

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

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



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



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

<b>Version and date</b>	<b>Change detail</b>	<b>Section</b>
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"> <li>• Practical Task 001 - Task A (p. 30)</li> <li>• Practical Task 105 - Task A (p. 42)</li> <li>• Practical Task 107 - Task A (p. 48)</li> <li>• Practical Task 103 - Task A (p. 36)</li> </ul>
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"> <li>• Practical Task 001 - Task A (p. 32)</li> <li>• Practical Task 105 - Task A (p. 45)</li> <li>• Practical Task 107 - Task A (p. 53)</li> <li>• Practical Task 103 - Task A (p. 38)</li> </ul>

<b>Version and date</b>	<b>Change detail</b>	<b>Section</b>
V3.0 November	Fig 1 lines all jumbled up and unclear. Fig 1 has now been improved.	Practical Task A (Assignment 120) (p.24)
V3.1 January 2025	Assignment/unit 005 tolerances amended to align with assessor guidance +/-40mm for setting out and range measured diagonally changed to +/-25mm. Level +/-40mm changed to +/-30mm	Page 14/ 005 tolerances

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

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

**Centre Details**

Name			
------	--	--	--

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	
	<b>Overall grade</b>	

### 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.	
	<b>Overall grade</b>	

### 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.	
	<b>Overall grade</b>	

### Assignment 120 Constructing cavity walls in brickwork and block work

Task	Grade for task <sup>†</sup>	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.	
	<b>Overall grade</b>	

### Assignment 121 Constructing one brick walling

Task	Grade for task <sup>†</sup>	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.
	<b>Overall grade</b> <input style="width: 100px; height: 30px;" type="text"/>

### 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
	<b>Overall grade</b> <input style="width: 100px; height: 30px;" type="text"/>

### 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
	<b>Overall grade</b> <input style="width: 100px; height: 30px;" type="text"/>

### 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.
	<b>Overall grade</b> <input style="width: 100px; height: 30px;" type="text"/>

### 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.
	<b>Overall grade</b> <input style="width: 100px; height: 30px;" type="text"/>

**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
<hr/>	



Fig 1.

Front Elevation

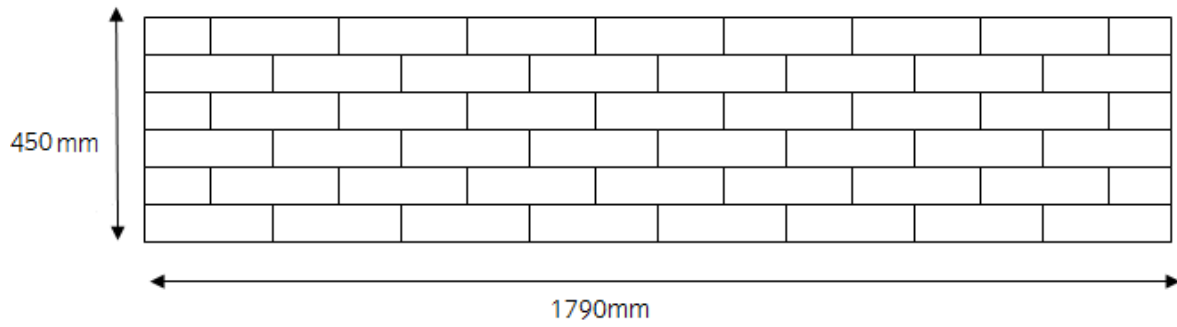
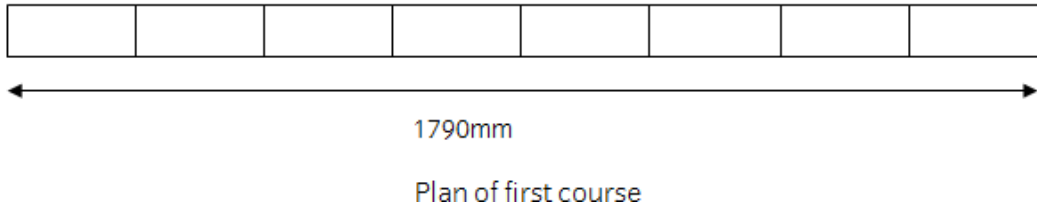


Fig 2.



