards, manufacturers information and technical data sheets and undertaking the following as needed:
 - ensuring surfaces are level and plumb
 - conducting remedial work in accordance with specification
 - mixing and applying materials
 - using primers, levelling compounds and suitable materials
 - siting and installation of movement joints
 - installing membranes



Service and Maintain Blinds or Solar Shading Systems (BS03)

Tools and Equipment

Description: This function is about servicing, maintaining or repairing internal and external manual and motorised blinds or shutters for windows or doors and ensuring they operate safely.

SKILLS

KNOWLEDGE



You must be able to:

Comply with the contract information to preparing backgrounds for tiling efficiently to the required specification by:

- demonstrating work skills to:
 - measure
 - set out
 - strip
 - cut out
 - remove
 - make good
 - apply
 - position
 - secure
 - finish
- selecting, using, storing and maintaining hand and power tools, and equipment



- preparing surfaces to receive wall and floor tiling using appropriate accessories to produce finished work that conforms to British standards, manufacturers information and technical data sheets and undertaking the following as needed:
 - ensuring surfaces are level and plumb
 - conducting remedial work in accordance with specification
 - mixing and applying materials
 - using primers, levelling compounds and suitable materials
 - siting and installation of movement joints
 - installing membranes



Service and Maintain Blinds or Solar Shading Systems (BS03)

Preparation of work

Description: This function is about servicing, maintaining or repairing internal and external manual and motorised blinds or shutters for windows or doors and ensuring they operate safely.

SKILLS

KNOWLEDGE



You must be able to:

Comply with the contract information to preparing backgrounds for tiling efficiently to the required specification by:

- demonstrating work skills to:
 - measure
 - set out
 - strip
 - cut out
 - remove
 - make good
 - apply
 - position
 - secure
 - finish
- selecting, using, storing and maintaining hand and power tools, and equipment



- preparing surfaces to receive wall and floor tiling using appropriate accessories to produce finished work that conforms to British standards, manufacturers information and technical data sheets and undertaking the following as needed:
 - ensuring surfaces are level and plumb
 - conducting remedial work in accordance with specification
 - mixing and applying materials
 - using primers, levelling compounds and suitable materials
 - siting and installation of movement joints
 - installing membranes



Service and Maintain Blinds or Solar Shading Systems (BS03)

Implementation of work

Description: This function is about servicing, maintaining or repairing internal and external manual and motorised blinds or shutters for windows or doors and ensuring they operate safely.

SKILLS

KNOWLEDGE



You must be able to:

Comply with the contract information to preparing backgrounds for tiling efficiently to the required specification by:

- demonstrating work skills to:
 - measure
 - set out
 - strip
 - cut out
 - remove
 - make good
 - apply
 - position
 - secure
 - finish
- selecting, using, storing and maintaining hand and power tools, and equipment



- preparing surfaces to receive wall and floor tiling using appropriate accessories to produce finished work that conforms to British standards, manufacturers information and technical data sheets and undertaking the following as needed:
 - ensuring surfaces are level and plumb
 - conducting remedial work in accordance with specification
 - mixing and applying materials
 - using primers, levelling compounds and suitable materials
 - siting and installation of movement joints
 - installing membranes



Service and Maintain Blinds or Solar Shading Systems (BS03)

Functionality and Safety Checks

Description: This function is about servicing, maintaining or repairing internal and external manual and motorised blinds or shutters for windows or doors and ensuring they operate safely.

SKILLS

KNOWLEDGE



You must be able to:

Comply with the contract information to preparing backgrounds for tiling efficiently to the required specification by:

- demonstrating work skills to:
 - measure
 - set out
 - strip
 - cut out
 - remove
 - make good
 - apply
 - position
 - secure
 - finish
- selecting, using, storing and maintaining hand and power tools, and equipment



- preparing surfaces to receive wall and floor tiling using appropriate accessories to produce finished work that conforms to British standards, manufacturers information and technical data sheets and undertaking the following as needed:
 - ensuring surfaces are level and plumb
 - conducting remedial work in accordance with specification
 - mixing and applying materials
 - using primers, levelling compounds and suitable materials
 - siting and installation of movement joints
 - installing membranes



Service and Maintain Blinds or Solar Shading Systems (BS03)

Teamwork & Communication

Description: This function is about servicing, maintaining or repairing internal and external manual and motorised blinds or shutters for windows or doors and ensuring they operate safely.

