

National Certificate in Architectural Aluminium Joinery (Assembly and Glazing) (Level 3) with an optional strand in Cutting and Machining

Level 3

Credits 105

This qualification has been **reviewed**. The last date to meet the requirements is 31 December 2020.

Transition Arrangements

Version 4 of this qualification was republished to extend the last date for entry into training programmes (enrolment) leading to this qualification from 31 December 2017 to 31 December 2018. The last date for assessment is unchanged.

This qualification has been reviewed and replaced by the New Zealand Certificate in Architectural Aluminium Joinery (Level 3) with strands in Machining and Fabrication [Ref: 2940].

The last date for entry into programmes leading to the replaced qualification is 31 December 2018. The last date for assessment against the replaced qualification is 31 December 2020.

Candidates currently working towards this qualification may either complete its requirements by the date specified or transfer to the replacement qualification.

For detailed information see [Review Summaries](#) on the NZQA website.

Version 4 changes to structure and content

- Credit total increased from 99 to 105
- Standards 20497 and 20498 removed from compulsory section
- Standards 28226 and 28754 added to compulsory section
- Standards 20507, 20511, and 23740 removed from elective section
- Standards 28755 and 28205 added to elective section

This qualification contains expiring unit standards for which replacement unit standards have now been registered. For the purposes of this qualification, people who have gained credit for the replacement unit standards are exempt from the requirement to gain credit for the expiring unit standards – see table below.

Credit for	Exempt from
20497	28226
20498	28754

Credit for	Exempt from
20507, 20511	28755
23740	28205

NZQF National Qualification Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	August 2000	December 2011
Review	2	July 2007	December 2012
Republished	2	July 2010	December 2012
Revision	3	July 2011	December 2020
Republished	3	May 2012	December 2020
Review	4	January 2016	December 2020
Republication	4	July 2017	December 2020

Standard Setting Body

Building and Construction Industry Training Organisation (BCITO)
 PO Box 2615
 Wellington 6140

Telephone 64 04 381 6430
 Email national.office@bcito.org.nz
 Website <http://www.bcito.org.nz/>

National Certificate in Architectural Aluminium Joinery (Assembly and Glazing) (Level 3) with an optional strand in Cutting and Machining

Level 3

Credits 105

Purpose

This qualification is the second part of a progressive career path leading to other qualifications for the aluminium joinery industry.

This open entry certificate builds on the National Certificate in Architectural Aluminium Joinery (Entry Skills) (Level 2) [Ref: 0765] and is intended for people with some work experience in this or other manufacturing industries. The skills recognised by this certificate are the more complex skills needed for the manufacture of aluminium joinery products as well as supervisory, teamwork, communication, computing, and customer service skills; and glass knowledge and cutting.

The compulsory section, an elective section and an optional strand give the certificate a number of exit points to allow for different skill combinations and greater flexibility for candidates.

The core skills for aluminium joinery are the assembly and glazing of aluminium joinery products. Standards relating to these activities are in the compulsory section, along with safety, measurement, industry and product knowledge.

The new elective section enables candidates to choose the training options most appropriate to their skill needs and their company's organisation of production.

The glass standards in the elective section allow candidates, and their employers, flexibility. Candidates who need to be multi-skilled, or who wish to specialise in glass cutting, will select these standards. Candidates in companies who do little or no glass cutting on site will not be required to complete them.

Similarly the inclusion of cutting and machining in an optional strand in Cutting and Machining gives candidates and their employers the opportunity to be recognised for what are increasingly seen as specialist skills. The strand emphasises the importance of these skills to the industry, and formally recognises those who have them.

Special Notes

- 1 While the Level 2 certificate is not a prerequisite, it is expected that most candidates enrolled at Level 3 will have completed the Level 2 qualification, or be able to demonstrate equivalent skills and knowledge.

- 2 Completion of the Level 2 certificate will enable candidates to transfer 39 compulsory credits to the Level 3 qualification.

Credit Range

	Compulsory	Elective	Optional Strand in Cutting and Machining
Level 1 credits	2	0-3	-
Level 2 credits	32	0-19	4
Level 3 credits	51	0-18	16
Level 4 or above credits	-	0-31	-
Minimum totals	85	20	20
Qualification total	105		125

Requirements for Award of Qualification

Award of NZQF National 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 on the New Zealand Qualifications Authority (NZQA) website: <http://www.nzqa.govt.nz/qualifications-standards/standards/standards-exclusion-list/>.

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 minimum of 20 credits as specified

The following strands are optional

- Cutting and Machining Optional Strand

Detailed Requirements

Compulsory

The following standards are required

Engineering and Technology > Mechanical Engineering > Engineering Core Skills

ID	Title	Level	Credit
2395	Select, use and care for, engineering hand tools	2	4
2396	Select, use and maintain portable hand held engineering power tools	2	4

Engineering and Technology > Mechanical Engineering > Engineering - Measurement

ID	Title	Level	Credit
4433	Select, use, and care for simple measuring devices used in engineering	1	2

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

ID	Title	Level	Credit
17593	Apply safe work practices in the workplace	2	4
17602	Apply hazard identification and risk assessment procedures in the workplace	3	4

Manufacturing > Glass and Glazing > General Glass and Glazing

ID	Title	Level	Credit
28754	Handle, store and move glass	3	5

Manufacturing > Joinery > Joinery Core Skills

ID	Title	Level	Credit
28226	Work safely in the glass, joinery, or joinery related industries	3	8

Planning and Construction > Construction Trades > Architectural Aluminium Joinery