**Candidate name** \_\_\_\_\_

**Assessor name** \_\_\_\_\_

**Centre name** \_\_\_\_\_

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

<b>The candidate has:</b>	<b>Pass</b>	<b>Merit</b>	<b>Distinction</b>
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"/>		
<b>built half brick thick wall to the specifications provided and within the following tolerances:</b>			
<ul style="list-style-type: none"> <li>• setting out</li> </ul>	+/- 25mm in 1790mm	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• level</li> </ul>	+/- 30mm in 1790mm	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• cross joints</li> </ul>	10mm +/- 8mm	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• range measured diagonally</li> </ul>	+/- 25mm	<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** \_\_\_\_\_



Fig 1.

Front Elevation

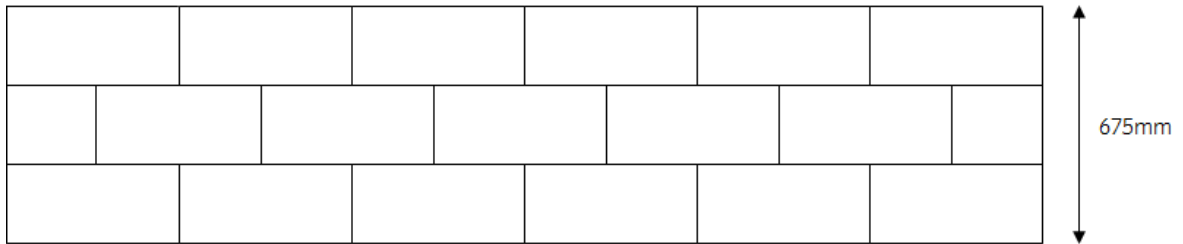
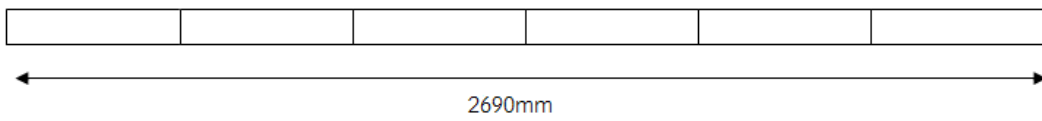


Fig 2.



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"/>		
<b>built a 100 mm thick block wall within the following tolerances:</b>			
<ul style="list-style-type: none"> <li>Setting out</li> </ul>	<input type="checkbox"/> +/- 25mm in 2690mm	<input type="checkbox"/> +/- 20mm in 2690mm	<input type="checkbox"/> +/-15mm in 2690mm
<ul style="list-style-type: none"> <li>Level</li> </ul>	<input type="checkbox"/> +/-30mm in 2690mm	<input type="checkbox"/> +/-20mm in 2690mm	<input type="checkbox"/> +/-10mm in 2690mm
<ul style="list-style-type: none"> <li>Cross Joints</li> </ul>	<input type="checkbox"/> 10mm +/- 8mm	<input type="checkbox"/> 10mm +/- 5mm	<input type="checkbox"/> 10mm +/- 3mm
<ul style="list-style-type: none"> <li>Range measured diagonally</li> </ul>	<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**

