



*National Competency Standards Level-2 for Woodworks  
“Carpentry Helper”*



**National Competency Standards Level-2 for Woodworks  
“Carpentry Helper”**



**National Vocational and Technical Training Commission (NAVTTTC),  
Government of Pakistan**



**National Competency Standards Level-2 for Woodworks  
“Carpentry Helper”**



## **ACKNOWLEDGEMENTS**

National Vocational and Technical Training Commission (NAVTTTC) extends its gratitude and appreciation to representatives of business, industry, academia, government agencies, provincial TEVTAs, sector skill councils and trade associations who spared time and extended their expertise for the development of National Vocational Qualification for the trade of **Level-2 for Woodworks “Carpentry Helper”**. This work would not have been possible without the technical support of the above personnel.

NAVTTTC initiated the development of CBT&A-based qualifications for 200 traditional/hi-tech trades under the Prime **Minister’s Hunarmand Pakistan Program**, focusing on Development & Standardization of 200 Technical & Vocational Education & Training (TVET) Qualifications. NAVTTTC efforts have received full support from the Ministry of Federal Education and Professional Training which highly facilitated progress under this initiative.

It may not be out of place to mention here that all the experts of Industry, Academia and TVET experts of TEVTAs, BTEs and PVTC work diligently for making this qualification worthy and error-free for which all credit goes to them. However, NAVTTTC accepts the responsibility of all the errors and omissions still prevailing in the Qualification document.

It is also noteworthy that development of Skill Standards is a dynamic and ongoing process, and the developed skill standards need periodic review and updating owing to the constant technological advancements, development in scientific knowledge, and growing experience of implementation at the grass-root level as well as the demand of the industry. NAVTTTC will ensure to keep the qualifications abreast with the changing demands of both national and international job markets.

**Engr. Sajid Baloch**  
**Executive Director (NAVTTTC)**



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## **National Competency Standards Level-2 for Woodworks “Carpentry Helper”**



### **1. Introduction**

A Carpenter is almost indispensable as far as the construction industry goes. Their expertise and talents cover a multitude of different areas with an open canvas, be it commercial or residential. It encompasses everyone's daily life. Woodworks Industry is one of the booming industries and has huge demand in local as well as international market.

More than 96 % of the Pakistani manpower is working in GCC countries where Saudi Arabia (50.90%) and UAE (33.10%) are the largest destination countries followed by Oman (7.26%), Kuwait (1.90%), Bahrain (1.58%), and Qatar (1.41%). The overseas Pakistanis are playing a pivotal role to support the economy in the form of remittances. According to new labour laws, a large number of skilled labour is demanded by Saudian Government especially for the construction sector. For this purpose, new qualifications have been developed by NAVTTC on CBT&A mode in order to train the unskilled human resource with employable skills and cater the demand of Saudian Government.

Being conscious of the emerging trends in the market, National Vocational & Technical Training Commission (NAVTTTC) has developed competency standards in consultation with the stakeholders including academia, researchers, industry, chambers and TEVTAs for **level-2 Woodworks “Carpentry Helper”** under National Vocational Qualifications Framework (NVQF). The competency standards document has been designed in such a way that helps trainees develop professional skills and facilitates them in targeting job market on national and international levels especially Middle East.

The National Competency Standards could be used as a referral document for the development of the curriculum to be used by training institutions.



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### **2. Purpose of the Qualification**

The purpose of this qualification is to set the highest professional standards for “Carpentry Helper” in order to compete in local and international job markets. The specific objectives of developing these qualifications are as under:

- Empower the youth with globally required employable skills.
- Cater the immediate need of skilled workers in GCC countries
- Produce competitive Carpentry Helper
- Improve the quality and effectiveness of the training and assessment for the woodworks Industry.



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### 3. Date of Validation

The National Competency Standards Level-2 for Woodworks  
"Carpentry Helper" has been validated by the Qualifications Validation Committee (QVC)  
members on 5<sup>th</sup> November 2021 and will remain valid for ten years i.e. 4<sup>th</sup> November 2031.

### 4. Date of Review

The National Competency Standards Level-2 for Woodworks  
"Carpentry Helper" has been validated by the Qualifications Validation Committee (QVC)  
members on 5<sup>th</sup> November 2021 and shall be reviewed after three years on 5<sup>th</sup> November 2024.

### 5. Codes of Qualifications

The International Standard Classification of Education (ISCED) is a framework for assembling, compiling, and analyzing cross-nationally comparable statistics on education and training. ISCED codes for these qualifications are assigned as follows:

| ISCED Classification |   |
|----------------------|---|
| Code                 | Description   |
| 0722-W&C             | National Competency Standards Level-2 for Woodworks<br>"Carpentry Helper" |



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## 6. Members of Qualification Development Committee

The following members participated in the qualification development process at PITAC, Lahore.

