



Summary of the:

GQA Level 3 NVQ Certificate in Fenestration Surveying (QCF)

501/2109/1

Who is this qualification for?

This qualification is aimed at those who work as surveyors working with glass supporting systems, including conservatories and other external glazed structures, and advanced walling systems etc.

This qualification is at Level 3, and should be taken by those who are experienced surveyors, capable of dealing with a wide range of problems, including working with installations that have complex requirements. Candidates will often take a technical supervisory role, particularly in relation to less-experienced surveyors.

Further GQA qualification at level 2 & 3, covering Fenestration Installation and Curtain wall installation are available.

Candidates for this qualification will primarily be working on and could be assessed in the context of surveying activities linked to Window and Doors or conservatories, or Curtain Walling.

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 5 mandatory units and 6 options units.

Candidates should achieve all 5 mandatory units listed below, plus a minimum of 3 credits from the optional units.

The units are made up of the things you need to know and the thing 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 – Total credits in mandatory Units (21)

<i>Unit Ref</i>	<i>Title</i>	<i>Level</i>	<i>Credit</i>
FIS3	Maintain Health and Safety in the Fenestration Installation Surveying Environment	Level 2	2 Credits
FIS1	Understanding the Building Regulations in the Fenestration Industry	Level 3	3 Credits
FIS 11	Identify Fenestration Installation Requirements	Level 3	7 Credits
AG3	Communicating and Working with Others in the Glass and Related Working Environments	Level 2	3 Credits
FIS 12	Produce specifications for window and door, Curtain wall or conservatory installation	Level 3	9 Credits

Optional units – Minimum of 3 credits must be achieved from this group

<i>Unit Ref</i>	<i>Title</i>	<i>Level</i>	<i>Credit</i>
AG18	Ensure Resources are Available to Meet Work Requirements in a Glass or Glass Related Working Environment	Level 3	3 Credits
AG2	Promote and Maintain Health and Safety in a Glass or Glass Related Environment	Level 3	4 Credits

CW4	Post Curtain Walling Activity	Level 2	3 Credits
FI13	Post Windows, Doors and Conservatories Installation Activity	Level 2	3 Credits
FIS10	Control the Installation of Windows and Doors, or Conservatories, or Curtain Walling	Level 3	8 Credits
FIS2	Improve the work of the Organisation through the use of Resources, communication and Working Relationships in a Glass or Glass Related Working Environment	Level 3	5 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.

Quantity of evidence:

Evidence should show that you can meet the requirements of the units on a minimum of three occasions, in a way that demonstrates that the standards can be achieved consistently over an appropriate period of time.

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
- Installation and maintenance documentation
- Witness testimonies
- Correspondence with customer
- Prepared materials and work areas
- Surveys
- Apertures prepared
- Installed systems and panels
- Telephone logs
- Equipment
- Photographic/video evidence
- Notes and memos
- Inspection reports

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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