

National Certificate in Furniture Making (Level 4)

Level	4
Credits	144

This qualification is **expiring**. The last date to meet the requirements is 31 December 2014.

Purpose

This qualification recognises on-job competence as a fully skilled tradesperson. It is designed to be an entry-level qualification for people new to the industry, and also for those employed in the industry who have not had a formal structured qualification available to them. However, people may progress to this qualification from the National Certificate in Furniture Making (Level 3) [Ref: 0965], with which it shares core credit requirements.

The compulsory standards in this qualification recognise achievement of essential basic skills for the furniture making industry. The electives are designed to recognise the complementary knowledge and skills required for employment options within the furniture making industry. The first elective section covers specific furniture making skills and the second elective includes the subfield of Furniture, thus covering essential industry skills in the areas of wood machining and furniture assembly (previously known as cabinet making) and processes using solid wood and wood panels. The third elective allows recognition for the achievement of core generic skills such as literacy, numeracy, computing, and first aid; and includes foundation and advanced competencies in first line management, business administration, and adult education. In some employment contexts, credits gained for the third elective will reflect further skills specific to furniture making.

Gaining this certificate will enable trainees to undertake further training in design, production, and management in the furniture making industry. This qualification shares credit requirements with, and may lead to, the National Diploma in Furniture (Supervision) (Level 5) [Ref: 0322] or the National Diploma in Furniture (Management) (Level 6) [Ref: 0321], for people who wish to pursue a career path in management within the furniture industry.

Replacement Information

This qualification, the National Certificate in Furniture (Restoration and Recovery Upholstery) (Level 4) [Ref: 0623], and the National Certificate in Furniture Finishing (Level 4) [Ref: 1181], have been replaced by the National Certificate in Furniture (Level 4) with strands in Furniture Design and Markets, Craft Finisher, Machine Setter, Furniture Maker, Advanced Upholstery, and Computer Numerical Controlled Machinery (CNC) [Ref: 1504].

Credit Range

	Compulsory
Level 1 credits	6
Total	6

	Elective A	Elective B	Elective C
Level 1 credits	0-6	-	0-10
Level 2 credits	0-26	0-10	0-20
Level 3 credits	0-53	0-15	0-30
Level 4 credits	30-83	10-25	0-30
Minimum totals	83	25	30

Requirements for Award of Qualification

Award of NQF Qualifications

Credit gained for a standard may be used only once to meet the requirements of this qualification.

Unit standards and achievement standards that are equivalent in outcome are mutually exclusive for the purpose of award. The table of mutually exclusive standards is provided in section 7 of the New Zealand Qualifications Authority (NZQA) *Rules and Procedures* publications available at <http://www.nzqa.govt.nz/ncea/acrp/index.html>.

Reviewed standards that continue to recognise the same overall outcome are registered as new versions and retain their identification number (ID). Any version of a standard with the same ID may be used to meet qualification requirements that list the ID and/or that specify the past or current classification of the standard.

Summary of Requirements

- Compulsory standards
- Elective A – A minimum of 83 credits as specified
- Elective B – A minimum of 25 credits as specified
- Elective C – A minimum of 30 credits as specified

Detailed Requirements

Compulsory

The following standards are required

Manufacturing > Furniture > Furniture Making

ID	Title	Level	Credit
2216	Recognise and confirm furniture job specifications	1	2
2217	Select and use safety equipment for furniture work	1	2
2218	Compare furniture article with job specifications	1	2

Elective A

A minimum of 83 credits

- Of which a minimum of 6 credits at Level 1 or above

- Of which a minimum of 20 credits at Level 2 or above
- Of which a minimum of 27 credits at Level 3 or above
- Of which a minimum of 30 credits at Level 4 or above

Field	Subfield	Domain
Manufacturing	Furniture	Furniture Making

Elective B

A minimum of 25 credits

- Of which a minimum of 10 credits at Level 2 or above
- Of which a minimum of 5 credits at Level 3 or above
- Of which a minimum of 10 credits at Level 4 or above

Field	Subfield	Domain
Manufacturing	Boating Industries	Boatbuilding
	Furniture	Any
	Joinery	Any

Elective C

A minimum of 30 credits

- Of which a minimum of 10 credits at Level 1 or above
- Of which a minimum of 10 credits at Level 2 or above
- Of which a minimum of 10 credits at Level 3 or above

Business > Business Administration > Business Administration Services

ID	Title	Level	Credit
334	Operate inventory administration systems to record and monitor inventory activities	3	5

Business > Management > First Line Management

ID	Title	Level	Credit
1983	Analyse work content and identify work group needs	4	5
11994	Recruit and select staff	4	6
15189	Prepare and implement a health and safety plan for a workplace	4	3
18336	Demonstrate team-building skills	4	5
18337	Implement training and development activities for teams and individuals in the workplace	4	5

Business > Management > Quality Management

ID	Title	Level	Credit
8077	Participate in a team for the improvement of products, services and production, and/or delivery proc	4	4
8081	Collect data for the management of quality	3	8

ID	Title	Level	Credit
8085	Explain fundamental concepts and principles of quality and its management	3	4
8086	Demonstrate knowledge required for quality auditing	3	4
8087	Use core quality management tools	3	6

Computing and Information Technology > Computing > Generic Computing

ID	Title	Level	Credit
2780	Operate and maintain a personal computer system	2	9
2781	Manage and protect data in a personal computer system	2	3

