



Summary of the:
GQA Level 2 NVQ Diploma In Fenestration Installation (QCF)
 500/7825/2

Who is this qualification for?

This qualification is aimed at those who work as installers of glass supporting systems, which include window and door units. The standards cover the most important aspects of the job. This qualification is at Level 2, although there may be individual units at other levels, and should be taken by those who are fully trained to deal with routine assignments. Candidates should require minimum supervision in undertaking the job. A further qualification that cover Fenestration Installation and Surveying at Level 3 is also available.

Candidates for this qualification will primarily be working on customers’ premises and installing windows, doors and conservatories.

Candidates are likely to have jobs entitled:

- Conservatory Installer
- Double Glazier
- Installer or Replacement Windows & Doors
- Window Fitter
- Installer
- Installer of Glass Supporting Systems

What is required from candidates?

QCF qualifications are made up of a number of units that have a credit value or credits. These credits must be achieved in the correct combination from mandatory and optional units: this qualification has 4 mandatory units and 3 groups of optional units. Candidates should achieve all 4 mandatory units listed below, plus a minimum of 11 credits from group 1 of the optional units, a minimum of 8 credits from group 2 and a minimum of 3 credits from group 3. This makes the minimum credit value of the qualification 37 credits.

The units are made up of the things you need to know and the things you need to be able to do to carry out your job safely and correctly. These are called Learning Outcomes, and all must be met to achieve the unit

Mandatory Units (All units must be taken)

<i>Unit Ref</i>	<i>Title</i>	<i>Level</i>	<i>Credit</i>
FI1	Maintain Health and Safety in the Fenestration Installation Working Environment	Level 2	4 Credits
AG3	Communicating and Working with Others in the Glass and Related Working Environments	Level 2	3 Credits
FI3	Locate, Transport, Handle and Position and Materials and Components in Fenestration Installation	Level 2	4 Credits
CW1	Identify and Confirm Installation Requirements in Glass and Related Work	Level 2	4 Credits

Optional units Group 1 (a minimum of 11 credits must be achieved)

<i>Unit Ref</i>	<i>Title</i>	<i>Level</i>	<i>Credit</i>
FI4	Prepare and Shape Fenestration Installation Products and Materials	Level 2	5 Credits
FI6	Prepare the Site, Equipment and Tools for Fenestration Installation	Level 2	4 Credits
FI7	Remove Existing Windows and Doors and Prepare Apertures	Level 2	8 Credits
FI9	Prepare and Position Window and Door Units ready for Installation	Level 2	3 Credits
FI10	Install Glass and/or Panels into Windows and Doors	Level 2	4 Credits

Optional units Group 2 (a minimum of 8 credits must be achieved)

Unit Ref	Title	Level	Credit
FIS7	Install Conservatories	Level 3	14 Credits
F18	Install Windows and Doors	Level 2	8 Credits

Optional units Group 3 (a minimum of 3 credits must be achieved)

Unit Ref	Title	Level	Credit
F111	Maintain/Repair Windows and Doors or Conservatories	Level 3	6 Credits
F113	Post Windows, Doors or Conservatories Installation Activity	Level 2	3 Credits
FIS1	Understanding the Building Regulations in the Fenestration Industry	Level 3	3 Credits

Achieving all the combination of Mandatory units and the correct choice of optional credits will mean the qualification has been completed and GQA will provide the Diploma with the qualification title. Where a candidate has completed additional credits the Certificate will list these as "additional credits", in cases where the candidate has not completed the full qualification and will not go on to do so, a Certificate of Credit can be issued for the credits achieved.

Assessment guidance

Evidence should show that you can complete all of the learning outcomes for each unit being taken.

Types of evidence:

Evidence of performance and knowledge is required. Evidence of performance should be demonstrated by activities and outcomes, and should be generated in the workplace only, unless indicated under potential sources of evidence (see below). Evidence of knowledge can be demonstrated through performance or by responding to questions.

Potential sources of evidence:

The main source of evidence for each unit will be observation of the candidate's performance and knowledge demonstrated during the completion of the unit. This can be supplemented by the following types of physical or documentary evidence:

- Accident book/reporting system
- Safety record
- Training record
- Audio evidence
- Installation specifications and documentation
- Witness testimonies
- Correspondence with customers
- Prepared materials and work area
- Apertures prepared
- Installed systems and panels
- Telephone logs
- Equipment
- Photographic/video evidence
- Notes and memos
- Inspection Reports

Examples of Evidence:

- Installation work on windows, doors, conservatories
- Shaping of products including cutting, grinding, edging
- Materials inc. Units, panels, extruded profiles, fixing bolts, brackets, flashing, cleats, glass, and consumables
- Equipment inc. Protective equipment, manual and power tools, access and supporting equipment
- Information systems, manual or electronic
- Sketches
- Drawings
- Plans
- Resources inc. People, time, materials, equipment, energy
- Emergency procedures inc. Responding to alarms, using fire fighting equipment, isolating power and/or fuel supplies

Please Note that photocopied or downloaded documents such as manufacturers or industry guidance, H&S policies, Risk Assessments etc, are not normally acceptable evidence for GQA qualifications unless accompanied by a record of a professional discussion or assessor statement confirming candidate knowledge of the subject. If you are in any doubt about the validity of evidence, please contact your GQA External Verifier.

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