

6707-33 Level 3 Diploma in Painting and Decorating

March 2014 Version 1.2

PRACTICAL TASK MANUAL

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Task manual amendments

Amendments since version 1.0

Page 19 Unit 311 Task 3 grading rules updated.

Page 42 Unit 312 Task 3 Figure 2 updated.

Amendments since version 1.1

Page 27 Unit 312 Task 3 grading rules updated.

Candidate details



This *Practical task manual* is a record of your achievement in practical assessments. You must keep it in good condition and it must be stored in a safe place by your Assessor.

Please fill in all of your details before you carry out any assessments.

Candidate Details

Surname		Forename(s)	
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City & Guilds enrolment number	
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Centre Details

Name		Centre No	
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I understand the requirements of the qualification and that all the work towards the assessments must be my own.

Candidate signature (please print)	
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Assessor name (please print)		Signed	
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Date	
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Unit assessment overview

Practical task completion record

To be completed by Assessor:

For each task, the points for each grade are
Pass = 1, Merit = 2, and Distinction = 3 points.

†All tasks must be passed for the unit to be achieved.

Conversion chart	
Average	Overall Grade
1 – 1.5	Pass
1.6 – 2.5	Merit
2.6 – 3	Distinction

Unit 220 Erecting and dismantling access equipment and working platforms

Task	Grade for task
1 Prepare and erect an extension ladder	P / X
2 Dismantle an extension ladder	P / X
3 Prepare and erect a tower scaffold	P / X
4 Dismantle a tower scaffold	P / X
End of unit knowledge test	P / X

Assessor signature and date:

Candidates must pass all tasks, and the internally marked questions, for this unit to achieve a pass grade overall.

Overall grade

Unit 311 Applying hangings to walls and ceilings

Task	Grade for task†	Points (graded tasks)
1 Apply paper to a staircase wall	P / M / D / X	
2 Hang wide width vinyls to wall, reveal and column	P / M / D / X	
3 Apply specialist wallcoverings to a ceiling	P / M / D / X	
4 Apply specialised paper to an arch	P / M / D / X	
End of unit knowledge test	P / X	
Total		
For graded tasks, divide total points by total number of graded tasks		÷ 4
Average =		
Overall grade (see conversion chart)		

Assessor signature and date:

Unit 312 Producing specialist finishes for painted decorative work

Task	Grade for task [†]	Points (graded tasks)
1 Replicate marble	P / M / D / X	
2 Replicate different types of wood using graining methods	P / M / D / X	
3 Prepare and apply multi-plates	P / M / D / X	
4 Applying metal leaf	P / X	
End of unit knowledge test	P / X	
Total		
For graded tasks, divide total points by total number of graded tasks		÷ 3
Average =		

Assessor signature and date:

Unit 313 Producing specialist architectural finishes for decorative work

Task	Grade for task [†]	Points (graded tasks)
1 Set out and install centre pieces	P / M / D / X	
2 Set out and install coving	P / M / D / X	
End of unit knowledge test	P / X	
Total		
For graded tasks, divide total points by total number of graded tasks		÷ 2
Average =		

Assessor signature and date:

Unit 314 Applying water-borne paint systems using airless equipment

Task	Grade for task
1 Prepare and apply water-borne coatings by airless spray	P / M / D / X
2 Rectify equipment faults using rectification procedures	P / X
End of unit knowledge test	P / X

Assessor signature and date:	The overall grade will be the same as the single graded task in this unit.
	Overall grade <input style="width: 100px; height: 30px;" type="text"/>

Unit 331 Applying water-borne paint systems using High Volume Low-Pressure (HVLP) spray equipment

Task	Grade for task
1 Apply water-borne coating using HVLP spray and maintain equipment	P / M / D / X
2 Rectify equipment faults in spray equipment and defects in applied coating	P / X
End of unit knowledge test	P / X

Assessor signature and date:	The overall grade will be the same as the single graded task in this unit.
	Overall grade <input style="width: 100px; height: 30px;" type="text"/>

Authenticity and IQA/QC sampling

The assessor's signature on individual tasks will be taken as assurance that the judgements recorded are made on authentic candidate work produced under appropriate conditions. Please complete the declaration below to confirm this is the case.

I confirm that all tasks were conducted under conditions designed to assure the authenticity of the candidate's work, and am satisfied that, to the best of my knowledge, the work assessed was solely that of the candidate.	
I have judged all assessments against the relevant assessment and grading criteria and award the candidate the unit grades as calculated above.	
Assessor signature	Date
*IQA signature and date	*QC signature and date

*IQA and QC signatures attest to the evidence available on the recorded date(s).

Instructions to candidates

About this document

This *Practical task manual* contains all of the practical assessment for 6707-33 Level 3 Diploma in Painting and Decorating.

Practical tasks

These tasks let you show your practical skills and are usually graded pass, merit or distinction – a few are pass only. These tasks will be assessed by your assessor watching how you carry out the tasks and checking your final pieces of work.

Before you carry out the task you will be told how it will be assessed and you should read the observation checklist at the end of each task so you know what you need to do to get each grade.

You can ask your assessor for help in understanding the task instructions, but all of the work must be your own.

Health and safety

You must use safe working practices at all times.

You are responsible for your own safety and the safety of others. If you behave in an unsafe way, you will be stopped and given a warning. If you do not meet all of the Health and Safety requirements, the assessment will be stopped. Your assessor will not be able to let you try the task again until they are sure you can work safely.

Time considerations

Each task shows how long it is likely to take. This is for guidance and so you can plan your work. If you have a good reason for needing more time you must explain this to your assessor as soon as possible so they can decide whether you can have more time.

Security

Where an assignment is taken over more than one session, all documentation, paperwork and work products must be labelled carefully with your name and kept securely at the centre. Your assessor will give you directions about how to leave your work.

Opportunities to repeat tasks

The tasks are 'end tests' so you will only be asked to take the assessment when you have had the chance to do all of the learning and practice you need. You will be able to try the whole task again if you do not pass, but you will not be able to take the assessment again just to try to get a better grade.

Feedback

As well as telling you the result for the task your assessor will give you feedback. They will give you a feedback sheet with details of what you could do to improve, and also what you did well in. This will help you to prepare for other assessments or to retake the assessment if you need to.

