

Site Carpentry - Specific to First and Second Fix Activities (Doors and Stairs) Competence Framework





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 agreed that the competence requirements should apply to all building types, new or old as well as the Repair, Maintenance and Improvement (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.

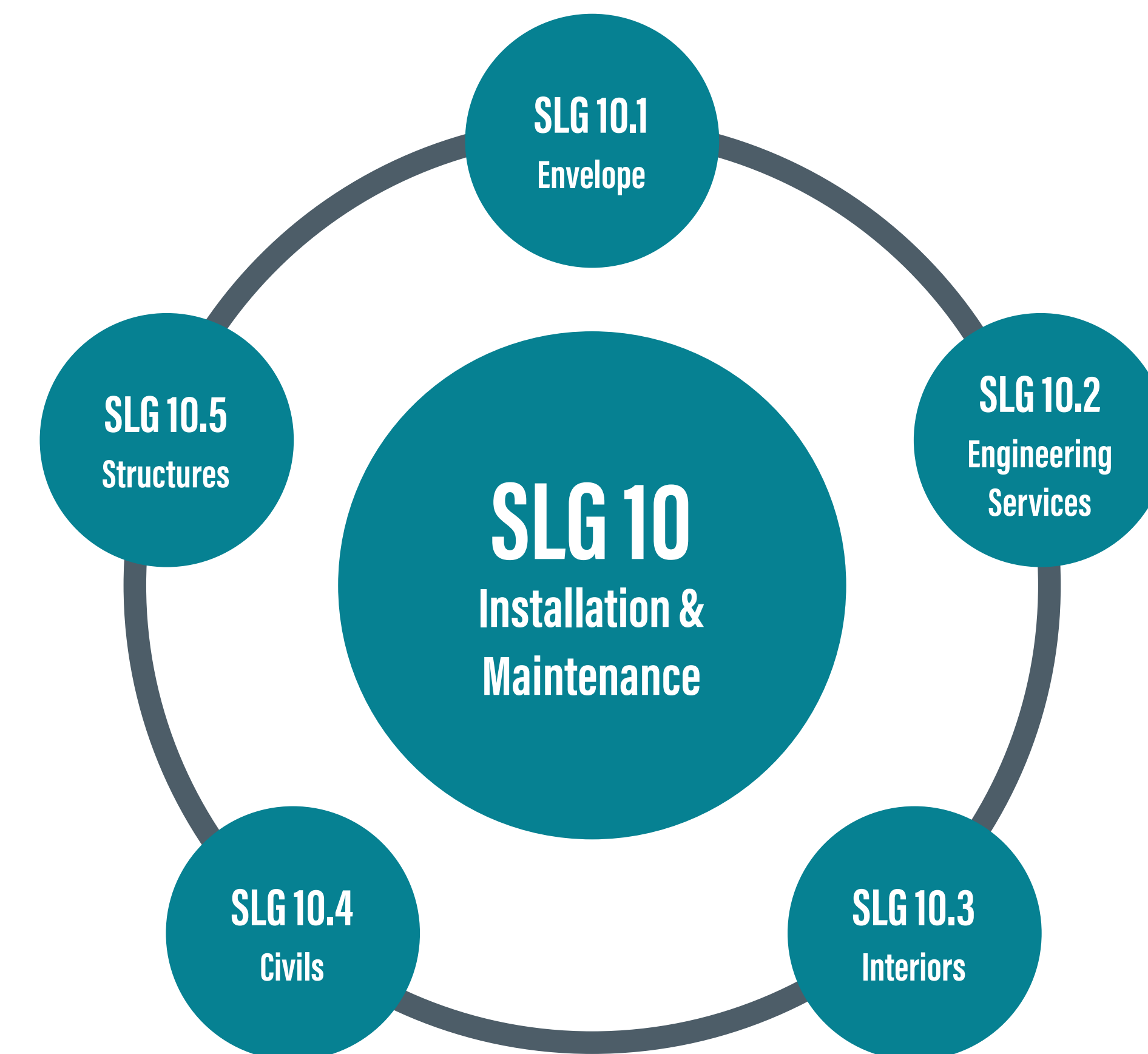
CITB provides Developer support to all roles within its scope order, facilitating the Sector Group’s work and allowing them to concentrate on defining the competence requirements with support and guidance to document the requirements set for the frameworks.

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

Site Carpentry - Specific to First and Second Fix Activities (Doors and Stairs) Competence Framework Development

The development of the Site Carpentry Competence Framework aims to establish a structured, standardised approach for assessing and ensuring the competencies of Site Carpenters who carry out first and second fix activities when installing a variety of timber-based products, in particular **timber fire doors** and **stairs**. The framework serves to address the growing demand for high-quality and safe installations, promoting the development of skilled professionals who meet industry standards.