**Date:** 9<sup>th</sup> to 13<sup>th</sup> Aug'2021

| S#  | Name                         | Designation                    | Organization                         |
|-----|------------------------------|--------------------------------|--------------------------------------|
| 1.  | Syed Asif Muneer             | Principal                      | GSTC Mughalpura                      |
| 2.  | Mr. Arshad Baig              | Training Incharge/Trade Expert | DESCON Technical Institute<br>Lahore |
| 3.  | Mr. Jafar Hussain            | R&D Executive                  | Interwood Lahore                     |
| 4.  | Engr. Zuneera Ashfaq         | Assistant Director (Civil)     | PITAC Lahore                         |
| 5.  | Engr. Ayesha Ramzan          | Instructor                     | GCT Railway Road                     |
| 6.  | Mr. Muhammad Razzaq          | Instructor                     | GTTI Mughalpura Lahore               |
| 7.  | Engr. Abdul Basit<br>Mansoor | Assistant Foreman              | PITAC Lahore                         |
| 8.  | Engr. Arslan Hameed<br>Khan  | Assistant Manager (Projects)   | Lahore Waste Management<br>Company   |
| 9.  | Engr. Waleed Rashid          | Architect                      | Space Designs Lahore                 |
| 10. | Engr. Salman Haider          | Jr. Architect                  | Scale Architects Lahore              |
| 11. | Mr. Aijaz Ahmed Zia          | DACUM Facilitator              | POINTIVO (USA)                       |
| 12. | Mr. Muhammad Aasim           | AD, SS&C                       | NAVTTC HQ                            |





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## 7. Qualification Validation Committee

The following members participated in the qualification development process at PITAC, Lahore.

Date: 1<sup>ST</sup>-5<sup>th</sup> Nov'2021

| S#  | Name                      | Status in Committee  | Organization                          |
|-----|---------------------------|--|---------------------------------------|
| 1.  | Mr. Muhammad Aasim        | Assistant Director, Coordinator                                      | NAVTTC HQ                             |
| 2.  | Engr. Aijaz Ahmed Zia     | DACUM Facilitator  | POINTIVO (USA)                        |
| 3.  | Dr. Iftikhar Hussain Shah | Principal<br><b>Representative P-TEVTA</b>                           | GCT Faisalabad                        |
| 4.  | Mr. Syed Asif Munir       | Principal<br>GSTC Mughalpura Lahore<br><b>Representative P-TEVTA</b> | GSTC Mughalpura Lahore                |
| 5.  | Miss. Farukh Naz          | Lecturer Architecture<br><b>Representative KP-TEVTA</b>              | COE Hayatabad Peshawar                |
| 6.  | Shoaib Anwar Sherazi      | Principal,<br><b>Representative KP BTE</b>                           | TTC Quetta                            |
| 7.  | Mr. Shoukat Ali Rana      | Deputy Controller Examination,<br><b>Representative PBTE</b>         | PBTE Lahore                           |
| 8.  | Engr. Israr Ahmed         | Secretary<br><b>Representative KP BTE</b>                            | KP BTE                                |
| 9.  | Engr Liaqat Jarmro        | Director Academics<br><b>Representative of S-TEVTA</b>               | S- TEVTA                              |
| 10. | Ms. Afshan Mansoor        | Instructor architecture<br><b>Representative P-TEVTA</b>             | GCT, Railway road Lahore.             |
| 11. | Mr. Muhammad Razzaq       | Instructor (Civil)<br><b>Representative P-TEVTA</b>                  | GTTI Mughalpura Lahore                |
| 12. | Ms. Anum Fayaz            | Architect,<br><b>Industry Expert</b>                                 | Leader Architects Engineers<br>Lahore |
| 13. | Mr. Gohar Ali             | Senior Teacher Woodworks<br><b>Academic Expert</b>                   | IMSB Islamabad                        |
| 14. | Muhammad Azam Babar       | Process / Operations Engineer<br><b>Industry Expert</b>              | Petroleum Exploration Pvt. Ltd        |
| 15. | Engr Abdul Basit Mansoor  | Assistant Forman, <b>Industry Expert</b>                             | PITAC Lahore                          |



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## **8. Entry Requirements**

The entry for National Competency Standards Level-2 for Woodworks “Carpentry Helper” is:

1. A person having Middle Certificate (8<sup>TH</sup> Class)

## **9. Regulation of the qualification and schedule of units**

Not Applicable



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## 10. Generic Modules with respective levels

