



# Specialist Timber Fire Door Installer Competence Framework





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## How to read this document

This document aims to outline the Competence Standard set out by the Sector Group. The elements in the above menu are the Competence Framework elements.

### Routes to Competence:

Read this document from the bottom to the top. It contains 3 swim lanes which show the routes for a new entrant, someone who has some skills, knowledge, experience and behaviours (SKEB) as well as an experienced worker.

### Functional Map:

This shows the grouping of functions together to show competencies for a specific role. This will be used to form the basis of any new qualification structures in the future. It may look very similar to existing competence qualification structures as the groups of functions are likely to be the same. It is the finer detail found in the Trade Specific Competencies that will outline the next level of detail.

### Core Trade Competencies:

These are the common requirements for this trade more generally.

### Trade Specific Competencies:

These are the functions themselves, when put together with other functions they become the competence requirements for a particular role. Use the Knowledge and Skill tabs (where applicable) to reveal or conceal additional details within sections

### Experience:

Requirements set out by the Sector Group. These will form part of any checks carried out to validate competence initially as well as what is required for revalidation purposes. This could be a number of CPD hours that an individual is expected to undertake, observation of fire or safety critical installation activities on an annual basis or requirements that in the future would be required to trigger a construction card scheme card.

### Behaviours:

Based on those found in BS8670-1:2024 the behaviours are what is expected from individuals working in this role. It is felt that most of these would be monitored by an employer on an ongoing basis, some might be added to competence qualifications where they can be demonstrated during the time served on an apprenticeship for example.



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## Background

In the report, Building a Safer Future, Dame Judith Hackitt spoke of the industry's approach to competence as being "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 2022, together with supporting secondary legislation, has introduced a new regulatory regime, which requires the engagement of everyone working in the built environment, not just those involved in Higher-Risk Buildings (HRBs).

Regulations define competence as having the appropriate **skills, knowledge, experience** and **behaviours (SKEB)**, and requires all individuals carrying out any design, construction or refurbishment work to be competent to undertake the role to which they are appointed.

Organisations must also demonstrate that they have the 'organisational capability', and it is a legal requirement for anyone appointing an individual or organisation to ensure that they meet the requirements.

In December 2024, the Industry Competence Steering Group (ICSG) was formally launched as the updated structure to the Competence Steering Group (CSG). Made up of 15 different working groups, representing all of Construction and the Built Environment, with the agreed goal of creating competence frameworks. Sector Lead Group 10 in the Industry Competence Steering Group represents Installation and Maintenance and this work has taken place in conjunction with that programme of work.







# ICSG Working Groups

In September 2020, The CSG released Setting the Bar – a new competence regime for building a safety future which included recommendations from WG2 (pages 54 – 60) Under the move from the CSG to the ICSG, WG2 has become SLG10.

Since the publication of this report WG2 (now SLG10) has focussed on delivering its recommendation that the industry should adopt a framework for all the installer roles working on in- scope buildings that can also be applied to other project types. The frameworks should consist of:

- Accredited third party certification of companies (installer schemes)
- Level 2 or 3 qualifications for individuals
- A card scheme such as, but not limited to, the CSCS
- CPD refresher training and the maintenance of individual skills
- All installers have a core knowledge of fire safety in buildings – training to be standardised and made mandatory.

A requirement identified within the Setting the Bar report was to identify any SKEB needed for working within a Higher-Risk Building (HRB). Whilst developing the competence frameworks, the working group noted that the competence requirements applied to all building types, new or old as well as the Repair, maintenance and improve (RMI) market.

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 provides Developer support to all roles within its scope order, facilitating the Sector Group's work and allowing them to concentrate on defining the competence requirements with support and guidance to document the requirements set for the frameworks.

In this role CITB can support the standardisation of statements contained within the Competence Frameworks, sharing best practice between the groups. This working relationship also allows CITB to plan in any Implementation Plan actions that have been identified and that fall under its responsibility. This allows for faster implementation of the Competence Frameworks.



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## The Industry Competence Steering Group (ICSG)





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## Fire Safety in Buildings

Following the recommendations in the Building a Safer future report, a group of Industry Experts met to design and build the content for a Fire Safety in Buildings training course for all installers to undertake. CITB 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 following documents that make up the Competence framework:

- 1. The SKEB Statements** - outlining the **S**kills, **K**nowledge, **E**xperience and **B**ehaviours (SKEB) required to obtain competence in the occupation(s).
- 2. A Route to Competence** - showing the path (or paths) to obtaining, and then maintaining, individual competence in the occupation(s).
- 3. An Implementation Plan** - identifying what practical steps are required (as well as a timeframe) to allow every individual in scope to the competence framework to come into compliance with its requirements.