Unit 220 Erecting and dismantling access equipment and working platforms

Task 1 Prepare and erect an extension ladder

Expected time	30 minutes
Task instructions	<ul style="list-style-type: none"> • Complete a risk assessment. • Select suitable access equipment and PPE. • Check that equipment meets Health and Safety regulations. • Erect an extension ladder to a working height as identified by the assessor. • Secure the extension ladder at the top by means of a rope or suitable material. • Follow current environmental and relevant health and safety regulations at all times.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	selected suitable extension ladder for types of internal and external work	<input type="checkbox"/>		
2.2	produced a risk assessment in line with manufacturer's instructions and legislative requirements for the use of an extension ladder	<input type="checkbox"/>		
4.2	completed checks on extension ladder components visually and manually checked the condition of the following: <ul style="list-style-type: none"> • rungs • stiles • non-slip insert/Rubber feet • latching hooks • guide brackets • tie rods (if applicable) 	<input type="checkbox"/>		
4.3	took corrective action on defective extension ladder components <i>Or:</i> <i>correctly answered defect question</i>	<input type="checkbox"/>		
6.1	used correct personal protective equipment when erecting access equipment	<input type="checkbox"/>		
6.2	erected extension ladder in the correct sequence.	<input type="checkbox"/>		
6.3	secured the extension ladder <ul style="list-style-type: none"> • ascended the extension ladder safely • lashed securely at the top • descended the extension ladder safely 	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
6.4	checked extension ladder met current environmental and health and safety regulations.	<input type="checkbox"/>		

Task grading rules		Task grade:
To achieve a pass : every activity in the checklist must be successfully achieved.		
Assessor	Signature & Date	

Unit 220 Erecting and dismantling access equipment and working platforms

Task 2 Dismantle an extension ladder

Expected time	10 minutes
Task instructions	<ul style="list-style-type: none"> • Dismantle an extension ladder. • Follow current environmental and relevant health and safety regulations at all times.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
8.1	dismantled extension ladder safely The following must be completed: <ul style="list-style-type: none"> • Removed lashings • Closed and lowered the ladder 	<input type="checkbox"/>		
8.2	handled and stored the extension ladder according to organisational requirements and in a safe manner.	<input type="checkbox"/>		

Task grading rules		Task grade:
To achieve a pass : every activity in the checklist must be successfully achieved.		
Assessor	Signature & Date	

Unit 220 Erecting and dismantling access equipment and working platforms

Task 3 Prepare and erect a tower scaffold

Expected time	60 minutes
Task instructions	<ul style="list-style-type: none"> • Complete a risk assessment. • Select suitable access equipment and PPE. • Completed a resource checklist. • Check that equipment meets health & safety regulations. • Interpreted manufacturer's instructions. • Erect a tower scaffold. • Follow current environmental and relevant health and safety regulations at all times.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	selected suitable tower scaffold for types of internal and external work	<input type="checkbox"/>		
2.2	produced a risk assessment in line with manufacturer's instructions and legislative requirements for a tower scaffold	<input type="checkbox"/>		
4.1	<ul style="list-style-type: none"> • completed the resource checklist to identify the components needed for a tower scaffold • selected suitable components for a tower scaffold 	<input type="checkbox"/>		
4.2	visually and manually checked condition of components for the tower scaffold	<input type="checkbox"/>		
4.3	took corrective action on defective tower scaffold components <i>Or:</i> <i>correctly answered defect question</i>	<input type="checkbox"/>		
6.1	used personal protective equipment when erecting a tower scaffold	<input type="checkbox"/>		
6.2	followed manufacturer's instructions and erected tower scaffold in the correct sequence	<input type="checkbox"/>		
6.4	checked the tower scaffold met current environmental and health and safety regulations.	<input type="checkbox"/>		

Task grading rules		Task grade:
To achieve a pass : every activity in the checklist must be successfully achieved.		
Assessor	Signature & Date	

Unit 220 Erecting and dismantling access equipment and working platforms

Task 4 Dismantle a tower scaffold

Expected time	20 minutes
Task instructions	<ul style="list-style-type: none"> • Dismantle a tower scaffold according to manufacturer's instructions. • Follow current environmental and relevant health and safety regulations at all times.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
8.1	dismantled a tower scaffold safely according to manufacturer's instructions	<input type="checkbox"/>		
8.2	handled and stored the components of the tower scaffold according to organisational requirements and in a safe manner.	<input type="checkbox"/>		

Task grading rules	Task grade:
To achieve a pass : every activity in the checklist must be successfully achieved.	
Assessor	Signature & Date

Unit 311 Applying hangings to walls and ceilings

Task 1 Apply paper to a staircase wall

Task coversheet

Expected time	4 hours
Task instructions	<ul style="list-style-type: none"> • Select and prepare adhesives. • Select and calculate paper required. • Plan, measure and mark lines. • Paste and apply paper and pattern types to a single staircase wall. • Maintain a tidy work area at all times. • Follow relevant environmental and health and safety regulations.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
5.1	planned the position of paper hangings	<input type="checkbox"/>		
5.2, 5.3	selected correct tools and equipment including access equipment to complete tasks	<input type="checkbox"/>		
5.4	calculated quantities of papers using girthing method	<input type="checkbox"/>		
5.5	measured and cut lengths with the minimum of waste	<input type="checkbox"/>		
3.1 to 3.4	selected and prepared adhesives for work activity in accordance with manufacturer's instructions	<input type="checkbox"/>		
5.2	positioned and erected access equipment	<input type="checkbox"/>		
5.6	planned measured and marked starting lines, taking into account: <ul style="list-style-type: none"> • occasions: first drop on wall • position: vertical • methods: spirit level, plumb bob, laser level • considerations: access required, light source, economy 	<input type="checkbox"/> Evidence of inaccuracy in plumb \pm 2mm	<input type="checkbox"/> Evidence of inaccuracy in plumb \pm 1mm	<input type="checkbox"/> No inaccuracies
5.7	pasted paper without misses			
5.7	<ul style="list-style-type: none"> • select fold 	<input type="checkbox"/>		
5.7	<ul style="list-style-type: none"> • fold lengths 	<input type="checkbox"/>		
5.7	<ul style="list-style-type: none"> • soak 	<input type="checkbox"/>		
5.8	*applied papers and pattern types with minimum defects	<input type="checkbox"/> 2 minor visible defects	<input type="checkbox"/> 1 minor visible defects	<input type="checkbox"/> No visible defects