Health and Safety

LEVEL 2

Digital Skills

LEVEL 3

Soft Skills and Green Skills

LEVEL 4



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### 11. Summary of competencies

| Sr No   | Competency Standards                   | Occupat ion      | NVQF Level | Category  | Estimated Contact Hours |     |       | Cr Hr |
|---------|--|------------------|------------|-----------|-------------------------|-----|-------|-------|
|         |  |                  |            |           | Th                      | Pr  | Total |       |
| Level 2 |  |                  |            |           |                         |     |       |       |
| 1       | Follow safety rules                    | Carpentry Helper | 2          | Generic   | 20                      | 30  | 50    | 5     |
| 2       | Perform measurements using basic tools |                  | 2          | Technical | 10                      | 60  | 70    | 7     |
| 3       | Read basic drawings                    |                  | 2          | Technical | 9                       | 51  | 60    | 6     |
| 4       | Identify basic hand tools              |                  | 2          | Technical | 14                      | 66  | 80    | 8     |
| 5       | Use basic hand tools                   |                  | 2          | Technical | 9                       | 111 | 120   | 12    |
| 6       | Maintain basic hand tools              |                  | 2          | Technical | 16                      | 54  | 70    | 7     |
| 7       | Identify power tools                   |                  | 2          | Technical | 19                      | 81  | 100   | 10    |



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|   |                        |  |   |           |             |             |            |           |
|---|------------------------|--|---|-----------|-------------|-------------|------------|-----------|
| 8 | Identify wood material |  | 2 | Technical | 20          | 30          | 50         | 5         |
|   | <b>Total</b>           |  |   |           | <b>117</b>  | <b>483</b>  | <b>600</b> | <b>60</b> |
|   | <b>Percentage (%)</b>  |  |   |           | <b>19.5</b> | <b>80.5</b> |            |           |

**Proposed Course Duration:** 6Months

**Estimated Contact Hours:** 600 Hours

**Estimated Credit Hours:** 60 Hours



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## OCCUPATIONS AND LEVELS DESCRIPTOR

Level 2      Level 3      Level 4



| S # | Occupations                  | No. of Modules/CS | Level | Occupation Credit Hours | Training duration |
|-----|------------------------------|-------------------|-------|-------------------------|-------------------|
| 1.  | Carpentry Helper             | 8                 | 2     | 60                      | 6 Months          |
| 2.  | Carpentry Technician         | 12                | 3     | 60                      | 6 Months          |
| 3.  | Carpentry Supervisor/Foreman | 10                | 4     | 120                     | 12 Months         |



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## **12. Qualification Levelling and Packaging**

### **Level 2**

#### **(Carpentry Helper)**

1. Follow safety rules
2. Perform measurements using basic tools
3. Read basic drawings
4. Identify basic hand tools
5. Use basic hand tools
6. Maintain basic hand tools
7. Identify power tools
8. Identify wood material



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### 13. Detail of Qualifications and its Competency Standards

#### A. Technical Competencies

##### **Carpentry Helper**

##### **1022-OHS-01 Follow safety rules**

###### Overview:

This competency standard will provide skills and knowledge related to personal safety required during woodworks.

| Competency Units                  | Performance Criteria   |
|-----------------------------------|--|
| <b>CU.1</b> Wear PPE              | <b>P1.</b> Wear safety glasses/goggles<br><b>P2.</b> Wear Face shields which guard the face.<br><b>P3.</b> Wear hearing protection (earplugs and earmuffs)<br><b>P4.</b> Wear safety shoes, which have a protective cap<br><b>P5.</b> Remove the jewelry before starting the work<br><b>P6.</b> Use Respirator when working with high sawdust producing practices<br><b>P7.</b> Wear gloves to protect your hands<br><b>P8.</b> Wear proper coverall |
| <b>CU.2</b> Use Fire Extinguisher | <b>P1.</b> Identify the type of fire<br><b>P2.</b> Select the right fire extinguisher<br><b>P3.</b> Check the expiry of fire extinguisher<br><b>P4.</b> Pull the pin to unlock the mechanism<br><b>P5.</b> Aim low towards the base of the fire  |