SKILLS

KNOWLEDGE



You must be able to:

Comply with the contract information to preparing backgrounds for tiling efficiently to the required specification by:

- demonstrating work skills to:
 - measure
 - set out
 - strip
 - cut out
 - remove
 - make good
 - apply
 - position
 - secure
 - finish
- selecting, using, storing and maintaining hand and power tools, and equipment



- preparing surfaces to receive wall and floor tiling using appropriate accessories to produce finished work that conforms to British standards, manufacturers information and technical data sheets and undertaking the following as needed:
 - ensuring surfaces are level and plumb
 - conducting remedial work in accordance with specification
 - mixing and applying materials
 - using primers, levelling compounds and suitable materials
 - siting and installation of movement joints
 - installing membranes



Experience

Information that can be evidenced to confirm level of experience
Self-Assessment of the key existing skills & knowledge statements

Rarely: Task is completed less than once every 3 months on average Regular: Task is completed more than once every 3 months on average	Trained or Qualified: You have received and passed formal manufacturers or industry training from a qualified source or hold a recognised qualification such as an NVQ, Apprenticeship or T Level. Train, Supervise or Quality Assure: You hold training sessions, supervise, coach or mentor individuals and provide feedback.			
Experience You must have experience of: Use the drop-down boxes to rate your current experience Select one answer per row	I am not trained or qualified and do not complete this task as part of my role.	I am trained or qualified but rarely complete this task. I would need refresher training and supervision to complete the task.	I am qualified, this task is a regular part of my current role or I have completed it regularly in my time in the industry to an approved standard.	I also train, supervise or quality assure the work of operatives as part of my current role or a regular part of my time in the industry.
Safe working environment and practices Experience				
Safety legislation for installing internal blinds or shutters for windows or doors				
Regulations and procedures for installing internal blinds or shutters for windows or doors				
Implementation of work – Experience				
Install internal roller blind systems				
Install internal venetian blind systems				
Install internal vertical blind systems				
Install internal pleated blind systems				
Install internal panel blind systems				



Experience

Information that can be evidenced to confirm level of experience
Self-Assessment of the key existing skills & knowledge statements

Rarely: Task is completed less than once every 3 months on average Regular: Task is completed more than once every 3 months on average	Trained or Qualified: You have received and passed formal manufacturers or industry training from a qualified source or hold a recognised qualification such as an NVQ, Apprenticeship or T Level. Train, Supervise or Quality Assure: You hold training sessions, supervise, coach or mentor individuals and provide feedback.			
Experience You must have experience of: Use the drop-down boxes to rate your current experience Select one answer per row	I am not trained or qualified and do not complete this task as part of my role.	I am trained or qualified but rarely complete this task. I would need refresher training and supervision to complete the task.	I am qualified, this task is a regular part of my current role or I have completed it regularly in my time in the industry to an approved standard.	I also train, supervise or quality assure the work of operatives as part of my current role or a regular part of my time in the industry.
Implementation of work – Experience				
Install internal cassetted blind systems				
Install internal roman blind systems				
Install internal lantern blind systems				
Install internal shaped blinds (non-square or rectangular)				
Install internal roller shutter systems				
Install internal hinged shutter systems				
Install internal concertina shutter systems				
Install internal plantation shutter systems				
Install internal sliding shutter systems				



Experience

Information that can be evidenced to confirm level of experience
Self-Assessment of the key existing skills & knowledge statements

Rarely: Task is completed less than once every 3 months on average Regular: Task is completed more than once every 3 months on average	Trained or Qualified: You have received and passed formal manufacturers or industry training from a qualified source or hold a recognised qualification such as an NVQ, Apprenticeship or T Level. Train, Supervise or Quality Assure: You hold training sessions, supervise, coach or mentor individuals and provide feedback.			
Experience You must have experience of: Use the drop-down boxes to rate your current experience Select one answer per row	I am not trained or qualified and do not complete this task as part of my role.	I am trained or qualified but rarely complete this task. I would need refresher training and supervision to complete the task.	I am qualified, this task is a regular part of my current role or I have completed it regularly in my time in the industry to an approved standard.	I also train, supervise or quality assure the work of operatives as part of my current role or a regular part of my time in the industry.
Implementation of work – Experience				
Install internal manual blind or shutter systems				
Install internal solar or battery powered blind or shutter systems				
Install internal powered (230v) blind or shutter systems				
Basic working at height installation (hop up, ladder)				
High-level installation (current PASMA qualification)				
High-level installation (current IPAF qualification)				
Functionality and Safety Checks - Experience				
Test the operational functionality of installed internal manual blinds				
Test the operational functionality of installed internal powered blinds				