AC	The candidate has	Pass	Merit	Distinction
5.8	<ul style="list-style-type: none"> *maintained the accuracy of the vertical plumb line maintained when applying paper 	<input type="checkbox"/> Evidence of inaccuracy in plumb \pm 2mm	<input type="checkbox"/> Evidence of inaccuracy in plumb \pm 1mm	<input type="checkbox"/> No inaccuracies
5.9	cut paper neatly to top bottom and around obstacles, maintaining cleanliness			
5.9	<ul style="list-style-type: none"> cutting to ceiling line/corners skirting/string 	<input type="checkbox"/> All cutting neat with \pm 2mm	<input type="checkbox"/> All cutting within \pm 1mm	<input type="checkbox"/> All cutting within \pm 0mm
5.9	<ul style="list-style-type: none"> cleanliness maintained throughout task and on completion 	<input type="checkbox"/>		
11.1	reclaimed unused standard papers and adhesives	<input type="checkbox"/>		
11.2	stored standard papers and adhesives	<input type="checkbox"/>		
3.5 / 5.10	followed current health and safety and environmental regulations.	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a pass : every activity in the checklist must be successfully achieved.		
To award a merit : in addition to the above, 4 out of 4 graded activities in the checklist must be achieved to at least a merit standard, including all essential activities (marked with *).		
To award a distinction : 2 out of 4 graded activities in the checklist must be achieved to at least a distinction standard, including all essential activities (marked with *) and 2 of the remaining graded activities must be achieved to at least a merit standard.		
Assessor	Signature & Date	

Unit 311 Applying hangings to walls and ceilings

Task 2 Hang wide width vinyls to wall, reveal and column

Expected time	8 hours
Task instructions	<ul style="list-style-type: none"> • Prepare adhesives. • Plan measure and mark out position of drops. • Calculate quantities of paper required. • Hang paper backed and fabric backed wide width vinyl to wall, internal or external angle, reveal and column. • Maintain a tidy work area at all times. • Follow relevant environmental and health and safety regulations.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
7.1	checked the surface suitability	<input type="checkbox"/>		
7.2	planned the position of paper-backed and fabric-backed vinyls	<input type="checkbox"/>		
7.3, 7.4	selected correct tools and equipment including access equipment	<input type="checkbox"/>		
7.5	calculated quantities of paper-backed and fabric-backed vinyls using area method	<input type="checkbox"/>		
3.1 to 3.4	selected and prepared adhesives for work activity in accordance with manufacturer's instructions	<input type="checkbox"/>		
7.3	positioned and erected access equipment	<input type="checkbox"/>		
7.6	measured and marked starting lines, taking into account: <ul style="list-style-type: none"> • occasions: first drop on wall, after internal or external angle, over and around reveals • position: vertical • methods: spirit level, plumb bob, laser level • considerations: access required, light source, room dimensions, economy 	<input type="checkbox"/> Evidence of inaccuracy in plumb \pm 2mm	<input type="checkbox"/> Evidence of inaccuracy in plumb \pm 1mm	<input type="checkbox"/> No inaccuracies
7.7	*followed manufacturer's instructions for hanging paper-backed and fabric-backed vinyls	<input type="checkbox"/> No more than 2 minor defects	<input type="checkbox"/> No more than 1 minor defect	<input type="checkbox"/> No defects
7.8	cut paper neatly to obstacles, maintaining cleanliness			

AC	The candidate has	Pass	Merit	Distinction
7.8	<ul style="list-style-type: none"> *cut around obstacles 	<input type="checkbox"/> All cutting neat within $\pm 2\text{mm}$	<input type="checkbox"/> All cutting neat within $\pm 1\text{mm}$	<input type="checkbox"/> All cutting neat within $\pm 0\text{mm}$
7.8	<ul style="list-style-type: none"> *cutting to ceiling/trim 	<input type="checkbox"/> All cutting neat within $\pm 2\text{mm}$	<input type="checkbox"/> All cutting neat within $\pm 1\text{mm}$	<input type="checkbox"/> All cutting within $\pm 0\text{mm}$
7.8	<ul style="list-style-type: none"> Spliced joints neatly; joints are plumb and flat with no gaps 	<input type="checkbox"/>		
7.8	<ul style="list-style-type: none"> maintained cleanliness throughout task no evidence of paste on surface of wall coverings, area left clean on completion 	<input type="checkbox"/>		
11.1	reclaimed unused standard papers and adhesives	<input type="checkbox"/>		
11.2	stored standard papers and adhesives	<input type="checkbox"/>		
3.5 / 7.9	followed current health and safety and environmental regulations	<input type="checkbox"/>		

Task grading rules	Task grade:
To award a pass : every activity in the checklist must be successfully achieved.	
To award a merit : in addition to the above, 3 out of 4 graded activities in the checklist must be achieved to at least a merit standard, including all essential activities (marked with *).	
To award a distinction : 3 out of 4 graded activities in the checklist must be achieved to at least a distinction standard, including all essential activities (marked with *) and the 1 remaining graded activity must be achieved to at least a merit standard.	
Assessor	Signature & Date

Unit 311 Applying hangings to walls and ceilings

Task 3 Apply specialist wallcoverings to a ceiling

Expected time	3 hours
Task instructions	<ul style="list-style-type: none"> • Select and prepare adhesives. • Calculate quantities of paper required. • Plan measure and mark out the position of start lines. • Paste, apply and trim specialist wallcoverings to a ceiling maintaining cleanliness. • Maintain a tidy work area at all times. • Follow relevant environmental and health and safety regulations.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
9.1	checked the suitability of surface for specialist wall coverings	<input type="checkbox"/>		
9.2	planned the position of specialist wallcoverings	<input type="checkbox"/>		
9.3, 5.2	selected correct tools and equipment including access equipment to complete tasks	<input type="checkbox"/>		
9.4	calculated quantities of specialist wallcoverings using girthing or area method	<input type="checkbox"/>		
3.1 to 3.4	selected and prepared adhesives for work activity in accordance with manufacturer's instructions	<input type="checkbox"/>		
5.2	positioned and erected access equipment	<input type="checkbox"/>		
5.5	measured and cut lengths with the minimum of waste	<input type="checkbox"/> Lengths cut between 100 & 150mm waste	<input type="checkbox"/> Lengths cut at 100mm waste or less	
9.5	planned, measured and marked starting lines, taking into account <ul style="list-style-type: none"> • occasions: first length • position: parallel • methods: chalk line, laser level • considerations: access required, light source, room dimensions, ease of hanging economy 	<input type="checkbox"/>		
9.6	hung specialist wallcoverings following manufacturer's instructions	<input type="checkbox"/>		
9.7	cut specialist wallcoverings to obstacles, maintaining cleanliness			

