

6219 Entry Level and Level 1 Awards, Certificates and Diplomas in Construction Skills

**Candidate task manual – Bricklaying, Carpentry and
Joinery**



www.cityandguilds.com
September 2018
Version 2.9

About City & Guilds

City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

City & Guilds Group

The City & Guilds Group is a leader in global skills development. Our purpose is to help people and organisations to develop their skills for personal and economic growth. Made up of City & Guilds, City & Guilds Kineo, The Oxford Group and ILM, we work with education providers, businesses and governments in over 100 countries.

Equal opportunities

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement is available on our website.

Copyright

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and candidates studying for City & Guilds qualifications may photocopy this document free of charge and/or include a PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching candidates working towards a City & Guilds qualification, or for internal administration purposes
- candidates may copy the material only for their own use when working towards a City & Guilds qualification

The *Standard Copying Conditions* (which can be found on our website) also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Publications

City & Guilds publications are available from our website or from our Publications Sales department, using the contact details shown below.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds

1 Giltspur Street

London EC1A 9DD

www.cityandguilds.com

candidatesupport@cityandguilds.com

6219 Entry Level and Level 1 Awards, Certificates and Diplomas in Construction Skills

Candidate task manual – Bricklaying, Carpentry and joinery

Version and date	Change detail	Section
V2.2 October 2014	Measurement on Fig.2 changed to from 2750 to 2690 to bring in line with instruction on p.50 (discrepancy addressed).	Practical tasks (Assignment 118)
V2.3 October 2014	Knowledge tasks removed to insert in separate 'End of unit knowledge questions' document. Removal of references to permission for candidates to have marking criteria with them during practical tasks.	Knowledge tasks Practical tasks
V2.4 November 2014	Formatting made consistent and minor amendments to improve clarity.	Practical tasks
V2.5 February 2015	p.17 in marking criteria 'level cross joints' amended to 'level'	Practical Task (Assignment 118)
V2.6 March 2015	Amended images for assignment 001 and 002	Practical Task (p.32 & 35)
V2.7 September 2016	Amended image for assignment 120 Task A Deleted phone numbers Updated City & Guilds Group statement	Practical Task (p. 24) p.2 & Useful Contacts p.2
V2.8 August 2018	Amendments made to the images for assignment 109 Task A, Figure 1 the arrows were set to the outside of the vertical lines and Figure 2 the floating arrow was removed. The timber dimension sizes amended to standard timber sizes 45 mm x 30 mm.	Practical Task (p. 56-61) <ul style="list-style-type: none"> • Practical Task 001 - Task A (p. 30) • Practical Task 105 - Task A (p. 42) • Practical Task 107 - Task A (p. 48) • Practical Task 103 - Task A (p. 36)
V2.9 September	The timber dimension sizes amended to Any suitable dimension of timber (from 50 mm x 25 mm to 50 mm x 50mm) The head and stile dimensions amended back to 33 mm x 12 mm from 32 mm x 12mm	<ul style="list-style-type: none"> • Practical Task 001 - Task A (p. 32) • Practical Task 105 - Task A (p. 45) • Practical Task 107 - Task A (p. 53) • Practical Task 103 - Task A (p. 38)

1	Unit assessment overview	5
	Task completion record	5
2	Practical tasks	11
Assignment 005	Constructing half brick walling	12
Assignment 118	Constructing block walling	15
Assignment 119	Constructing half brick return corners	19
Assignment 120	Constructing cavity walls in brickwork	23
Assignment 121	Constructing one brick walling	27
Assignment 001	Constructing halving joints	31
Assignment 002	Constructing housing joints	34
Assignment 103	Constructing through mortice and tenon joints	37
Assignment 104	Constructing angled halving joints	40
Assignment 105	Constructing bridle joints	44
Assignment 106	Constructing haunched mortice and tenon joints	48
Assignment 106	Constructing haunched mortice and tenon joints	49
Assignment 107	Constructing stub mortice and tenon joints	52
Assignment 108	Fixing architraves and skirtings	56
Assignment 109	Constructing and fixing hatch linings	60
Assignment 110	Fitting locks and latches	66
4	Appendices	70
	Appendix 1 – Unit feedback and forward planning form	71

This *Candidate 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)	
---------	--	-------------	--

City & Guilds enrolment number	
--------------------------------	--

Centre Details

Name		Centre No	
------	--	-----------	--

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	
--	--	--------	--

Date	
------	--

1 Unit assessment overview

Task completion record

Assignment 101 Introduction to health and safety in construction

Task	Grade for task
A1 Why health and safety is important	P / X
A2 The role of the Health and Safety Executive	P / X
A3 Health and safety regulations	P / X
A4 Responsibility for health and safety	P / X
A5 Common causes of accidents in the construction industry - hazards	P / X
A6 Common causes of accidents in the construction industry - risks	P / X
A7 Risk assessment	P / X
A8 Health and safety sign categories	P / X
A9 Identify safety signs	P / X
A10 Identify COSHH signs	P / X
A11 Types of personal protective equipment (PPE)	P / X
A12 Purpose of personal protective equipment	P / X

All tasks must be passed for the unit to be achieved. Grading should be taken from the assessor guidance document. The overall grade should be calculated using the Marking Criteria in the Assessor Guide and transferred here.

Assessor signature and date:

Overall grade

P / M / D / X

Assignment 102 Introduction to the construction industry

Task	Grade for task
A1 Types of construction	P / X
A2 Sustainable construction	P / X
A3 Identify design features	P / X
A4 Energy saving materials used in the construction industry	P / X
A5 Construction industry activities	P / X
A6 Job opportunities in the construction industry	P / X

All tasks must be passed for the unit to be achieved. Grading should be taken from the assessor guidance document. The overall grade should be calculated using the Marking Criteria in the Assessor Guide and transferred here.

Assessor signature and date:

Overall grade

P / M / D / X

Assignment 005 Constructing half brick walling

Task	Grade for task
A Construct a half brick wall	P / X

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

Assessor signature and date:	This unit is achievable as pass/fail only		
	Overall grade		

Assignment 118 Constructing block walling

Task	Grade for task
A Construct a block wall	P / M / D / X

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

Assessor signature and date:	The overall grade will be the same as the single graded task in this unit.		
	Overall grade		

Assignment 119 Constructing half brick return corners

Task	Grade for task
A Construct a half brick return corner	P / M / D / X

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

Assessor signature and date:	The overall grade will be the same as the single graded task in this unit.		
	Overall grade		

Assignment 120 Constructing cavity walls in brickwork and block work

Task	Grade for task [†]	Points (graded tasks)
A Construct a cavity wall	P / M / D / X	
B Knowledge task	P / X	

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

Assessor signature and date:	The overall grade will be the same as the single graded task in this unit.		
	Overall grade		

Assignment 121 Constructing one brick walling

Task	Grade for task [†]	Points (graded tasks)
A Construct a one brick wall	P / M / D / X	
B Knowledge task	P / X	

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

Assessor signature and date:

The overall grade will be the same as the single graded task in this unit.

Overall grade

Assignment 001 Constructing halving joints

Task	Grade for task
A Construct a tee halving joint	P / X

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

Assessor signature and date:

This unit is achievable as pass/fail only

Overall grade

Assignment 002 Constructing housing joints

Task	Grade for task
A Construct a tongued housing joint	P / X

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

Assessor signature and date:

This unit is achievable as pass/fail only

Overall grade

Assignment 103 Constructing through mortice and tenon joints

Task	Grade for task
A Construct a frame using through mortice and tenon joints	P / M / D / X

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

Assessor signature and date:

The overall grade will be the same as the single graded task in this unit.

Overall grade

Assignment 104 Constructing angled halving joints

Task	Grade for task
A Construct a builder's square using halving joints	P / M / D / X

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

Assessor signature and date:

The overall grade will be the same as the single graded task in this unit.

Overall grade

Assignment 105 Constructing bridle joints

Task	Grade for task
A Construct a frame using bridle joints	P / M / D / X

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

Assessor signature and date:	The overall grade will be the same as the single graded task in this unit.	
	Overall grade	

Assignment 106 Constructing haunched mortice and tenon joints

Task	Grade for task
A Construct a frame using haunched mortice and tenon Joints	P / M / D / X

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

Assessor signature and date:	The overall grade will be the same as the single graded task in this unit.	
	Overall grade	

Assignment 107 Constructing stub mortice and tenon joints

Task	Grade for task
A Construct a frame using stub mortice and tenon joints	P / M / D / X

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

Assessor signature and date:	The overall grade will be the same as the single graded task in this unit.	
	Overall grade	

Assignment 108 Fixing architraves and skirtings

Task	Grade for task
A Fixing architraves and skirting	P / M / D / X
B Underpinning knowledge questions	P / X

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

Assessor signature and date:	The overall grade will be the same as the single graded task in this unit.	
	Overall grade	

Assignment 109 Constructing and fixing hatch linings

Task	Grade for task
A Make and fix hatch lining	P / M / D / X

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

Assessor signature and date:

The overall grade will be the same as the single graded task in this unit.

Overall grade

--

Assignment 110 Fitting locks and latches

Task	Grade for task
A Fit locks and latches	P / M / D / X

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

Assessor signature and date:

The overall grade will be the same as the single graded task in this unit.

Overall grade

--

2 Practical tasks

To complete this task you must build a half brick thick brick wall to the specification in the diagrams labelled Fig.1 and Fig 2.

You may have a copy of the diagrams during the practical assessment. Your assessor will support you with this.

You have **2 hours** to complete this task.

Your assessor will also ask you **one** question relating to constructing brick walling which must be answered correctly to pass this assignment.

This task can be achieved at pass only.

Candidate answer record

Answer	Achieved

Fig 1.

Front Elevation

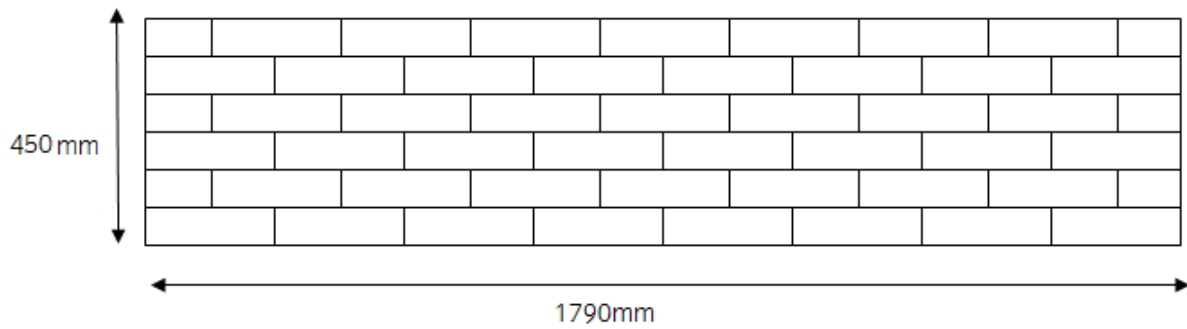
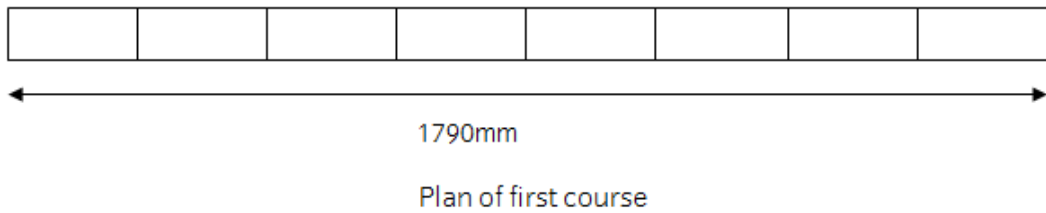


Fig 2.



Candidate name _____

Assessor name _____

Centre name _____

To pass the assignment, candidates are required to complete each task to the minimum standard indicated below.

