

6711-23 Level 2 Diploma in Maintenance Operations (Construction)

September 2014 Version 1.1

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Task manual amendments

Amendments since version 1.0

Page 20 and 22 Unit 237, Task 1 observation checklist and grading table 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)	
--	--

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.

Where there is a weighting given, (see *Assessor guide*: unit assessment overview) multiply the points by the weighting to be applied (eg to apply a weighting of 2, a distinction is: $3 \times 2 = 6$ points). Do not include pass/fail only tasks in the calculation, only graded.

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

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

Unit 235 Carry out small-scale building repairs

Task	Grade for task†	Points (graded tasks)
1 Remove and replace defective roof coverings	P / M / D / X	
2 Remove and replace defective masonry	P / M / D / X	
3 Remove and replace defective paving	P / M / D / X	
4 Remove and replace defective drainage	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 236 Carry out small-scale painting and decorating repairs

Task	Grade for task†	Points (graded tasks)
1 Repair defective surfaces and hang wall coverings	P / M / D / X	
2 Paint wall coverings by brush and roller	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 =		
Overall grade (see conversion chart)		

Assessor signature and date:

Unit 237 Carry out small-scale plastering repairs

Task	Grade for task
1 Carry out plastering repairs	P / M / D / 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

Unit 238 Carry out small-scale plumbing repairs

Task	Grade for task
1 Repair and renew plumbing fittings	P / X
2 Repair and renew rainwater components	P / X
End of unit knowledge test	P / X

Assessor signature and date:

Candidates must pass all tasks and the end of unit knowledge test for this unit to achieve a pass grade overall

Overall grade

Unit 239 Carry out carpentry repairs

Task	Grade for task [†]	Weighting for task	Weighted Points
1 Remove and repair defective timber work and ironmongery	P / M / D / X	2	
2 Repair fencing	P / M / D / X	1	
End of unit knowledge test	P / X		

Assessor signature and date:

For graded tasks, divide total points by total of weightings

Average =

Overall grade
(see conversion chart)

Total

÷ 3

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 6711-23 QCF Level 2 Diploma in Maintenance Operations (Construction).

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 235 Carry out small-scale building repairs

Task 1 Remove and replace defective roof coverings

Expected time	3 hours
Task instructions	<ul style="list-style-type: none"> Inspect the section of roof and identify defective/damaged ridge tiles, roof tiles/slates, felt, and battens. Complete a risk assessment. Prepare required tools, equipment and materials. Set out the work area. Remove and replace defective/damaged ridge tiles, roof tiles/slates, felt, and battens. Maintain a tidy work area at all times. Follow current environmental and relevant health and safety regulations at all times.
Diagrams	N/A

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
3.1	identified defective and damaged roofing	<input type="checkbox"/>		
3.7	correctly completed the risk assessment necessary to carry out the task: minimum of two hazards identified	<input type="checkbox"/>		
3.2	selected the tools and equipment required for necessary repairs (candidates may complete the resource checklist)	<input type="checkbox"/>		
3.3, 3.2	removed ridge tiles without causing damage to other areas of the roof	<input type="checkbox"/>		
	removed roof slates/tiles without causing damage to other areas of the roof	<input type="checkbox"/>		
	ridge tiles, slates/tiles cleaned and stacked correctly ready for re-use	<input type="checkbox"/>		
	removed roof battens and felt without causing damage to other areas of the roof	<input type="checkbox"/>		
	replaced roof felt correctly ensuring overlap matches existing	<input type="checkbox"/>		
	cut and fixed timber battens to correct gauge/length	<input type="checkbox"/> ± 7mm	<input type="checkbox"/> ± 5mm	<input type="checkbox"/> ± 2mm
	correctly fixed the roof tiles /slates ensuring even sidelap	<input type="checkbox"/>		
	ensured even tiles/slates gauge headlap	<input type="checkbox"/> ± 10mm	<input type="checkbox"/> ± 6mm	<input type="checkbox"/> ± 3mm

AC	The candidate has	Pass	Merit	Distinction
	mixed mortar to correct gauge and consistency	<input type="checkbox"/>		
	re-laid ridge tiles to correct line/alignment	<input type="checkbox"/> ± 10mm	<input type="checkbox"/> ± 6mm	<input type="checkbox"/> ± 3mm
	pointed ridge tiles correctly	<input type="checkbox"/> Acceptable visual defects	<input type="checkbox"/> Minimal visual defects	<input type="checkbox"/> No visual defects
	tiles/slates kept clean	<input type="checkbox"/> Acceptable staining	<input type="checkbox"/> Minimal staining	<input type="checkbox"/> No staining
	correctly finished verge	<input type="checkbox"/>		
	used tools and equipment correctly while repairing the defective area	<input type="checkbox"/>		
4.1	maintained a clean, safe and tidy work area and protected the surrounding area immediately adjacent to the work	<input type="checkbox"/>		
4.2	cleaned, checked and stored tools, equipment and materials after use	<input type="checkbox"/>		
4.3	disposed of waste materials safely	<input type="checkbox"/>		
3.7	followed current environmental and relevant health and safety regulations relating to removing and renewing roof coverings	<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 5 graded activities in the checklist must be achieved to at least a merit standard.		
To award a distinction : 3 out of 5 graded activities in the checklist must be achieved to at least a distinction standard, and the 2 remaining graded activities must be achieved to at least a merit standard.		
Assessor	Signature & Date	

Unit 235 Carry out small-scale building repairs

Task 2 Remove and replace defective masonry

Expected time	2 hours
Task instructions	<ul style="list-style-type: none"> Inspect the section of cavity wall and identify defective/damaged bricks. Complete a risk assessment. Prepare required tools, equipment and materials. Set out the work area. Remove and replace defective/damaged bricks. Use a joint finish to match existing brickwork. Maintain a tidy work area at all times. Follow current environmental and relevant health and safety regulations at all times.
Diagrams	N/A