The Competence frameworks have been written in line with BS8670-1:2024 Competence frameworks for building safety which outlines the key components of a Competence Framework.

**These include:**

- **What Competence is defined as**
- **What Validation and Revalidation looks like**
- **How to maintain and develop Competence over time**
- **Limits of Competence**

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## Competence Framework Key Definitions

BS8670-1:2024 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

# Specialist Timber Fire Door Installers Competence Framework Development

The development of the Specialist Timber Fire Door Installers Competence Framework aims to establish a structured, standardised approach for assessing and ensuring the competencies of an individual carrying out timber **fire door fitting** duties whilst contributing to the activities of a passive fire team. Due to the varied occupational descriptions in the industry for a fire door installer, the framework applies to individuals in the following occupations: **Site Carpenter, Site Joiner, Fire Door Carpenter, Fire Door Engineer, Fire Door Installer Fire Protection Installer, General Builder** (who will install timber fire doors), **Passive Fire Specialist** (installing timber fire doors), **Product Installer**, and **Specialist Door Fitter**.

The framework serves to address the demand for high-quality and safe installations of a life safety product, promoting the development of skilled professionals who meet industry standards.

The framework outlines key competencies required for a specialist timber fire door installer including installation, health and safety, training and qualification landscape and any re-validation requirements, regardless of which sector they are operating in. It is designed to guide training programs, qualifications, third party installer schemes, employers, workers and regulatory bodies across the industry. This competency model is intended to reduce risks associated with poor timber fire door installation practices, improve building performance, and ensure compliance with relevant regulations and standards.

Key components of the framework include:

- 1. Routes to Competence:** Identification of the recognised routes to achieving competence.
- 2. Competency Levels:** Clear definitions of the Skills, Knowledge, Experience & Behaviours required for each function of a specialist timber fire door installer.
- 3. Technical Skills:** A comprehensive understanding of materials, techniques, and equipment used by an individual involved in the installation of timber fire doors.
- 4. Health and Safety:** Emphasis on safety standards to minimise accidents and ensure safe working environments.
- 5. Sustainability and Efficiency:** Incorporating best practices for energy efficiency and sustainability, and the long-term performance of a specialist timber fire door installer.

The framework is intended for use by industry professionals, training providers, third party installer schemes and regulatory bodies to create a consistent and accountable approach to competency for an individual installing timber fire doors, regardless of which sector they are working within. By ensuring that a specialist timber fire door installer meet the framework's requirements, the industry can improve the quality of the installation of a lifesaving product and support regulatory compliance..



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### Development Process

The development process involved extensive consultation and collaboration with trade associations/ federations, employers, manufacturers, sector body representatives and individuals from CITB's Technical Groups in line with SLG10 Installation and Maintenance (previously WG2 Installers) key principles. Key organisations involved in developing the sector based approach for individual competence of a Specialist Timber Fire Door Installer are: The British Woodworking Federation, Door and Hardware Federation, Automatic Door Suppliers Association, Architectural and Specialist Door Manufacturer Association, Glass and Glazing Federation and CITB in their capacity as a Standard Setting Body.

Throughout the development process, the Competence Framework was presented to specialist subject representatives via a series of webinars, surveys and face to face meetings, offering various opportunities to review, provide feedback, support and validate the framework development.

The working groups were well attended and were conducted in a very cooperative, open and friendly manner with all participating having the opportunity to contribute to the discussions and work to ensure the SKEB statements are accurate.

Thorough analysis of existing competencies, standards, training provision, qualifications, third party installer schemes, current working practices and known issues and challenges was carried out. Via this process we have produced the framework and identified actions that needed to be addressed to achieve competence for an individual installing a timber fire door.





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## Sector Overview

### Outcomes and Findings

The following actions have either been addressed during the development process or been identified and will be addressed as part of an implementation plan:

#### Addressed during the development stage

- Review and update the National Occupational Standards (NOS) for installing fire resisting timber door assemblies and door-sets and associated hardware within the Associated Industrial Services Occupations – Passive Fire Protection suite
- Consult on, and confirm that the installation of installing fire resisting timber door assemblies and door-sets and associated hardware NOS to be imported into the Wood Occupations – Site Carpentry First Fix Components suite
- For any individual who already holds the NVQ Level 2 Wood Occupations – Site Carpentry, Level 2 Associated Industrial Services Occupations – Passive Fire Protection or the Level 3 Site Carpentry qualifications can undergo an On Site Assessment (OSAT) for the unit Install fire resisting timber door assemblies and door-sets and associated hardware with a registered OSAT Centre so this can be added to their CSCS card