Core Generic > Core Generic > Self-Management

ID	Title	Level	Credit
4258	Describe ways of managing and coping with change	2	2
7123	Demonstrate knowledge of problem solving and apply a problem solving technique to a problem	2	2
12349	Demonstrate time management	2	3

Core Generic > Core Generic > Work and Study Skills

ID	Title	Level	Credit
1978	Identify basic employment rights and responsibilities, and sources of information and assistance	1	2
1980	Identify, from an employee perspective, ways of dealing with employment relationship problems	3	2
4249	Demonstrate care and timeliness as an employee	1	3

Education > Adult Education and Training > Delivery of Adult Education and Training

ID	Title	Level	Credit
7108	Deliver on-job training to adults	4	8
7114	Coach adult learners	5	8

Education > Adult Education and Training > Design and Development of Adult Education and Training

ID	Title	Level	Credit
7103	Determine individual adult training needs	3	4

Health > Health Studies > Core Health

ID	Title	Level	Credit
6400	Manage first aid in emergency situations	3	2
6401	Provide first aid	2	1
6402	Provide resuscitation level 2	1	1

Health > Occupational Health and Safety > Occupational Health and Safety Practice

ID	Title	Level	Credit
497	Protect health and safety in the workplace	1	1

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
1277	Communicate information in a specified workplace	2	3
1296	Conduct a one to one interview	4	3
1297	Conduct a formal interview	4	4
1304	Communicate with people from other cultures	2	2
1307	Present ideas and information orally to a specified audience in a predictable situation	3	3
1311	Present and defend an argument orally	4	4
1312	Give oral instructions in the workplace	3	3
3501	Apply listening techniques	1	4
3503	Participate in a team or group to complete routine tasks	1	2
9677	Participate in groups and/or teams to gather ideas and information	2	3
9678	Conduct formal meetings	5	3
9679	Participate in formal meetings	4	3
9681	Participate in groups and/or teams to make decisions	3	3
9704	Manage interpersonal conflict	4	6
9705	Give and receive feedback	3	3
10791	Participate in informal meetings	2	3
11097	Listen to gain information in an interactive situation	3	3

Humanities > Communication Skills > Reading

ID	Title	Level	Credit
2977	Read texts for practical purposes	1	4
2989	Read and assess texts to gain knowledge	2	4

Humanities > Communication Skills > Writing

ID	Title	Level	Credit
1279	Write in plain English	3	2
3491	Write a report	3	4
10792	Write formal personal correspondence	1	3

Field	Subfield	Domain
Humanities	English	Any
Manufacturing	Boating Industries	Boatbuilding
	Furniture	Any
	Joinery	Any
Māori	General Education Māori	Pāngarau
	Reo Māori	Any
Sciences	Mathematics	Any
	Statistics and Probability	Any

Transition Arrangements

Version 5

Version 5 was issued to indicate that this qualification is expiring.

This qualification, the National Certificate in Furniture (Restoration and Recovery Upholstery) (Level 4) [Ref: 0623], and the National Certificate in Furniture Finishing (Level 4) [Ref: 1181], have been replaced by the National Certificate in Furniture (Level 4) with strands in Furniture Design and Markets, Craft Finisher, Machine Setter, Furniture Maker, Advanced Upholstery, and Computer Numerical Controlled Machinery (CNC) [Ref: 1504].

For detailed information see Review Summaries on the NZQA website.

Previous versions of the qualification

Version 4 was revised and issued to reflect changes resulting from standard reviews.

Changes to structure and content

- Update of standards 18336, 7108 and 10792 to take account of new titles.
- Decrease in credit from 5 to 3 for standard 10792.
- Increase in level from 4 to 5 for standard 7114.

Version 3 was reviewed to make requirements more specific to meet industry requirements by increasing credits in furniture making and decreasing non industry specific credit requirements. New standards were developed for the Furniture subfield.

People currently enrolled in programmes leading to the award of earlier versions of this qualification may either complete the requirements of that version or transfer to this version. People choosing to complete versions 1 or 2 must complete by December 2004.

People with credits for expired standards 2221, 2222, 2225, 2226, 2227, 2233, 2234 and 2237 can use those credits towards meeting the elective requirements of version 2.

Version 2 was reviewed to make the qualification more flexible and to reflect the review of the Furniture standards.

Version 1 replaced the Trade Certificate in Furniture Making. Transition arrangements between the former qualification and this qualification expired in December 1996.

NQF Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	August 1995	December 2004
Review	2	May 1997	December 2004
Review	3	August 2002	December 1996
Revision	4	February 2003	December 2014
Review	5	July 2009	December 2014

Standard Setting Body

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Website www.competenz.org.nz

Other standard setting bodies whose standards are included in the qualification

NZQA

Certification

This certificate will display the logos of NZQA, the Competenz and the accredited organisation.

Classification

This qualification is classified according to the NQT classification system and the New Zealand Standard Classification of Education (NZSCED) system as specified below.

NQT Classification		NZSCED	
Code	Description	Code	Description
1460	Manufacturing > Furniture > Furniture Making	030111	Engineering and Related Technologies > Manufacturing, Engineering and Technology > Wood Machining and Turning

Quality Management Systems

Providers and Industry Training Organisations must be accredited by a recognised Quality Assurance Body before they can register credits from assessment against standards. Accredited providers and Industry Training Organisations assessing against standards must engage with the moderation system that applies to those standards. Accreditation requirements and the moderation system are outlined in the associated Accreditation and Moderation Action Plan (AMAP) for each standard.

Prerequisite Diagram