Experience

Information that can be evidenced to confirm level of experience
Self-Assessment of the key existing skills & knowledge statements

Rarely: Task is completed less than once every 3 months on average Regular: Task is completed more than once every 3 months on average	Trained or Qualified: You have received and passed formal manufacturers or industry training from a qualified source or hold a recognised qualification such as an NVQ, Apprenticeship or T Level. Train, Supervise or Quality Assure: You hold training sessions, supervise, coach or mentor individuals and provide feedback.			
Experience You must have experience of: Use the drop-down boxes to rate your current experience Select one answer per row	I am not trained or qualified and do not complete this task as part of my role.	I am trained or qualified but rarely complete this task. I would need refresher training and supervision to complete the task.	I am qualified, this task is a regular part of my current role or I have completed it regularly in my time in the industry to an approved standard.	I also train, supervise or quality assure the work of operatives as part of my current role or a regular part of my time in the industry.
Functionality and Safety Checks - Experience				
Test the operational functionality of installed internal manual shutters				
Test the operational functionality of installed internal powered shutters				
Wider Experience				
Following Equality, Diversity & Inclusion policies, working as part of a diverse team and engaging with diverse communities and stakeholders				
Contributing towards achieving Net Zero by working on projects with a focus on sustainability and energy efficiency				



Experience

Information that can be evidenced to confirm level of experience
Self-Assessment of the key existing skills & knowledge statements

Rarely: Task is completed less than once every 3 months on average Regular: Task is completed more than once every 3 months on average	Trained or Qualified: You have received and passed formal manufacturers or industry training from a qualified source or hold a recognised qualification such as an NVQ, Apprenticeship or T Level. Train, Supervise or Quality Assure: You hold training sessions, supervise, coach or mentor individuals and provide feedback.			
Experience You must have experience of: Use the drop-down boxes to rate your current experience Select one answer per row	I am not trained or qualified and do not complete this task as part of my role.	I am trained or qualified but rarely complete this task. I would need refresher training and supervision to complete the task.	I am qualified, this task is a regular part of my current role or I have completed it regularly in my time in the industry to an approved standard.	I also train, supervise or quality assure the work of operatives as part of my current role or a regular part of my time in the industry.
Safe working environment and practices Experience				
Safety legislation for installing external blinds or shutters for windows or doors				
Regulations and procedures for installing external blinds or shutters for windows or doors				
Implementation of work – Experience				
Install external roller blind systems				
Install external venetian blind systems				
Install external tensioned blind systems				
Install external folding arm awning systems				
Install external drop arm awning systems				
Install external dutch canopy systems				

Experience

Information that can be evidenced to confirm level of experience
Self-Assessment of the key existing skills & knowledge statements

Rarely: Task is completed less than once every 3 months on average Regular: Task is completed more than once every 3 months on average	Trained or Qualified: You have received and passed formal manufacturers or industry training from a qualified source or hold a recognised qualification such as an NVQ, Apprenticeship or T Level. Train, Supervise or Quality Assure: You hold training sessions, supervise, coach or mentor individuals and provide feedback.			
Experience You must have experience of: Use the drop-down boxes to rate your current experience Select one answer per row	I am not trained or qualified and do not complete this task as part of my role.	I am trained or qualified but rarely complete this task. I would need refresher training and supervision to complete the task.	I am qualified, this task is a regular part of my current role or I have completed it regularly in my time in the industry to an approved standard.	I also train, supervise or quality assure the work of operatives as part of my current role or a regular part of my time in the industry.
Implementation of work – Experience				
Install external louvered pergola systems				
Install external pergola awning systems				
Install external fixed (rigid) blind systems				
Install external shaped blinds (non-square or rectangular)				
Install external roller shutter systems				
Install external hinged shutter systems				
Install external concertina shutter systems				
Install external plantation shutter systems				
Install internal sliding shutter systems				