#### To be addressed at implementation stage

- Collaborate with Awarding Organisations to assess capacity and capability in light of updates to the current Recommended Qualification Structure (RQS). These updates will mandate the inclusion of the unit [Install Fire-Resisting Timber Door Assemblies and Door-sets and Associated Hardware](#) as a specific pathway for passive fire specialists who will be responsible for installing timber fire doors within the **Associated Industrial Services Occupations – Passive Fire Protection Level 2** qualification
- English Level 2 Apprenticeship to include Fire Door installations
- Introduce Fire Safety in Building training as a mandatory competence requirement
- Review and update CITB short duration training standard - Installation of fire door assemblies and door-sets, for demonstrating ongoing CPD
- Work with UKAS third party installer schemes to promote embedding the route to competence for individuals into their schemes to mitigate organisational competence.

The National Occupational Standards (NOS) were used to develop the Competence Framework. The **Associated Industrial Services Occupations – Passive Fire Protection** National Occupational Standards (NOS) suite underwent a comprehensive revision in parallel with the development of the Competence Framework. This alignment has confirmed that the standards and associated vocational qualifications remain fit for purpose.

The working group have also identified the Experience and Behaviour requirements. When adapted either individually or through an organisation, these will promote a culture of self-development, responsibility and reinforce positive values.

Barriers identified to addressing the actions include a substantial lack of assessors.





# Routes to Competence

- To Develop/Issues
- Developed - needs amending
- Developed

PROGRESSION
RE-VALIDATION OF COMPETENCE
TRADE SPECIFIC COMPETENCE
ROUTE TO TRADE SPECIFIC COMPETENCE

Gold Skilled Worker CSCS Card									
Valid for 5 years									
Successful completion of L3 (England) or L6 (Scotland) apprenticeship required for this card									
Installation of Fire Door Assemblies and Doorsets (upon renewal of the card)									
Safe use of woodworking machinery	Safe use of woodworking machinery refresher	Panel usage in timber frame erection	MDF Cutting safety	Installing fixtures & fittings in a timber frame building	Installation of fire door assemblies & door sets*	Heavy timber framework	Handling materials in woodworking	External bench training	Bench joinery, Workshop and onsite
CSCS Card unit endorsement									
Complete Unit ‘Install fire-resisting timber door assemblies and door-sets and associated hardware’									
Completed Fire Safety in Buildings online training									
Holds Skilled Worker CSCS Card									
Achievement of industry recognised competence assessed qualification (NVQ, SCQF L5, ST0264 Apprenticeship IFATE)									

