

Level 3 NVQ Diploma in Heating & Ventilating - Ductwork Installation (6188-31)

Candidate performance evidence logbook
600/1005/8

www.cityandguilds.com
December 2013
Version 1.1

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December 2013
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Qualification title	Number	QAN
Level 3 NVQ Diploma in Heating and Ventilating Ductwork Installation	6188-31	600/1005/8

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1 About your candidate logbook

1.1 Contact details

Candidate name	
Candidate enrolment no	
Centre name	
Centre number	
Programme start date	
Date of registration with City & Guilds	

Keep a record of relevant contact details in the space provided below. You may find it helpful to make a note of phone numbers and e-mail addresses here.

Your Assessor(s)	
Your Internal Verifier	
Quality Assurance Contact	

1 About your candidate logbook

1.2 Introduction to the logbook

This logbook will help you complete the units in City & Guilds' **Level 3 NVQ Diploma in Heating & Ventilating - Ductwork Installation (6188-31)**. It contains forms you can use to record your evidence of what you have done.

About City & Guilds

City & Guilds is your awarding body for this qualification. City & Guilds is the UK's leading awarding body for vocational qualifications.

Information about City & Guilds and our qualifications is available on our website **www.cityandguilds.com**.

2 The assessment process

The following people at your centre will explain the assessment process and help you achieve your unit(s).

The assessor/tutor

The assessor/tutor is the person you will have the most contact with as you work towards your unit(s). You may have more than one assessor/tutor depending on which unit(s) you take or you may be assessed by a person who is not your tutor.

The internal verifier

The internal verifier maintains the quality of assessment within the centre.

The external verifier

The external verifier works for City & Guilds and helps to ensure that your centre meets the required standards for quality and assessment.

3 Using your logbook

Recording forms

This logbook contains all of the forms you and your assessor will need to plan, review and organise your evidence. Your assessor will be able to help you decide which forms you need to complete and help you fill them in.

Please photocopy these forms as required.

4 Qualification structures

To achieve the **Level 3 NVQ Diploma in Heating and Ventilating Ductwork Installation (6188-31)**, learners must achieve 39 credits from the eight mandatory units in the table shown below. This Logbook includes only those units assessed by performance in the workplace (marked with an *).

City & Guilds unit number	Unit accreditation number	Unit title	Credit value	GLH
301	R/602/2498	Understand how to organise resources within BSE	3	26
315	F/602/4909	Understand and apply industrial and commercial rectangular ductwork installation and pre-commissioning techniques	8	65
316	A/602/4911	Understand and apply industrial and commercial circular and flat oval ductwork installation and pre-commissioning techniques	8	65
317	D/602/4920	Understand and apply industrial and commercial air handling unit installation and pre-commissioning techniques	4	28
318	K/502/8202	Understand and apply industrial and commercial plastic ductwork installation and pre-commissioning techniques	4	28
319	M/502/8203	Understand and apply industrial and commercial fire rated ductwork installation and pre-commissioning techniques	4	28
320	R/502/8226	Understand and apply industrial and commercial local exhaust ventilation system installation and pre-commissioning techniques	4	28
*321	H/502/8229	Install and pre-commission industrial and commercial ductwork systems	4	4

5 Overall Unit Sign-off

The following units are included in the rules of combination for the **Level 3 NVQ Diploma in Heating & Ventilating - Ductwork Installation (6188-31)**. Learners must achieve this portfolio unit to contribute towards achievement of the overall qualification.

