

ST0639 Level 3 Bespoke Furniture Maker Assessment Plan

Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the level 3 bespoke furniture maker apprenticeship. It should be read in conjunction with the General Requirements for Apprenticeship Assessment. Where there is conflict between this AAP and the General Requirements, this AAP takes precedence. Assessment organisations must also comply with the relevant regulatory framework for apprenticeship assessment.

It is important that the assessment of apprentices is proportionate, valid, and provides reliable evidence of an apprentice's attainment of the relevant knowledge and skills. As such, assessment organisations must design assessments to ensure:

- employers have confidence that the apprentice has reached the expected performance standard
- apprentices are sufficiently secure in their knowledge and skills, so that they could demonstrate their competence in different contexts, for example, a different workplace

Assessment Outcomes

The assessment outcomes group and summarise the knowledge and skills that must be demonstrated in assessments. All assessment outcomes must be assessed.

Knowledge and skills statements in **bold** are mandatory and must be assessed in every version of the assessment that is made available.

Knowledge and skills statements which offer opportunities to develop functional English and maths are identified with an asterisk.

Assessment Outcome	Mapping
AO1: Work planning, interpretation and technical preparation Interprets furniture making drawings, specifications, scales, and technical terms to create furniture making specifications and cutting lists and identifies problems and offers solutions related to feasibility or cost.	K2* , K3, K7* S4* , S5*, S6*

Assessment Outcome	Mapping
AO2: Materials selection and resource management Identifies and selects materials, fixtures and fittings, and adhesives based on their characteristics, limitations, and uses, and applies methods to reduce waste in furniture making.	K4*, K5, K15, K18 S7, S8
AO3: Machinery, tooling and equipment operations Sets up tooling, machinery, tools and equipment, calibrates measuring equipment, and operates and maintains machinery, tools and equipment to meet furniture making specifications.	K6, K12, K13, K14 S10*, S11*, S12, S13, S14, S15, S16
AO4: Furniture manufacturing and assembly operations Cuts, sands, bores, drills, saws, planes, creates joints, and fits, fixes and assembles components using construction methods, joints, adhesives, and fixtures and fittings to meet furniture making specifications.	K8, K16, K17 S17*, S18, S19, S20
AO5: Finishing, quality control and continuous improvement Prepares surfaces, applies finishes, tests and checks furniture and components against specifications, identifies faults and problems, rectifies and remedies defects, and identifies trends in furniture making faults.	K9, K19, K20, K21, K22 S21, S22, S23, S24, S25, S26
AO6: Health, safety, compliance and professional practice Works safely, carries out risk assessments, follows Safe Systems of Work, operates equipment to PUWER regulations, applies effective communication techniques, manages furniture production, and maintains own continued professional development.	K1, K10, K11 K23*, K24* S1, S2, S3, S9*, S27*, S28, S29, S30*, S31, S32

Assessment requirements

Assessment organisations must set apprenticeship assessments. Assessment organisations should consider how technology and digital tools can support innovation and efficiency.

Assessment organisations must design apprenticeship assessments to include at least one **observation**.

Any additional assessment, or assessments, must be selected from the following list of methods, to ensure the assessment outcomes are met in full. Assessments available in the list may be used more than once:

- **professional discussion**
- **presentation**
- **portfolio**
- **project**
- **written assessment**
- **question and answer**
- **additional observation**

Apprentices may be assessed at any appropriate point during their apprenticeship programme.

Assessments may be designed to allow a centre or training provider to mark assessments. The assessment organisation is responsible for ensuring all assessments are sufficiently reliable and valid, and for the accuracy of any centre or training provider marking.

Performance descriptors

Performance descriptors describe the level of performance required to achieve a pass or distinction grade. Assessment organisations must design assessments that align with these descriptions.

Performance Category	Pass	Distinction
Applied Knowledge	Applies sound application of factual, procedural, and theoretical bespoke furniture making knowledge in a broad range of varied work activities, performed in a variety of contexts, most of	Applies thorough application of factual, procedural, and theoretical bespoke furniture making knowledge in a broad range of varied work activities, performed in a

	which are complex and non-routine.	variety of contexts, most of which are complex and non-routine.
Applied Skills	Selects and applies bespoke furniture making skills, methods, and procedures consistently in a broad range of varied work activities and a variety of contexts, most of which are complex and non-routine. Solves well defined bespoke furniture making problems, which may be complex and non-routine, with sound judgement.	Integrates using bespoke furniture making skills, methods, and procedures proactively and resourcefully in a broad range of varied work activities and a variety of contexts, most of which are complex and non-routine. Solves well defined bespoke furniture making problems, which may be complex and non-routine, that improve outcomes.
Regulatory and Procedural Awareness	Interprets, and evaluates, health, safety and environmental legislation, regulation, and guidance relevant to bespoke furniture making, with minimal noncritical errors, and with some depth of insight and adaptability.	Applies evaluation of health, safety and environmental legislation, regulation, and guidance relevant to bespoke furniture making, with minimal noncritical errors, and with greater depth of insight and adaptability.
Communication and Collaboration	Participates effectively in team environments and applies effective communication approaches, supporting daily operations.	Communicates clearly and confidently in team environments, adapting communication approaches, supporting effective daily operations.
Information Use and Decision Making	Interprets and evaluates bespoke furniture making information relevant to the role, from a variety of sources, supporting decisions and actions with sound judgement.	Applies evaluation of bespoke furniture making information from a variety of sources, relevant to the role, with insight, supporting conclusions that improve outcomes.
Responsibility and Autonomy	Takes responsibility for initiating and completing bespoke furniture making tasks and procedures including, where relevant, taking responsibility for supervising or guiding	Takes responsibility for initiating and completing bespoke furniture making tasks and procedures with confident autonomy and sound judgement within limited parameters.

	others. Exercises responsibility, autonomy and judgement within limited parameters.	Proactively manages own work, confidently, recognising when to refer issues beyond their responsibility.
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