AC	The candidate has	Pass	Merit	Distinction
	<ul style="list-style-type: none"> cut around central light fitting 	<input type="checkbox"/> Cutting within \pm 3mm 2 minor defects	<input type="checkbox"/> Cutting within \pm 2mm 1 minor defect	<input type="checkbox"/> Cutting within \pm 1mm No defects
	<ul style="list-style-type: none"> cut to ceiling line 	<input type="checkbox"/> Cutting within \pm 3mm 2 minor defects	<input type="checkbox"/> Cutting within \pm 2mm 1 minor defect	<input type="checkbox"/> Cutting within \pm 1mm No defects
	<ul style="list-style-type: none"> cleanliness - no paste residue on fittings, adjacent surfaces, ceiling or wall 	<input type="checkbox"/>		
11.1	reclaimed unused wallcoverings and adhesives	<input type="checkbox"/>		
11.2	stored wallcoverings and adhesives	<input type="checkbox"/>		
3.5 / 9.8	followed current environmental and relevant health and safety regulations	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a pass : every activity in the checklist must be successfully achieved.		
To award a merit : in addition to the above, the 3 graded activities in the checklist must be achieved to at least a merit standard.		
To award a distinction : In addition to both of the above, 2 out of 3 graded activities in the checklist must be achieved to at least a distinction standard.		
Assessor	Signature & Date	

Unit 311 Applying hangings to walls and ceilings

Task 4 Apply specialised paper to an arch

Expected time	2 hours
Task instructions	<ul style="list-style-type: none"> • Select and prepare adhesives. • Identify and select papers. • Calculate quantities of paper required. • Plan measure and set out drops. • Hang and cut specialised paper in and around an arch. • Maintain a tidy work area at all times. • Follow relevant environmental and health and safety regulations.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
5.1	planned the position of paper hangings	<input type="checkbox"/>		
5.2, 5.3	selected correct tools and equipment including access equipment	<input type="checkbox"/>		
5.4	calculated quantities of papers using girthing or area method	<input type="checkbox"/>		
3.1	selected adhesives for work activity	<input type="checkbox"/>		
5.2	positioned and erected access equipment	<input type="checkbox"/>		
5.5	measured and cut lengths with the minimum of waste	<input type="checkbox"/> Lengths cut between 100 & 150mm waste	<input type="checkbox"/> Lengths cut at 100mm waste or less	
5.6	planned measured and marked starting lines taking into account: <ul style="list-style-type: none"> • occasions: first drop on wall • position: vertical • methods: spirit level, plumb bob, laser level • considerations: access required, light source, economy 	<input type="checkbox"/> Evidence of inaccuracy in plumb \pm 2mm	<input type="checkbox"/> Evidence of inaccuracy in plumb \pm 1mm	<input type="checkbox"/> No inaccuracies
3.2, 5.7	used adhesives in accordance with manufacturer's instructions and pasted paper without misses			
	<ul style="list-style-type: none"> • select fold 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • fold lengths 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • soak 	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
5.8	*applied papers and pattern types with minimum defects	<input type="checkbox"/> 2 minor visible defects	<input type="checkbox"/> 1 minor visible defects	<input type="checkbox"/> No visible defects
5.8	<ul style="list-style-type: none"> *accuracy of vertical plumb line maintained when paper applied 	<input type="checkbox"/> Evidence of inaccuracy in plumb \pm 2mm	<input type="checkbox"/> Evidence of inaccuracy in plumb \pm 1mm	<input type="checkbox"/> No inaccuracies
5.9	cut papers neatly to the top, bottom and around obstacles, maintaining cleanliness			
	<ul style="list-style-type: none"> external corners finished neatly and cut correctly 	<input type="checkbox"/> All cutting neat with \pm 2mm	<input type="checkbox"/> All cutting within \pm 1mm	<input type="checkbox"/> All cutting within \pm 0mm
	<ul style="list-style-type: none"> cleanliness maintained throughout task and on completion 	<input type="checkbox"/>		
11.1	reclaimed unused papers and adhesives	<input type="checkbox"/>		
11.2	stored unused papers and adhesives	<input type="checkbox"/>		
3.5 / 5.10	followed current health and safety and environmental regulations throughout task	<input type="checkbox"/>		

Task grading rules	Task grade:
To award a pass : every activity in the checklist must be successfully achieved.	
To award a merit : in addition to the above, 4 out of 5 graded activities in the checklist must be achieved to at least a merit standard, including all essential activities (marked with *).	
To award a distinction : 3 out of 5 graded activities in the checklist must be achieved to at least a distinction standard, including all essential activities (marked with *) and 2 of the remaining graded activities must be achieved to at least a merit standard.	
Assessor	Signature & Date

Unit 312 Producing specialist finishes for painted decorative work

Task 1 Replicate marble

Expected time	4 hours and 30 minutes
Task instructions	<ul style="list-style-type: none"> • Prepare surfaces, materials, groundcoats. • Select pigment colours to replicate marble. • Produce two replica marble panels on a faux door. • Apply protective finishing coats. • Maintain a tidy work area at all times. • Follow relevant environmental and health and safety regulations.
Diagrams	Figure 1: Faux panel door with positioning of panels and effects page 40

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
1.1	prepared surfaces to produce quality finish ground coats for painted decorative work			
1.1	<ul style="list-style-type: none"> • protected areas to flooring and adjacent surfaces 	<input type="checkbox"/>		
1.1	<ul style="list-style-type: none"> • made good surface area by filling and abrading and dusting off 	<input type="checkbox"/>		
1.2	selected correct tools and equipment to produce quality ground coat finishes	<input type="checkbox"/>		
1.3	prepared and applied materials to produce quality ground coat finishes to ensure no defects present	<input type="checkbox"/>		
7.1	checked factors relating to ground coat suitability and rectified if required	<input type="checkbox"/>		
7.2	selected pigment colours appropriate to replicate marble	<input type="checkbox"/>		
7.3, 7.4	selected brushes, tools and equipment, prepared marbling materials	<input type="checkbox"/>		
7.5	produced two replica marble panels			
7.5	panel 1	<input type="checkbox"/> Colours suitably match chosen marble evidence of 2 minor defects	<input type="checkbox"/> Colours suitably match chosen marble evidence of 1 minor defect	<input type="checkbox"/> Colours suitably match chosen marble overall effect realistic No defects

AC	The candidate has	Pass	Merit	Distinction
7.5	panel 2	<input type="checkbox"/> Colours suitably match chosen marble evidence of 2 minor defects	<input type="checkbox"/> Colours suitably match chosen marble evidence of 1 minor defect	<input type="checkbox"/> Colours suitably match chosen marble overall effect realistic No defects
7.6	applied protective finishing coat <ul style="list-style-type: none"> varnish applied to protect the finish result upon drying 	<input type="checkbox"/>		
7.7	cleaned, maintained and stored brushes tools and equipment	<input type="checkbox"/>		
1.4 / 7.8	followed current health and safety and environmental regulations	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a pass : every activity in the checklist must be successfully achieved.		
To award a merit : in addition to the above, the 2 graded activities in the checklist must be achieved to at least a merit standard.		
To award a distinction : in addition to both of the above, the 2 graded activities in the checklist must be achieved to a distinction standard.		
Assessor	Signature & Date	