The candidate has:	Pass	Merit	Distinction
identified and used the personal protective equipment (PPE) appropriate to building a half brick thick wall	<input type="checkbox"/>		
identified selected and used the materials required to build a half brick thick wall	<input type="checkbox"/>		
identified selected and used the tools and equipment required to build a half brick thick wall	<input type="checkbox"/>		
measured and set up profiles to a given specification	<input type="checkbox"/>		
dry bonded the brickwork	<input type="checkbox"/>		
calculated the correct number of bricks required	<input type="checkbox"/>		
set up a mortar board and stacked the bricks	<input type="checkbox"/>		
demonstrated safe setup of the work area	<input type="checkbox"/>		
built half brick thick wall to the specifications provided and within the following tolerances:			
<ul style="list-style-type: none"> setting out 	<input type="checkbox"/>		
<ul style="list-style-type: none"> level 	<input type="checkbox"/>		
<ul style="list-style-type: none"> cross joints 	<input type="checkbox"/>		
<ul style="list-style-type: none"> range measured diagonally 	<input type="checkbox"/>		
maintained a clean and safe working area and has followed health and safety guidelines	<input type="checkbox"/>		
cleared work area of surplus materials and debris on completion of the job	<input type="checkbox"/>		
cleaned all tools and equipment ready for re-use	<input type="checkbox"/>		
correctly answered question (refer to Assessor Guide)	<input type="checkbox"/>		

Assignment passed? Yes/No

Assessor signature _____

Date _____

To complete this task you must build a 100mm thick lightweight block wall to the specification in the diagrams labelled Fig.1 and Fig. 2. The wall should be 2690mm x 600mm.

This task may be achieved at pass, merit or distinction.

You have 2 hours to complete this task.

Your assessor will also ask you **one** question related to the construction of block walling which must be answered correctly to pass this assignment.

Candidate answer record

Answer	Achieved
<hr/>	

Fig 1.

Front Elevation

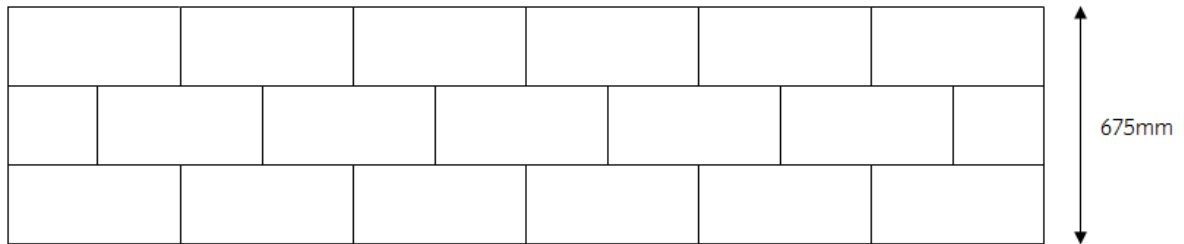
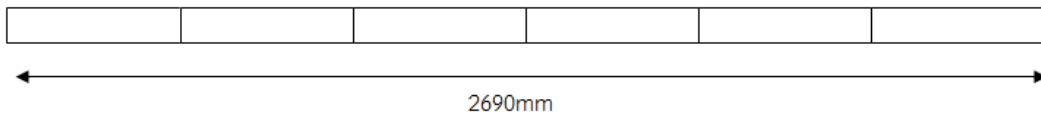


Fig 2.



Plan of first course

Specification

100 mm thick block wall in half bond between two profiles

Candidate name _____

Assessor name _____

Centre name _____

To pass the assignment, the candidate is required to complete each task to the minimum standard indicated below. All criteria for each grade must be achieved to claim that grade.

The candidate has:	Pass	Merit	Distinction
identified and used appropriate Personal Protective Equipment (PPE)	<input type="checkbox"/>		
identified, selected and used the materials required	<input type="checkbox"/>		
identified, selected and used the correct tools and equipment	<input type="checkbox"/>		
measured and set up profiles to a given specification	<input type="checkbox"/>		
set up a mortar board and stacked the number of blocks required	<input type="checkbox"/>		
demonstrated safe setup of the work area	<input type="checkbox"/>		
built a 100 mm thick block wall within the following tolerances:			
<ul style="list-style-type: none"> Setting out 	<input type="checkbox"/> +/- 25mm in 2690mm	<input type="checkbox"/> +/- 20mm in 2690mm	<input type="checkbox"/> +/- 15mm in 2690mm
<ul style="list-style-type: none"> Level 	<input type="checkbox"/> +/- 30mm in 2690mm	<input type="checkbox"/> +/- 20mm in 2690mm	<input type="checkbox"/> +/- 10mm in 2690mm
<ul style="list-style-type: none"> Cross Joints 	<input type="checkbox"/> 10mm +/- 8mm	<input type="checkbox"/> 10mm +/- 5mm	<input type="checkbox"/> 10mm +/- 3mm
<ul style="list-style-type: none"> Range measured diagonally 	<input type="checkbox"/> +/- 25mm	<input type="checkbox"/> +/- 20mm	<input type="checkbox"/> +/- 15mm
maintained a clean and safe working area following health and safety guidelines	<input type="checkbox"/>		
cleared work area of surplus materials and debris on completion of the job	<input type="checkbox"/>		
cleaned all tools and equipment ready for re-use	<input type="checkbox"/>		
correctly answered question (refer to Assessor Guide)	<input type="checkbox"/>		

Assignment passed?

Final grade: Pass/Merit/Distinction

Assessor signature

Date

Assignment 119

Task A

Constructing half brick return corners

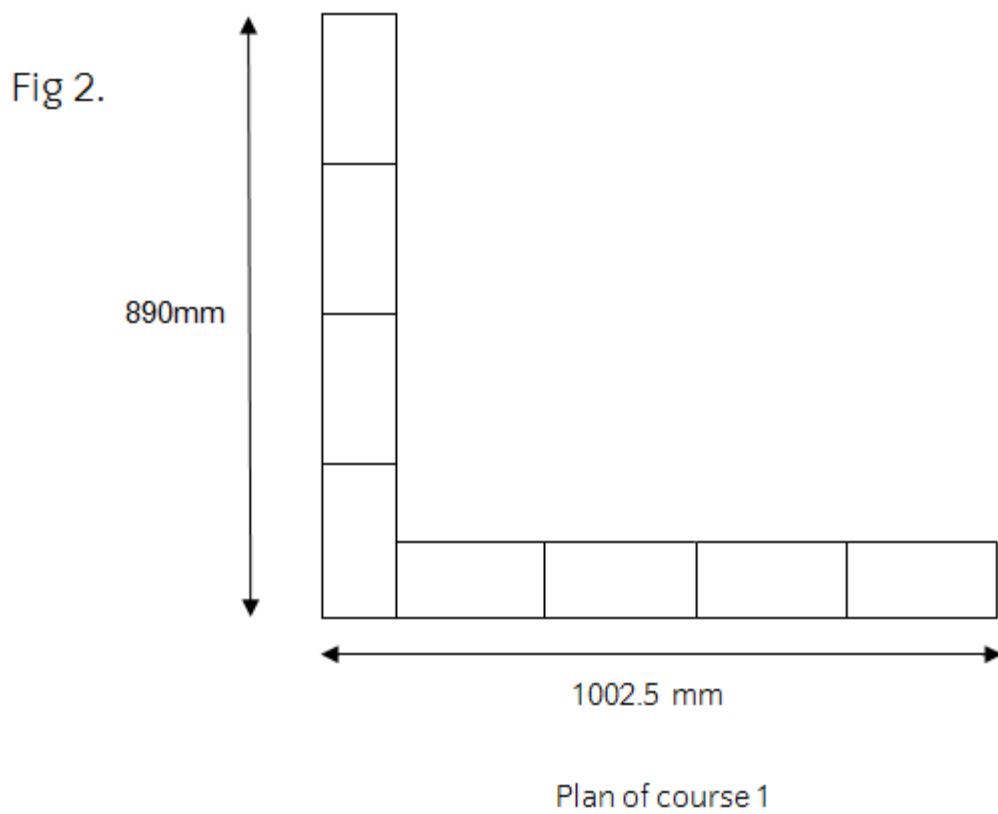
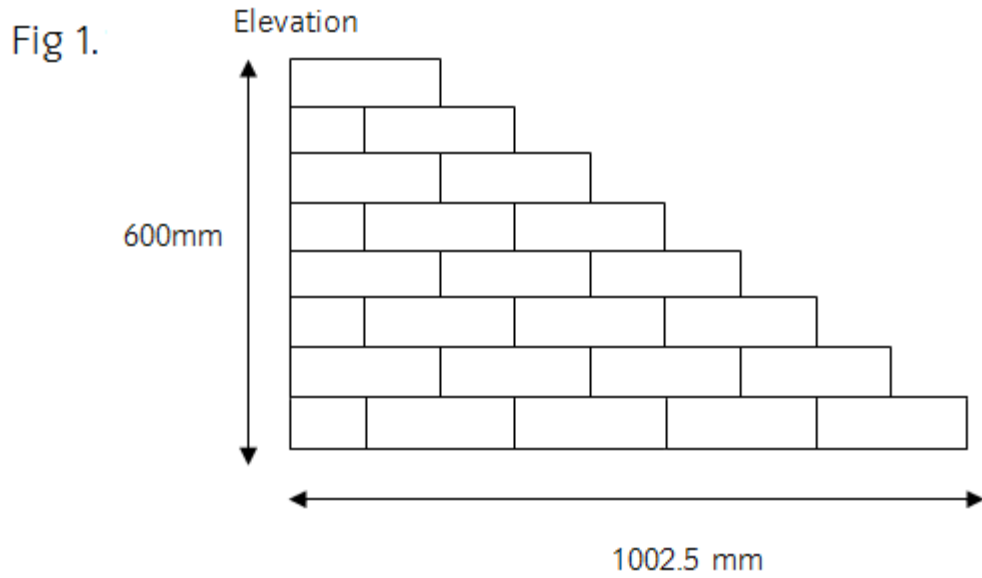
Construct a half brick return corner

To complete this task, using the tools and materials provided, you must build a half brick thick return corner to the specifications in the diagrams labelled Fig.1 and Fig. 2.

You may have a copy of the diagrams during the practical assessment. Your assessor will support you with this.

You have 2 hours to complete this task.

This task can be achieved at pass, merit or distinction.



Candidate name _____

Assessor name _____

Centre name _____

To pass the assignment, candidates are required to complete each task to the minimum standard indicated below. All criteria for each grade must be achieved to claim that grade.

The candidate has:	Pass	Merit	Distinction
identified and used appropriate personal protective equipment (PPE)	<input type="checkbox"/>		
identified, selected and used the materials required	<input type="checkbox"/>		
identified, selected and used the tools and equipment required	<input type="checkbox"/>		
measured and set up profiles to a given specification	<input type="checkbox"/>		
set up a mortar board and stacked the correct number of blocks required	<input type="checkbox"/>		
demonstrated safe setup of the work area	<input type="checkbox"/>		
built a half brick thick return corner within the tolerances below:			
<ul style="list-style-type: none"> Setting out 	<input type="checkbox"/> +/-25mm in length	<input type="checkbox"/> +/-20mm in length	<input type="checkbox"/> +/-15mm in length
<ul style="list-style-type: none"> Square measured at Course 1 	<input type="checkbox"/> +/-30mm in length	<input type="checkbox"/> +/-20mm in length	<input type="checkbox"/> +/-10mm in length
<ul style="list-style-type: none"> Level 	<input type="checkbox"/> +/-30mm in length	<input type="checkbox"/> +/-20mm in length	<input type="checkbox"/> +/-10mm in the length
<ul style="list-style-type: none"> Cross Joints 	<input type="checkbox"/> 10mm +/-8mm	<input type="checkbox"/> 10mm +/-5mm	<input type="checkbox"/> 10mm +/-3mm
<ul style="list-style-type: none"> Range measure diagonally on the tails 	<input type="checkbox"/> +/-25mm	<input type="checkbox"/> +/-20mm	<input type="checkbox"/> +/-15mm
<ul style="list-style-type: none"> Plumbing point 1 	<input type="checkbox"/> +/-30mm in height	<input type="checkbox"/> +/-20mm in height	<input type="checkbox"/> +/-10mm in height

The candidate has:	Pass	Merit	Distinction
<ul style="list-style-type: none"> Plumbing point 2 	<input type="checkbox"/> +/-30mm in height	<input type="checkbox"/> +/-20mm in height	<input type="checkbox"/> +/-10mm in height
<ul style="list-style-type: none"> Gauge 	<input type="checkbox"/> +/-30mm in height	<input type="checkbox"/> +/-20mm in height	<input type="checkbox"/> +/- 10mm in height
maintained a clean and safe working area following health and safety guidelines	<input type="checkbox"/>		
cleared work area of surplus materials and debris on completion of the job	<input type="checkbox"/>		
cleaned all tools and equipment ready for re-use	<input type="checkbox"/>		

Assignment passed?