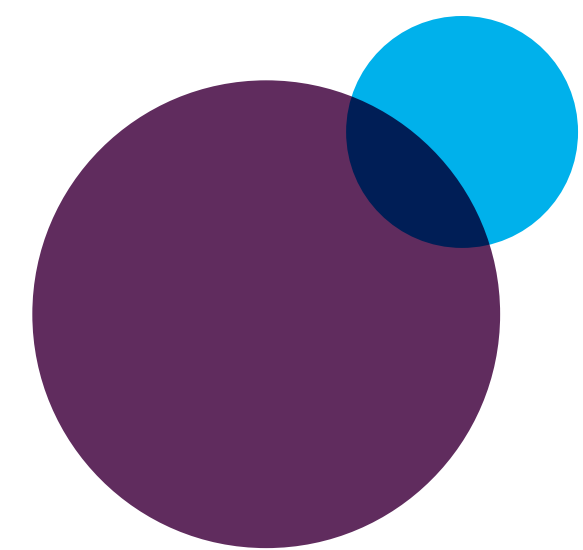
The framework outlines key competencies required for Site Carpenters involved in first and second fix activities, including installation, health and safety, training and qualification landscape and re-validation requirements. It is designed to guide training programs, qualifications, employers, workers, regulatory bodies across the industry. This competency model is intended to reduce risks associated with poor installation practices, improve building performance, and ensure compliance with relevant regulations and standards.

Whilst developing the competence framework, the working group agreed that the competence requirements would apply to all building types, new or old as well as the Repair, Maintenance and Improvement (RMI) market.

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 the Site Carpentry role.
- 3. Technical Skills:** A comprehensive understanding of materials, techniques, and equipment used in Site Carpentry.
- 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 Site Carpenters.

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 in Site Carpentry. By ensuring that Site Carpenters who carry out first and second fix activities including **timber fire doors** and **stairs** meet the framework's requirements, the industry can improve the quality of the installation of life saving products such as timber fire doors and stairs 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 Site Carpenter: The British Woodworking Federation, Institute of Carpenters, Home Builders Federation, Scottish Building Federation and CITB in their capacity as a Standard Setting Body.

An online survey and webinar are 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 provisions, qualifications, current working practices and known issues and challenges were carried out. Via this process we have produced the framework and identified actions that needed to be addressed to achieve competence for Site Carpenters involved in first and second fix activities.

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



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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 National Occupational Standards (NOS) for installing first and second fix components within the Wood Occupations – Site Carpentry suite.
- Review and update the National Occupational Standards (NOS) for installing fire resisting timber door assemblies and door sets and associated hardware. (This is an imported unit within the Site Carpentry suite from Passive Fire Protection).
- Consult on, and confirm that the installation of staircases is to be mandated with First Fixing Components



To be addressed at implementation stage

- Collaborate with Awarding Organisations to assess capacity and capability in response to proposed updates to the Recommended Qualification Structure (RQS). Update the current RQS to mandate the inclusion of the following units within the **Level 2 NVQ and SVQ in Wood Occupations (Construction) – Site Carpentry at SCQF Level 5** pathway:
 - Install First Fixing Components
 - Install Second Fixing Components
 - Install fire resisting timber door assemblies and door-sets and associated hardware
- English Level 2 Apprenticeship to include Fire Door installations
- Review and update the following CITB short duration training standards for demonstrating ongoing CPD
 - Installing fixtures and fittings in a timber frame building
 - External bench training
 - MDF cutting safety
 - Installation of fire door assemblies and door sets
- Introduce Fire Safety in Building training as a mandatory competence requirement

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

The National Occupational Standards (NOS) were used as the basis to develop the Competence Framework. The Wood Occupations 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.