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|   |  |
|---|--|
|   | <p><b>P6.</b> Squeeze the lever slowly</p> <p><b>P7.</b> Sweep the nozzle from side to side at the base of the fire</p>  |
| <p><b>CU.3</b> Maintain first Aid box</p>             | <p><b>P1.</b> Check the availability of emergency medicines in the first aid box</p> <p><b>P2.</b> Ensure medicines are not expired</p> <p><b>P3.</b> Identify the type of injury</p> <p><b>P4.</b> Perform immediate first aid treatment for injuries</p> <p><b>P5.</b> Ensure availability of emergency and rescue contact numbers</p>   |
| <p><b>CU.4</b> Ensure Emergency switch operation</p>  | <p><b>P1.</b> Check all emergency switches are installed on the wall</p> <p><b>P2.</b> Check emergency switches are installed on machines</p> <p><b>P3.</b> Make sure that all machines have emergency start and stop buttons</p> <p><b>P4.</b> Check all emergency switches are working</p> <p><b>P5.</b> Check all emergency switches are reachable</p> <p><b>P6.</b> Practice using these switches in case of any emergency</p> |
| <p><b>CU.5</b> Ensure proper fitting of equipment</p> | <p><b>P1.</b> Inspect stock for nails, staples, loose knots, or other defects before using machines</p> <p><b>P2.</b> Ensure that all cutting tools and blades are clean</p> <p><b>P3.</b> Turn the power off before cleaning the machine.</p> <p><b>P4.</b> Check that key and adjusting wrenches are removed</p>   |
| <p><b>CU.6</b> Use safety guards on machines</p>      | <p><b>P1.</b> Make sure the equipment is properly grounded before use</p> <p><b>P2.</b> Guard the machine adequately before operating</p>  |



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|   |   |
|---|---|
|   | <b>P3.</b> Make sure the all-machine guards are in a position   |
| <b>CU.7</b> Follow Standard Operating Procedures (SOPs) | <b>P1.</b> Read the manual of the safety of each woodwork machine before first-time use<br><b>P2.</b> Report defective machinery, equipment, or hand tools<br><b>P3.</b> Follow standard operating procedures (SOPs) which are written in each machine manual |

#### Knowledge & Understanding

This competency standard will provide knowledge related to:

- Knowledge about PPEs
- Knowledge of different classes of fire
- Knowledge about fire extinguisher types
- Knowledge about first aid treatment
- Understanding about emergency switch operation
- Knowledge about the proper fitting of equipment and safety guards on machines
- Knowledge of standard operating procedures

#### Critical Evidence(s) Required

The candidate needs to produce the following critical evidence(s) to be competent in this competency standard:

- Demonstrate the use of any of two PPEs in front of the assessor
- Write down the steps for use of a fire extinguisher
- Perform turning on and off the emergency switches

#### Tools and Equipment Required

- Goggles



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- Safety glasses
- Safety gloves
- Face shields
- Coverall
- Earplugs/Earmuffs
- Steel-toe boots
- Respirator
- First aid box
- Fire extinguisher
- SOP/ Safety manual



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**0722-W&C-01 Perform measurements using basic tools**

**Overview:**

This competency standard will provide skills and knowledge related to identifying basic measuring tools, use of basic measuring tools, and proper storage of measuring tools after use.

| Competency Units   | Performance Criteria   |
|--|--|
| <b>CU.1</b> Identify basic measuring tools.                        | <b>P1.</b> Identify Steel foot<br><b>P2.</b> Identify measuring tape<br><b>P3.</b> Identify Layout squares<br><b>P4.</b> Identify Verniercalipers<br><b>P5.</b> Identify inside/outside caliper<br><b>P6.</b> Identify angle gauge |
| <b>CU.2</b> Use of basic measuring tools                           | <b>P1.</b> Use Appropriate tool for dimension<br><b>P2.</b> Use Appropriate tool for angle/curve<br><b>P3.</b> Use Appropriate tool for thickness<br><b>P4.</b> Use Appropriate tool for depth                                     |
| <b>CU.3</b> Ensure proper arrangement of measuring tools after use | <b>P1.</b> Segregate tools as per specification<br><b>P2.</b> Arrange tool in a toolbox.<br><b>P3.</b> Store Tools box safely in appropriate locations   |

**Knowledge & Understanding**

This competency standard will provide knowledge related to:

- Different types of measuring Tools
- Uses of different types of measuring tools
- Arrangement of measuring tools after use

**Critical Evidence(s) Required**



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The candidate needs to produce the following critical evidence(s) to be competent in this competency standard:

- Use different types of measuring tools as per job requirements.