Unit 312 Producing specialist finishes for painted decorative work

Task 2 Replicate different types of wood using graining methods

Expected time	3 hours
Task instructions	<ul style="list-style-type: none"> • Prepare surfaces, materials, groundcoats. • Prepare colourants to produce wood effects. • Produce replica wood graining for a faux door to include straight grain and figure work. • Apply protective finishing coats. • Maintain a tidy work area at all times. • Follow relevant environmental and health and safety regulations.
Diagrams	Figure 1: Faux panel door with positioning of panels and effects page 41

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
1.1	prepared surfaces to produce quality finish ground coats			
1.1	<ul style="list-style-type: none"> • protected areas to flooring and adjacent surfaces 	<input type="checkbox"/>		
1.1	<ul style="list-style-type: none"> • made good surface area by filling and abrading and dusting off 	<input type="checkbox"/>		
1.2	selected correct tools and equipment to produce ground coat finishes	<input type="checkbox"/>		
1.3	prepared and applied materials for ground coat finishes to ensure no defects present	<input type="checkbox"/>		
5.1	checked factors relating to ground coat suitability, and rectify if required	<input type="checkbox"/>		
5.2	selected colourant appropriate to oak and mahogany replica graining	<input type="checkbox"/>		
5.3, 5.4	selected brushes, tools and equipment to be used and prepared graining materials	<input type="checkbox"/>		
5.5	produced replica graining for faux panelled door			

AC	The candidate has	Pass	Merit	Distinction
5.5	<ul style="list-style-type: none"> straight grain 	<input type="checkbox"/> Colours suitably match chosen wood evidence of 2 minor defects	<input type="checkbox"/> Colours suitably match chosen wood evidence of 1 minor defect	<input type="checkbox"/> Colours suitably match chosen wood overall effect realistic No defects
5.5	<ul style="list-style-type: none"> figure work 	<input type="checkbox"/> Colours suitably match chosen wood evidence of 2 minor defects	<input type="checkbox"/> Colours suitably match chosen wood evidence of 1 minor defect	<input type="checkbox"/> Colours suitably match chosen wood overall effect realistic No defects
5.5	applied protective finishing coats	<input type="checkbox"/>		
5.6	cleaned, maintained and stored brushes, tools and equipment	<input type="checkbox"/>		
1.4 / 5.7	followed current health and safety and environmental regulations	<input type="checkbox"/>		

Task grading rules	Task grade:
To award a pass : every activity in the checklist must be successfully achieved.	
To award a merit : in addition to the above, the 2 graded activities in the checklist must be achieved to at least a merit standard.	
To award a distinction : in addition to both of the above, the 2 graded activities in the checklist must be achieved to a distinction standard.	
Assessor	Signature & Date

Unit 312 Producing specialist finishes for painted decorative work

Task 3 Prepare and apply multi-plates

Expected time	3 hours
Task instructions	<ul style="list-style-type: none"> • Produce a stencil design. • Cut out a multi plate stencil. • Plan and set out stencil location for a linear run. • Apply multi plate stencils with similar distance between each stencil. • Maintain a tidy work area at all times. • Follow relevant environmental and health and safety regulations.
Diagrams	Figure 1: Faux panel door with positioning of panels and effects page 41 Figure 2: City & Guilds stencil design page 42 Figure 3: Stencil and emblem position on door page 43

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
3.3	selected correct tools and equipment	<input type="checkbox"/>		
3.1	produced stencil design			
3.1	<ul style="list-style-type: none"> • used appropriate methods to transfer the design onto stencil materials 	<input type="checkbox"/> Stencil transferred with sharp lines ±3mm from original design	<input type="checkbox"/> Stencil transferred with sharp lines ±2mm from original design	<input type="checkbox"/> Stencil transferred with sharp lines ±1mm from original design
3.2	prepared multi-plate stencil materials			
3.2	<ul style="list-style-type: none"> • stencils sealed evenly to ensure water tight (except acetate) 	<input type="checkbox"/>		
3.4	cut out multi-plate stencil types from plate materials			
3.4	<ul style="list-style-type: none"> • clean cut design outlines 	<input type="checkbox"/> ±3mm from original design	<input type="checkbox"/> ±2mm from original design	<input type="checkbox"/> ±1mm from original design
3.5	set and marked out stencil locations for a linear run demonstrating planning considerations	<input type="checkbox"/> ±3mm	<input type="checkbox"/> ±2mm	<input type="checkbox"/> ±1mm
3.6	applied multi-plate stencil types, with sharp outlines, as accurate linear work			
3.6	<ul style="list-style-type: none"> • *level 	<input type="checkbox"/> Tolerance of ±2mm	<input type="checkbox"/> Tolerance of ±1mm	<input type="checkbox"/> level

AC	The candidate has	Pass	Merit	Distinction
3.6	<ul style="list-style-type: none"> *plumb 	<input type="checkbox"/> Tolerance of $\pm 2\text{mm}$	<input type="checkbox"/> Tolerance of $\pm 1\text{mm}$	<input type="checkbox"/> plumb
3.6	<ul style="list-style-type: none"> *application 	<input type="checkbox"/> No more than 2 application faults	<input type="checkbox"/> No more than 1 application faults	<input type="checkbox"/> No application faults
3.7	cleaned, maintained and stored tools and equipment	<input type="checkbox"/>		
3.8	followed current health and safety and environmental regulations	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a pass : every activity in the checklist must be successfully achieved.		
To award a merit : in addition to the above, 4 out of 6 graded activities in the checklist must be achieved to at least a merit standard, including all essential activities (marked with *).		
To award a distinction : 4 out of 6 graded activities in the checklist must be achieved to at least a distinction standard, including all essential activities (marked with *) and the 2 remaining graded activities must be achieved to at least a merit standard.		
Assessor	Signature & Date	