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
3.1	identified defective and damaged masonry	<input type="checkbox"/>		
3.7	correctly completed the risk assessment necessary to carry out the task: minimum of two hazards identified	<input type="checkbox"/>		
3.2	selected the tools and equipment required for necessary repairs (candidates may complete the resource checklist)	<input type="checkbox"/>		
3.4	cut out existing joints without causing damage to surrounding masonry	<input type="checkbox"/>		
	maintained clean cavity while cutting out	<input type="checkbox"/> Acceptable waste in cavity	<input type="checkbox"/> Minimal waste in cavity	<input type="checkbox"/> No waste in cavity
	mixed mortar to correct gauge and consistency	<input type="checkbox"/>		
	replaced bricks to line and level	<input type="checkbox"/> ± 6mm	<input type="checkbox"/> ± 4mm	<input type="checkbox"/> ± 2mm
	replaced bricks plumb with existing wall	<input type="checkbox"/> ± 6mm	<input type="checkbox"/> ± 4mm	<input type="checkbox"/> ± 2mm
	ranged bricks with existing wall	<input type="checkbox"/> ± 6mm	<input type="checkbox"/> ± 4mm	<input type="checkbox"/> ± 2mm
	ensured full joints to repaired area	<input type="checkbox"/> Acceptable joints full	<input type="checkbox"/> Majority of joints full	<input type="checkbox"/> All joints full
	used correct joint finish to match existing	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
	maintained clean cavity while replacing bricks	<input type="checkbox"/> Acceptable mortar in cavity	<input type="checkbox"/> Minimal mortar in cavity	<input type="checkbox"/> No mortar in cavity
	face of wall kept clean from mortar	<input type="checkbox"/> Acceptable staining	<input type="checkbox"/> Minimal staining	<input type="checkbox"/> No staining
	used tools and equipment correctly while repairing the defective area	<input type="checkbox"/>		
4.1	maintained a clean, safe and tidy work area and protected the surrounding area immediately adjacent to the work	<input type="checkbox"/>		
4.2	cleaned, checked and stored tools, equipment and materials after use	<input type="checkbox"/>		
4.3	disposed of waste materials safely	<input type="checkbox"/>		
3.7	followed current environmental and relevant health and safety regulations relating to removing and renewing defective masonry	<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, 5 out of 7 graded activities in the checklist must be achieved to at least a merit standard.		
To award a distinction : 5 out of 7 graded activities in the checklist must be achieved to at least a distinction standard, and the 2 remaining graded activities must be achieved to at least a merit standard.		
Assessor	Signature & Date	

Unit 235 Carry out small-scale building repairs

Task 3 Remove and replace defective paving

Expected time	2 hours
Task instructions	<ul style="list-style-type: none"> • Inspect the paved area and identify defective/ damaged paving. • Complete a risk assessment. • Prepare required tools, equipment and materials. • Set out the work area. • Remove and replace defective/ damaged paving. • Maintain a tidy work area at all times. • Follow current environmental and relevant health and safety regulations at all times.
Diagrams	N/A

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
3.1	identified defective and damaged paving	<input type="checkbox"/>		
3.7	correctly completed the risk assessment necessary to carry out the task: minimum of two hazards identified	<input type="checkbox"/>		
3.2	selected the tools and equipment required for necessary repairs	<input type="checkbox"/>		
3.5	removed defective paving without causing damage to surrounding areas	<input type="checkbox"/>		
	made good sub base	<input type="checkbox"/>		
	laid replacement paving to correct alignment matching existing pattern	<input type="checkbox"/>		
	laid and compacted paving to correct levels	<input type="checkbox"/> ± 5mm	<input type="checkbox"/> ± 3mm	<input type="checkbox"/> ± 1mm
	brushed in sand (kiln dried) to fill joints	<input type="checkbox"/> Acceptable joints full	<input type="checkbox"/> Majority of joints full	<input type="checkbox"/> All joints full
	used tools and equipment correctly while repairing the defective area	<input type="checkbox"/>		
4.1	maintained a clean, safe and tidy work area and protected the surrounding area immediately adjacent to the work	<input type="checkbox"/>		
4.2	cleaned, checked and stored tools, equipment and materials after use	<input type="checkbox"/>		
4.3	disposed of waste materials safely	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
3.7	followed current environmental and relevant health and safety regulations relating to removing and replacing defective paving	<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 235 Carry out small-scale building repairs

Task 4 Remove and replace defective drainage

Expected time	3 hours
Task instructions	<ul style="list-style-type: none"> • Inspect the drainage area and identify the defect. • Complete a risk assessment. • Prepare required tools, equipment and materials. • Set out the work area. • Carry out the necessary repairs. • Maintain a tidy work area at all times. • Follow current environmental and relevant health and safety regulations at all times.
Diagrams	N/A