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**Date**

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## Assignment 119

### Task A

## Constructing half brick return corners

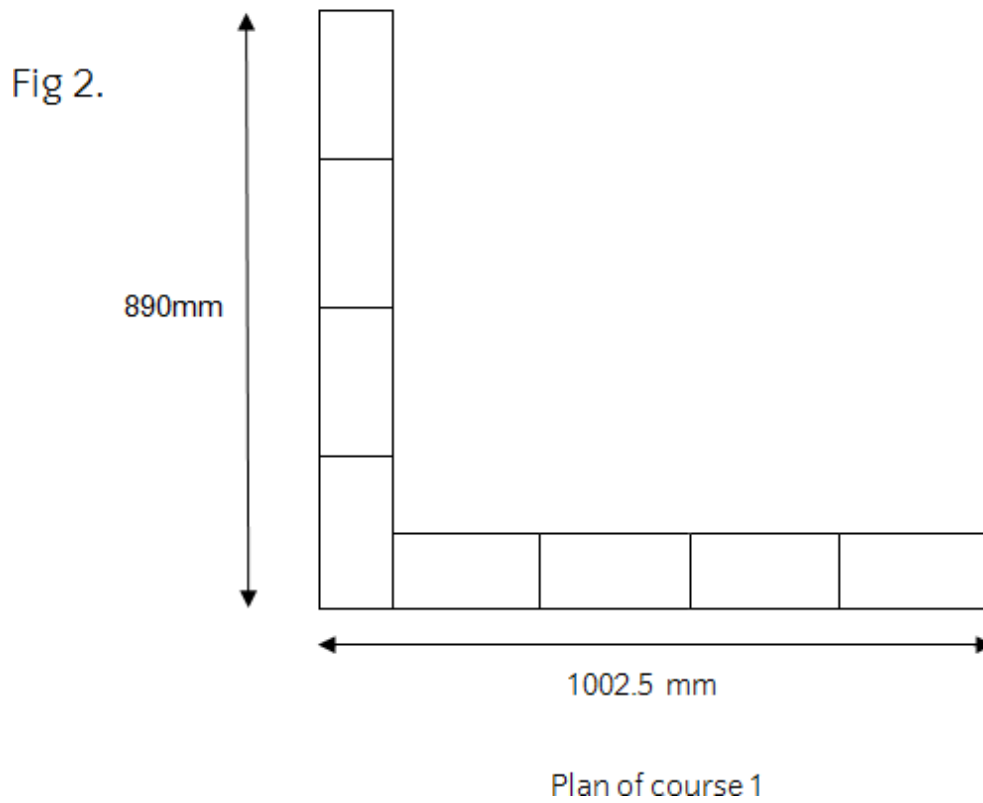
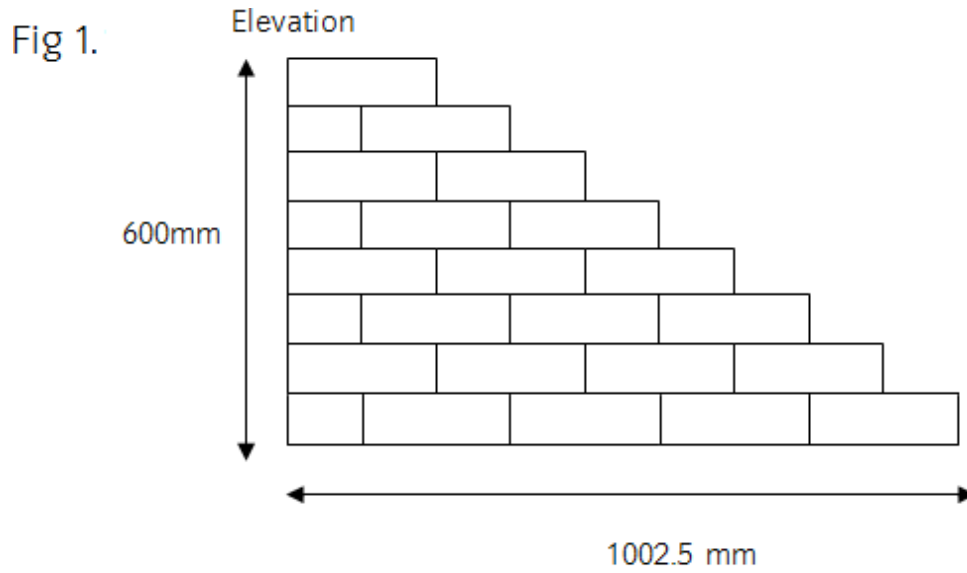
### Construct a half brick return corner