Experience

Information that can be evidenced to confirm level of experience
Self-Assessment of the key existing skills & knowledge statements

Rarely: Task is completed less than once every 3 months on average Regular: Task is completed more than once every 3 months on average	Trained or Qualified: You have received and passed formal manufacturers or industry training from a qualified source or hold a recognised qualification such as an NVQ, Apprenticeship or T Level. Train, Supervise or Quality Assure: You hold training sessions, supervise, coach or mentor individuals and provide feedback.			
Experience You must have experience of: Use the drop-down boxes to rate your current experience Select one answer per row	I am not trained or qualified and do not complete this task as part of my role.	I am trained or qualified but rarely complete this task. I would need refresher training and supervision to complete the task.	I am qualified, this task is a regular part of my current role or I have completed it regularly in my time in the industry to an approved standard.	I also train, supervise or quality assure the work of operatives as part of my current role or a regular part of my time in the industry.
Implementation of work – Experience				
Install external manual blind or shutter systems				
Install external solar or battery powered blind or shutter systems				
Install external powered (230v) blind or shutter systems				
Install external automated blind or shutter systems (wind, rain, sun sensors)				
Basic working at height installation (hop up, ladder)				
High-level installation (current PASMA qualification)				
High-level installation (current IPAF qualification)				
Functionality and Safety Checks – Experience				
Test the operational functionality of installed external manual blinds				

Experience

Information that can be evidenced to confirm level of experience
Self-Assessment of the key existing skills & knowledge statements

Rarely: Task is completed less than once every 3 months on average Regular: Task is completed more than once every 3 months on average	Trained or Qualified: You have received and passed formal manufacturers or industry training from a qualified source or hold a recognised qualification such as an NVQ, Apprenticeship or T Level. Train, Supervise or Quality Assure: You hold training sessions, supervise, coach or mentor individuals and provide feedback.			
Experience You must have experience of: Use the drop-down boxes to rate your current experience Select one answer per row	I am not trained or qualified and do not complete this task as part of my role.	I am trained or qualified but rarely complete this task. I would need refresher training and supervision to complete the task.	I am qualified, this task is a regular part of my current role or I have completed it regularly in my time in the industry to an approved standard.	I also train, supervise or quality assure the work of operatives as part of my current role or a regular part of my time in the industry.
Functionality and Safety Checks - Experience				
Test the operational functionality of installed external powered blinds				
Test the operational functionality of installed external manual shutters				
Test the operational functionality of installed external powered shutters				
Functionality and Safety Checks - Experience				
Following Equality, Diversity & Inclusion policies, working as part of a diverse team and engaging with diverse communities and stakeholders				
Contributing towards achieving Net Zero by working on projects with a focus on sustainability and energy efficiency				
Working with multidisciplinary teams to use digital solutions across installation, maintenance, service or repair activities				
Complying with quality standards and performance criteria retrofit different types of buildings, including residential, commercial, and heritage properties				



Experience

Information that can be evidenced to confirm level of experience
Self-Assessment of the key existing skills & knowledge statements

Rarely: Task is completed less than once every 3 months on average Regular: Task is completed more than once every 3 months on average	Trained or Qualified: You have received and passed formal manufacturers or industry training from a qualified source or hold a recognised qualification such as an NVQ, Apprenticeship or T Level. Train, Supervise or Quality Assure: You hold training sessions, supervise, coach or mentor individuals and provide feedback.			
Experience You must have experience of: Use the drop-down boxes to rate your current experience Select one answer per row	I am not trained or qualified and do not complete this task as part of my role.	I am trained or qualified but rarely complete this task. I would need refresher training and supervision to complete the task.	I am qualified, this task is a regular part of my current role or I have completed it regularly in my time in the industry to an approved standard.	I also train, supervise or quality assure the work of operatives as part of my current role or a regular part of my time in the industry.
Safe Working environment and practices – Experience				
Safety legislation for servicing and maintaining internal or external blinds or shutters for windows or doors				
Regulations and procedures for servicing and maintaining internal or external blinds or shutters for windows or doors				
Implementation of work (Internal) – Experience				
Service and Maintain internal roller blind systems				
Service and Maintain internal venetian blind systems				
Service and Maintain internal vertical blind systems				
Service and Maintain internal pleated blind systems				
Service and Maintain internal panel blind systems				
Service and Maintain internal cassetted blind systems				