**Tools and Equipment Required**

- Steel Foot
- Measuring Tape
- Inside/Outside Caliper
- Vernier Caliper
- Layout Square
- Angle Square
- Tri-square
- Combination Square
- Note Book
- Pencil



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**0722-W&C-02 Read basic drawings**

**Overview:**

This competency standard will provide skills and knowledge related to identifying the measuring units, Identifying the scale, measuring dimensions and Identifying types of drawings.

| Competency Units                         | Performance Criteria  |
|--|---|
| <b>CU.1</b> Identify the measuring units | <b>P1.</b> Interpret units<br><b>P2.</b> Interpret SI units<br><b>P3.</b> Interpret MKS units<br><b>P4.</b> Interpret FPS units |
| <b>CU.2</b> Identify the scale           | <b>P1.</b> Interpret scale of drawing<br><b>P2.</b> Draw basic shapes on scale in manual drawing                                |
| <b>CU.3</b> Measure dimensions           | <b>P1.</b> Interpret type of dimension<br><b>P2.</b> Check the dimension on drawing   |
| <b>CU.4</b> Identify types of drawings   | <b>P1.</b> Identify working drawing<br><b>P2.</b> Identify plan<br><b>P3.</b> Identify elevation<br><b>P4.</b> Identify section |

**Knowledge & Understanding**

This competency standard will provide knowledge related to:

- Knowledge about units of drawing
- Understand concept of scale
- Understand concept of dimensions
- Understand type of drawing



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- Knowledge of drawing views

**Critical Evidence(s) Required**

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Identify the scale of the given drawing.
- Read drawing unit and dimensions.
- Draw plan of different simple shapes.
- Draw elevation of different simple shapes.

**Tools and Equipment Required**

- T-Square
- Set Square
- Compass
- Drawing Table
- Pencil Set
- Foot scale
- Drawing Sheet
- Eraser
- Sharpener



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**0722-W&C-03 Identify basic hand tools**

**Overview:**

This competency standard will provide skills and knowledge related to Identifying marking tools, cutting tools, planning tools, boring tools, fixing tools, grinding tools and finishing tools.

| Competency Units                    | Performance Criteria  |
|-------------------------------------|---|
| <b>CU.1</b> Identify Marking Tools  | <b>P1.</b> Identify marking knife<br><b>P2.</b> Identify marking gauge<br><b>P3.</b> Identify mortise gauge<br><b>P4.</b> Identify Scratch awl<br><b>P5.</b> Identify Scriber marking tool<br><b>P6.</b> Identify Pencils |
| <b>CU.2</b> Identify Cutting Tools  | <b>P1.</b> Identify Rip saws<br><b>P2.</b> Identify Cross cut saws<br><b>P3.</b> Identify Back saw<br><b>P4.</b> Identify Dovetail saw<br><b>P5.</b> Identify Bow saw<br><b>P6.</b> Identify Key hole saw                 |
| <b>CU.3</b> Identify Planning Tools | <b>P1.</b> Identify Bench Planes<br><b>P2.</b> Identify Block Planes<br><b>P3.</b> Identify Plane Alternatives  |
| <b>CU.4</b> Identify Boring Tools   | <b>P1.</b> Identify Wood Drill Bits<br><b>P2.</b> Identify Auger bit<br><b>P3.</b> Identify Expansion bit<br><b>P4.</b> Identify Twist bit<br><b>P5.</b> Identify Spade bit<br><b>P6.</b> Identify Brad point bit         |





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|                                      |   |
|--------------------------------------|---|
|                                      | <p><b>P7.</b> Identify Forstner bit</p> <p><b>P8.</b> Identify Center bit</p> <p><b>P9.</b> Identify Chisels</p> <p><b>P10.</b> Identify bradawl tool</p> <p><b>P11.</b> Identify Woodworking brace tool</p>  |
| <b>CU.5</b> Identify Fixing Tools    | <p><b>P1.</b> Identify Spring Clamps</p> <p><b>P2.</b> Identify C-Clamps</p> <p><b>P3.</b> Identify Bar-Clamps</p> <p><b>P4.</b> Identify Strap/web Clamps</p> <p><b>P5.</b> Identify Screw Clamps</p> <p><b>P6.</b> Identify F-Clamps</p> <p><b>P7.</b> Identify woodwork bench vise</p> <p><b>P8.</b> Identify Holdfast</p> <p><b>P9.</b> Identify Hammer</p> |
| <b>CU.6</b> Identify Grinding Tools  | <p><b>P1.</b> Identify Oil stone</p> <p><b>P2.</b> Identify File tools</p>  |
| <b>CU.7</b> Identify Finishing Tools | <p><b>P1.</b> Identify Scribing Tool</p> <p><b>P2.</b> Identify Wood Rasps/Files</p> <p><b>P3.</b> Identify Spokeshave</p> <p><b>P4.</b> Identify Sandpaper</p>   |

**Knowledge & Understanding**

This competency standard will provide knowledge related to:

- Different types of marking tools
- Different types of cutting tools
- Different types of planing tools
- Different types of boring tools
- Different types of fixing tools
- Different types of grinding tools



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- Different types of finishing tools.