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"/>		
<b>built a half brick thick return corner within the tolerances below:</b>			
<ul style="list-style-type: none"> <li>Setting out</li> </ul>	<input type="checkbox"/> +/-25mm in length	<input type="checkbox"/> +/-20mm in length	<input type="checkbox"/> +/-15mm in length
<ul style="list-style-type: none"> <li>Square measured at Course 1</li> </ul>	<input type="checkbox"/> +/-30mm in length	<input type="checkbox"/> +/-20mm in length	<input type="checkbox"/> +/-10mm in length
<ul style="list-style-type: none"> <li>Level</li> </ul>	<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"> <li>Cross Joints</li> </ul>	<input type="checkbox"/> 10mm +/-8mm	<input type="checkbox"/> 10mm +/-5mm	<input type="checkbox"/> 10mm +/-3mm
<ul style="list-style-type: none"> <li>Range measure diagonally on the tails</li> </ul>	<input type="checkbox"/> +/-25mm	<input type="checkbox"/> +/-20mm	<input type="checkbox"/> +/-15mm
<ul style="list-style-type: none"> <li>Plumbing point 1</li> </ul>	<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"> <li>Plumbing point 2</li> </ul>	<input type="checkbox"/> +/-30mm in height	<input type="checkbox"/> +/-20mm in height	<input type="checkbox"/> +/-10mm in height
<ul style="list-style-type: none"> <li>Gauge</li> </ul>	<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**

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## 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