Final grade: Pass/Merit/Distinction

Assessor signature

Date

Assignment 120

Constructing cavity walls in brickwork and block work

Task A

Construct a cavity wall

You must build a brick and lightweight block cavity wall between 2 profiles to the specifications in the diagrams labelled Fig.1 and Fig. 2.

This should include the provision of a damp proof course (DPC) and wall ties and you should finish the brickwork with a half round joint as the work proceeds

You may have a copy of the diagrams during the practical assessment. Your assessor will support you with this.

You have 3 hours to complete this task.

This task can be achieved at pass, merit or distinction.

Fig 1

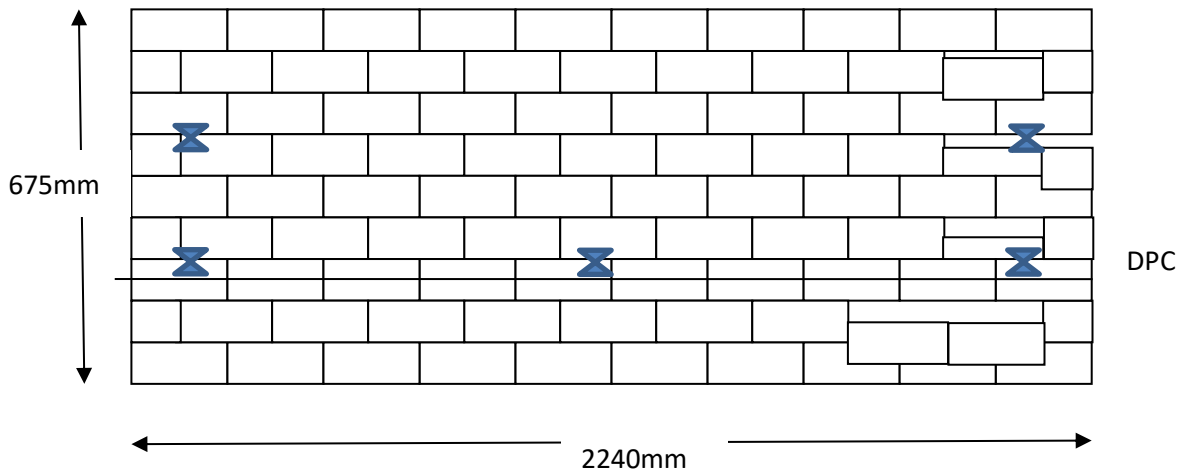
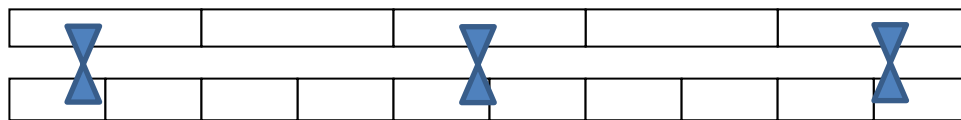


Fig 2



Plan view



Shows position of wall ties

Candidate name _____

Assessor name _____

Centre name _____

To pass the assignment, candidates are required to complete each task to the minimum standard indicated below. All criteria for each grade must be achieved to claim that grade.

The candidate has:	Pass	Merit	Distinction
identified the personal protective equipment (PPE) appropriate to building a cavity wall	<input type="checkbox"/>		
identified the materials required to build a cavity wall	<input type="checkbox"/>		
identified the tools and equipment required to build a cavity wall	<input type="checkbox"/>		
used personal protective equipment (PPE) appropriately	<input type="checkbox"/>		
selected the tools, equipment and materials required to build a cavity wall	<input type="checkbox"/>		
set up profiles and dry bond the brickwork and block work	<input type="checkbox"/>		
set up a mortar board and stacked the required number of bricks and blocks to complete the wall	<input type="checkbox"/>		
demonstrated safe setup of the work area	<input type="checkbox"/>		
built the cavity wall to the given specification within the following tolerances			
Setting out			
<ul style="list-style-type: none"> Brickwork between profiles 	<input type="checkbox"/> +/- 25mm in length	<input type="checkbox"/> +/-20mm in length	<input type="checkbox"/> +/-15mm in length
<ul style="list-style-type: none"> Block work between profiles 	<input type="checkbox"/> +/- 25mm in length	<input type="checkbox"/> +/-20mm in length	<input type="checkbox"/> +/-15mm in length
<ul style="list-style-type: none"> Cavity Width 	<input type="checkbox"/> 75mm +/-20mm in width	<input type="checkbox"/> 75mm +/-10mm in width	<input type="checkbox"/> 75mm +/-5mm in width

The candidate has:	Pass	Merit	Distinction
built the cavity wall to the given specification within the following tolerances			
Level			
• Brickwork	<input type="checkbox"/> +/-30mm in length	<input type="checkbox"/> +/-20mm in length	<input type="checkbox"/> +/-10mm in length
• Block work	<input type="checkbox"/> +/-30mm in length	<input type="checkbox"/> +/-20mm in length	<input type="checkbox"/> +/-10mm in length
Cross Joints			
• Brickwork	<input type="checkbox"/> 10mm +/-8mm	<input type="checkbox"/> 10mm +/-5mm	<input type="checkbox"/> 10mm +/-3mm
• Block work	<input type="checkbox"/> 10mm +/-8mm	<input type="checkbox"/> 10mm +/-5mm	<input type="checkbox"/> 10mm +/-3mm
Range measured diagonally			
• Brickwork	<input type="checkbox"/> +/-25mm	<input type="checkbox"/> +/-20mm	<input type="checkbox"/> +/-15mm
• Block work	<input type="checkbox"/> +/-25mm	<input type="checkbox"/> +/-20mm	<input type="checkbox"/> +/- 15mm
• Gauge	<input type="checkbox"/> +/-30mm in height	<input type="checkbox"/> +/-20mm in height	<input type="checkbox"/> +/-10mm in height
finished the brickwork to a given specification within the tolerances below			
• joint finish to brickwork	<input type="checkbox"/> Some gaps in jointing	<input type="checkbox"/> No gaps in jointing	
maintained a clean and safe working area and has followed health and safety guidelines	<input type="checkbox"/>		
cleared work area of surplus materials and debris on completion of the job	<input type="checkbox"/>		
cleaned all tools and equipment ready for re-use	<input type="checkbox"/>		

Assignment passed?

Final Grade: - Pass/Merit/Distinction

Assessor signature

Date

Assignment 121

Task A

Constructing one brick walling

Construct a one brick wall



To complete this task you must build a one brick thick wall between two profiles to the specifications in the diagrams provided. The wall should have a bag rub finish.

You may have a copy of the diagrams during the practical assessment. Your assessor will support you with this.

You have 2 hours and 30 minutes to complete this task.

This task may be achieved at pass, merit or distinction.

Fig 1

Front elevation

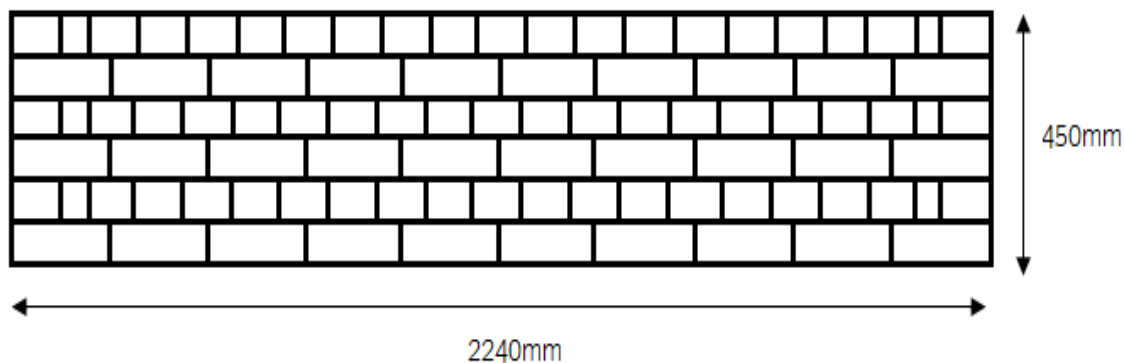
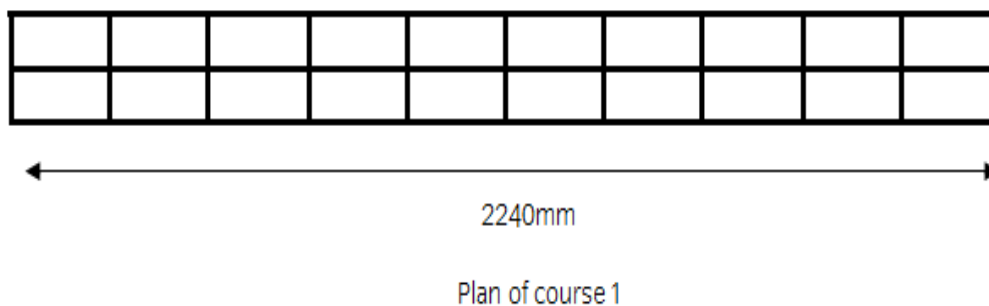


Fig 2.



Where a candidate is completing the task individually the length of the wall should be reduced from 10 to 6 bricks long and the height reduced from 6 to 4 courses.

Candidate name _____

Assessor name _____

Centre name _____

To pass the assignment, the candidate is required to complete each task to the minimum standard indicated below. This task can be achieved at pass, merit or distinction and the tolerances below should be used to determine the grade achieved. All criteria for each grade must be achieved to claim that grade.

The candidate has:	Pass	Merit	Distinction
identified and used the appropriate personal protective equipment (PPE)	<input type="checkbox"/>		
identified the materials required	<input type="checkbox"/>		
identified the tools and equipment required	<input type="checkbox"/>		
selected the tools and equipment required	<input type="checkbox"/>		
measured and set up profiles to a given specification	<input type="checkbox"/>		
dry bonded the bricks to the following tolerance	<input type="checkbox"/> +/-30mm	<input type="checkbox"/> +/-20mm	<input type="checkbox"/> +/-10mm
set up a mortar board and stacked the required number of bricks	<input type="checkbox"/>		
demonstrated safe setup of the work area	<input type="checkbox"/>		
built a one brick thick wall to the specifications provided and within the tolerances below			
<ul style="list-style-type: none"> Setting out 	<input type="checkbox"/> +/-25mm in length	<input type="checkbox"/> +/-20mm in length	<input type="checkbox"/> +/-10mm in length
<ul style="list-style-type: none"> Level 	<input type="checkbox"/> +/-30mm in length	<input type="checkbox"/> +/-20mm in length	<input type="checkbox"/> +/-10mm in length
<ul style="list-style-type: none"> Cross joints 	<input type="checkbox"/> 10mm +/- 8mm	<input type="checkbox"/> 10mm +/- 5mm	<input type="checkbox"/> 10mm +/- 3mm
carried out a bag rub finish	<input type="checkbox"/>		
maintained a clean and safe working area and has followed health and safety guidelines	<input type="checkbox"/>		
cleared work area of surplus materials and debris on completion of the job	<input type="checkbox"/>		
cleaned all tools and equipment ready for re-use	<input type="checkbox"/>		

Assignment passed?

