



Summary of the:

GQA Level 3 NVQ Diploma in Fenestration Installation (QCF)

501/1688/5

Who is this qualification for?

This qualification is aimed at those who install doors, windows and conservatories or Curtain Walling. This qualification is at Level 3, and should be taken by those who are experienced installers capable of dealing with a wide range of problems, including working with installations that have complex requirements, and who are capable of dealing with all aspects of an installation, including the identification and rectification of technical problems. Candidates may be required to show the skills and knowledge to assess products or work procedures and identify possible improvements

Candidates may take a technical or supervisory role, particularly in relation to less-experienced installers. They will also work closely with colleagues and have well-developed knowledge of the industry and the regulations and legislation that apply. There are also Level 2 qualifications for Fenestration Installation and Curtain Wall Installation. Additionally there is a Level 3 qualification for Surveying. More information can be found at www.gqaqualifications.com.

Candidates for this qualification will primarily be:

- Working on site
- Installing or controlling installations

Candidates could have jobs entitled:

- Window and Door Installer/Fitter
- Team Leader/Supervisor
- Curtain Wall Installer

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, which have a total of 18 credits, and 4 groups of optional units. Candidates should achieve all 4 mandatory units, plus a minimum of 9 credits from optional units Group B, a minimum of 4 credits from optional Group C, a minimum of 4 credits from optional units Group D and a minimum of 3 credits from optional Group E. This makes the minimum credit value of the qualification 38 credits.

Please note: There are units within the groups of optional units that are more appropriate for window and door installers with others being more appropriate for those working on Curtain Wall installations.

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 - Group A (All 18 credits must be achieved)

Unit Ref	Title	Level	Credit
FI1	MAINTAIN HEALTH AND SAFETY WITHIN THE FENESTRATION INSTALLATION WORKING ENVIRONMENT	2	4
AG13	IDENTIFY AND RECTIFY TECHNICAL PROBLEMS IN A GLASS OR GLASS RELATED WORKING ENVIRONMENT	3	5
FIS2	IMPROVE THE WORK OF THE ORGANISATION THROUGH THE USE OF RESOURCES, COMMUNICATION AND WORKING RELATIONSHIPS IN A GLASS OR GLASS RELATED WORKING ENVIRONMENT	3	5
CW 1	IDENTIFY AND CONFIRM INSTALLATION REQUIREMENTS IN GLASS AND RELATED WORK	2	4

Optional Units – Group B (Minimum 9 credits to be achieved)

Unit Ref	Title	Level	Credit
FIS7	INSTALL CONSERVATORIES	3	14
FI16	REMOVE & INSTALL BOX SASH WINDOWS	3	9
FI17	REMOVE & INSTALL ORIEL WINDOWS	3	9
CW4	POST CURTAIN WALLING ACTIVITY	2	3
FI15	INSTALL BAY WINDOWS	3	9
CW6	CREATE DATUM POINTS FOR CURTAIN WALL INSTALLATION	3	6

FI18	REMOVE & INSTALL ROOFLIGHT WINDOWS	3	9
FI14	REMOVE BAY WINDOWS	3	8
CW7	INSTALL FACETTED, STRUCTURALLY GLAZED OR UNITISED CURTAIN WALLING SYSTEMS	3	7

Optional Units – Group C (Minimum 4 credits to be achieved)

Unit Ref	Title	Level	Credit
AG12	ASSESS THE QUALITY OF MATERIALS AND COMPONENTS IN A GLASS OR GLASS RELATED WORKING ENVIRONMENT	3	4
FI11	MAINTAIN/REPAIR WINDOWS AND DOORS OR CONSERVATORIES	3	6
FIS10	CONTROL THE INSTALLATION OF DOORS AND WINDOWS, OR CONSERVATORIES, OR CURTAIN WALLING	3	8
AG2	PROMOTE AND MAINTAIN HEALTH AND SAFETY WITHIN THE GLASS OR GLASS RELATED WORKING ENVIRONMENT	3	4
AG18	ENSURE RESOURCES ARE AVAILABLE TO MEET WORK REQUIREMENTS IN A GLASS OR GLASS RELATED WORKING ENVIRONMENT	3	3

Optional Units – Group D (Minimum 4 credits to be achieved)

Unit Ref	Title	Level	Credit
CW2	INSTALL CURTAIN WALLING SYSTEMS	2	11
FI8	INSTALL WINDOW AND DOORS	2	8
FI10	INSTALL GLASS AND/OR PANELS INTO WIMDOWS & DOORS	2	4

Optional Units – Group E (Minimum 3 credits to be achieved)

Unit Ref	Title	Level	Credit
FIS1	UNDERSTANDING THE BUILDING REGULATIONS IN THE FENESTRATION INDUSTRY	3	3
FT8	KNOWLEDGE OF BUILDING REGULATIONS AND LEGISLATION IN FACADES	3	5

Achievement of the required credit indicated above will mean the qualification has been completed and GQA will provide the Certificate 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 requirements of 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
- Damage and defect reports
- Telephone logs
- Demonstration pieces
- Witness testimonies
- Glazing installation or maintenance specifications and documentation
- Safety record
- Equipment used
- Delivery records
- Correspondence with customers
- Notes and memos
- Training record
- Customer feedback
- Glass components and materials
- Photographic/video evidence
- Audio evidence

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.

GQA Qualifications, Unit 1, 12 O’Clock Court, Attercliffe Road, Sheffield, S4 7WW
 Tel: 0114 272 0033 Fax: 0114 276 8466 Email: info@gqaqualifications.com
 Website: www.gqaqualifications.com