**Critical Evidence(s) Required**

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Identify different types of hand tools as per job requirement.

**Tools and Equipment Required**

- Marking knife
- Panel gauge
- Mortise gauge
- Scratch awl
- Scriber marking tool
- Rip saws
- Crosscut saws
- Backsaw
- Dovetail saw
- Bow saw
- Keyhole saw
- Bench Planes
- Block Planes
- Plane Alternatives
- Wood Drill Bits
- Auger bit
- Expansion bit
- Twist bit
- Spade bit
- Brad point bit
- Forstner bit



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- Center bit
- Bradawl tool
- Woodworking brace tool
- Spring Clamps
- C-Clamps
- Bar-Clamps
- Strap/web Clamps
- Screw Clamps
- Holdfast
- Oil stone
- File Tool
- Scribing Tool
- Wood Rasps/Files
- Spokeshave
- F- Clamps
- Woodwork bench vise
- Sandpaper



**National Competency Standards Level-2 for Woodworks  
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**0722-W&C-04 Use basic Hand tools**

**Overview:**

This competency standard will provide skills and knowledge related to use of marking tools, cutting tools, planning tools, boring tools, fixing tools, grinding tools and finishing tools.

| Competency Units               | Performance Criteria  |
|--------------------------------|---|
| <b>CU.1</b> Use Marking Tools  | <b>P1.</b> Use marking knife as per job requirement<br><b>P2.</b> Use marking gauge as per job requirement<br><b>P3.</b> Use mortise gauge as per job requirement<br><b>P4.</b> Use Scratch awl as per job requirement<br><b>P5.</b> Use Scriber marking tool as per job requirement<br><b>P6.</b> Use Pencils as per job requirement |
| <b>CU.2</b> Use Cutting Tools  | <b>P1.</b> Use Rip saws as per job requirement<br><b>P2.</b> Use Crosscut saws as per job requirement<br><b>P3.</b> Use Backsaw as per job requirement<br><b>P4.</b> Use Dovetail saw as per job requirement<br><b>P5.</b> Use Bow saw as per job requirement<br><b>P6.</b> Use Keyhole saw as per job requirement                    |
| <b>CU.3</b> Use Planning Tools | <b>P1.</b> Use Bench Planes as per job requirement<br><b>P2.</b> Use Block Planes as per job requirement<br><b>P3.</b> Use Plane Alternatives as per job requirement  |
| <b>CU.4</b> Use Boring Tools   | <b>P1.</b> Use Wood Drill Bits as per job requirement<br><b>P2.</b> Use Auger bit as per job requirement<br><b>P3.</b> Use Expansion bit as per job requirement<br><b>P4.</b> Use Twist bit as per job requirement<br><b>P5.</b> Use Spade bit as per job requirement   |



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|             |                     |  |
|-------------|---------------------|--|
|             |                     | <b>P6.</b> Use Brad-point bit as per job requirement<br><b>P7.</b> Use Forstner bit as per job requirement<br><b>P8.</b> Use Center bit as per job requirement<br><b>P9.</b> Use bradawl tool as per job requirement<br><b>P10.</b> Use Woodworking brace tool as per job requirement  |
| <b>CU.5</b> | Use Fixing Tools    | <b>P1.</b> Use Spring Clamps as per job requirement<br><b>P2.</b> Use woodwork bench vice as per job requirement<br><b>P3.</b> Use C-Clamps as per job requirement<br><b>P4.</b> Use Bar-Clamps as per job requirement<br><b>P5.</b> Use Strap/web Clamps as per job requirement<br><b>P6.</b> Use Screw Clamps as per job requirement<br><b>P7.</b> Use holdfast as per job requirement |
| <b>CU.6</b> | Use Grinding Tools  | <b>P1.</b> Use Oil stone as per job requirement<br><b>P2.</b> Use File tools as per job requirement  |
| <b>CU.7</b> | Use Finishing Tools | <b>P1.</b> Use Scribing Tool as per job requirement<br><b>P2.</b> Use Wood Rasps/Files as per job requirement<br><b>P3.</b> Use Spokeshave as per job requirement  |

**Knowledge & Understanding**

This competency standard will provide knowledge related to:

- Use of different types of marking tools,
- Use of different types of cutting tools,
- Use of different types of planning tools,
- Use of different types of boring tools,
- Use of different types of fixing tools,
- Use of different types of grinding tools
- Use of different types of finishing tools.



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**Critical Evidence(s) Required**

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Use of different types of basic hand tools as per job requirements.