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
3.1	identified defective drainage	<input type="checkbox"/>		
3.7	correctly completed the risk assessment necessary to carry out the task: minimum of two hazards identified	<input type="checkbox"/>		
3.2	selected the tools and equipment required for necessary repairs	<input type="checkbox"/>		
3.6	removed defective drainage without causing damage to surrounding areas	<input type="checkbox"/>		
	fitted and aligned replacement gully to given datum height	<input type="checkbox"/> ± 10 mm	<input type="checkbox"/> ± 6 mm	<input type="checkbox"/> ± 3 mm
	maintained level of replacement gully	<input type="checkbox"/> ± 10 mm	<input type="checkbox"/> ± 6 mm	<input type="checkbox"/> ± 3 mm
	minimised waste while cutting pipes	<input type="checkbox"/> Acceptable waste	<input type="checkbox"/> Minimal waste	<input type="checkbox"/> No waste
	used sufficient pipe bedding (pea gravel)	<input type="checkbox"/>		
	concrete haunching to gully	<input type="checkbox"/> Acceptably haunched	<input type="checkbox"/> Well haunched	<input type="checkbox"/> Fully haunched
	used tools and equipment correctly while repairing the defective area	<input type="checkbox"/>		
4.1	maintained a clean, safe and tidy work area and protected the surrounding area immediately adjacent to the work	<input type="checkbox"/>		
4.2	cleaned, checked and stored tools, equipment and materials after use	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
4.3	disposed of waste materials safely	<input type="checkbox"/>		
3.7	followed current environmental and relevant health and safety regulations relating to removing and replacing defective drainage	<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.		
To award a distinction : 3 out of 4 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 236 Carry out small-scale painting and decorating repairs

Task 1 Repair defective surfaces and hang wall coverings

Expected time	5 hours and 30 minutes
Task instructions	<ul style="list-style-type: none"> Inspect the wall and identify defective and damaged painting and decorative finishes. Complete a risk assessment. Carry out the necessary repairs. Hang wall coverings. Maintain a tidy work area at all times. Follow current environmental and relevant health and safety regulations at all times.
Diagrams	N/A

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
3.1	identified defective and damaged painting and decorating finishes	<input type="checkbox"/>		
3.6	correctly completed the risk assessment necessary to carry out the task	<input type="checkbox"/>		
3.2	used appropriate protective coverings to protect the work area	<input type="checkbox"/>		
3.3	selected tools and materials to remove and repair painting and decorating finishes	<input type="checkbox"/>		
3.4	* stripped back damaged wall covering to a suitable joint up to undamaged wall coverings	<input type="checkbox"/> Minimal damage to existing/ adjacent coverings	<input type="checkbox"/> No damage to existing/ adjacent coverings	
	light switch or socket left clean and dry	<input type="checkbox"/> Minimal damage to light switch or socket	<input type="checkbox"/> No visible damage to light switch or socket	
	washed/scraped down to remove stale paste from wall surface	<input type="checkbox"/> Surface cleaned with minimal guidance	<input type="checkbox"/> Surface cleaned without guidance	

AC	The candidate has	Pass	Merit	Distinction
	prepared surface by filling and abrading	<input type="checkbox"/> 2 imperfections / defects visible	<input type="checkbox"/> 1 imperfection / defect visible	<input type="checkbox"/> No imperfections / defects visible
3.5	absorbent wall surfaces sized	<input type="checkbox"/>		
	*cut wall coverings to length allowing 50mm wastage to top and bottom	<input type="checkbox"/> Additional $\pm 100\text{mm}$ wastage	<input type="checkbox"/> Additional $\pm 50\text{mm}$ wastage	<input type="checkbox"/> Cut to size
	applied adhesives to wall coverings	<input type="checkbox"/>		
	hung new lengths of relief paper to match existing to include internal/external angle	<input type="checkbox"/> $\pm 2\text{mm}$ on joints	<input type="checkbox"/> $\pm 1\text{mm}$ on joints	<input type="checkbox"/> $\pm 0\text{mm}$ on joints
	cut safely around one light switch or socket with no damage to light switch or socket	<input type="checkbox"/> 2 imperfections / defects	<input type="checkbox"/> 1 imperfection / defect	<input type="checkbox"/> No imperfections / defects
	*overall appearance wall coverings	<input type="checkbox"/> 2 imperfections / defects	<input type="checkbox"/> 1 imperfection / defect	<input type="checkbox"/> No imperfections / defects
	wall covering accurately trimmed top and bottom	<input type="checkbox"/> $\pm 2\text{mm}$	<input type="checkbox"/> $\pm 1\text{mm}$	<input type="checkbox"/> $\pm 0\text{mm}$
4.1	maintained a clean, safe and tidy work area and protect the surrounding area immediately adjacent to the work	<input type="checkbox"/>		
4.2	cleaned, checked and stored tools, equipment and materials after use	<input type="checkbox"/>		
4.3	<ul style="list-style-type: none"> trimmed waste paper correctly disposed during process remaining wall paper returned to stored 	<input type="checkbox"/>		
3.6	followed current environmental and relevant health and safety regulations relating to removing and repairing painting and decorating finishes	<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, 7 out of 9 graded activities in the checklist must be achieved to at least a merit standard, including all essential activities (marked with *).		
To award a distinction : 5 out of 9 graded activities in the checklist must be achieved to at least a distinction standard, including 2 of the essential activities (marked with *); in addition all the remaining graded activities must be achieved to at least a merit standard.		
Assessor	Signature & Date	

Unit 236 Carry out small-scale painting and decorating repairs

Task 2 Paint wall coverings by brush and roller

Expected time	2 hours
Task instructions	<ul style="list-style-type: none"> • Protect the area prior to painting. • Paint the entire wall area with water-based paints by brush and roller. • Maintain a tidy work area at all times. • Follow current environmental and relevant health and safety regulations at all times.
Diagrams	N/A