ID	Title	Level	Credit
550	Demonstrate knowledge of the aluminium joinery industry	2	8
551	Store, handle and check aluminium joinery extrusions and components	2	4
554	Assemble aluminium joinery products	3	15
555	Prepare and fit reveals for aluminium joinery products	2	8
556	Glaze aluminium joinery products	3	10
557	Check, store, load and despatch finished aluminium joinery products	3	7

Service Sector > Service Sector Skills > Service Sector - Core Skills

ID	Title	Level	Credit
11818	Demonstrate and apply product and/or service knowledge	3	2

Elective

A minimum of 20 credits

Business > Business Administration > Business Information Processing

ID	Title	Level	Credit
103	Use data entry skills to input data	2	3
111	Use a word processor to produce documents for a business or organisation	2	5

Computing and Information Technology > Computing > Generic Computing

ID	Title	Level	Credit
2780	Demonstrate and apply knowledge of a personal computer system	1	3

Education > Generic Education and Training > Assessment of Learning

ID	Title	Level	Credit
18203	Verify evidence for assessment	4	3

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
1307	Speak to a specified audience in a predictable situation	3	3
1312	Give oral instructions in the workplace	3	3
9680	Communicate within a specified organisational context	2	3
9681	Contribute within a group/team which has an objective(s)	3	3
9696	Apply problem-solving techniques	4	4
11101	Collaborate within a group/team which has an objective(s)	4	4

Humanities > Communication Skills > Reading

ID	Title	Level	Credit
2989	Select, assess, and read texts to gain knowledge	2	3

Manufacturing > Glass and Glazing > General Glass and Glazing

ID	Title	Level	Credit
19610	Demonstrate knowledge of glass types and their application	2	3
19611	Demonstrate knowledge of glazing materials	2	2

ID	Title	Level	Credit
28755	Cut glass manually	4	10

Manufacturing > Joinery > Joinery Core Skills

ID	Title	Level	Credit
28205	Apply codes of practice and industry standards to the production of glass, joinery, or joinery related items	4	10

Service Sector > Service Sector Skills > Service Sector - Core Skills

ID	Title	Level	Credit
376	Employ customer service techniques to accommodate customer behavioural styles in a workplace	3	2
11815	Answer customer enquiries on the telephone in a wide range of contexts	3	3
11816	Respond to customer enquiries by writing in a range of contexts	3	4

Cutting and Machining Optional Strand

The following standards are required

Engineering and Technology > Mechanical Engineering > Maintenance and Diagnostics in Mechanical Engineering

ID	Title	Level	Credit
2397	Service machines and equipment	2	4

Planning and Construction > Construction Trades > Architectural Aluminium Joinery

ID	Title	Level	Credit
22881	Machine aluminium extrusions for the manufacture of aluminium joinery products	3	8
22884	Cut aluminium extrusions for the manufacture of aluminium joinery products	3	8

Version 2 Exemptions

Credit for	Exempt from
553	22881, 22884
2032	20497
2035	20498

Transition Arrangements

Version 3

Version 3 was republished in May 2012 to correct a minor error in the credit table.

Version 3 issued following revision.

Changes to structure and content:

- Standard setting details were changed from Competenz to the Joinery Industry Training Organisation.
- Standard titles, levels and credits were updated.
- Standard 19615 was removed as it has expired in December 2009 and standard 20496 was removed as it is due to expire in December 2011.

For detailed information see [Review Summaries](#) on the NZQA website.

People currently working towards version 2 of this qualification may either complete the requirements of version 2 or transfer to this version.

Standard 19615 expired on 31 December 2009. Standard 20496 is expiring 31 December 2011. Candidates that have not achieved those standards will need to choose other standards from the elective to gain the required credits for the qualification. All new candidates will be enrolled in programmes leading to version 3 of this qualification. All versions of this qualification will be recognised by the Joinery Industry Training Organisation.

This qualification contains standards that replace earlier standards. For the purposes of this qualification people who have gained credit for the expiring standards are exempt from the requirement to gain credit for the replacement standards.

Credit for	Exempt from
553	22881, 22884
2032	20497
2035	20498

Any person who feels that they have been disadvantaged by the transition arrangements should contact the Joinery Industry Training Organisation at the address below.

Previous versions of the qualification

Version 2 was republished to extend the Last Date for Assessment for version 1 from 31 December 2009 to 31 December 2011.

Version 2 was issued following a review. The content was updated to reflect changes to reviewed standards, and to meet the needs of the industry.

Other standard setting bodies whose standards are included in the qualification

Communications and Media Industry Training Organisation
 NZQA
 The Skills Organisation

Certification

This certificate will display the logo of the NZQA, the Building and Construction Industry Training Organisation and the organisation that has been granted consent to assess against standards that meet the requirements of the qualification.

Classification

This qualification is classified according to the classification system listed on the Directory of Assessment Standards (DAS) and the New Zealand Standard Classification of Education (NZSCED) system as specified below.

DAS Classification		NZSCED	
Code	Description	Code	Description
625	Planning and Construction > Construction Trades > Architectural Aluminium Joinery	040311	Architecture and Building > Building > Carpentry and Joinery

Quality Management Systems

Providers and Industry Training Organisations must be granted consent to assess by a recognised Quality Assurance Body before they can register credits from assessment against standards. Organisation with consent to assess and Industry Training Organisations assessing against standards must engage with the moderation system that applies to those standards. Consent to assess requirements and the moderation system are outlined in the associated Consent and Moderation Requirements (CMR) for each standard.