**Tools and Equipment Required**

- Marking knife
- Panel gauge
- Mortise gauge
- Scratch awl
- Scribe marking tool
- Rip saws
- Crosscut saws
- Backsaw
- Dovetail saw
- Bow saw
- Keyhole saw
- Bench Planes
- Block Planes
- Plane Alternatives
- Wood Drill Bits
- Auger bit
- Expansion bit
- Twist bit
- Spade bit
- Brad-point bit
- Forstner bit
- Center bit
- bradawl tool



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- Woodworking brace tool
- Spring Clamps
- C-Clamps
- Bar-Clamps
- Strap/web Clamps
- Screw Clamps
- Holdfast
- Oil stone
- File Tool
- Scribing Tool
- Wood Rasps/Files
- Spokeshave
- F- Clamps
- Woodwork bench vise
- Sandpaper



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**0722-W&C-05 Maintain Basic Hand tools**

**Overview:**

This competency standard will provide skills and knowledge related to maintaining marking tools, cutting tools, planning tools, boring tools, fixing tools, grinding tools and finishing tools.

| Competency Units                    | Performance Criteria  |
|-------------------------------------|---|
| <b>CU.1</b> Maintain Marking Tools  | <b>P1.</b> Maintain marking knife as per requirement<br><b>P2.</b> Maintain marking gauge as per requirement<br><b>P3.</b> Maintain mortise gauge as per requirement<br><b>P4.</b> Maintain Scratch awl as per requirement<br><b>P5.</b> Maintain Scriber marking tool as per requirement<br><b>P6.</b> Maintain Pencils as per requirement |
| <b>CU.2</b> Maintain Cutting Tools  | <b>P1.</b> Maintain Rip saws as per requirement<br><b>P2.</b> Maintain Crosscut saws as per requirement<br><b>P3.</b> Maintain Backsaw as per job requirement<br><b>P4.</b> Maintain Dovetail saw as per requirement<br><b>P5.</b> Maintain Bow saw as per requirement<br><b>P6.</b> Maintain Keyhole saw as per requirement                |
| <b>CU.3</b> Maintain Planning Tools | <b>P1.</b> Maintain Bench Planes as per requirement<br><b>P2.</b> Maintain block Planes as per requirement<br><b>P3.</b> Maintain Plane Alternatives as per requirement   |
| <b>CU.4</b> Maintain Boring Tools   | <b>P1.</b> Maintain Wood Drill Bits as per requirement<br><b>P2.</b> Maintain Auger bit as per requirement<br><b>P3.</b> Maintain Expansion bit as per requirement<br><b>P4.</b> Maintain Twist bit as per requirement<br><b>P5.</b> Maintain Spade bit as per requirement  |





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|                                      |   |
|--------------------------------------|---|
|                                      | <b>P6.</b> Maintain Brad-point bit as per requirement<br><b>P7.</b> Maintain Forstner bit as per requirement<br><b>P8.</b> Maintain Center bit as per requirement<br><b>P9.</b> Maintain bradawl tool as per requirement.<br><b>P10.</b> Maintain Woodworking brace tool as per requirement   |
| <b>CU.5</b> Maintain Fixing Tools    | <b>P1.</b> Maintain Spring Clamps as per requirement<br><b>P2.</b> Maintain woodwork bench vise as per requirement<br><b>P3.</b> Maintain C-Clamps as per requirement<br><b>P4.</b> Maintain Bar-Clamps as per requirement<br><b>P5.</b> Maintain Strap/web Clamps as per requirement<br><b>P6.</b> Maintain Screw Clamps as per requirement<br><b>P7.</b> Maintain holdfast as per job requirement |
| <b>CU.6</b> Maintain Grinding Tools  | <b>P8.</b> Maintain Oil stone as per requirement<br><b>P9.</b> Maintain File tools as per requirement   |
| <b>CU.7</b> Maintain Finishing Tools | <b>P1.</b> Maintain Scribing Tool as per requirement<br><b>P2.</b> Maintain Wood Rasps/Files as per requirement<br><b>P3.</b> Maintain Spokeshave as per requirement  |

### Knowledge & Understanding

This competency standard will provide knowledge related to:

- Maintenance of marking tools as per requirement.
- Maintenance of cutting tools as per requirement.
- Maintenance of planning tools as per requirement.
- Maintenance of boring tools as per requirement.
- Maintenance of fixing tools as per requirement.
- Maintenance grinding tools as per requirement.



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- Maintenance of finishing tools as per requirement.

**Critical Evidence(s) Required**

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Perform maintenance basic hand tools as per job requirements.