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
3.2	used appropriate protective coverings to protect the work area.	<input type="checkbox"/>		
3.3	selected tools and materials to paint on the relief wall coverings	<input type="checkbox"/>		
3.4	applied paint systems to surfaces:			
	surface was fully covered with paint	<input type="checkbox"/> Surface is covered with minor misses	<input type="checkbox"/> Surface is covered evenly with no misses	
	no runs visible from 1 metre by brush	<input type="checkbox"/>		
	paint cut in neatly including around 1 light switch or socket	<input type="checkbox"/> ± 2 mm Over or under lapping	<input type="checkbox"/> ± 1 mm Over or under lapping	<input type="checkbox"/> ± 0 mm Over or under lapping
	no evidence of skidding and fat edges visible from 1 metre by roller	<input type="checkbox"/>		
4.1	maintained a clean, safe and tidy work area and protected the surrounding area immediately adjacent to the work	<input type="checkbox"/>		
4.2	cleaned, checked and stored tools and materials after use	<input type="checkbox"/>		
4.3	disposed of waste materials safely	<input type="checkbox"/>		
3.6	followed current environmental and relevant health and safety regulations relating to removing and repairing painting and decorating finishes	<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, both of 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, 1 of the 2 graded activities in the checklist must be achieved to a distinction standard.		
Assessor	Signature & Date	

Unit 237 Carry out small-scale plastering repairs

Task 1 Carry out plastering repairs

Expected time	3 hours 30 minutes
Task instructions	<ul style="list-style-type: none"> • Select required tools and materials. • Complete a method statement for the replacement of defective plasterwork. • Remove a damaged area of 0.4 m² (minimum) plaster from a stud partition wall. • Replace the plasterboard and make good, utilising a two coat plastering system. • Maintain a tidy work area at all times. • Follow current environmental and relevant health and safety regulations at all times.
Diagrams	N/A

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
3.1 3.6	identified defective plasterwork <ul style="list-style-type: none"> • Recorded in method statement 	<input type="checkbox"/>		
3.2	selected correct <ul style="list-style-type: none"> • tools • materials 	<input type="checkbox"/>		
3.1 3.3	*removed defective plastered surface and prepared background surface	<input type="checkbox"/> Defective plaster and plasterboard removed and cut out ± 6-10 mm (from specified size)	<input type="checkbox"/> Defective plaster and plasterboard removed and cut out ± 1-5 mm (from specified size)	<input type="checkbox"/> Defective plaster and plasterboard removed and cut out perfectly square (from specified size)
		<input type="checkbox"/> Allowing sound fix of existing and new plasterboard to studs, within ± 6-10 mm	<input type="checkbox"/> Allowing sound fix of existing and new plasterboard to studs to within ± 1-5 mm from centre of joist	<input type="checkbox"/> Allowing sound fix of existing and new plasterboard to studs to exact centre of joist (0 mm)
3.4	*applied plasterboard to prepared area	<input type="checkbox"/> Plasterboard measured, cut and fixed with no gaps around the perimeter	<input type="checkbox"/> Plasterboard measured, cut and fixed with gaps around perimeter of 1-2 mm	<input type="checkbox"/> Plasterboard measured, cut square and fixed with gaps around perimeter of 3-4 mm

AC	The candidate has	Pass	Merit	Distinction
3.4	<ul style="list-style-type: none"> measuring and cutting plasterboard 	<input type="checkbox"/> Fixed at correct centres		
3.4	<ul style="list-style-type: none"> fixing plasterboard 	<input type="checkbox"/> Adhesive tapes in place with no overlaps		
3.5	applied floating coat and setting coat	<input type="checkbox"/> Floating coat ruled flat	<input type="checkbox"/> Floating coat ruled flat, cut back from existing plasterwork	
		<input type="checkbox"/> Adequately keyed	<input type="checkbox"/> Adequately keyed and cleaned around edges of existing plaster in preparation for setting coat	
		<input type="checkbox"/> Setting coat applied, finish free from blemishes	<input type="checkbox"/> Setting coat applied 2-3 mm thickness, finish free from blemishes	
		<input type="checkbox"/> Completed job to be true and flat with existing plaster		
4.1	maintained a clean, safe and tidy work area and protected the surrounding area immediately adjacent to the work	<input type="checkbox"/>		
4.2	cleaned, checked and stored tools, equipment and materials after use	<input type="checkbox"/>		
4.3	disposed of waste materials safely	<input type="checkbox"/>		
3.6	followed current environmental and current 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, 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 : in addition to the above, all 3 graded activities in the checklist, where a distinction may be achieved, must be achieved to at least a distinction standard, and 2 of the remaining graded activities must be achieved to at least a merit standard.		
Assessor	Signature & Date	

Unit 238 Carry out small-scale plumbing repairs

Task 1 Repair and renew plumbing fittings

Expected time	3 hours
Task instructions	<ul style="list-style-type: none"> • Carry out routine maintenance checks to plumbing and waste sanitation systems. • Identify faults and complete a defects list. • Select tools and equipment needed for the task. • Rectify defects on a <ul style="list-style-type: none"> ○ cold water system ○ hot water system ○ sanitation system. • Work in a safe and tidy manner at all times. • All repairs will be tested for soundness at the end of the task.
Diagrams	Figure 1: Defects List - page 29

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
3.1	Identified defective and damaged plumbing and waste components Completed defects list and remedial action	<input type="checkbox"/>		
3.2	Selected <ul style="list-style-type: none"> • tools • materials required to make plumbing repairs	<input type="checkbox"/>		
3.3	Replaced defective plumbing and waste components	<input type="checkbox"/>		
3.5	Followed current environmental and relevant health and safety regulations in relation to repairing and renewing plumbing fittings	<input type="checkbox"/>		
4.1	Maintained a clean, safe and tidy work area and protected the surrounding area immediately adjacent to the work	<input type="checkbox"/>		
4.2	Cleaned, checked and stored tools, equipment and materials after use	<input type="checkbox"/>		
4.3	Disposed of waste materials safely	<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 238 Carry out small-scale plumbing repairs

Task 2 Repair and renew rainwater components

Expected time	1 hour 30 minutes
Task instructions	<ul style="list-style-type: none"> • Carry out routine maintenance checks to rainwater components. • Identify faults and complete a defects list. • Select tools and equipment needed for the task. • Remove and replace defective rainwater components. • Work in a safe and tidy manner at all times. • All repairs will be tested for soundness at the end of the task.
Diagrams	Figure 1: Defects list - page 30