City & Guilds unit	Unit title	Unit Achieved Yes/No	Assessor Initials	Date
321	Install and pre-commission industrial and commercial ductwork systems			

Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of the selected units with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

Unit 321

Install and pre-commission industrial and commercial ductwork systems

Level: 3

Credit value: 4

UAN: H/502/8229

Outcome 1	Be able to complete preparation work for industrial and commercial rectangular, circular or flat oval ductwork systems			
Criteria		Candidate initials	Assessor initials	Evidence reference
1	assess the work location and report factors that will impact on the work to other persons from one of the following:			
	<ul style="list-style-type: none"> Line manager 			
	<ul style="list-style-type: none"> Clients/customer 			
2	confirm that job information and documentation for the installation of the following rectangular, circular or flat oval ductwork systems is available and appropriate, including one from:			
	<ul style="list-style-type: none"> supply 			
	<ul style="list-style-type: none"> extract 			
	<ul style="list-style-type: none"> kitchen extract 			
	as well as:			
	<ul style="list-style-type: none"> medium and high pressure/velocity air systems 			
	<ul style="list-style-type: none"> job information and documentation including: 			
	<ul style="list-style-type: none"> - regulations 			
	<ul style="list-style-type: none"> - industry standards 			
3	select and use job information and documentation to ensure that the following is fit for purpose:			
	<ul style="list-style-type: none"> equipment 			
	<ul style="list-style-type: none"> tools 			
4	Confirm the points in the work process where liaison with other persons will be required for one from:			
	<ul style="list-style-type: none"> customers/clients 			
	<ul style="list-style-type: none"> line manager 			
5	Confirm that job information on key aspects of the work has been issued to relevant people			

	including user instructions or manufacturer's instructions			
6	Demonstrate that authorisation has been obtained from the relevant person(s) prior to commencement of the work, from at least one of the following:			
	<ul style="list-style-type: none"> • Customer/clients 			
	<ul style="list-style-type: none"> • Line manager 			
7	Identify any pre work damage or defects to existing equipment or building features should it exist, and report to the line manager			
8	Demonstrate that suitable personal protective equipment has been worn throughout the duration of work preparations activities			
9	Verify that the materials needed to complete the job are free from damage and report any defects to a line manager; from materials for rectangular, circular and flat oval ductwork which include and any one from:			
	<ul style="list-style-type: none"> • stainless steel 			
	<ul style="list-style-type: none"> • galvanised steel 			
	<ul style="list-style-type: none"> • aluminium 			
10	Complete preparatory work for the installation of rectangular, circular or flat oval ductwork systems to include:			
	<ul style="list-style-type: none"> • completion of risk assessments 			
	<ul style="list-style-type: none"> • completion of method statements 			

Outcome 2 Be able to identify industrial and commercial rectangular, circular or flat oval ductwork systems, equipment and components				
Criteria		Candidate initials	Assessor initials	Evidence reference
11.	verify that site drawings, plans and the work location is in accordance with the specific installation requirements for rectangular, circular or flat oval ductwork systems			
12.	confirm that job specification for proposed rectangular, circular or flat oval ductwork installation complies with:			
	• codes of practice			
	• industry standards			
	• Industry guides/good practice guides			
	• specifications			

Outcome 3 Be able to install industrial and commercial rectangular, circular or flat oval ductwork systems				
Criteria		Candidate initials	Assessor initials	Evidence reference
13.	Verify that job information appropriate to the installation process is available and conforms with industry specifications			
14.	Verify that materials, tools and equipment necessary for the installation of rectangular, circular or flat oval ductwork systems are:			
	• available as required			
	• safely and securely stored			
	• meet industry requirements			
	• fit for intended purpose			
15.	Inspect and confirm that all aspects of the installation process conforms with industry requirements, including:			
	• codes of practice			
	• industry standards			
	• industry guides/good practice guides			
16.	Verify that methods of working ensures that any damage to customer/client property and building features is avoided during work activities			

17.	Report problems which may affect the progress of the installation to one of the following:			
	<ul style="list-style-type: none"> customers/clients 			
	<ul style="list-style-type: none"> line manager 			