\*mandatory upon card each card renewal





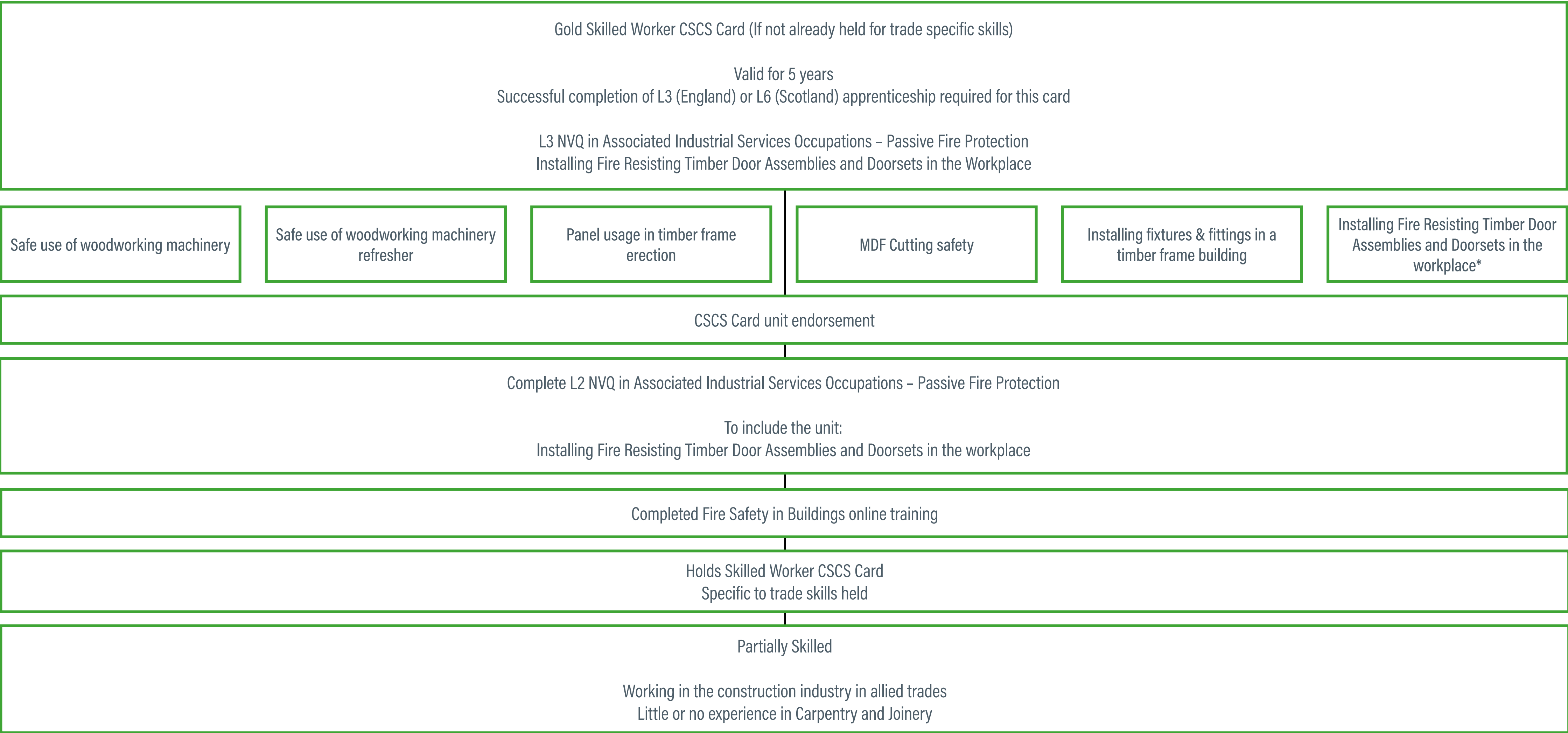
- To Develop/Issues
- Developed - needs amending
- Developed

# Routes to Competence

PROGRESSION

RE-VALIDATION OF COMPETENCE

TRADE SPECIFIC COMPETENCE



\* mandatory upon renewal



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# Functional Map

## Introduction

### Training Pathways for Specialist Timber Fire Door Installers

#### PURPOSE

The purpose of this work, the Route to Competence (RtC) and Skills, Knowledge, Experience and Behaviour (SKEB) statements is to confirm the industry agreed standards and qualification landscape for a Site Carpenter within the Wood Occupations Sector.

Consultation with sector experts, established the necessary structure to train and qualify the workforce and maintain and monitor levels of competence. Building regulations and industry best practice knowledge guidelines were referenced throughout the consultation.

#### SCOPE

The scope of the document validates the Competence requirements, qualification pathways and any re-validation requirements.

#### FUNCTIONAL MAP

The agreed competencies required to demonstrate competence for a role.

#### EXPERIENCE

Information on how to evidence competence and confirm the level of experience.

#### BEHAVIOURS

Core behavioural statements originating from the BS8670-1:2024 document which sets out core building safety competence criteria which have been added to this framework.

#### DEFINITIONS

**SKEB** Skills, Knowledge, Experience and Behaviours; **VQ** Vocational Qualification – NVQ and SVQ; **COSVR XXX** Specific National Occupational Standards; **RQF** Regulated Qualification Framework (England)

#### CORE CONSTRUCTION COMPETENCIES

These skills and knowledge statements are derived from a standard set of competencies that underpin all construction roles. \*\*The Core Construction competencies have undergone a format revision and are currently draft versions pending a collective review by industry.

#### CORE TRADE COMPETENCIES

Core Trade skills and knowledge statements applicable to a Specialist Timer Fire Door Installer.

#### TRADE SPECIFIC COMPETENCIES

Individual functions further defined into Skills (practical abilities and techniques) and Knowledge (theoretical understanding and information). Together, they define what is needed to be competent in a role.