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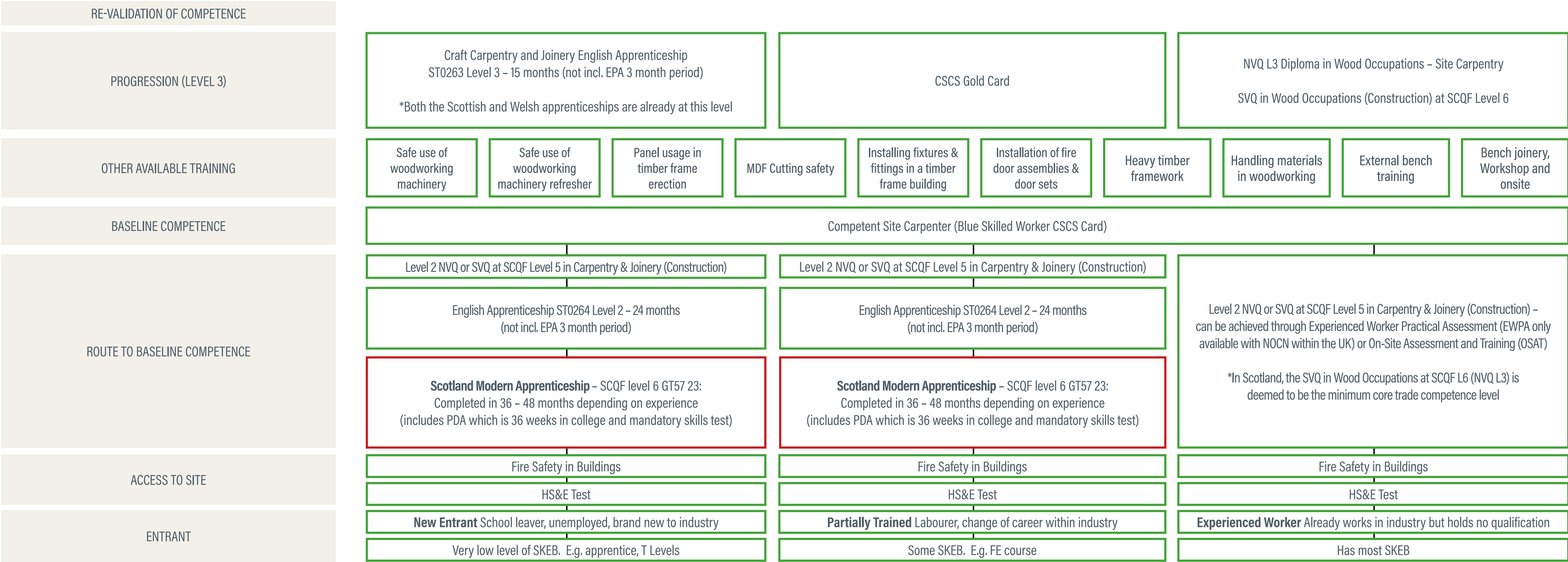
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ROUTE ONE

ROUTE TWO

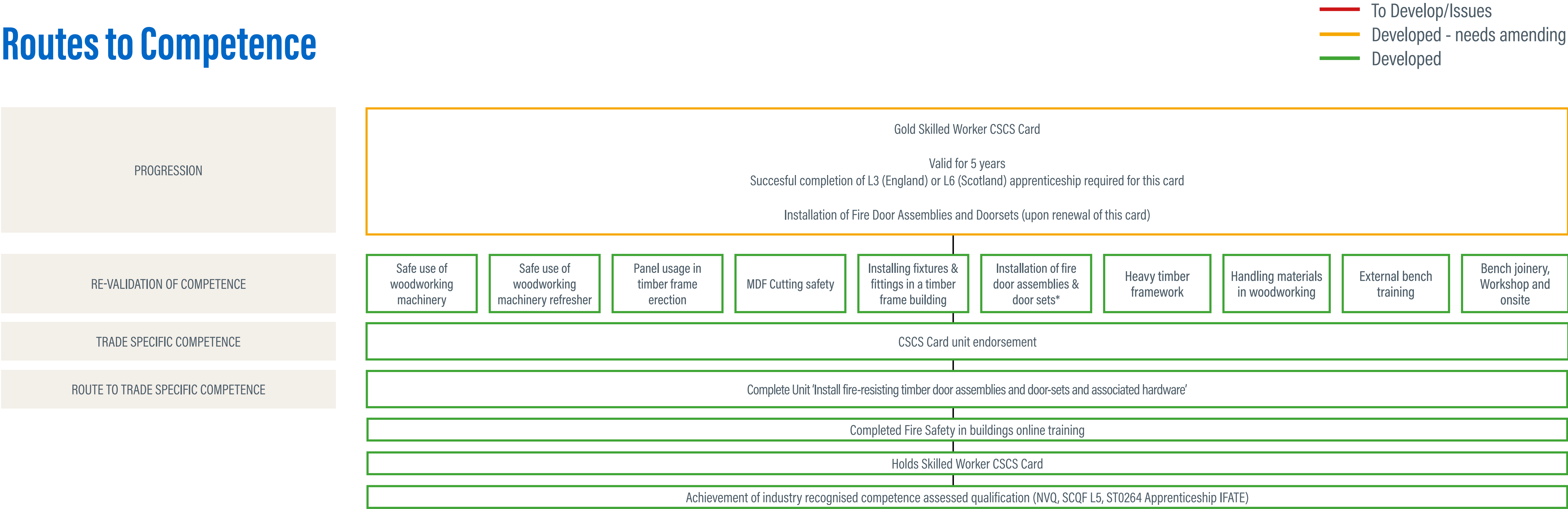
- To Develop/Issues
- Developed - needs amending
- Developed

Routes to Competence





Routes to Competence



* mandatory upon each card renewal



Functional Map

Introduction

Training Pathways for Site Carpenter

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.