**Tools and Equipment Required**

- Marking knife
- Panel gauge
- Mortise gauge
- Scratch awl
- Scriber marking tool
- Rip saws
- Crosscut saws
- Backsaw
- Dovetail saw
- Bow saw
- Keyhole saw
- Bench Planes
- Block Planes
- Plane Alternatives
- Wood Drill Bits
- Auger bit
- Expansion bit
- Twist bit
- Spade bit
- Brad-point bit
- Forstner bit



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- Center bit
- bradawl tool
- Woodworking brace tool
- Spring Clamps
- C-Clamps
- Bar-Clamps
- Strap/web Clamps
- Screw Clamps
- Holdfast
- Oil stone
- File Tool
- Scribing Tool
- Wood Rasps/Files
- Spokeshave
- F- Clamps
- Woodwork bench vise
- Sandpaper



**National Competency Standards Level-2 for Woodworks  
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**0722-W&C-06 Identify power tools**

**Overview:**

This competency standard will provide skills and knowledge related to identification of power tools required during woodworks.

| Competency Units                           | Performance Criteria   |
|--|--|
| <b>CU.1</b> Identify power cutting tools   | <b>P1.</b> Identify portable Circular Saw<br><b>P2.</b> Identify portable Miter Saw<br><b>P3.</b> Identify portable Chainsaw<br><b>P4.</b> Identify portable Reciprocating Saw<br><b>P5.</b> Identify portable Jigsaw<br><b>P6.</b> Identify Portable router |
| <b>CU.2</b> Identify power planing tools   | <b>P1.</b> Identify hand electric planer<br><b>P2.</b> Identify Rabbet Planer  |
| <b>CU.3</b> Identify power boring tools    | <b>P1.</b> Identify hand drill machine<br><b>P2.</b> Identify Drill press  |
| <b>CU.4</b> Identify shaping power tools   | <b>P1.</b> Identify Portable router<br><b>P2.</b> Identify Rotary ToolKit  |
| <b>CU.5</b> Identify power fixing tools    | <b>P1.</b> Identify pneumatic screwdriver<br><b>P2.</b> Identify pneumatic drill machine<br><b>P3.</b> Identify pneumatic clamps   |
| <b>CU.6</b> Identify power grinding tools  | <b>P1.</b> Identify pedestal grinder<br><b>P2.</b> Identify disk grinder   |
| <b>CU.7</b> Identify power finishing tools | <b>P1.</b> Identify portable disk Sander<br><b>P2.</b> Identify portable orbital Sander<br><b>P3.</b> Identify Buffing machine   |

Knowledge & Understanding



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This competency standard will provide knowledge related to:

- Knowledge about power cutting and planning tools
- Knowledge about power boring and fixing tools
- Knowledge about power shaping and finishing tools

**Critical Evidence(s) Required**

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Name the power tools required for cutting in woodwork.
- Identify three different machines by physical examination.

**Tools and Equipment Required**

- Portable Circular Saw
- Portable Miter Saw
- Portable Chainsaw
- Portable Reciprocating Saw
- Portable Jigsaw
- Portable router
- Hand electric Planer
- Rabbet Planer
- Hand drill machine
- Drill press
- Portable router
- Rotary Tool Kit
- Pneumatic screwdriver
- Pneumatic drill machine
- Pneumatic clamps
- Pedestal grinder
- Disk grinder



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- Portable disk Sander
- Portable orbital Sander
- Buffing machine



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**0722-W&C-07 Identify Wood material**

**Overview:**

This competency standard will provide skills and knowledge related to identification of wood material and its defects.

| Competency Units                             | Performance Criteria   |
|--|--|
| <b>CU.1</b> Identify different types of wood | <b>P1.</b> Identify Engineered wood<br><b>P2.</b> Identify Natural wood  |
| <b>CU.2</b> Classify different kinds of wood | <b>P1.</b> Classify Engineered wood<br><b>P2.</b> Classify natural wood  |
| <b>CU.3</b> Identify wooden defects          | <b>P1.</b> Inspect the wood<br><b>P2.</b> Identify Cracks (if any)<br><b>P3.</b> Identify Knots (if any)<br><b>P4.</b> Identify Shakes(if any) |

**Knowledge & Understanding**

This competency standard will provide knowledge related to identification and classification of wood use in woodwork. This topic underpinned the following point regarding safety:

- Knowledge about wood seasoning
- Knowledge about wood defects
- Understand soft wood and hardwood
- Understand types of engineered wood

**Critical Evidence(s) Required**

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:



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- Prepare a sample board showing the different types of woods samples used in woodworks.

**Tools and Equipment Required**

- Natural wood sample
- Engineered wood sample