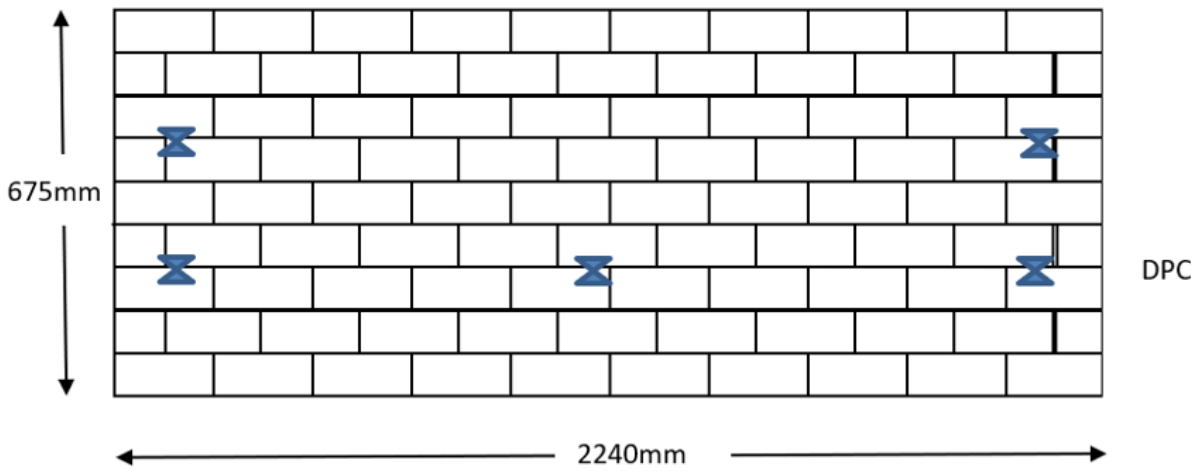


Fig 2



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"/>		
<b>built the cavity wall to the given specification within the following tolerances</b>			
<b>Setting out</b>			
<ul style="list-style-type: none"> <li>Brickwork between profiles</li> </ul>	<input type="checkbox"/> +/- 25mm in length	<input type="checkbox"/> +/-20mm in length	<input type="checkbox"/> +/-15mm in length
<ul style="list-style-type: none"> <li>Block work between profiles</li> </ul>	<input type="checkbox"/> +/- 25mm in length	<input type="checkbox"/> +/-20mm in length	<input type="checkbox"/> +/-15mm in length
<ul style="list-style-type: none"> <li>Cavity Width</li> </ul>	<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
<b>built the cavity wall to the given specification within the following tolerances</b>			
<b>Level</b>			
• 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
<b>Cross Joints</b>			
• 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
<b>Range measured diagonally</b>			
• 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
<b>finished the brickwork to a given specification within the tolerances below</b>			
• 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

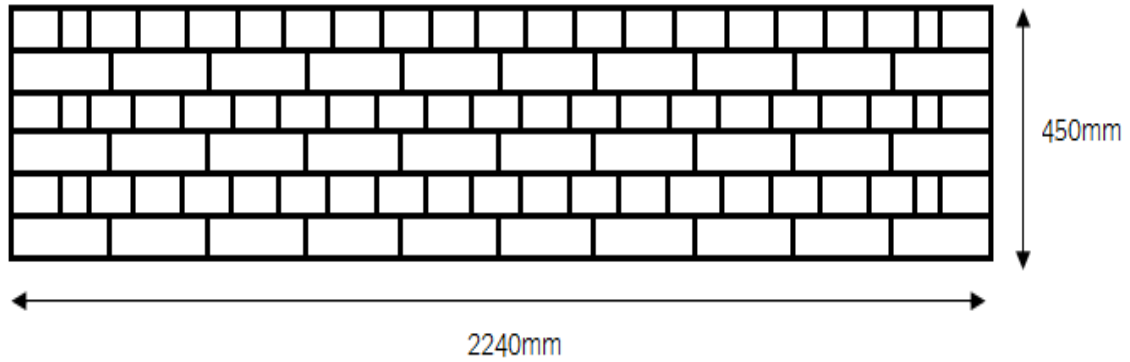
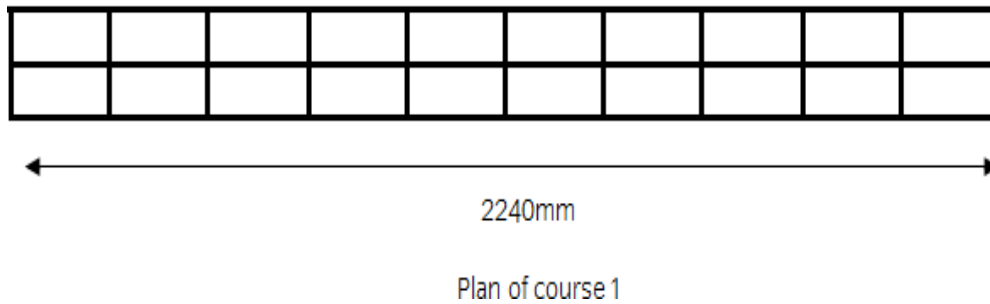


Fig 2.



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.

<b>The candidate has:</b>	<b>Pass</b>	<b>Merit</b>	<b>Distinction</b>
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"/>		
<b>built a one brick thick wall to the specifications provided and within the tolerances below</b>			
<ul style="list-style-type: none"> <li>Setting out</li> </ul>	<input type="checkbox"/> +/-25mm in length	<input type="checkbox"/> +/-20mm in length	<input type="checkbox"/> +/-10mm in length
<ul style="list-style-type: none"> <li>Level</li> </ul>	<input type="checkbox"/> +/-30mm in length	<input type="checkbox"/> +/-20mm in length	<input type="checkbox"/> +/-10mm in length
<ul style="list-style-type: none"> <li>Cross joints</li> </ul>	<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**

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**Date**

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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.