Outcome 4 Be able to complete soundness tests on industrial and commercial rectangular, circular or flat oval ductwork systems				
Criteria		Candidate initials	Assessor initials	Evidence reference
18.	Confirm through visual inspections that rectangular, circular or flat oval supply systems conform with industry specifications			
19.	Confirm that the ductwork systems is ready to receive soundness tests			
20.	Verify that a soundness test to a rectangular, circular or flat oval supply conforms with industry standards, guides and good practice guides			
21.	Complete and evaluate test sheet documentation in accordance with appropriate industry specifications/guides			
22.	Report any system defects to one of the following:			
	<ul style="list-style-type: none"> customer/clients 			
	<ul style="list-style-type: none"> line manager 			
23.	Implement checks to confirm:			
	<ul style="list-style-type: none"> system cleanliness 			
	<ul style="list-style-type: none"> un-commissioned systems and components cannot be activated 			

Outcome 5		Be able to complete commissioning of industrial and commercial rectangular, circular or flat oval ductwork systems		
Criteria		Candidate initials	Assessor initials	Evidence reference
24.	verify the availability of the relevant industry specifications and guidelines on the performance of rectangular, circular or flat oval ductwork systems including one from:			
	• supply			
	• extract			
	• kitchen extract			
	as well as:			
	• medium and high pressure/velocity air			
25.	Confirm that liaison has taken place during the commissioning process in order to minimise disturbance to work routines including liaison with one of the following:			
	• customer/clients			
	• other site workers			
	• line manager			
26.	Conduct mechanical and control performance checks and adjustments in accordance with industry specifications for the following:			
	• fans, axial and centrifugal			
	• heater/filter/cooler batteries			
	• regulating motorised dampers			
	• fire dampers			
27.	Confirm that appropriate system information is available to the line manager or the end user			

Outcome 6	Be able to complete fault identification on industrial and commercial rectangular, circular or flat oval ductwork systems, equipment and components			
Criteria		Candidate initials	Assessor initials	Evidence reference
28.	Obtain specific information on rectangular, circular or flat ductwork system component faults from:			
	<ul style="list-style-type: none"> • verbal confirmation 			
	<ul style="list-style-type: none"> • visual inspections 			
	<ul style="list-style-type: none"> • mechanical tests 			
29.	Confirm that the relevant persons have been advised of fault diagnosis and rectification activities that can cause potential disruption, including one of the following:			
	<ul style="list-style-type: none"> • customer/clients 			
	<ul style="list-style-type: none"> • other site workers 			
	<ul style="list-style-type: none"> • line manager 			
30.	Implement procedures for diagnosing faults in system components in accordance with industry specifications including:			
	<ul style="list-style-type: none"> • fans, axial and centrifugal 			
	<ul style="list-style-type: none"> • heater/filter/cooler batteries 			
	<ul style="list-style-type: none"> • regulating/motorised dampers 			
	<ul style="list-style-type: none"> • fire dampers 			
31.	Confirm that procedures for reporting diagnosed faults in systems and components have been carried out in accordance with industry specifications.			

Install and pre-commission industrial and commercial ductwork systems

Declaration

I confirm that the evidence supplied for this unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IV Name:	
IV Signature:	
Date:	

On Site Assessment Plan / Feedback



Evidence Reference:	
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Qualification:
Level:

Qualification number:

Candidate name:
Assessor name:

Date:

Candidate prepared for assessment (Provide details below)	Yes / No	Candidate requires support	Yes / No
Candidate briefed on appeals procedure	Yes / No	Support required	

Assessment Location / Address and postcode:

Type of work to be carried out:

Assessor Feedback:
(Use Assessor continuation sheet if required)

Forward Planning:

Candidate Signature:		
Assessor Signature:		Date:
IV/IQA Name:	IV/IQA Signature:	Date:

Photographic Supplementary Evidence



Evidence Reference:	
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Scheme / Award:

Scheme Number:

Level:

Candidate Name:

Unit Number:

Brief description of task being carried out in the photograph (to be completed by candidate):

(Attach Photo in this Box)

Location of photograph:

Candidate Signature:		
Assessor Signature:		Date:
IV/IQA Name:	IV/IQA Signature:	Date:

Workplace Recorder Details



I confirm I am suitably experienced or qualified in line with the industry requirements to act as a witness for this learner. I acknowledge that I will only counter sign documentation requested by the learner where to my knowledge only the learner has completed the work and on the understanding that the work has been carried out to the acceptable standard.