# Functional Map

## Core Construction Competencies

FUNCTIONAL MAP ACTIVITIES		
CORE CONSTRUCTION COMPETENCIES		
CC001	Conform to general workplace health, safety and welfare in the workplace	✓
CC002	Conform to productive work practices in the workplace	✓
CC003	Move, handle and store resources	✓





# Functional Map

## Trade Specific Competencies

ACTIVITIES		SHORT DURATION TRAINING STANDARDS		
		PROPOSED COMPETENCE ROUTE	TRAINING	RE-VALIDATION
CORE TRADE COMPETENCIES				
W0005	Install fire resisting timber door assemblies and door-sets	✓	Installation of fire door assemblies and door sets	





CC001

CC002

CC003

# Core Construction Competencies

## Conform to general health, safety and welfare (CC001)

**Function:** Conform to general health, safety and welfare

**Refs:** COSVR641 Conform to general health, safety and welfare in the workplace

**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.

### SKILLS

#### You must be able to:

##### Workplace health, safety and welfare

Comply with all workplace health, safety and welfare legislation requirements at all times

Avoid risk by complying with given information relating to the following:

- induction
- briefings
- application of prior training (safe use of health and safety control equipment)

Adhere to statutory requirements and/or safety notices and warning signs displayed in the workplace or on equipment

##### Recognition of hazards

Recognise hazards, associated with the workplace and report them in accordance with organisational procedures

Recognise hazards created by changing circumstances, that have not been previously controlled, and report them in accordance with organisational procedures

##### Organisational policies and procedures

Accept responsibility for, and comply with, organisational policies and procedures in order to contribute to health, safety and welfare

Show personal behaviour which demonstrates active responsibility for general workplace health, safety and welfare

### KNOWLEDGE

Comply with organisational policies and procedures relating to the following:

- consideration of others
- interpretation of given instructions to maintain safe systems of work
- contributing to discussions (offer and provide feedback)
- maintaining quality working practices
- contributing to the maintenance of workplace welfare facilities
- storage and use of equipment provided to keep people safe
- disposal of waste and/or consumable items

##### Security arrangements

Comply with and support organisational procedures for maintaining the security of the workplace:

- during the working day
- on completion of the day's work
- from unauthorised personnel (other operatives and/ or the general public)
- from theft



# Core Construction Competencies

## Conform to productive working practices (CC002)

**Function:** Conform to productive working practices

**Refs:** COSVR642 Conform to productive working practices in the workplace

**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





# Core Construction Competencies

## Move, handle and store resources (CC003)

**Function:** Move, handle or store resources

**Refs:** COSVR643 move, handle or store resources

**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, CO<sub>2</sub>, 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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INTERPRET INFORMATION

SAFE WORK PRACTICES

SELECTION OF RESOURCES

MINIMISE THE RISK OF DAMAGE

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.





# Core Trade Competencies

## 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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INTERPRET INFORMATION

SAFE WORK PRACTICES

SELECTION OF RESOURCES

MINIMISE THE RISK OF DAMAGE

APPROACH TO WORK

# Core Trade Competencies

## 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

## Approach to work

**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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INSTALL FIRE RESISTING TIMBER DOOR ASSEMBLIES AND DOOR-SETS AND ASSOCIATED HARDWARE (W0005)

# Trade Specific Competencies

Install fire resisting timber door assemblies and door-sets and associated hardware (W0005)

## SKILLS



**Function:** Install fire resisting timber door assemblies and door-sets and associated hardware  
**Refs:** COSVR358 Install fire resisting timber door assemblies and door-sets and associated hardware

**Description:** This function is about interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting and using the correct materials, components, tools and equipment and preparing and installing fire resisting timber door assemblies, door-sets and associated hardware in line with the relevant installation guides/certification.

## KNOWLEDGE



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# Experience

Information that can be evidenced to confirm level of experience

- Provide evidence of Qualifications
- Provide evidence of Training
- Provide evidence of past experience
- Provide evidence of projects you have worked on
- Testimony from clients/customers
- Written testimony from employer

## Assessment Methods

- Review of portfolio provided
- Review of logbook
- Review of current CV
- Observation, photographic/videographic evidence
- Professional discussion







# Behaviours

You must be able to demonstrate:

Putting Health, Safety and wellbeing of self and others first and report any non- compliance

Considerations for the environment and sustainability when using resources and materials and carrying out processes including reuse, recycle and safe disposal of waste

Taking ownership of own work, personal judgements and actions Promotion to a fair, diverse and inclusive culture within the workforce

Undertaking progressive and appropriate training to increase or maintain level of competence through continuous personal and professional development

Adaptability to new and changing situations with clients, customers, members of the public and other contractor trades

Working well within a team

Adaptable communication methods to suit audience Respecting lines of communication and collaborate with others Managing own time effectively

Consideration requirements for differences in site environments compared to domestic environments

Behaviours that represent your trade and your employer in a positive manner Upholding work ethics, including honesty, integrity and respect for others

Working within limits of own competence and seek advice from trusted sources when required

Delivering high quality work using best practice





# 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](#)