Unit 312 Producing specialist finishes for painted decorative work

Task 4 Applying metal leaf

Expected time	1 hour and 30 minutes
Task instructions	<ul style="list-style-type: none"> • Prepare surfaces and apply ground coat finishes and barrier coatings. • Apply metal leaf to flat and detailed areas. • Remove barrier coatings. • Burnish metal leaf to a required finish. • Maintain a tidy work area at all times. • Follow relevant environmental and health and safety regulations.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
1.1	prepared surfaces to produce quality finish ground coats	<input type="checkbox"/>		
1.1	<ul style="list-style-type: none"> • protected areas to flooring and adjacent surfaces 	<input type="checkbox"/>		
1.1	<ul style="list-style-type: none"> • made good surface area by filling and abrading and dusting off 	<input type="checkbox"/>		
1.2, 9.2	selected correct tools and equipment to produce quality ground coat finishes and apply metal leaf	<input type="checkbox"/>		
1.3	prepared and applied materials to produce quality ground coat finishes to ensure no defects present	<input type="checkbox"/>		
9.1	checked factors relating to surfaces suitability and rectify if required	<input type="checkbox"/>		
9.3	prepared and applied barrier coat materials evenly and without misses	<input type="checkbox"/>		
9.4	selected and applied mordants to ensure the required finish			
9.4	<ul style="list-style-type: none"> • no misses 	<input type="checkbox"/>		
9.4	<ul style="list-style-type: none"> • regularly checked for correct drying stage 	<input type="checkbox"/>		
9.5	applied metal leaf to flat and detailed areas with minimal wastage	<input type="checkbox"/>		
9.6	removed barrier coat from finished work	<input type="checkbox"/>		
9.7	burnished applied metal leaf without damage	<input type="checkbox"/>		
9.8	cleaned, maintained and stored tools and equipment	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
1.4 / 9.9	followed current health and safety and environmental regulations	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a pass : every activity in the checklist must be successfully achieved.		
Assessor	Signature & Date	

Unit 313 Producing specialist architectural finishes for decorative work

Task 1 Set out and install centre pieces

Expected time	1 hour and 30 minutes
Task instructions	<ul style="list-style-type: none"> • Select appropriate tools and equipment required to complete the task. • Select the appropriate access equipment. • Protect the surrounding areas and equipment as appropriate. • Prepare the ceiling and set out to receive centre-piece. • Install a centre piece using appropriate adhesive and fixings. • Maintain a tidy work area at all times and ensure that current environmental regulations are complied with. • Ensure Health and Safety requirements are followed at all times.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	selected materials, tools and equipment for setting out and installing centre pieces	<input type="checkbox"/>		
2.2	erected and checked access equipment <ul style="list-style-type: none"> • ladders • step ladders • platform steps • trestle platforms • podiums 	<input type="checkbox"/>		
2.3	set out area to receive a centre-piece	<input type="checkbox"/> Setting out to within 7 mm	<input type="checkbox"/> Setting out to within 5 mm	<input type="checkbox"/> Setting out to within 3 mm
2.4	cut access holes for cabling	<input type="checkbox"/>		
2.5	installed centre-piece to the ceiling following the stages of work	<input type="checkbox"/> Installed to within 7 mm of position	<input type="checkbox"/> Installed to within 5 mm of position	<input type="checkbox"/> Installed to within 3 mm of position
2.6	followed current environmental and health and safety regulations.	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a pass : every activity in the checklist must be successfully achieved.		
To award a merit : in addition to the above, all 2 graded activities in the checklist must be achieved to at least a merit standard.		
To award a distinction : in addition to both of the above, all 2 graded activities in the checklist must be achieved to a distinction standard.		
Assessor	Signature & Date	

Unit 313 Producing specialist architectural finishes for decorative work

Task 2 Set out and install coving

Expected time	6 hours
Task instructions	<ul style="list-style-type: none"> • Select appropriate tools and equipment required to complete the task. • Select the appropriate access equipment. • Protect the surrounding areas and equipment as appropriate. • Prepare the ceiling and walls and set out to receive coving. • Install coving using appropriate adhesive and fixings. • Maintain a tidy work area at all times. • Follow relevant environmental and health and safety regulations.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
4.1	Selected coving, tools and equipment appropriate for the work	<input type="checkbox"/>		
4.2	checked and erected access equipment <ul style="list-style-type: none"> • ladders • step ladders • platform steps • trestle platforms • podiums 	<input type="checkbox"/>		
4.3	set out area to receive coving (including internal angles, external angles and butt joints and a stop end)	<input type="checkbox"/> Setting out to within 6 mm	<input type="checkbox"/> Setting out to within 4 mm	<input type="checkbox"/> Setting out to within 2 mm
4.4	measured and cut lengths of coving for internal and external angles and butt joints	<input type="checkbox"/> Length cut and corners are accurate with maximum 4 mm gap.	<input type="checkbox"/> Length cut and corners are accurate with maximum 2 mm gap.	<input type="checkbox"/> Length cut and corners are accurate with maximum 1 mm gap.

AC	The candidate has	Pass	Merit	Distinction
4.5	* installed coving	<input type="checkbox"/> No visible signs of excess adhesive. Coving positioned to within ± 6mm. Corners and joints aligned correctly to within ± 4mm	<input type="checkbox"/> No visible signs of excess adhesive. Coving positioned to within ± 4mm. Corners and joints aligned correctly to within ± 2mm	<input type="checkbox"/> No visible signs of excess adhesive. Coving positioned to within ± 2mm. Corners and joints aligned correctly to within ± 2mm
4.6	followed current environmental and health and safety regulations.	<input type="checkbox"/>		

Task grading rules	Task grade:
To award a pass : every activity in the checklist must be successfully achieved.	
To award a merit : in addition to the above, 2 out of 3 graded activities in the checklist must be achieved to at least a merit standard, including all essential activities (marked with *).	
To award a distinction : 2 out of 3 graded activities in the checklist must be achieved to at least a distinction standard, including all essential activities (marked with *) and the 1 remaining graded activity must be achieved to at least a merit standard,.	
Assessor	Signature & Date

Unit 314 Applying water-borne paint systems using airless equipment

Task 1 Prepare and apply water-borne coatings by airless spray.