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
3.1.2	Identified defective and damaged rainwater components. Completed defects list and remedial action.	<input type="checkbox"/>		
3.2	Selected <ul style="list-style-type: none"> • tools • materials required to make plumbing repairs.	<input type="checkbox"/>		
3.4	Replaced defective rainwater components.	<input type="checkbox"/>		
3.5	Followed current environmental and relevant health and safety regulations in relation to repairing and renewing rainwater components.	<input type="checkbox"/>		
4.1	Maintained a clean, safe and tidy work area and protect the surrounding area immediately adjacent to the work.	<input type="checkbox"/>		
4.2	Cleaned, checked and stored tools, equipment and materials after use.	<input type="checkbox"/>		
4.3	Disposed of waste materials safely.	<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 239 Carry out carpentry repairs

Task 1 Remove and repair defective timber work and ironmongery

Expected time	3 hours
Task instructions	<ul style="list-style-type: none"> • Complete a risk assessment. • Select correct tools and materials (the resource checklist may be completed). • Identify defective or damaged timber. • Remove and repair defective timber. • Splice in a repair to the door frame. You are not permitted to use the removed section as the replacement section. • Identify and replace defective ironmongery on the door. • Maintain a tidy work area at all times • Follow current environmental and relevant health and safety regulations at all times.
Diagrams	Figure 1: Door frame – page 31 Figure 2: Door jamb – page 32 Figure 3: Door – page 33

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
3.6	completed the risk assessment form accurately, to meet current health and safety legislation	<input type="checkbox"/>		
3.1	<ul style="list-style-type: none"> • identified defective and damaged timber work 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • identified defective and damaged ironmongery 	<input type="checkbox"/>		
3.2	<ul style="list-style-type: none"> • selected correct tools and materials (candidates may complete the resource checklist) 	<input type="checkbox"/>		
3.3	removed and repaired defective timber work	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • removed keeper face plate 			
	<ul style="list-style-type: none"> • marked position of splice cut 	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 2 mm	<input type="checkbox"/> ± 1 mm
	<ul style="list-style-type: none"> • cut splice square to face and angle 	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 2 mm	<input type="checkbox"/> ± 1 mm
	<ul style="list-style-type: none"> • removed defective timber 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • cut replacement section 	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 2 mm	<input type="checkbox"/> ± 1 mm
	<ul style="list-style-type: none"> • fit and fixed replacement section • plumb with existing 	<input type="checkbox"/> ± 2 mm	<input type="checkbox"/> ± 1 mm	<input type="checkbox"/> 0 mm
	<ul style="list-style-type: none"> • cleaned up and finished the repair 	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
3.5	replaced defective ironmongery	<input type="checkbox"/>		
	<ul style="list-style-type: none"> removed handles without damage 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> removed lock 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> selected and replaced lock 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> replaced handles 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> fit keeper plate 	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 2 mm	<input type="checkbox"/> ± 1 mm
3.6	followed current environmental and relevant health and safety regulations relating to removing and repairing timber work and ironmongery <ul style="list-style-type: none"> used appropriate PPE 	<input type="checkbox"/>		
4.1	Maintained a clean, safe and tidy work area and protected the surrounding area immediately adjacent to the work	<input type="checkbox"/>		
4.2	Cleaned, checked and stored tools, equipment and materials after use	<input type="checkbox"/>		
4.3	Disposed of waste materials safely	<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.		
To award a distinction : 4 out of 5 graded activities in the checklist must be achieved to at least a distinction standard, and 1 of the remaining graded activities must be achieved to at least a merit standard.		
Assessor	Signature & Date	

Unit 239 Carry out carpentry repairs

Task 2 Repair fencing

Expected time	2 hours
Task instructions	<ul style="list-style-type: none"> • Complete a risk assessment • Select correct tools and materials (the resource checklist may be completed). • Identify any damaged or defective fencing components • Remove and replace appropriately. You are not permitted to re-use the timber which has been removed • Maintain a tidy work area at all times • Follow current environmental and relevant health and safety regulations at all times.
Diagrams	Figure 1: Gate – page 34

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
3.6	completed the risk assessment form accurately, to meet current health and safety legislation (note: where a risk assessment has been carried out for a previous task, the same form may be added to for this criteria)	<input type="checkbox"/>		
3.1	identified defective or damaged fencing	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • identified defective rail 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • identified defective paling 	<input type="checkbox"/>		
3.2	<ul style="list-style-type: none"> • selected correct tools and materials (candidates may complete the resource checklist)	<input type="checkbox"/>		
3.4	repaired defective fencing	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • removed gate and ironmongery 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • removed damaged paling 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • removed damaged rail 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> • cut and replace rail 	<input type="checkbox"/> ±3 mm	<input type="checkbox"/> ±2 mm	<input type="checkbox"/> ±1 mm
	<ul style="list-style-type: none"> • cut, shape and replaced damaged paling 	<input type="checkbox"/> ±3 mm	<input type="checkbox"/> ±2 mm	<input type="checkbox"/> ±1 mm
	<ul style="list-style-type: none"> • replaced hinge parallel to rail 	<input type="checkbox"/> ±3 mm	<input type="checkbox"/> ±2 mm	<input type="checkbox"/> ±1 mm
	<ul style="list-style-type: none"> • gate hung parallel to post 	<input type="checkbox"/> ±3 mm	<input type="checkbox"/> ±2 mm	<input type="checkbox"/> ±1 mm
	<ul style="list-style-type: none"> • replaced latch parallel to rail 	<input type="checkbox"/> ±3 mm	<input type="checkbox"/> ±2 mm	<input type="checkbox"/> ±1 mm