DEFINITIONS

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

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.

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 Site Carpenter.

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 roles.



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				
W0001	Install first fixing components	✓	Installing fixtures and fittings in a timber frame building	
W0002	Install second fixing components	✓		
W0005	Install fire resisting timber door assemblies and door-sets	✓	Installation of fire door assemblies and door sets	✓
1 of 3 units				
W0003	Erect structural carcassing components	A		
W0004	Maintain non-structural carpentry work	A		
W0006	Set up and use transportable cutting and shaping machines	A	Safe use of woodworking machinery	



CC001

CC002

CC003

Core Construction Competencies

Conform to general health, safety and welfare in the workplace (CC001)

Function: Conform to general health, safety and welfare in the workplace

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



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CC001

CC002

CC003

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



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CC001

CC002

CC003

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



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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 competencies for bricklaying 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



Trade Specific Competencies

Install First Fixing Components (W0001)

Function: Install first fixing components

Description: This function is about installing first fixing components. It includes preparing and carrying out first fixing.

SKILLS

KNOWLEDGE



You must be able to:

Remove, measure, mark out, cut, line, level, drill, fit, fix, fill, finish, position and secure to carry out pre-installation checks, assessing, recording and reporting issues as per specification to include:

- suitable access
 - vents ducts, flues and penetrations
 - services (gas, electric, water, media cables)
- architectural features
 - vegetation
 - rainwater and soil water services
- damp proof course
 - surface defects
 - trim projections, cills and overhangs
- protections, such as glazing, doors, floors and roofs

Use and maintain all work tools and equipment Cut and fix pre-formed trims and mounting blocks

Install pattresses for fixtures and fittings

Apply treatments to existing walls Install base track and seal



Trade Specific Competencies

Install Second Fixing Components (W0002)

SKILLS



KNOWLEDGE



Function: Install second fixing components

Description: This function is about installing second fixing components. It includes preparing and carrying out second fixing.



Trade Specific Competencies

Erect structural carcassing components (W0003)

SKILLS



KNOWLEDGE



Function: Erect structural carcassing components

Description: This function is about erecting structural carcassing components. It includes preparing and carrying out the erection of carcassing components for roofs and floors.



Trade Specific Competencies

Maintain non-structural carpentry work (W0004)

SKILLS



KNOWLEDGE



Function: Maintain non-structural carpentry work

Description: This function is about maintaining non-structural carpentry work. It includes repairing defective timber frames, mouldings and sash cords.



Trade Specific Competencies

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

SKILLS



KNOWLEDGE



Function: 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.



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INSTALL FIRST FIXING COMPONENTS (W0001)

INSTALL SECOND FIXING COMPONENTS (W0002)

ERECT STRUCTURAL CARCASSING COMPONENTS (W0003)

MAINTAIN NON-STRUCTURAL CARPENTRY WORK (W0004)

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

SET UP AND USE TRANSPORTABLE CUTTING AND SHAPING MACHINES (W0006)

Trade Specific Competencies

Set up and use transportable cutting and shaping machines (W0006)

SKILLS



KNOWLEDGE



Function: Set up and use transportable cutting and shaping machines

Description: This function is about setting up and using transportable cutting and shaping machines. It includes setting up, preparing and using powered cutting and shaping tools and equipment.



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 jobs you have worked on
- Written testimony from clients/cutomers’

Assessment Methods

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

*Experience relating to Installation of Timber Fire Doors is shown on Fire Doors framework document

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Behaviours

You must be able to demonstrate:

Always report problems as soon as they arise

Comply with rules, regulations and instructions, and identify and report conflicts

Willing to asking questions to clarify queries

Challenge unsafe behaviours and activities, and report where necessary

Maintain a clean and tidy work area

Working towards high quality of all work completed with an understanding of impact of defects and avoiding damage to adjacent products including but not limited to frame, partition, seals

Demonstrate teamwork and effective communication including taking responsibility for personal actions

Demonstrate time management skills to effectively to meet project deadlines and maximise productivity

Tailor method of communicating/informing of appropriate content to various audiences including but not limited to other trades, members of public, residents and stakeholders

Undertake appropriate training to increase and maintain level of competence, including legislation, regulations and standards e.g. British Standards, ISO Standards, EN Standards

Work within limits of own capability and know when to seek advice from others

Behave in a way that represents your trade and employer in a positive manner

Awareness of the differing requirements for live site environment compared to an occupied environment fitout

Protect everyone from noise, dust and other inconveniences

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

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

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

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

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

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

Awareness and consideration of other trades





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](#)