Expected time	4 hours
Task instructions	<ul style="list-style-type: none"> • Prepare and apply vinyl matt emulsion in 2 contrasting colours using an airless spray unit to a wall area of a minimum of 10m² which must include both internal and external angles at full height. • Follow relevant environmental and relevant health and safety regulations.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	prepared work areas ready for spray painting	<input type="checkbox"/>		
2.2	selected protective materials and equipment to protect adjacent surfaces, furniture and fittings <ul style="list-style-type: none"> • Sheeting materials • Masking materials 	<input type="checkbox"/>		
2.3	positioned and fixed protective materials <ul style="list-style-type: none"> • Sheeting materials • Masking materials 	<input type="checkbox"/>		
2.4	set up adequate Local Extract Ventilation (LEV) and natural ventilation for work area.	<input type="checkbox"/>		
4.1 / 6.2	selected equipment and component parts for the spray system type for spray application	<input type="checkbox"/>		
4.2	assembled component parts to produce a working airless unit	<input type="checkbox"/>		
6.1	prepared paint materials by using viscometer (ford cup) and ratio stick to establish appropriate viscosity	<input type="checkbox"/>		
8.2	rectified material faults using rectification procedures <ul style="list-style-type: none"> • Contamination 	<input type="checkbox"/>		
4.3	loaded paint material used in an airless spray unit	<input type="checkbox"/>		
4.4	tested and adjusted airless spray unit for correct application	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
6.3 6.4 8.3	used correct application techniques when applying coatings by airless spray. Adjusted techniques as required to ensure a good quality finish <ul style="list-style-type: none"> distance adjustment speed of movement parallel movement triggering stripe coating (external angles) 	<input type="checkbox"/> Maximum of 3 defects	<input type="checkbox"/> Maximum of 1 defect	<input type="checkbox"/> No defects
6.5	demonstrated safe temporary shutdown procedures to make adjustments for spraying	<input type="checkbox"/>		
6.6	checked for Wet Film Thickness (WFT) where appropriate	<input type="checkbox"/>		
10.1	shut down spray equipment safely for cleaning	<input type="checkbox"/>		
10.2	emptied containers and disposed of materials	<input type="checkbox"/>		
10.3	cleaned interior and exterior surfaces ready for storage	<input type="checkbox"/>		
10.4	lubricated component parts	<input type="checkbox"/>		
10.5	stored spray equipment	<input type="checkbox"/>		
6.7 / 10.6	followed current environmental and health and safety regulations.	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a pass : every activity in the checklist must be successfully achieved.		
To award a merit : in addition to the above, the graded activity in the checklist must be achieved to a merit standard.		
To award a distinction : in addition to both of the above, the graded activity in the checklist must be achieved to a distinction standard.		
Assessor	Signature & Date	

Unit 314 Applying water-borne paint systems using airless equipment

Task 2 Rectify equipment faults using rectification procedures

Expected time	45 minutes
Task instructions	<ul style="list-style-type: none"> • Rectify two equipment faults. • Answer two oral questions about the rectification of equipment faults. • Follow relevant environmental and relevant health and safety regulations.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
8.1	rectified equipment faults using rectification procedures Any two of the following rectified in practice <ul style="list-style-type: none"> • Electrical failure • Spluttering • Incorrect set-up (fluid tip) • Fluttering • Defective spray patterns 	<input type="checkbox"/>		
8.1	answered correctly two oral questions about fault rectification	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a pass : every activity in the checklist must be successfully achieved.		
Assessor	Signature & Date	

Unit 331 Applying water-borne paint systems using High Volume Low-Pressure (HVLP) spray equipment

Task 1 Apply water-borne coating using HVLP spray and maintain equipment

Expected time	4 hours
Task instructions	<ul style="list-style-type: none"> • Prepare a water borne eggshell coating ready for application with an HVLP spray system. • Apply the prepared coating, to one side and one edge of 2 previously prepared full size doors (1x panel and 1 x flush) and one standard size staircase baluster, using an HVLP spray system. • Follow relevant environmental and relevant health and safety regulations.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	prepared work areas ready for spray painting	<input type="checkbox"/>		
2.2	selected protective materials and equipment to protect adjacent surfaces, furniture and fittings <ul style="list-style-type: none"> • sheeting materials • masking materials 	<input type="checkbox"/>		
2.3	positioned and fixed protective materials <ul style="list-style-type: none"> • sheeting materials • masking materials 	<input type="checkbox"/>		
2.4	set up adequate Local Extract Ventilation (LEV) and natural ventilation for work area.	<input type="checkbox"/>		
4.1 / 6.2	prepared paint materials by using viscometer (Ford cup) and ratio stick to establish appropriate viscosity	<input type="checkbox"/>		
4.2 / 6.2	prepared paint materials by straining	<input type="checkbox"/>		
4.3	selected equipment required to apply surface coatings	<input type="checkbox"/>		
4.4	set-up the HVLP system to apply surface coatings without defects	<input type="checkbox"/>		
4.5	used correct application techniques to apply 2 coats of water-borne coating using HVLP spray to a panel door <ul style="list-style-type: none"> • distance adjustment • speed of movement • parallel movement • triggering • stripe coating 	<input type="checkbox"/> Maximum of 3 defects	<input type="checkbox"/> Maximum of 1 defect	<input type="checkbox"/> No defects

AC	The candidate has	Pass	Merit	Distinction
4.5	used correct application techniques to apply 2 coats of water-borne coating using HVLP spray to a flush door <ul style="list-style-type: none"> • distance adjustment • speed of movement • parallel movement • triggering • stripe coating 	<input type="checkbox"/> Maximum of 3 defects	<input type="checkbox"/> Maximum of 1 defect	<input type="checkbox"/> No defects
4.5	used correct application techniques to apply 2 coats of water-borne coating using HVLP spray to a baluster <ul style="list-style-type: none"> • distance adjustment • speed of movement • parallel movement • triggering • stripe coating 	<input type="checkbox"/> Maximum of 3 defects	<input type="checkbox"/> Maximum of 1 defect	<input type="checkbox"/> No defects
6.3	adjusted application techniques to ensure that good quality finish.	<input type="checkbox"/>		
4.6	demonstrated safe temporary shutdown procedures to make adjustments for spraying	<input type="checkbox"/>		
4.7	checked for Wet Film Thickness (WFT) where appropriate	<input type="checkbox"/>		
8.1	shut down the spray equipment safely for cleaning	<input type="checkbox"/>		
8.2	emptied containers and disposed of unused materials	<input type="checkbox"/>		
8.3	cleaned interior and exterior surfaces ready for storage	<input type="checkbox"/>		
8.4	lubricated component parts	<input type="checkbox"/>		
8.5	stored spray equipment	<input type="checkbox"/>		
4.8 8.6	followed current environmental and health and safety regulations.	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a pass : every activity in the checklist must be successfully achieved.		
To award a merit : in addition to the above, 2 out of 3 graded activities in the checklist must be achieved to at least a merit standard.		
To award a distinction : 2 out of 3 graded activities in the checklist must be achieved to at least a distinction standard, and the 1 remaining graded activity must be achieved to at least a merit standard.		
Assessor	Signature & Date	

Unit 331 Applying water-borne paint systems using High Volume Low-Pressure (HVLV) spray equipment

Task 2 Rectify equipment faults in spray equipment and defects in applied coating

Expected time	45 minutes
Task instructions	<ul style="list-style-type: none"> • Rectify two equipment faults. • Answer two oral questions about the rectification of equipment faults. • Follow relevant environmental and relevant health and safety regulations.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
6.1	rectified equipment faults using rectification procedures. Any two of the following rectified in practice <ul style="list-style-type: none"> • electrical failure • fluttering • defective spray patterns • spluttering. 	<input type="checkbox"/>		
6.1	Answered correctly two oral question about fault rectification	<input type="checkbox"/>		