Workplace Recorder Name:	
Workplace Recorder Signature:	Date:

I confirm I am suitably experienced or qualified in line with the industry requirements to act as a witness for this learner. I acknowledge that I will only counter sign documentation requested by the learner where to my knowledge only the learner has completed the work and on the understanding that the work has been carried out to the acceptable standard.

Workplace Recorder Name:	
Workplace Recorder Signature:	Date:

I confirm I am suitably experienced or qualified in line with the industry requirements to act as a witness for this learner. I acknowledge that I will only counter sign documentation requested by the learner where to my knowledge only the learner has completed the work and on the understanding that the work has been carried out to the acceptable standard.

Workplace Recorder Name:	
Workplace Recorder Signature:	Date:

Assessor Continuation Sheet
 On Site Assessment Plan/Feedback
 On Site Observation



Evidence Reference:

Assessor Briefing and Report	Criteria Observed		Assessment
	Outcome	Criteria	Method

Candidate Signature:		
Assessor Signature:		Date:
IV/IQA Name:	IV/IQA Signature:	Date:

Signature Sheet



Anyone who witnesses and signs a piece of the candidate's evidence must provide a specimen signature in the table below.

Witnesses relationship to candidate eg supervisor, customer, lecturer, assessor	Name	Signature	Date

Appendix 1 Summary of City & Guilds assessment policies

Health and Safety

All centres have to make sure that they provide a safe and healthy environment for learning, including induction and assessment. City & Guilds external verifiers check this when they visit assessment centres.

Equal Opportunities

Your centre will have an equal opportunities policy. Your centre will explain this to you during your induction, and may give you a copy of the policy.

City & Guilds equal opportunities policy is available from our website **www.cityandguilds.com**, City & Guilds Customer Relations Team or your centre.

Access to assessment

City & Guilds qualifications are open to all candidates, whatever their gender, race, creed, age or special needs. Some candidates may need extra help with their assessment, for example, a person with a visual impairment may need a reader.

If you think you will need alternative assessment arrangements because you have special needs, you should discuss this with your centre during your induction, and record this on your assessment plan. City & Guilds will allow centres to make alternative arrangements for you if you are eligible and if the qualification allows for this. This must be agreed before you start your qualification.

City & Guilds guidance and regulations document *Access to assessment and qualifications* is available on the City & Guilds website **www.cityandguilds.com**, from the City & Guilds Customer Relations Team or your centre.

Complaints and appeals

Centres must have a policy and procedure to deal with any complaints you may have. You may feel you have not been assessed fairly, or may want to appeal against an assessment decision if you do not agree with your assessor.

These procedures will be explained during induction and you will be provided with information about the Quality Assurance Co-ordinator within your centre who is responsible for this.

Most complaints and appeals can be resolved within the centre, but if you follow the centre procedure and are still not satisfied you can complain to City & Guilds.

Our complaints policy is on our website **www.cityandguilds.com** or is available from the City & Guilds Customer Relations Team or your centre.

Useful contacts

UK learners

General qualification information

T: +44 (0)844 543 0033

E: learnersupport@cityandguilds.com

International learners

General qualification information

T: +44 (0)844 543 0033

F: +44 (0)20 7294 2413

E: intcg@cityandguilds.com

Centres

Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

E: centresupport@cityandguilds.com

Single subject qualifications

Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

F: +44 (0)20 7294 2404 (BB forms)

E: singlesubjects@cityandguilds.com

International awards

Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

E: intops@cityandguilds.com

Walled Garden

Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems

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If you have a complaint, or any suggestions for improvement about any of the services that City & Guilds provides, email: feedbackandcomplaints@cityandguilds.com

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