Experience

Information that can be evidenced to confirm level of experience
Self-Assessment of the key existing skills & knowledge statements

Rarely: Task is completed less than once every 3 months on average Regular: Task is completed more than once every 3 months on average	Trained or Qualified: You have received and passed formal manufacturers or industry training from a qualified source or hold a recognised qualification such as an NVQ, Apprenticeship or T Level. Train, Supervise or Quality Assure: You hold training sessions, supervise, coach or mentor individuals and provide feedback.			
Experience You must have experience of: Use the drop-down boxes to rate your current experience Select one answer per row	I am not trained or qualified and do not complete this task as part of my role.	I am trained or qualified but rarely complete this task. I would need refresher training and supervision to complete the task.	I am qualified, this task is a regular part of my current role or I have completed it regularly in my time in the industry to an approved standard.	I also train, supervise or quality assure the work of operatives as part of my current role or a regular part of my time in the industry.
Implementation of work (Internal) – Experience				
Service and Maintain internal roman blind systems				
Service and Maintain internal lantern blind systems				
Service and Maintain internal shaped blinds (non-square or rectangular)				
Service and Maintain internal roller shutter systems				
Service and Maintain internal hinged shutter systems				
Service and Maintain internal concertina shutter systems				
Service and Maintain internal plantation shutter systems				
Service and Maintain internal sliding shutter systems				
Service and Maintain internal manual blind or shutter systems				



Experience

Information that can be evidenced to confirm level of experience
Self-Assessment of the key existing skills & knowledge statements

Rarely: Task is completed less than once every 3 months on average Regular: Task is completed more than once every 3 months on average	Trained or Qualified: You have received and passed formal manufacturers or industry training from a qualified source or hold a recognised qualification such as an NVQ, Apprenticeship or T Level. Train, Supervise or Quality Assure: You hold training sessions, supervise, coach or mentor individuals and provide feedback.			
Experience You must have experience of: Use the drop-down boxes to rate your current experience Select one answer per row	I am not trained or qualified and do not complete this task as part of my role.	I am trained or qualified but rarely complete this task. I would need refresher training and supervision to complete the task.	I am qualified, this task is a regular part of my current role or I have completed it regularly in my time in the industry to an approved standard.	I also train, supervise or quality assure the work of operatives as part of my current role or a regular part of my time in the industry.
Implementation of work (Internal) – Experience				
Service and Maintain internal solar or battery powered blind or shutter systems				
Service and Maintain internal powered (230v) blind or shutter systems				
Basic working at height service and maintenance (hop up, ladder)				
High-level service and maintenance (current PASMA qualification)				
High-level service and maintenance (current IPAF qualification)				
Implementation of work (External) – Experience				
Service and Maintain external roller blind systems				
Service and Maintain external venetian blind systems				
Service and Maintain external tensioned blind systems				



Experience

Information that can be evidenced to confirm level of experience
Self-Assessment of the key existing skills & knowledge statements

Rarely: Task is completed less than once every 3 months on average Regular: Task is completed more than once every 3 months on average	Trained or Qualified: You have received and passed formal manufacturers or industry training from a qualified source or hold a recognised qualification such as an NVQ, Apprenticeship or T Level. Train, Supervise or Quality Assure: You hold training sessions, supervise, coach or mentor individuals and provide feedback.			
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Implementation of work (External) – Experience				
Service and Maintain external folding arm awning systems				
Service and Maintain external drop arm awning systems				
Service and Maintain external dutch canopy systems				
Service and Maintain external louvered pergola systems				
Service and Maintain external pergola awning systems				
Service and Maintain external fixed (rigid) blind systems				
Service and Maintain external shaped blinds (non-square or rectangular)				
Service and Maintain external roller shutter systems				
Service and Maintain external hinged shutter systems				