AC	The candidate has	Pass	Merit	Distinction
3.6	followed current environmental and relevant health and safety regulations relating to removing fencing including <ul style="list-style-type: none"> • use of appropriate PPE 	<input type="checkbox"/>		
4.1	maintained a clean, safe and tidy work area and protected the surrounding area immediately adjacent to the work	<input type="checkbox"/>		
4.2	cleaned, checked and stored tools, equipment and materials after use	<input type="checkbox"/>		
4.3	disposed of waste materials safely	<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.		
To award a distinction : 4 out of 5 graded activities in the checklist must be achieved to at least a distinction standard, and 1 of the remaining graded activities must be achieved to at least a merit standard.		
Assessor	Signature & Date	

Drawings and diagrams

Unit 238 Carry out small-scale plumbing repairs

Task 1 Repair and renew plumbing fittings

Figure 1: Defects list

Unit	238 - Carry Out Small Scale Plumbing Repairs
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Candidate name	
-----------------------	--

Task	1 - Repair and renew plumbing fittings
-------------	--

Date	
-------------	--

Component	Defect	Remedial action
eg Toilet cistern	Overflow from toilet cistern	Check float operated valve for correct operation. Isolate water supply Remove float valve Replace defective/worn washer

Drawings and diagrams

Unit 238 Carry out small-scale plumbing repairs

Task 2 Repair and renew rainwater components

Figure 1: Defects list

Unit	238 - Carry Out Small Scale Plumbing Repairs	Candidate name	
Task	2 - Repair and renew rainwater components	Date	

Component	Defect	Remedial action
eg Guttering	Blockage in gutter	Erect safe access Identify blockage Clear blockage Test for correct operation