Final Grade: Pass/Merit/Distinction

Assessor signature

Date

To complete this task you must construct a tee halving joint as shown on the drawing (Figure 1), to a tolerance of +/- 2 mm for both sawing and chiselling. You must also answer a question about halving joints correctly.

You may have a copy of the diagrams during the practical assessment. Your assessor will support you with this.

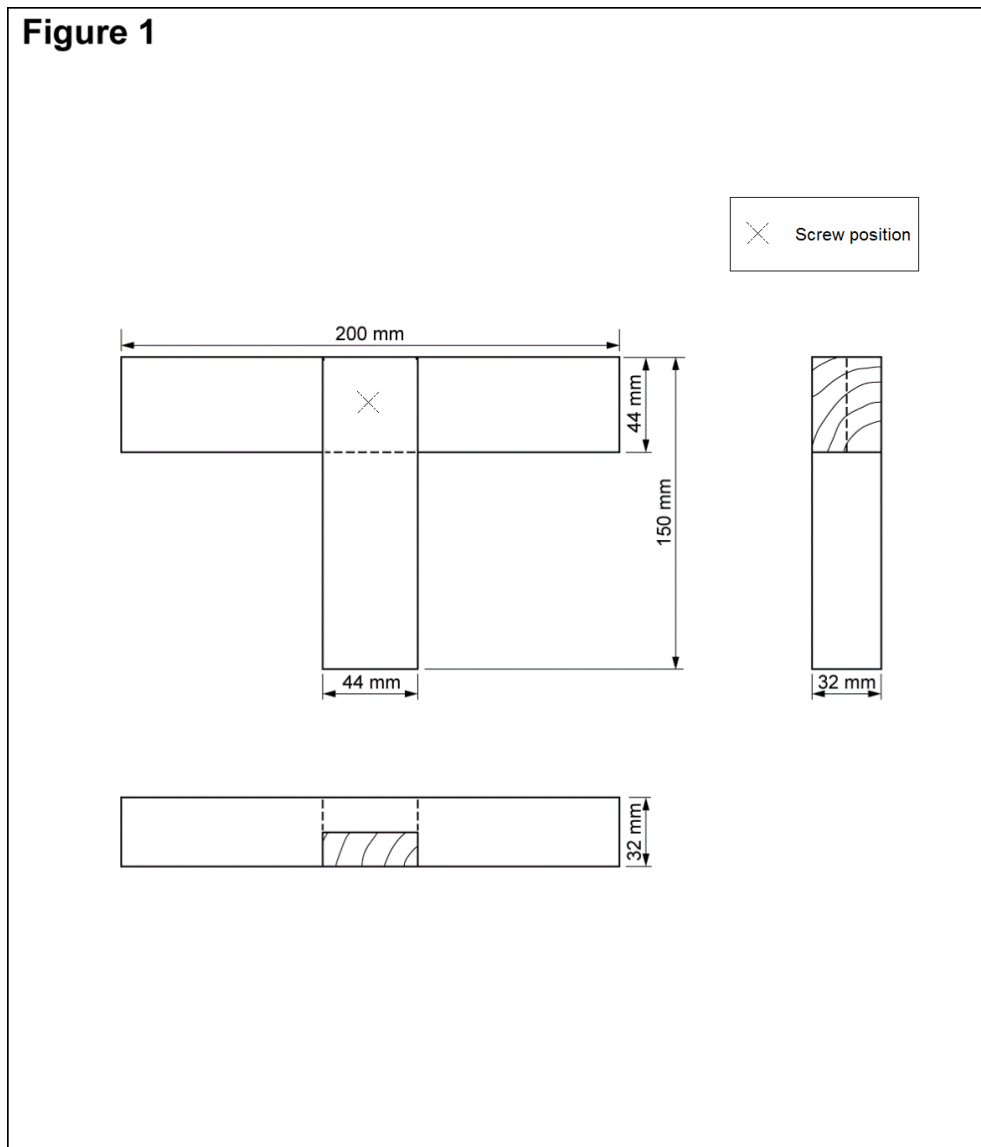
This task can be achieved at pass only.

Candidate answer record

Answer	Achieved

Dimensions shown are for guidance only

Figure 1



Specification

Timber should be planed European redwood.

Any suitable dimension of timber (from 50 mm x 25 mm to 50 mm x 50 mm)

Tee halving to be constructed in the centre of the horizontal member.

Tolerances of +/-2mm for both sawing and chiselling

The joint should be glued and screwed.

Candidate name _____

Assessor name _____

Centre name _____

To pass the assignment, candidates are required to complete each task to the minimum standard indicated below.

The candidate has:	Pass	Merit	Distinction
identified and used personal protective equipment (PPE) appropriate to constructing halving joints	<input type="checkbox"/>		
identified and selected materials required to construct halving joints	<input type="checkbox"/>		
successfully marked out and constructed halving joints to a given specification	<input type="checkbox"/>		
identified and selected tools and equipment required to construct halving joints	<input type="checkbox"/>		
demonstrated safe setup of the work area.	<input type="checkbox"/>		
maintained a clean and safe working area following health and safety guidelines	<input type="checkbox"/>		
cleared the work area of surplus materials and debris on completion of the job	<input type="checkbox"/>		
cleaned all tools and equipment ready for re-use	<input type="checkbox"/>		
correctly answered question (refer to Assessor Guide)	<input type="checkbox"/>		

Assignment passed? Yes / No

Assessor signature _____

Date _____

Candidate Guidance

To complete this task you must construct a tongued housing joint as shown on the drawing (Figure 1) to a tolerance of +/- 2 mm for both sawing and chiselling. You must also answer a question about housing joints correctly.

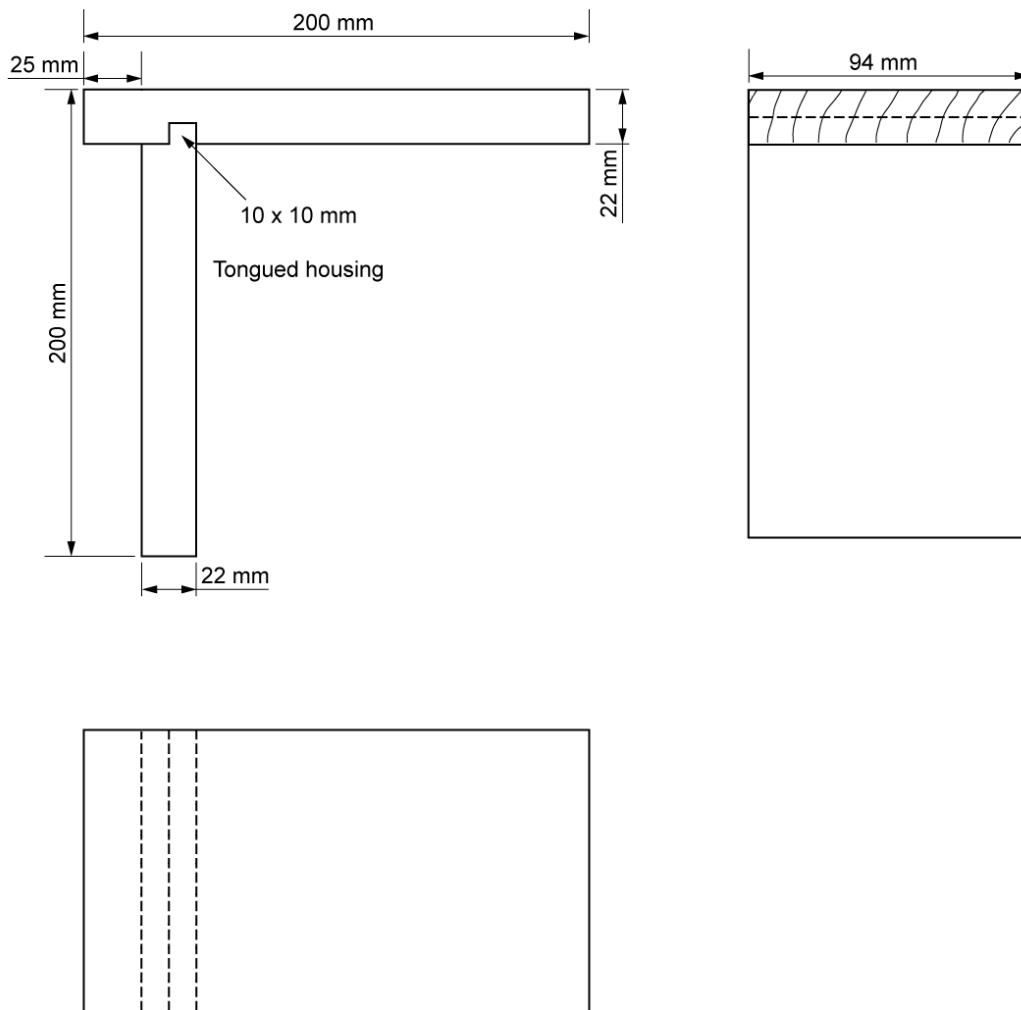
You may have a copy of the diagrams during the practical assessment. Your assessor will support you with this.

This task can be achieved at pass only.

Candidate answer record

	Answer	Achieved
<hr/>		

Figure 1



Specification

Timber should be planed European redwood finished size 94 mm X 22 mm

Tongued housing is to be constructed 25 mm in from the end of the horizontal member.

Tolerances of +/- 2mm for both sawing and chiselling

The joint should be glued and screwed or nailed.

Candidate name _____

Assessor name _____

Centre name _____

To pass the assignment, candidates are required to complete each task to the minimum standard indicated below.

The candidate has:	Pass	Merit	Distinction
identified and used personal protective equipment (PPE) appropriate to constructing halving joints	<input type="checkbox"/>		
identified and selected materials required to construct housing joints	<input type="checkbox"/>		
successfully marked out and constructed housing joints to a given specification	<input type="checkbox"/>		
identified and selected tools and equipment required to construct housing joints	<input type="checkbox"/>		
demonstrated safe setup of the work area	<input type="checkbox"/>		
maintained a clean and safe working area following health and safety guidelines	<input type="checkbox"/>		
cleared the work area of surplus materials and debris on completion of the job	<input type="checkbox"/>		
cleaned all tools and equipment ready for re-use	<input type="checkbox"/>		
correctly answered question (refer to Assessor Guide)	<input type="checkbox"/>		