Experience

Information that can be evidenced to confirm level of experience

Self-Assessment of the key existing skills & knowledge statements

Rarely: Task is completed less than once every 3 months on average Regular: Task is completed more than once every 3 months on average	Trained or Qualified: You have received and passed formal manufacturers or industry training from a qualified source or hold a recognised qualification such as an NVQ, Apprenticeship or T Level. Train, Supervise or Quality Assure: You hold training sessions, supervise, coach or mentor individuals and provide feedback.			
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Implementation of work (External) – Experience				
Service and Maintain external concertina shutter systems				
Service and Maintain external plantation shutter systems				
Service and Maintain internal sliding shutter systems				
Service and Maintain external manual blind or shutter systems				
Service and Maintain external solar or battery powered blind or shutter systems				
Service and Maintain external powered (230v) blind or shutter systems				
Service and Maintain external automated blind or shutter systems (wind, rain, sun sensors)				
Basic working at height service and maintenance (hop up, ladder)				
High-level service and maintenance (current PASMA qualification)				
High-level service and maintenance operative (current IPAF qualification)				



Experience

Information that can be evidenced to confirm level of experience
Self-Assessment of the key existing skills & knowledge statements

Rarely: Task is completed less than once every 3 months on average Regular: Task is completed more than once every 3 months on average	Trained or Qualified: You have received and passed formal manufacturers or industry training from a qualified source or hold a recognised qualification such as an NVQ, Apprenticeship or T Level. Train, Supervise or Quality Assure: You hold training sessions, supervise, coach or mentor individuals and provide feedback.			
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Functionality and Safety Checks – Experience				
Test the operational functionality of manual blinds				
Test the operational functionality of powered blinds				
Test the operational functionality of manual shutters				
Test the operational functionality of powered shutters				
Wider Experience				
Following Equality, Diversity & Inclusion policies, working as part of a diverse team and engaging with diverse communities and stakeholders				
Contributing towards achieving Net Zero by working on projects with a focus on sustainability and energy efficiency				
Working with multidisciplinary teams to use digital solutions across installation, maintenance, service or repair activities				



Behaviours

You must be able to demonstrate:

Quality focus

Pay attention to detail to achieve high-quality work to current industry standards

Awareness and consideration of other trades

Provide protection to adjacent finishes to avoid possible damage

Maintain a clean and tidy workspace

Safe Working

Be aware of and comply with all statutory and site-specific safety requirements and take personal responsibility for your actions and the safety of others

Positive and mature attitude

Conscientious and professional including appearance

Take responsibility for personal judgements and actions

Be aware of the limits of personal competence

Show respect for all individuals, regardless of background

Upholding ethical standards, including:

- honesty
- integrity
- fairness
- inclusion
- respect
- transparency in all aspects of role

Teamwork

Work as part of a larger construction team

Collaborate effectively with other tradespeople

Communicate well to achieve project goals

Demonstrate good customer service

Be polite, approachable, and responsive to client needs

Time Management

Be dependable and punctual

Manage time and resources effectively to meet project deadlines and maximise productivity

Attention to Sustainability

Have an awareness of sustainability and environmental considerations when using resources and carrying out processes

Continuous Learning

Identify personal development needs and take action to meet those needs through learning and development opportunities

Keep up to date with best practice, new technology, techniques, and materials

Digital Skills

Be open to new ideas and technologies and show a willingness to adapt to rapidly changing digital technologies and industry practices

Retrofit

Keep up to date with the latest retrofit technologies, methodologies, and best practices and work with others to achieve retrofit goals and objectives



References/Glossary

The Competence Framework page hosted by the CLC:
Competence – Construction Leadership Council

Details of the new ICSG Structure: **Industry Competence Steering Group – Construction Leadership Council**

CITB Competence Framework page: **Competence Frameworks - CITB**

The BSI Competence Programme pages: **Raising Competency Across the Built Environment | BSI**

Definitions

SKEB - Skills, Knowledge, Experience and Behaviours

VQ - Vocational Qualification

NVQ - National Vocational Qualifications

SVQ - Scottish Vocational Qualifications

NOS - National Occupational Standards

COSVR XXX - Specific National Occupational Standards

RQF - Regulated Qualification Framework (England)

SCQF – Scottish Credit & Qualifications Framework

ICC - Industry Competence Committee

CLC - Construction Leadership Council

CSG - Competence Steering Group

ICSG - Industry Competence Steering Group (Formerly CSG)

CITB -Construction Industry Training Board

SLG - Sector Lead Group