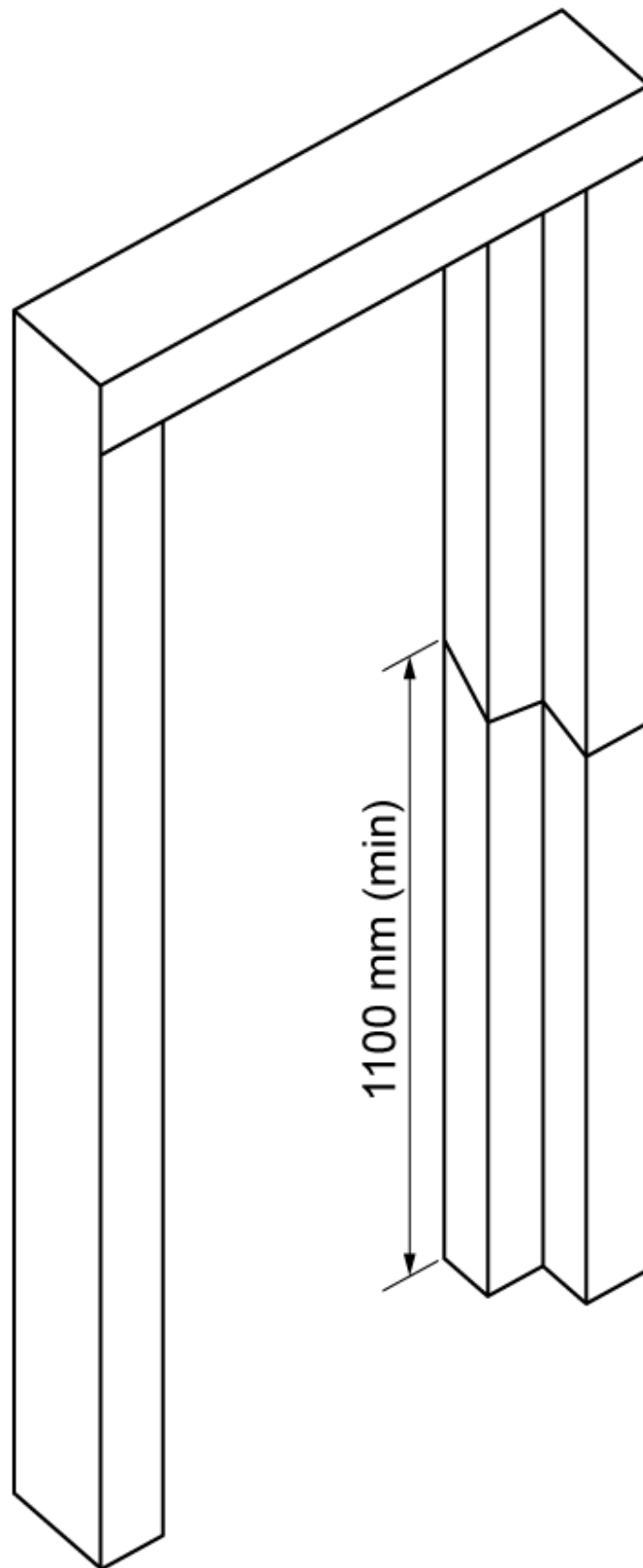
Drawings and diagrams

Unit 239 Carry out carpentry repairs

Task 1 Remove and repair defective timber work and ironmongery

Figure 1: Door Frame

Diagram not to scale



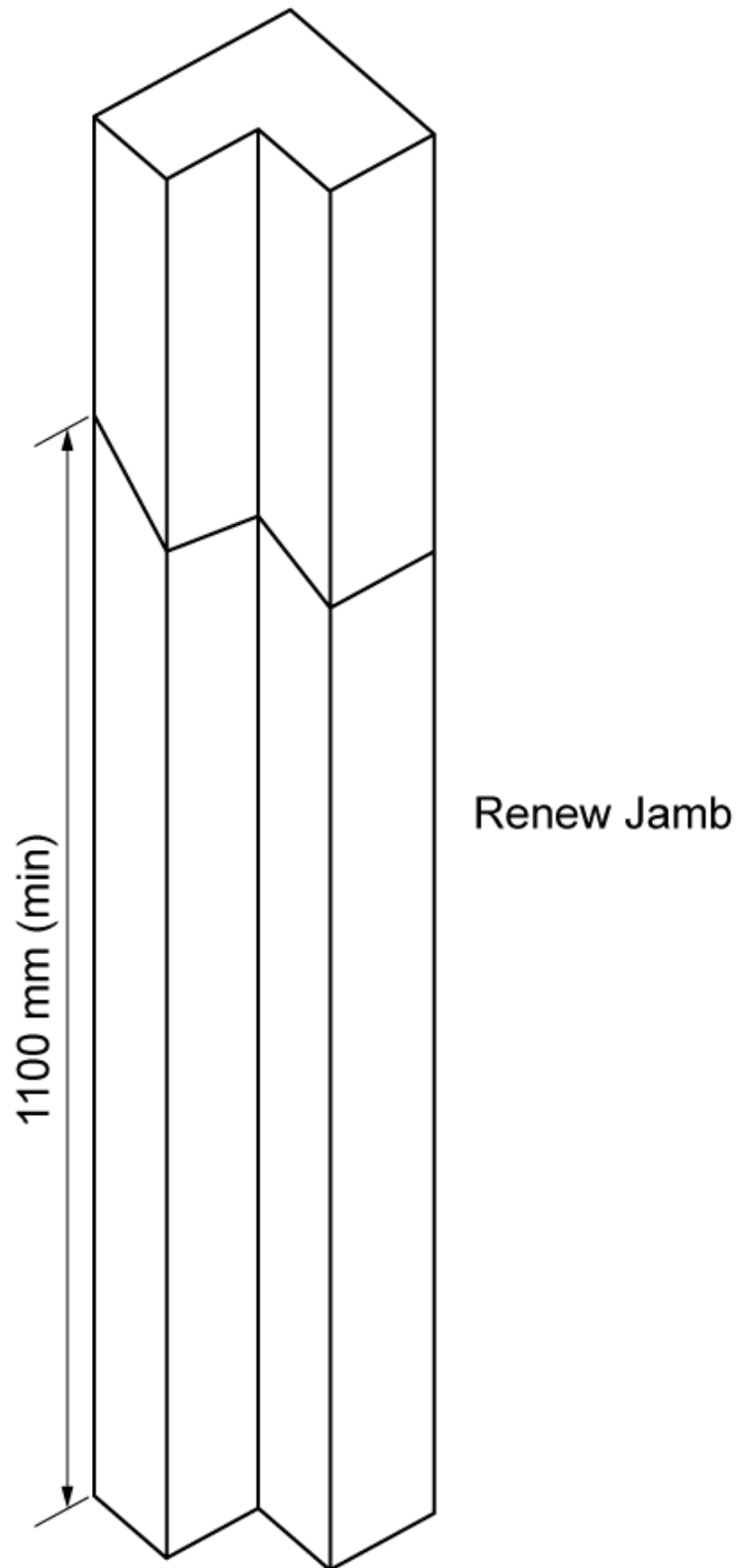
Drawings and diagrams

Unit 239 Carry out carpentry repairs

Task 1 Remove and repair defective timber work and ironmongery

Figure 2 Door Jamb

Diagram not to scale