Assignment passed? Yes / No

Assessor signature _____

Date _____

Assignment 103**Constructing through mortice and tenon joints**

Task A

Construct a frame using through mortice and tenon joints

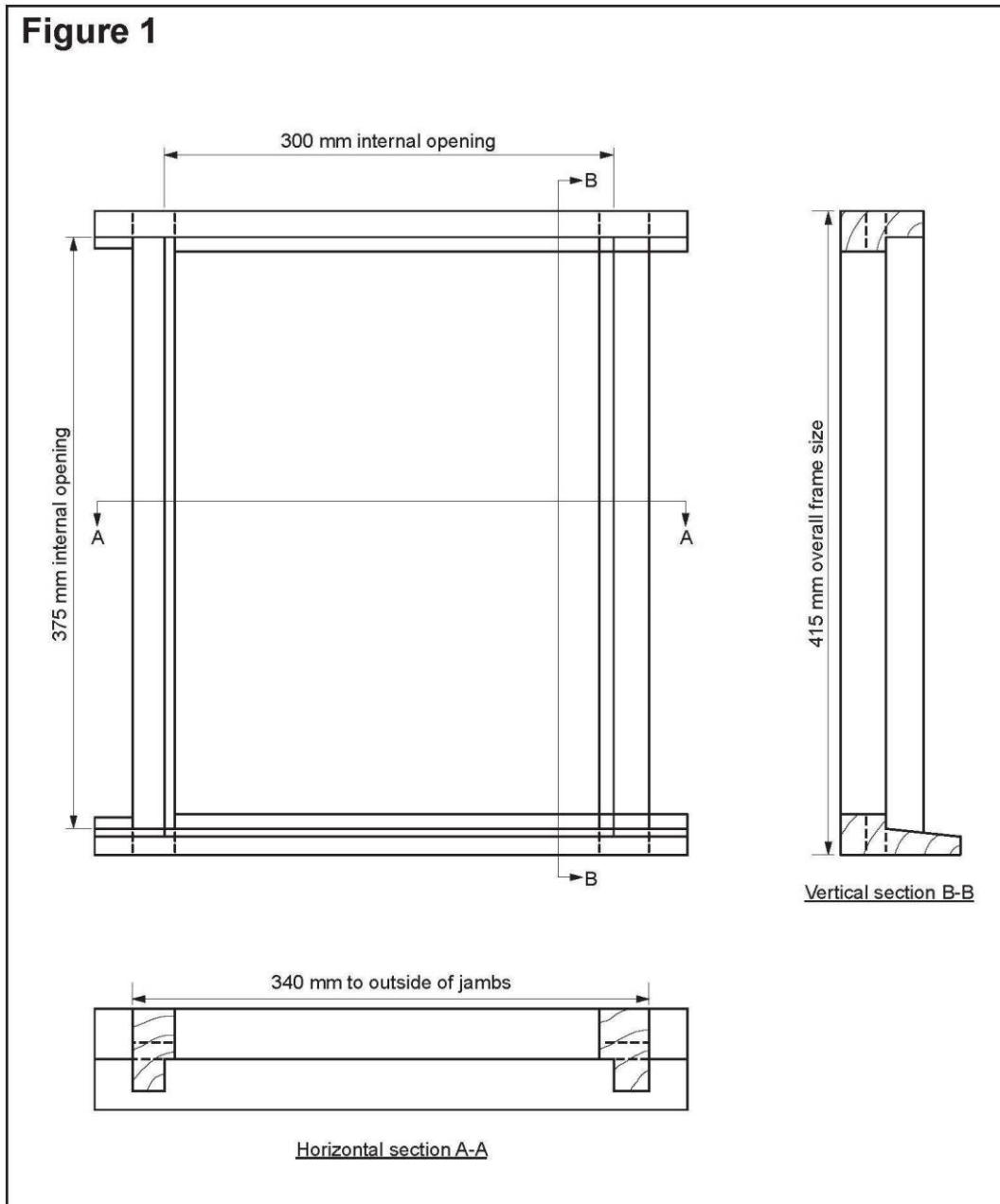
Candidate Guidance

To complete this task you must construct and finish a frame using through mortice and tenon joints as shown on the drawing (Figure 1). You should have seen the marking criteria before you start the task but you should not have a copy with you during the assessment.

This task can be achieved at pass, merit and distinction.

Task A

Construct a frame using through mortice and tenon joints



Specification

Timber to be planed European redwood; head and jambs to be finished size 69 mm X 32mm, cill 90 mm X 32 mm. Head and stiles to be once rebated 33 mm X 12 mm, cill to be rebated and have a 5mm chamfer. Timber to be rebated by the centre, candidate to form the chamfer to the cill.

All joints should be glued and wedged.

Assignment 103

Constructing through mortice and tenon joints

Marking Criteria

Task A

Candidate name _____

Assessor name _____

Centre name _____

To pass the assignment, candidates are required to complete each task to the minimum standard indicated below. All criteria for each grade must be achieved to claim that grade.

The candidate has:	Pass	Merit	Distinction
identified and used personal protective equipment (PPE) appropriate to constructing through mortice and tenon joints	<input type="checkbox"/>		
identified and selected materials required to construct a frame using through mortice and tenon joints	<input type="checkbox"/>		
successfully marked out, constructed and finished a frame using through mortice and tenon joints to the given specification			
<ul style="list-style-type: none"> Width of frame 	<input type="checkbox"/> +/- 5mm	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> Height of frame 	<input type="checkbox"/> +/- 5mm	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> Twist to frame 	<input type="checkbox"/> +/- 5mm	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> From square 	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 2mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> Joints 	<input type="checkbox"/> +/- 3mm to all joints	<input type="checkbox"/> +/- 2mm to 2 joints	<input type="checkbox"/> +/- 1mm to 3 joints
identified and selected tools and equipment required to construct a frame using through mortice and tenon joints	<input type="checkbox"/>		
demonstrated safe setup of the work area.	<input type="checkbox"/>		
maintained a clean and safe working area following health and safety guidelines	<input type="checkbox"/>		
cleared the work area of surplus materials and debris on completion of the job	<input type="checkbox"/>		
cleaned all tools and equipment ready for re-use	<input type="checkbox"/>		

Assignment passed?

Final Grade Pass/Merit /Distinction

Assessor signature _____

Date _____

Assignment 104

Task A

Constructing angled halving joints

Construct a Builder's Square using halving joints



Candidate Guidance

To complete this task you must construct a Builder's Square using halving joints as shown on the drawing (Figure 1). You must also answer a question about halving joints correctly.

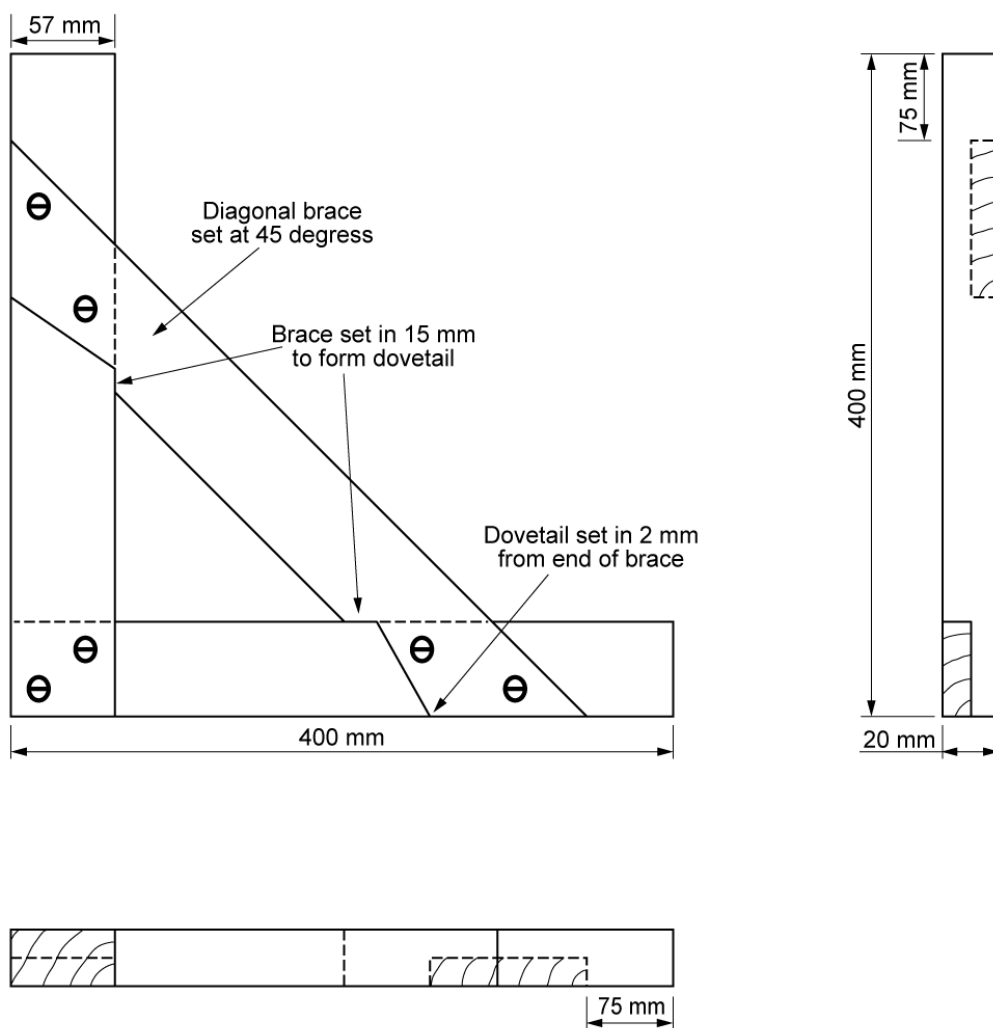
You may have a copy of the diagrams during the practical assessment. Your assessor will support you with this.

This task can be achieved at pass, merit and distinction.

Candidate answer record

Answer	Achieved
<hr/>	

Figure 1



Specification

Timber to be planed European redwood finished size 57mm X 20mm

All joints are to be glued and screwed together.

Candidate name _____

Assessor name _____

Centre name _____

To pass the assignment, candidates are required to complete each task to the minimum standard indicated below. All criteria for each grade must be achieved to claim that grade.

The candidate has:	Pass	Merit	Distinction
identified and used personal protective equipment (PPE) appropriate to constructing halving joints	<input type="checkbox"/>		
identified and selected materials required to construct halving joints	<input type="checkbox"/>		
successfully marked out and constructed halving joints to the given specification			
<ul style="list-style-type: none"> From square 	<input type="checkbox"/> +/- 5mm	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> Joints 	<input type="checkbox"/> +/- 2mm to all joints	<input type="checkbox"/> +/- 1mm to 2 joints	<input type="checkbox"/> +/- 1mm to all joints
<ul style="list-style-type: none"> Twist to frame 	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 2mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> Joints flush 	<input type="checkbox"/> +/- 2mm	<input type="checkbox"/> +/- 1mm	<input type="checkbox"/> All joints flush
identified and selected tools and equipment required to construct halving joints	<input type="checkbox"/>		
demonstrated safe setup of the work area.	<input type="checkbox"/>		
maintained a clean and safe working area following health and safety guidelines	<input type="checkbox"/>		
cleared the work area of surplus materials and debris on completion of the job	<input type="checkbox"/>		
cleaned all tools and equipment ready for re-use	<input type="checkbox"/>		
correctly answered question (refer to Assessor Guide)	<input type="checkbox"/>		

Assignment passed?

Final grade Pass/ Merit /Distinction

Assessor signature

Date

Candidate Guidance

To complete this task you must construct a frame using bridle joints as shown on the drawing (Figure 1). You must also answer a question about bridle joints correctly.