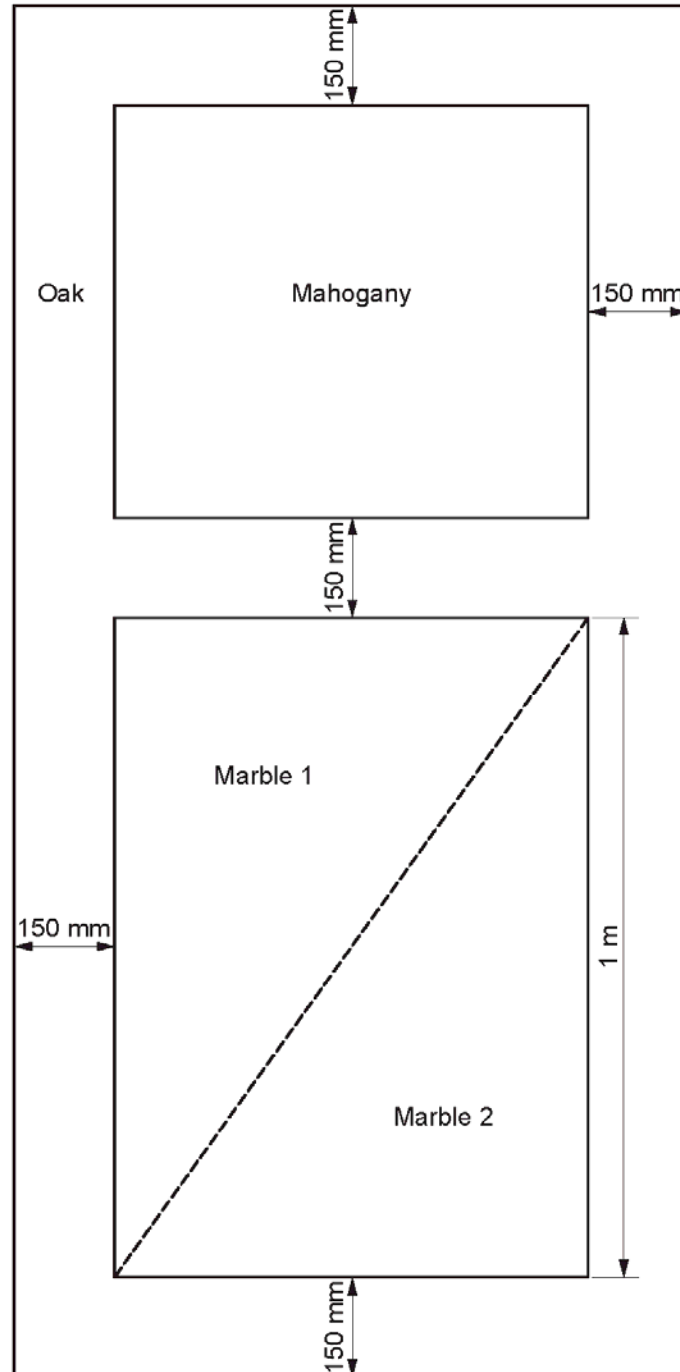
Task grading rules		Task grade:
To award a pass : every activity in the checklist must be successfully achieved.		
Assessor	Signature & Date	

Drawings and diagrams

Unit 312 Producing specialist finishes for painted decorative work

Task 1 & 2 Replicate marble and different types of wood using graining method

Figure 1: Faux panel door with positioning of panels and effects



Drawings and diagrams

Unit 312 Producing specialist finishes for painted decorative work

Task 3 Prepare and apply multi-plates

Figure 2: City & Guilds stencil design

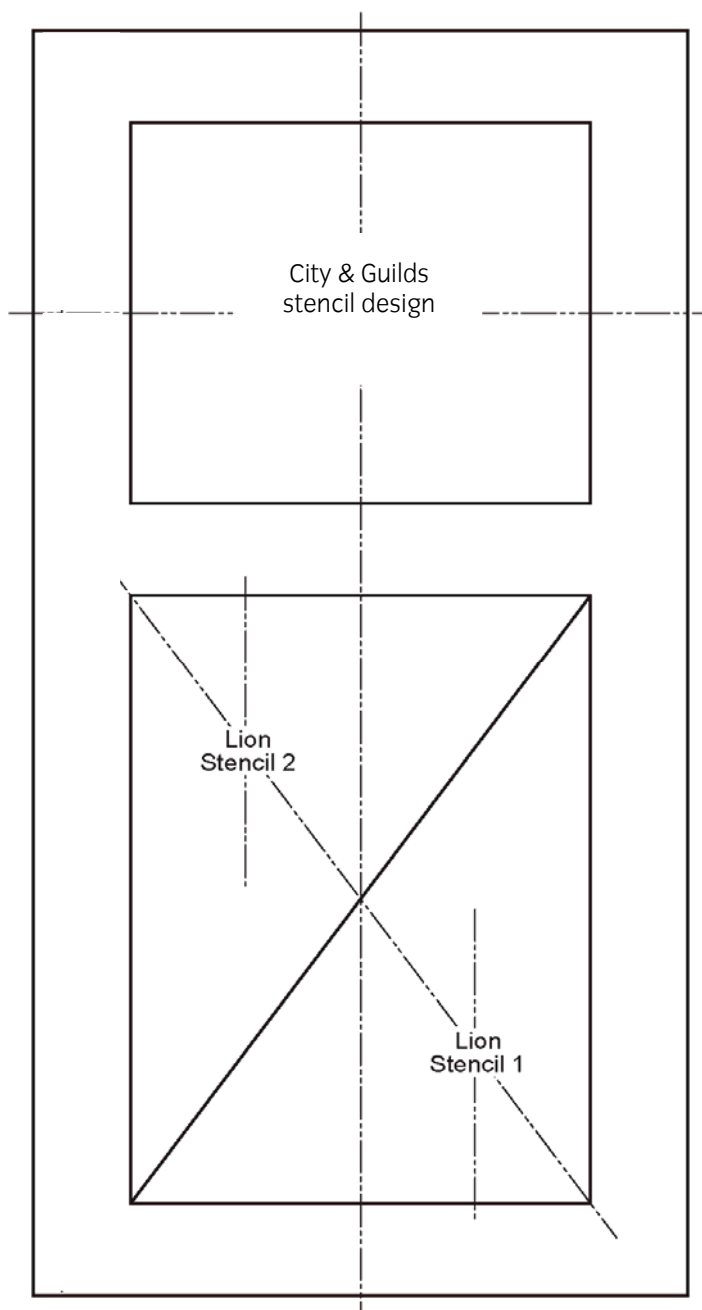


Drawings and diagrams

Unit 312 Producing specialist finishes for painted decorative work

Task 3 Prepare and apply multi-plates

Figure 3: Stencil and emblem position on door



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