

THE INSTITUTE OF CARPENTERS

JOINERY AND SHOPFITING

SETTING OUT

SYLLABUS 1995



President

Tim Carpenter

Chairman of the Examinations Board

D . RILEY MIOC

Chief Examiner

C.R. TOOKE Cert. Ed, L.C.G, FIOC.

Examinations Registrar

D Winson FIOC

The Institute of Carpenters
Central Office
35 Hayworth Road
Sandiacre
Nottingham NG10 5LL

Telephone: 0115 9490641
FAX: 0115 9491664

Syllabus

This syllabus has been designed for people who wish to further their career and gain knowledge of the processes of setting-out both in the workshop and on the site. It is assumed that the student has already sufficient skill and knowledge and is well versed with the whole building process.

The course has been structured for a period of eleven weeks at two and a half hour lessons to include an assignment (set by the Institute) for the student to successfully complete to gain a certificate of competence.

The Setter-Out

Responsibilities of the setter-out. Types of paper and boards used. Tools and equipment needed. Full-size and broken line rods. Cutting lists. Methods of photo-copying. Safe storage of original drawings and rods.

Drawing Ability

Knowledge of standard timber stock sizes. Appreciate the need for accurate drawings. The need to check completed drawing for discrepancies.

Cutting Lists

Understand the need and use of cutting lists. Completion of cutting list from finished rod drawing. Calculation of M3 of timber. Understand the term metre run.

Materials

Knowledge of standard stock sizes of timber, manufactured boards and aluminium sections. Identification of hard and soft woods used in construction.

Building Organisation

Duties of personnel involved in average sized building firm. Dealing with the Architect and Client. Purpose of the Building regulations. Site visits for information to produce rods. Use of profile templates. Taking measurements on site.

Receiving Information

Understanding and filing orders and information. Using Architects drawings. Variation orders. The need to check all information received.

Machine Processes

Understand the layout of a machine shop for maximum efficiency. Capabilities of each machine. Use of jigs for various machines. Safety in the workshop.

Building Geometry

Calculating and geometrically setting-out of curved work. Setting-out of handrails. Geometry used in staircase work.

Ordering Of Materials

Use of standard fitments in construction. Architects drawings and specifications. Schedules to include ironmongery, door, windows etc. Ordering of specific items and components. Dealing with suppliers and deliveries. Use of catalogues.



For More Information

Contact: The Institute Of Carpenters

Central Office
35 Hayworth Road,
Sandiacre
Nottingham, NG10 5LL

Tel: 0115 949 0641
FAX: 0115 9491664