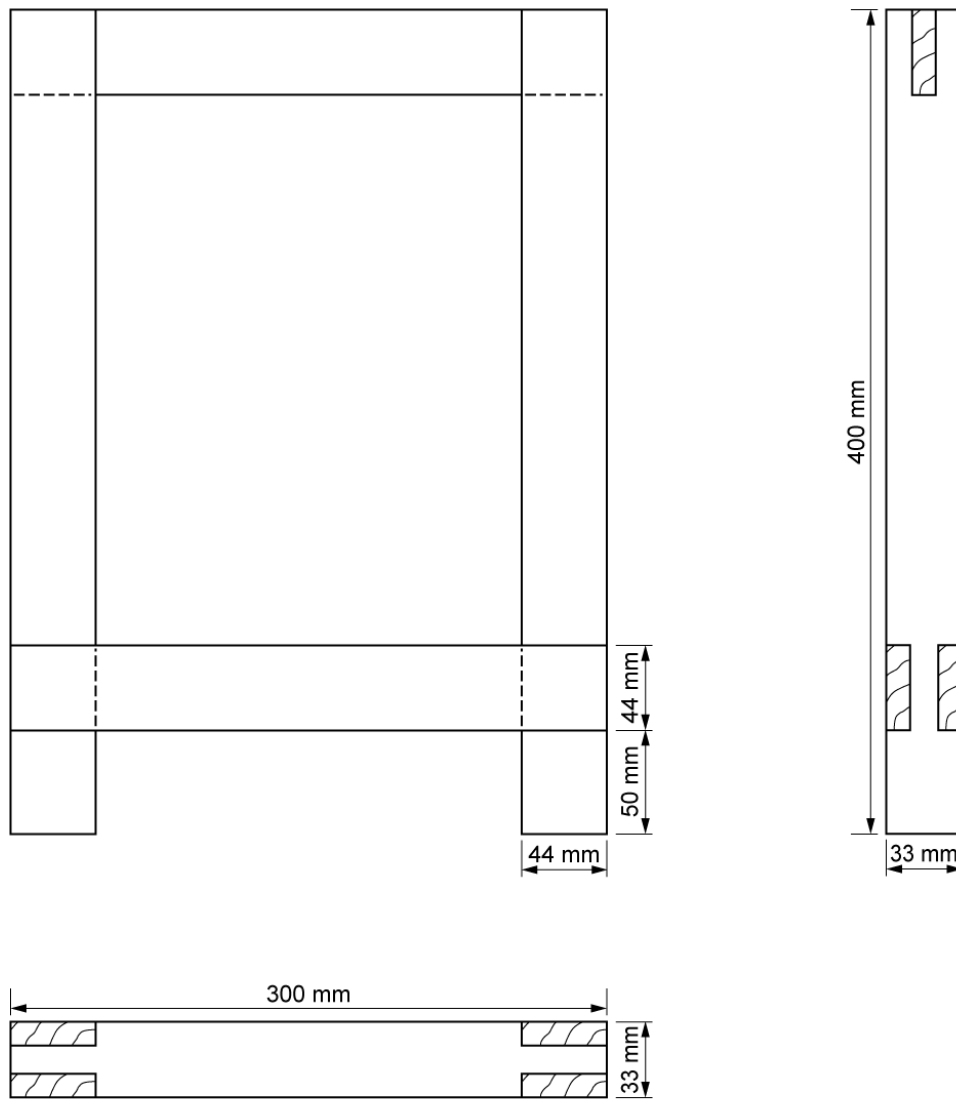
You may have a copy of the diagrams during the practical assessment. Your assessor will support you with this.

This task can be achieved at pass, merit and distinction.

Candidate answer record

Answer	Achieved

Figure 1



Specification

Timber to be planed European redwood finished size 44 mm X 33mm

All joints should be screwed and glued

Any suitable dimension of timber (from 50 mm x 25 mm to 50 mm x 50mm)

Candidate name _____

Assessor name _____

Centre name _____

To pass the assignment, candidates are required to complete each task to the minimum standard indicated below. All criteria for each grade must be achieved to claim that grade.

The candidate has:	Pass	Merit	Distinction
identified and used personal protective equipment (PPE) appropriate to constructing bridle joints	<input type="checkbox"/>		
identified and selected materials required to construct a frame using bridle joints	<input type="checkbox"/>		
successfully marked out and constructed a frame using bridle joints to the given specification			
<ul style="list-style-type: none"> Width of frame 	<input type="checkbox"/> +/- 5mm	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> Height of frame 	<input type="checkbox"/> +/- 5mm	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> Twist to frame 	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 2mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> From square 	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 2mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> Joints 	<input type="checkbox"/> +/- 2mm to all joints	<input type="checkbox"/> +/- 1mm to 2 joints	<input type="checkbox"/> +/- 1mm to all joints
<ul style="list-style-type: none"> Joints flush 	<input type="checkbox"/> +/- 2mm flush	<input type="checkbox"/> +/- 1mm flush	<input type="checkbox"/> All joints flush
identified and selected tools and equipment required to construct a frame using bridle joints	<input type="checkbox"/>		
demonstrated safe setup of the work area.	<input type="checkbox"/>		
maintained a clean and safe working area following health and safety guidelines	<input type="checkbox"/>		
cleared the work area of surplus materials and debris on completion of the job	<input type="checkbox"/>		
cleaned all tools and equipment ready for re-use	<input type="checkbox"/>		
correctly answered question (refer to Assessor Guide)	<input type="checkbox"/>		

Assignment passed? **Final grade:** Pass/Merit/Distinction

Assessor signature _____

Date _____

Assignment 106

Constructing haunched mortice and tenon joints



Task A

Construct a frame using haunched mortice and tenon joints

Candidate Guidance

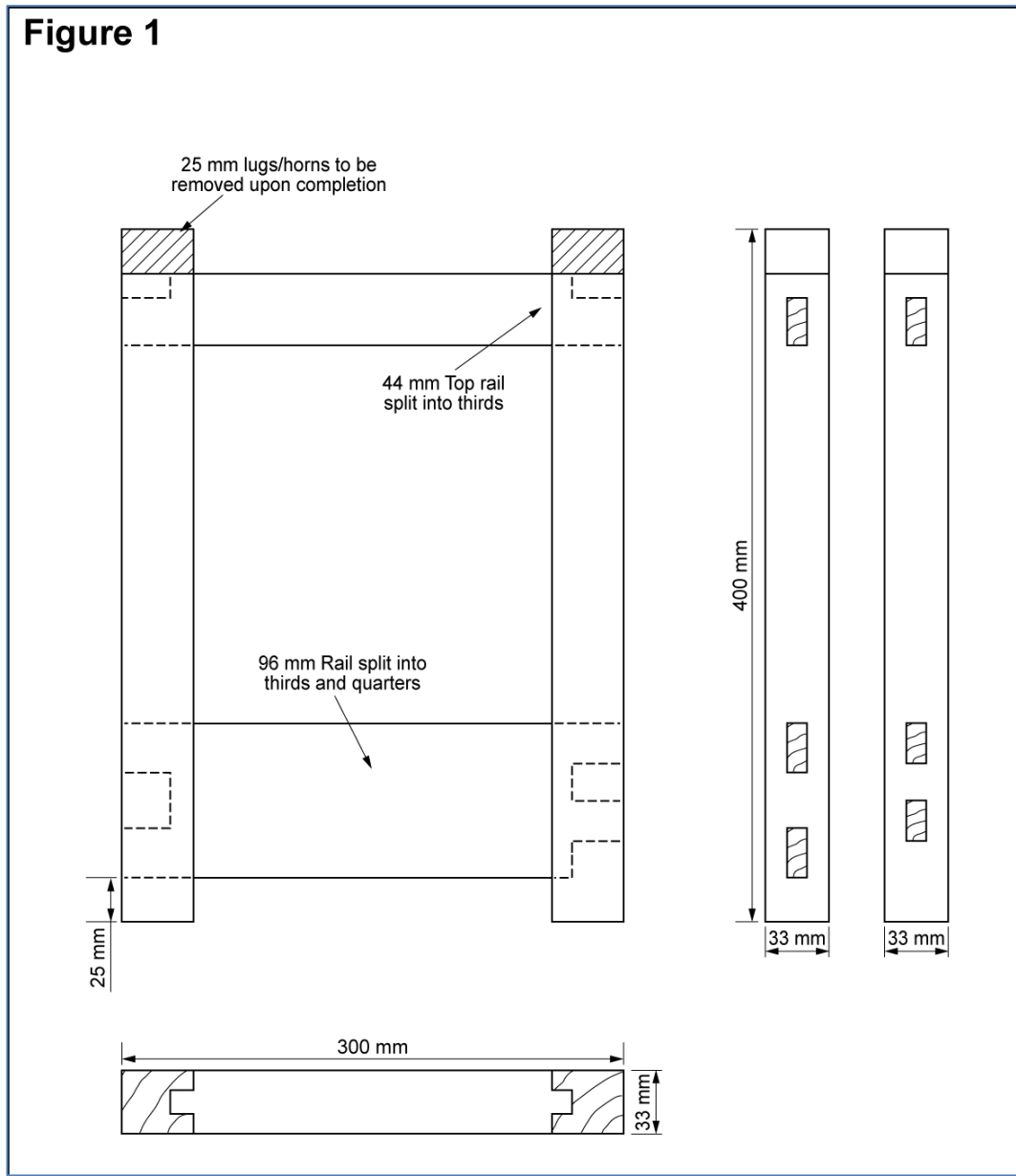
To complete this task you must construct and finish a frame using haunched mortice and tenon joints as shown on the drawing (Figure 1).

You may have a copy of the diagrams during the practical assessment. Your assessor will support you with this.

This task can be achieved at pass, merit and distinction.

Task A

Construct a frame using haunched mortice and tenon joints



Specification

Timber to be planed European redwood; stiles and top rail finished size 44mm X 33mm, bottom rail 96 mm X 33 mm

All joints to be glued and wedged

Top lugs/horns to be removed upon completion to show haunches on the top rail

Candidate name _____

Assessor name _____

Centre name _____

To pass the assignment, candidates are required to complete each task to the minimum standard indicated below. All criteria for each grade must be achieved to claim that grade.

The candidate has:	Pass	Merit	Distinction
identified and used personal protective equipment (PPE) appropriate to constructing haunched mortice and tenon joints	<input type="checkbox"/>		
identified and selected materials required to construct a frame using haunched mortice and tenon joints	<input type="checkbox"/>		
successfully marked out and constructed a frame using haunched mortice and tenon joints to the given specification			
<ul style="list-style-type: none"> Width of frame 	<input type="checkbox"/> +/- 5mm	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> Height of frame 	<input type="checkbox"/> +/- 5mm	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> Twist to frame 	<input type="checkbox"/> +/- 5mm	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 2mm
<ul style="list-style-type: none"> Joints 	<input type="checkbox"/> +/- 2mm to all joints	<input type="checkbox"/> +/- 1mm to 2 joints	<input type="checkbox"/> +/- 1mm to all joints
<ul style="list-style-type: none"> Joints flush 	<input type="checkbox"/> +/- 2mm flush	<input type="checkbox"/> +/- 1mm flush	<input type="checkbox"/> All joints flush
identified and selected tools and equipment required to construct a frame using haunched mortice and tenon joints	<input type="checkbox"/>		
demonstrated safe setup of the work area.	<input type="checkbox"/>		
maintained a clean and safe working area following health and safety guidelines	<input type="checkbox"/>		
cleared the work area of surplus materials and debris on completion of the job	<input type="checkbox"/>		
cleaned all tools and equipment ready for re-use	<input type="checkbox"/>		

Assignment passed?