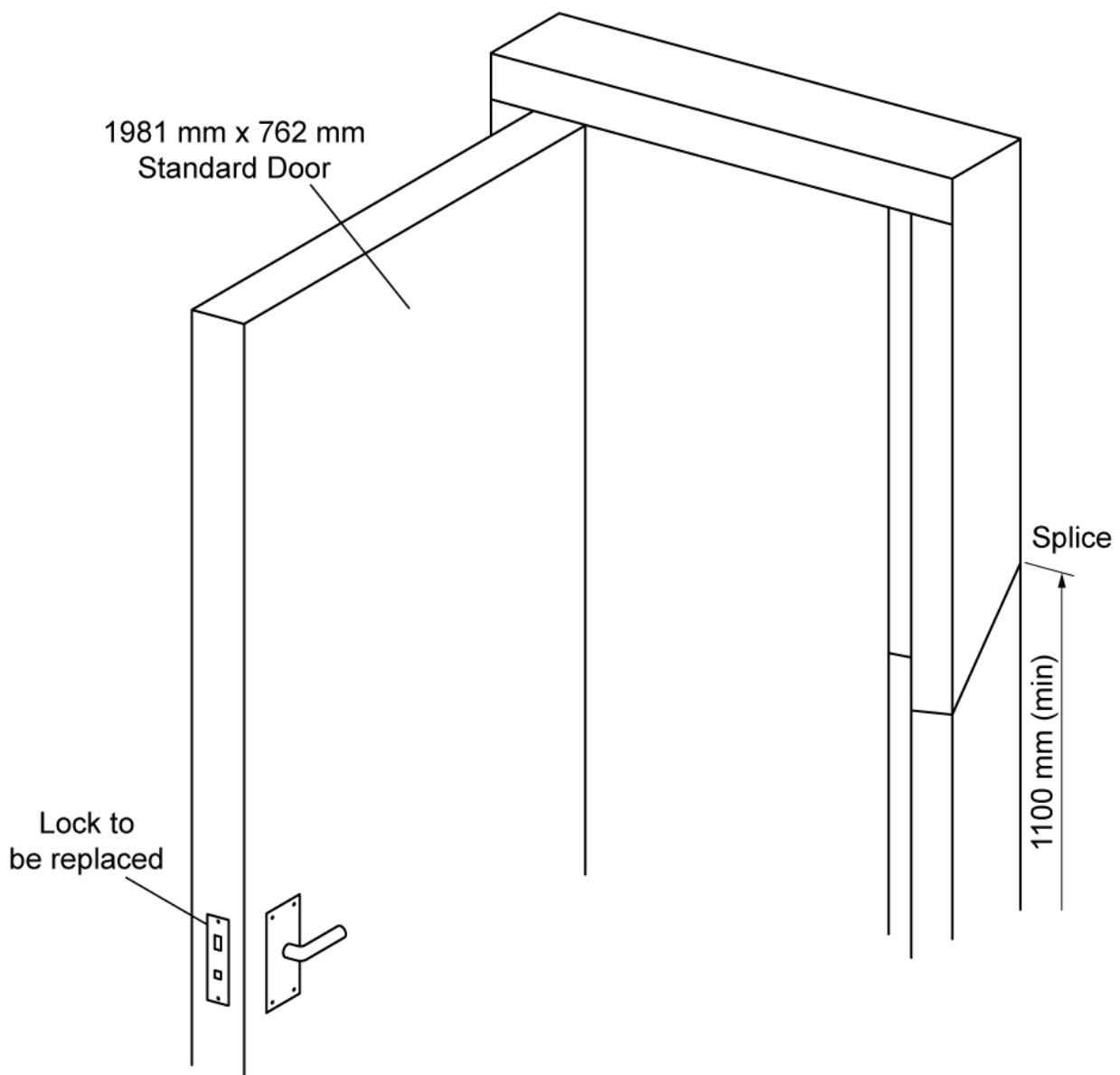
Drawings and diagrams

Unit 239 Carry out carpentry repairs

Task 1 Remove and repair defective timber work and ironmongery

Figure 3 Door

Diagram not to scale



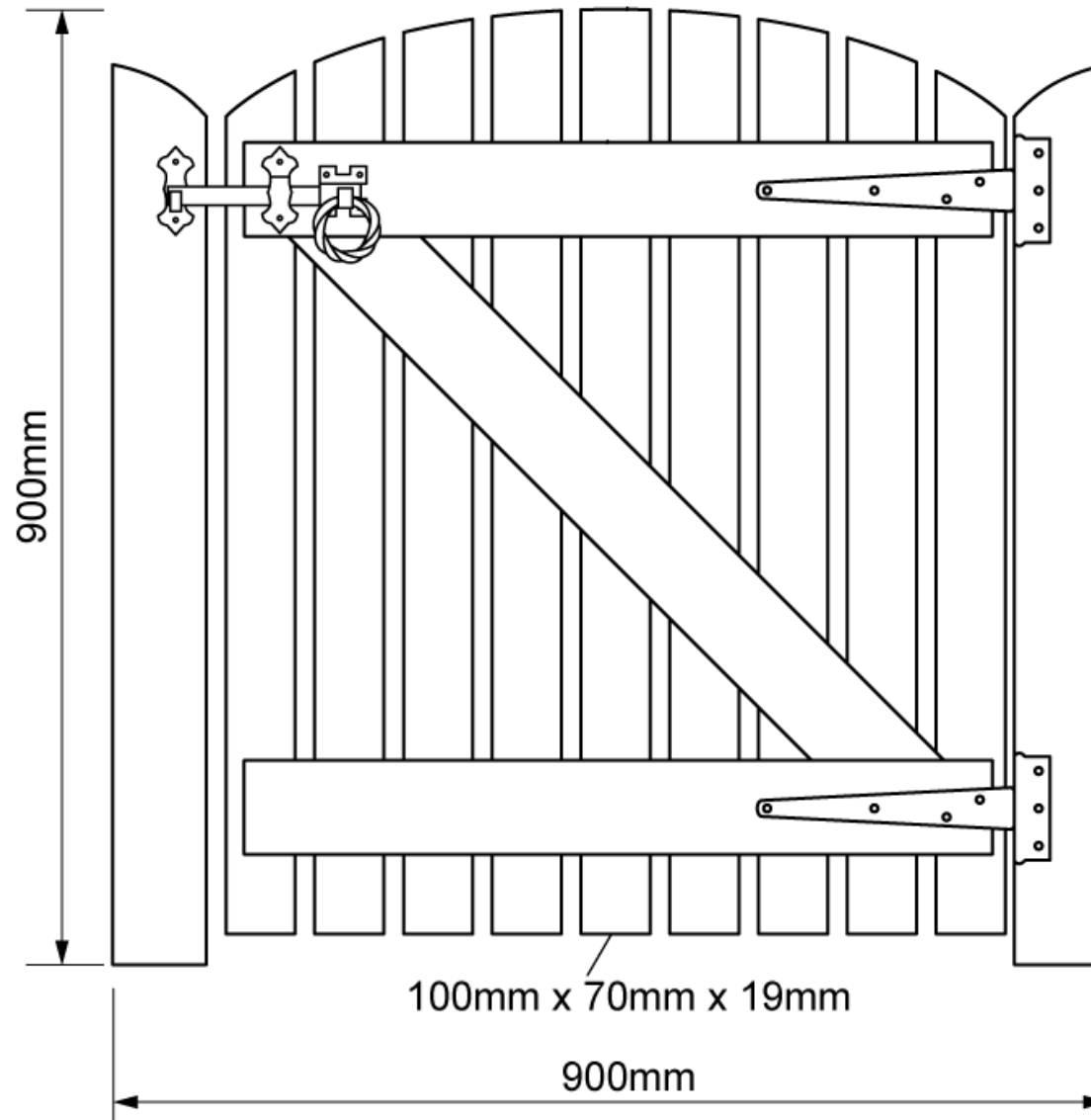
Drawings and diagrams

Unit 239 Carry out carpentry repairs

Task 2 Repair fencing

Figure 1: Gate

Diagram not to scale



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