

OCCUPATIONAL QUALIFICATION STANDARD

Draftsman of Wooden and Wood-Based Products, EstQF Level 5

An occupational qualification standard is a document which describes the set of skills, knowledge and attitudes, i.e. competence requirements, needed to successfully accomplish duties. Occupational qualification standards are used for compiling curricula and awarding qualifications.

Occupational title	Level of Estonian Qualifications Framework (EstQF)
Draftsman of Wooden and Wood-Based Products, EstQF Level 5	5

Part A DESCRIPTION OF WORK

A.1 Description of work
<p>A draftsman of wooden and wood-based products works in enterprises that produce, sell or install wooden or wood-based products (e.g. furniture, commodities and fillings for building openings). They work as part of a team and cooperate with numerous parties, e.g. interior architects, clients, suppliers and subcontractors.</p> <p>Their main duties are planning and compiling the technical documentation of products, developing the necessary technology for product production and preparing the production process. A draftsman of wooden and wood-based products does not construct load-bearing structures for buildings.</p>
A.2 Tasks
<p>A.2.1 Preparing technical documentation for products</p> <ol style="list-style-type: none"> 1. Familiarising themselves with the terms of reference 2. Preparing product drawings 3. Coordinating product drawings 4. Preparing product documentation <p>A.2.2 Preparing the production process</p> <ol style="list-style-type: none"> 1. Preparing product technology 2. Calculating the cost and quantity of materials and fittings 3. Compiling and forwarding cutting files
A.3 Work environment and specific nature of work
<p>Working hours are usually fixed. The pace of work can change depending on the number of orders. The work is mainly done in an office, but can also be done at a production site of the company, if necessary. The main risk factors are health risks arising from sedentary work with a monitor. Dust, noise and chemicals are additional risk factors at production sites.</p>
A.4 Tools
<p>Usual office supplies and work equipment, specialised software solutions and IT tools and equipment necessary for taking digital measurements.</p>
A.5 Personal qualities required for work: abilities and characteristics
<p>The work requires technical aptitude, mathematical, logical and spatial thinking and creativity. Consistency, accuracy, correctness and the ability to concentrate and tolerate routines are important. Working in a team requires good communication and cooperation skills and flexibility.</p>
A.6 Professional preparation
<p>A draftsman has usually obtained secondary education and their professional skills have been acquired in the course of refresher training and practical work experience.</p>

The prerequisite for starting professional education and training can be previous educational qualifications related to producing wooden products (e.g. carpenter, log house builder, construction carpenter or woodworking machine operator) or practical experience in the field of wood processing.

A.7 Most common occupational titles

Constructor, technologist, draftsman.

**Part B
COMPETENCY REQUIREMENTS**

B.1 Structure of occupation

All competences (B.2.1-B.2.3) must be certified when applying for the qualification of Draftsman of Wooden and Wood-based Products, EstQF Level 5.

B.2 Competences

MANDATORY COMPETENCES

B.2.1 Preparing technical documentation for products	EstQF Level 5
<p>Performance indicators</p> <ol style="list-style-type: none"> 1. Familiarises themselves with the terms of reference and existing documentation (incl. the technical specifications, design draft and gauge), materials and object dimensions and their suitability to the planned environment, etc. If needed, measures the object again to obtain detailed measurements, using the appropriate equipment and methods. 2. Prepares product drawings (incl. drawings of assemblies, sub-assemblies and components) based on the terms of reference and using the appropriate integrated CAM/CAD design software and adds the information needed to produce the product. Designs a processing jig for the component to be cut on a CNC machine based on the terms of reference. 3. Coordinates the prepared product drawings with the client and makes improvements and additions, if necessary. 4. Prepares a specification table, instruction materials for the product (incl. assembly, installation, packing and other manuals) and other documents arising from the specific nature of the product according to the product drawing. <p>Knowledge:</p> <ol style="list-style-type: none"> 1) equipment necessary for taking digital measurements; 2) measuring methodologies; 3) basics of technical drawing; 4) wooden and wood-based materials; 5) general knowledge about other materials (glass, stone, metal and composites), their properties and processing technologies; 6) fasteners and fittings; 7) CAD/CAM design software; 8) spreadsheets and their functions; 9) basis of 3D product design. 	
B.2.2 Preparing the production process	EstQF Level 5
<p>Performance indicators</p> <ol style="list-style-type: none"> 1. Prepares the technology for making blanks, components and jigs (incl. gauges, order of production, equipment and tools to be used). Designs the technology according to the equipment and production process of the enterprise. 2. Calculates the amount of materials, auxiliary materials and fittings needed for making blanks and components. Bases their calculations on the average per-unit cost and cutting chart of the product. 3. Prepares the cutting files according to the technology used to manufacture the product, the equipment and cutting tools to be used and forwards them. Conducts processing simulations. <p>Knowledge:</p> <ol style="list-style-type: none"> 1) spreadsheets and their functions; 2) cost and processing coefficients; 	

- 3) wooden and wood-based materials;
- 4) finishing and auxiliary materials necessary for making the product;
- 5) cutting theory and tools;
- 6) processing equipment for wooden and wood-based materials;
- 7) G-code.

RECURRING COMPETENCES

B.2.3 Recurring competences of Draftsman of Wooden and Wood-based Products	EstQF Level 5
Performance indicators	
<ol style="list-style-type: none"> 1. Uses all acquired knowledge and skills to achieve their professional goals and makes use of opportunities for self-improvement and to improve their skills. 2. Pays heed to deadlines and upholds agreements. 3. Is precise in their work, uses their time efficiently, works in a systematic and organised way and follows all instructions, procedures and safety requirements. 4. Analyses problems that arise in the course of their work and tries to find solutions. Approaches obstacles and difficult situations creatively, consulting other appropriate specialists, if necessary. 5. Responds to criticism reasonably and can draw conclusions and learn from it. 6. Understands the production process as a whole, their role in it and responsibility for it. 7. Participates in teamwork and contributes to achieving a common result. 8. Computer skills (Annex 1 – Scale of self-assessment in digital competence). Uses a computer daily at the Proficient user level for information processing and communication and at the Independent user level for content creation, safety and problem-solving. 9. Uses specialised software programmes, solutions and IT tools in their work. 	

Part C GENERAL INFORMATION AND ANNEXES

C.1 Information concerning compilation and certification of occupational qualification standard and reference to classification of occupations	
1. ID of occupational qualification standard in register of occupational qualifications	16-27052019-01/1k
2. Occupational qualification standard compiled by:	Robert Pajussaar, Kalla Mööbel OÜ Margus Proos, Kose Vesi OÜ Aulika Riisenberg, SA Innove Arvi Lokk, Võrumaa Kutsehariduskeskus Riina Randmaa, Võrumaa Kutsehariduskeskus Sulev Kiivit, Tartu Kutsehariduskeskus Jaan Kers, TalTech Linnar Pärn, Eesti Maaülikool Meelis Muru, Tehnik OÜ
3. Occupational qualification standard approved by:	Forestry
4. No. of decision of Sectoral Council	16
5. Date of decision of Sectoral Council	27.05.2019
6. Occupational qualification standard valid until	01.05.2024
7. Occupational qualification standard version no.	1
8. Reference to International Standard Classification of Occupations (ISCO 08)	3118 Draughtspersons
9. Reference to European Qualifications Framework (EQF)	5

C.2 Occupational title in foreign language	
English:	Draftsman of Wooden and Wood-Based Products, EstQF Level 5
C.3 Annexes	
Lisa 1 Terms used in occupational qualification standard	
Lisa 2 Scale of self-assessment in digital competence	
Lisa 3 Language skills level descriptions	