Final grade Pass/Merit /Distinction

Assessor signature

Date

Assignment 107

Task A

Constructing stub mortice and tenon joints

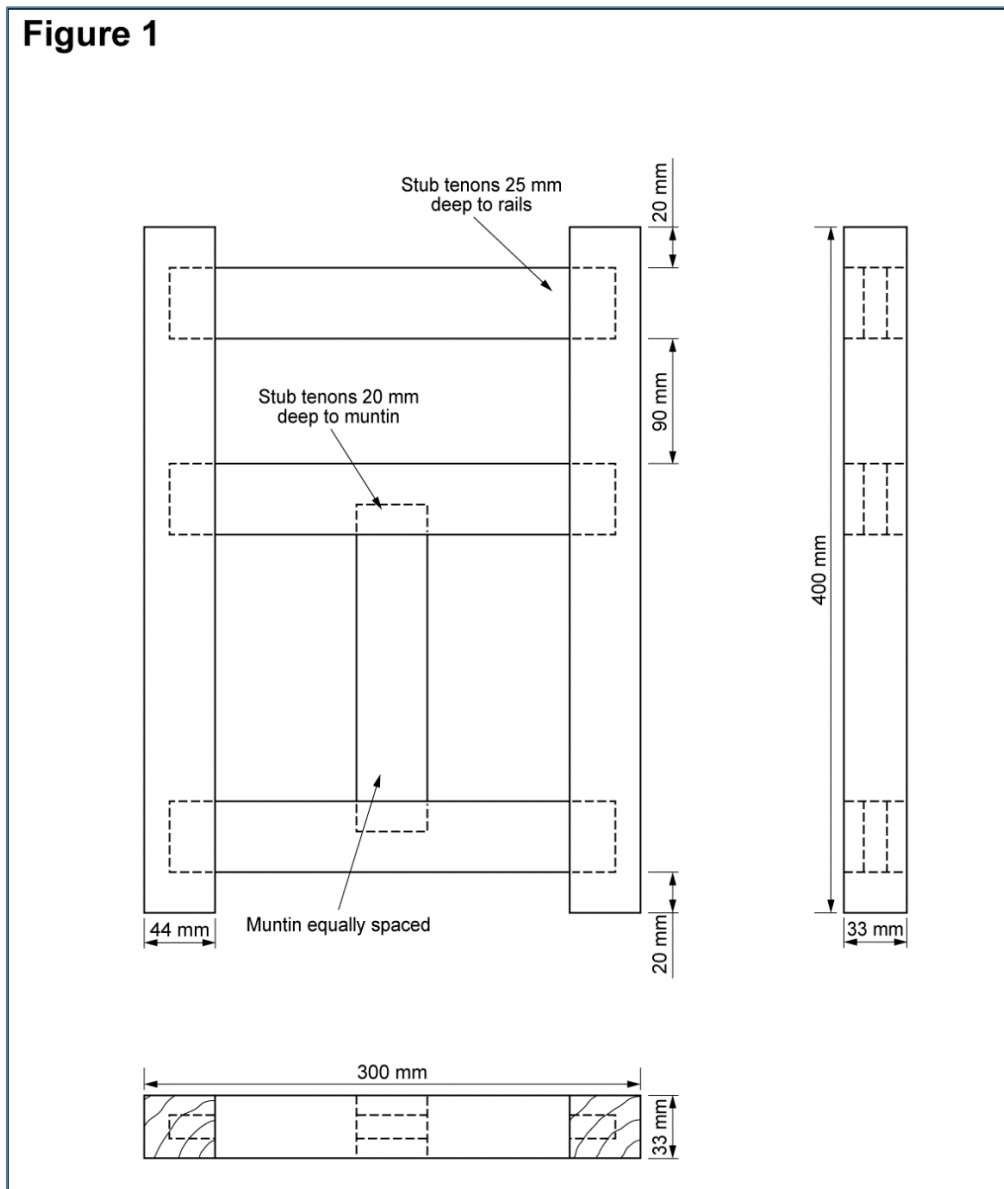
Construct a frame using stub mortice and tenon joints

Candidate Guidance

To complete this task you must construct and finish a frame using stub mortice and tenon joints as shown on the drawing (Figure 1).

You may have a copy of the diagrams during the practical assessment. Your assessor will support you with this.

This task can be achieved at pass, merit and distinction.



Specification

Timber to be planed European redwood; stiles and rails finished size 44mm X 33mm, muntin 44 mm X 3 mm

Muntin to be spaced centrally between the stiles

All joints to be glued only

Any suitable dimension of timber (from 50mm x 25mm to 50mm x 50mm)

Candidate name _____

Assessor name _____

Centre name _____

To pass the assignment, candidates are required to complete each task to the minimum standard indicated below. All criteria for each grade must be achieved to claim that grade.

The candidate has:	Pass	Merit	Distinction
identified and used personal protective equipment (PPE) appropriate to constructing stub mortice and tenon joints	<input type="checkbox"/>		
Identified and selected materials required to construct a frame using stub mortice and tenon joints	<input type="checkbox"/>		
successfully marked out, constructed and finished a frame using stub mortice and tenon joints to the given specification			
<ul style="list-style-type: none"> Width of frame 	<input type="checkbox"/> +/- 5mm	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> Height of frame 	<input type="checkbox"/> +/- 5mm	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> Twist to frame 	<input type="checkbox"/> +/- 5mm	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 2mm
<ul style="list-style-type: none"> From square 	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 2mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> Joints 	<input type="checkbox"/> +/- 2mm to all joints	<input type="checkbox"/> +/- 1mm to 2 joints	<input type="checkbox"/> +/- 1mm to all joints
<ul style="list-style-type: none"> Joints flush 	<input type="checkbox"/> +/- 2mm	<input type="checkbox"/> +/- 1mm	<input type="checkbox"/> All joints flush
Identified and selected tools and equipment required to construct a frame using stub mortice and tenon joints	<input type="checkbox"/>		
demonstrated safe setup of the work area.	<input type="checkbox"/>		
maintained a clean and safe working area following health and safety guidelines	<input type="checkbox"/>		
cleared the work area of surplus materials and debris on completion of the job	<input type="checkbox"/>		
cleaned all tools and equipment ready for re-use	<input type="checkbox"/>		

Assignment passed?

Final grade Pass/Merit /Distinction.

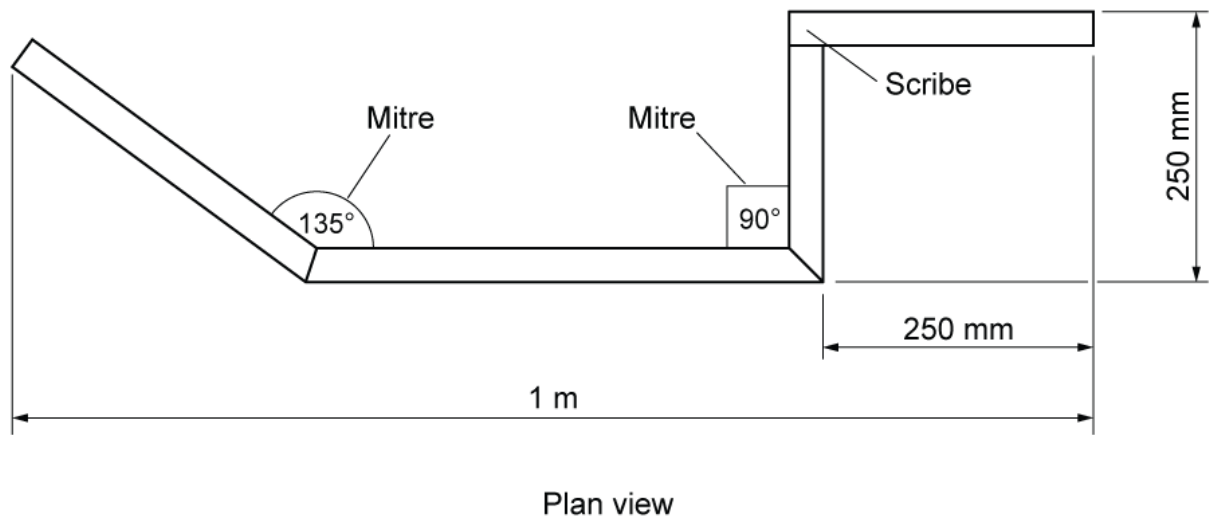
Assessor signature

Date

To complete this task you must mark out, cut and fix skirting and architraves as shown on the specification (Figure 1). You should have seen the marking criteria before you start the task but you should not have a copy with you during the assessment.

This task can be achieved at pass, merit or distinction.

Figure 1



Specification

Skirting jig to be 1 m long, 250 mm deep

The architrave should be fitted around a full size door lining with an 8mm margin.

Candidate name _____

Assessor name _____

Centre name _____

To pass the assignment, candidates are required to complete each task to the minimum standard indicated below. All criteria for each grade must be achieved to claim that grade.

The candidate has:	Pass	Merit	Distinction
identified and used Personal Protective Equipment (PPE) appropriate to marking out, cutting and fixing architraves and skirting	<input type="checkbox"/>		
identified and selected materials required to mark out, fix and cut architraves and skirting	<input type="checkbox"/>		
identified and selected tools and equipment required to construct and fix architraves and skirtings	<input type="checkbox"/>		
stated the joints used	<input type="checkbox"/>		
stated the process required to mark out, cut and fix sets of architraves and skirting	<input type="checkbox"/>		
setup the work area safely	<input type="checkbox"/>		
maintained a clean and safe working area following health and safety guidelines	<input type="checkbox"/>		
cleared the work area of surplus materials and debris on completion of the jobs	<input type="checkbox"/>		
cleaned all tools and equipment ready for re-use	<input type="checkbox"/>		
marked out, cut and fixed architrave and skirting to given specifications			
<ul style="list-style-type: none"> skirting mitres are tight without a gap exceeding 1mm 	<input type="checkbox"/>		
<ul style="list-style-type: none"> Scribe is tight without a gap exceeding 1mm 	<input type="checkbox"/>		
<ul style="list-style-type: none"> obtuse mitre is correctly bisected 	<input type="checkbox"/>		
<ul style="list-style-type: none"> architrave mitres are tight without a gap exceeding 1mm 	<input type="checkbox"/>		
<ul style="list-style-type: none"> architrave margin is 8mm within 	<input type="checkbox"/> +/-3mm	<input type="checkbox"/> +/-2mm	<input type="checkbox"/> +/-1mm

The candidate has:	Pass	Merit	Distinction
<ul style="list-style-type: none"> mouldings are securely fixed with 	<input type="checkbox"/> nails punched below the surface	<input type="checkbox"/> no bent nails	<input type="checkbox"/> no split timbers
<ul style="list-style-type: none"> the number of hammer marks 	<input type="checkbox"/> Two hammer marks	<input type="checkbox"/> One hammer mark	<input type="checkbox"/> No hammer marks

Assignment passed?

Final grade Pass/Merit/Distinction

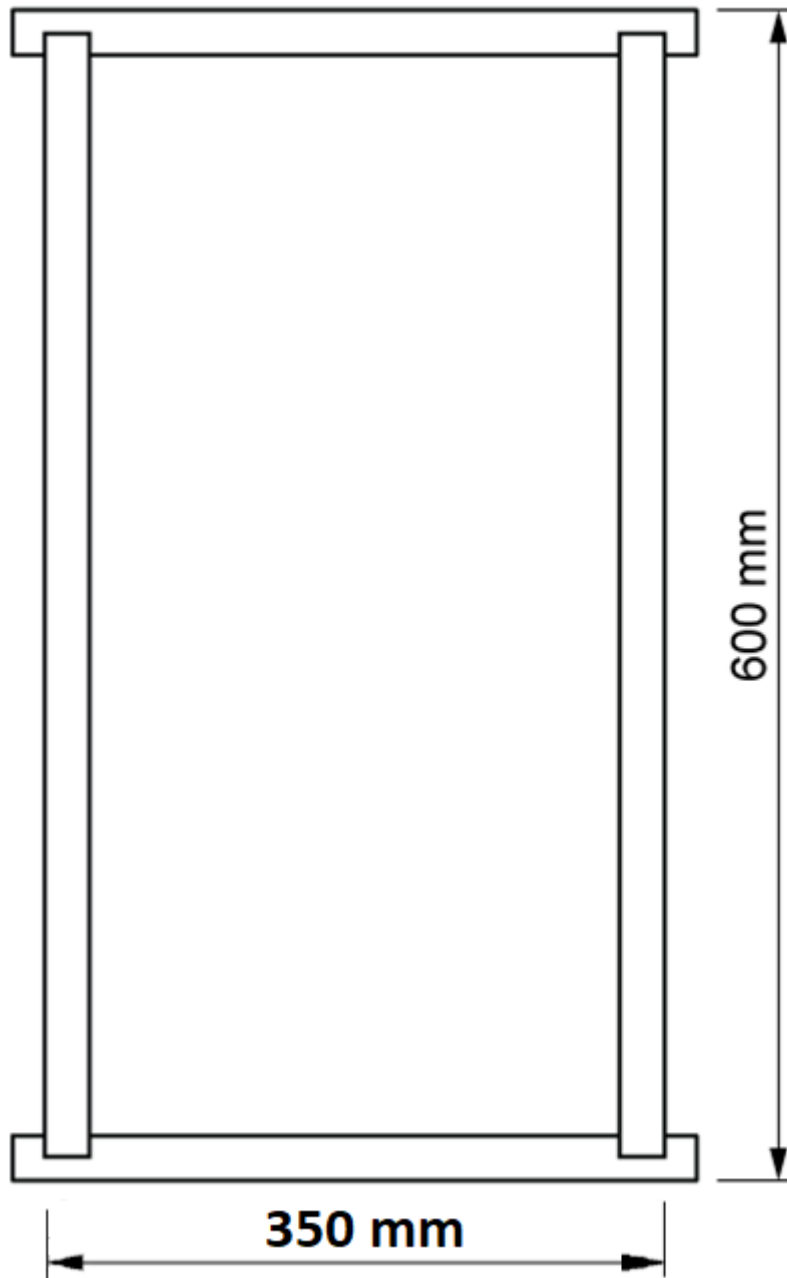
Assessor signature

Date

To complete this task you must construct and fix a hatch lining as shown on the diagrams (Figures 1, 2 and 3). You should have seen the marking criteria before you start the task but you should not have a copy with you during the assessment.

This task can be achieved at pass, merit and distinction.

Figure 1

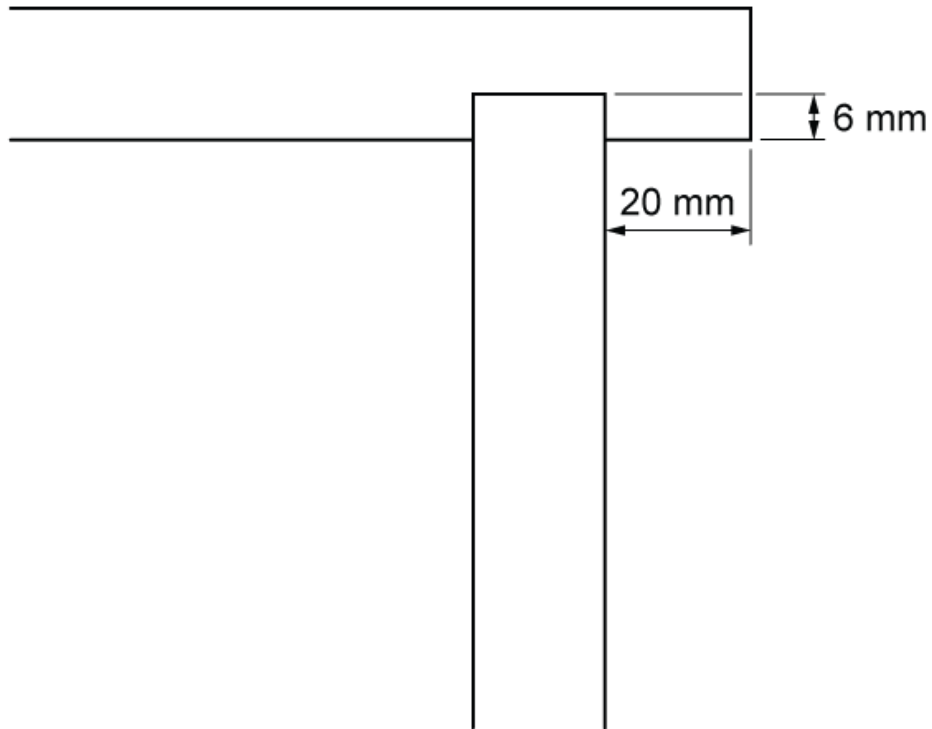


Specification

Hatch lining overall size 600 mm high x 350 mm wide

Hatch lining material 95 mm x 18 mm

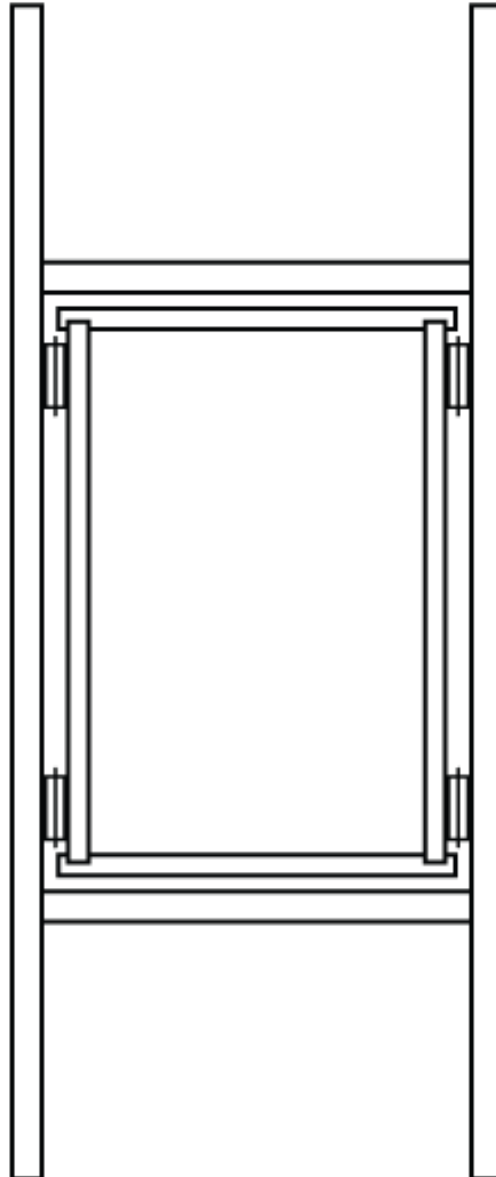
Figure 2



Joint detail

To be fixed with 2N^o 50 mm wire nails and white glue, squared and braced.

Figure 3



Studwork opening 650 mm high x 400 mm wide

Lining should be fitted centrally to the opening using wedges as packing. To be fixed in the positions shown with 4N^o screws.

Candidate name _____

Assessor name _____

Centre name _____

To pass the assignment, candidates are required to complete each task to the minimum standard indicated below. All criteria for each grade must be achieved to claim that grade.

Task A	The candidate has:	Pass	Merit	Distinction
1.1 2.1	identified and used Personal Protective Equipment (PPE) appropriate to constructing and fixing hatch linings	<input type="checkbox"/>		
1.2 2.2	identified and selected materials required to construct and fix hatch linings	<input type="checkbox"/>		
1.3 2.3	identified and selected tools and equipment required to construct and fix hatch linings	<input type="checkbox"/>		
1.4	stated/followed the process required to construct and fix hatch linings	<input type="checkbox"/>		
2.4	constructed and fixed hatch lining to given specifications			
	<ul style="list-style-type: none"> lining is parallel within 	<input type="checkbox"/> 3mm	<input type="checkbox"/> 2mm	<input type="checkbox"/> 1mm
	<ul style="list-style-type: none"> no gaps in the joints exceeding 2mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> lining square within 	<input type="checkbox"/> 3mm	<input type="checkbox"/> 2mm	<input type="checkbox"/> 1mm
	<ul style="list-style-type: none"> fitted to opening plumb (both ways) within 2mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> fitted lining square within 	<input type="checkbox"/> 3mm	<input type="checkbox"/> 2mm	<input type="checkbox"/> 1mm
	<ul style="list-style-type: none"> lining fitted to allow for 13mm plasterboard within 	<input type="checkbox"/> 3mm	<input type="checkbox"/> 2mm	<input type="checkbox"/> 1mm
	<ul style="list-style-type: none"> lining without twist exceeding 2mm 	<input type="checkbox"/>		
3.1	setup the work area safely	<input type="checkbox"/>		
3.2	maintained a clean and safe working area following health and safety guidelines	<input type="checkbox"/>		
3.3	cleared the work area of surplus materials and debris on completion of the jobs	<input type="checkbox"/>		

Task A	The candidate has:	Pass	Merit	Distinction
3.4	cleaned all tools and equipment ready for re-use	<input type="checkbox"/>		

Assignment passed? Yes / No **Final grade** Pass/Merit/Distinction

Assessor signature _____

Date _____

Assignment 110

Task A

Fitting locks and latches

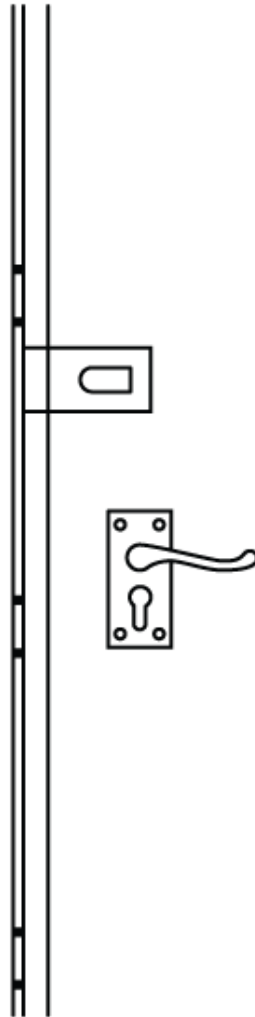
Fit locks and latches



To complete this task you must mark out, cut and fit a lock and night latch as shown on the diagram (Figure 1). You should have seen the marking criteria before you start the task but you should not have a copy with you during the assessment.

This task can be achieved at pass, merit or distinction.

Figure 1



Spindle height from the floor should be 1m.

Materials required

- 3 or 5 lever sash lock
- Cylinder night latch
- Lever handles

Candidate name _____

Assessor name _____

Centre name _____

To pass the assignment, candidates are required to complete each task to the minimum standard indicated below. All criteria for each grade must be achieved to claim that grade.

Task A	The candidate has:	Pass	Merit	Distinction
1.1 2.1	identified and used Personal Protective Equipment (PPE) appropriate to fitting locks and latches	<input type="checkbox"/>		
1.2	identified types of locks and latches	<input type="checkbox"/>		
1.3 2.2	identified and selected tools and equipment required to fit locks and latches	<input type="checkbox"/>		
1.4	stated/followed the process required to fit locks and latches	<input type="checkbox"/>		
2.3	marked out, cut and fitted locks and latches to given specifications and manufacturers' instructions			
	<ul style="list-style-type: none"> lock forend is tight without gaps at the ends exceeding 	<input type="checkbox"/> 3mm	<input type="checkbox"/> 2mm	<input type="checkbox"/> 1mm
	<ul style="list-style-type: none"> lock forend is tight without gaps at the sides exceeding 1mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> lock striking plate is tight without gaps exceeding 2mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> handles operate smoothly without binding 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> lock operates without binding 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> spindle height is correct within 	<input type="checkbox"/> 5mm	<input type="checkbox"/> 3mm	<input type="checkbox"/> 1mm
	<ul style="list-style-type: none"> night latch striking plate is without gaps exceeding 2mm 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> night latch operates without binding (including the key) 	<input type="checkbox"/>		
	<ul style="list-style-type: none"> handles are parallel to the edge of the door within 	3mm	2mm	1mm
3.1	setup the work area safely	<input type="checkbox"/>		
3.2	maintained a clean and safe working area following health and safety guidelines	<input type="checkbox"/>		

Task A	The candidate has:	Pass	Merit	Distinction
3.3	cleared the work area of surplus materials and debris on completion of the jobs	<input type="checkbox"/>		
3.4	cleaned all tools and equipment ready for re-use	<input type="checkbox"/>		

Assignment passed?

Final grade Pass/Merit/Distinction

Assessor signature

Date

4 Appendices

Appendix 1 – Unit feedback and forward planning form



Feedback and action planning form

Unit and task number	
Candidate name	

Task reference	Unit feedback

Task reference	Action plan	Target date	Achievement date

Useful contacts

UK candidates
General qualification information

E: candidatesupport@cityandguilds.com

International candidates
General qualification information

E: intcg@cityandguilds.com

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

E: centresupport@cityandguilds.com

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

E: singlesubjects@cityandguilds.com

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

E: intops@cityandguilds.com

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

E: walledgarden@cityandguilds.com

Employer
Employer solutions, Mapping, Accreditation,
Development Skills, Consultancy

E: business_unit@cityandguilds.com

Publications
Logbooks, Centre documents, Forms, Free
literature

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

**Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD**

www.cityandguilds.com

**City & Guilds is a registered charity
established to promote education and
training**