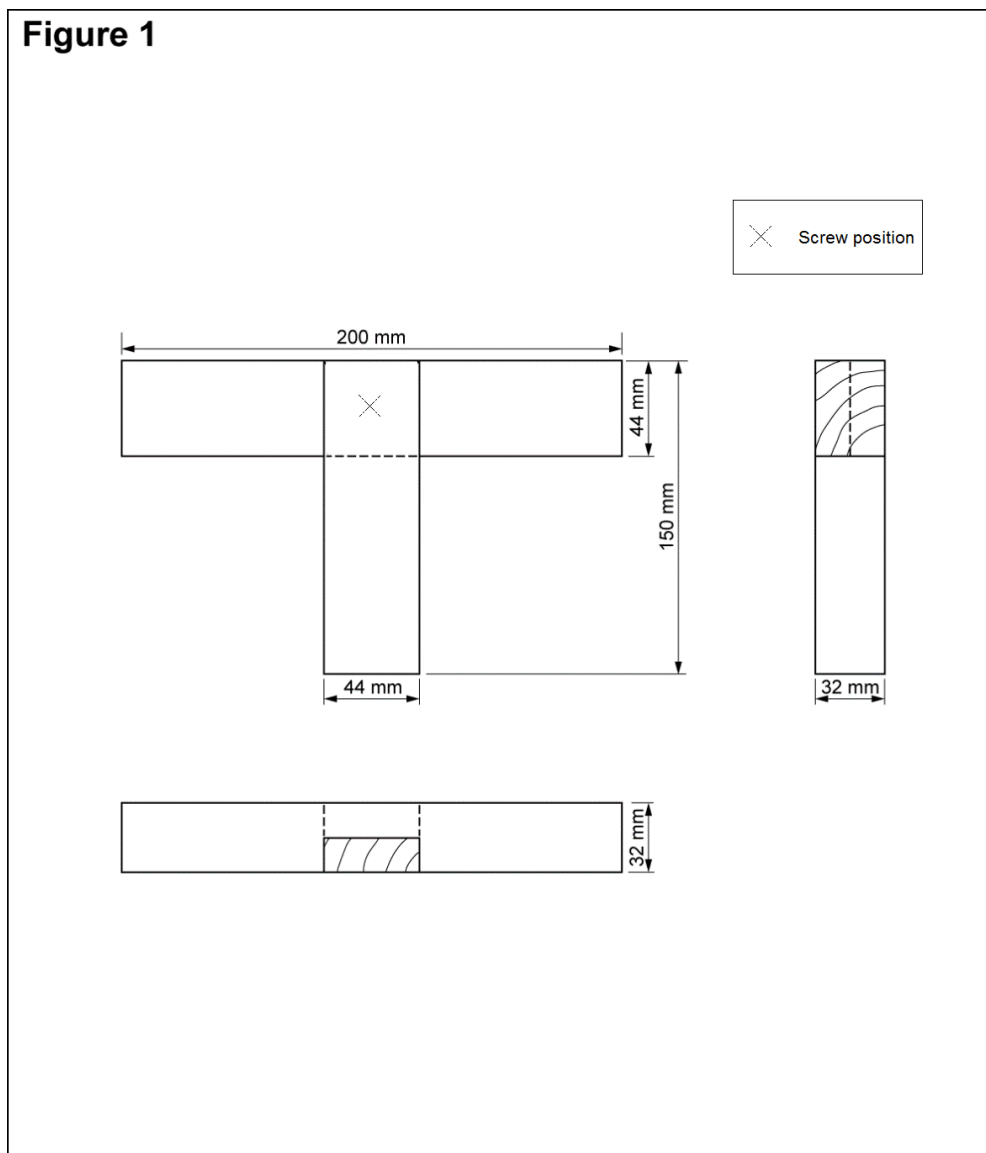
This task can be achieved at pass only.

**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.

<b>The candidate has:</b>	<b>Pass</b>	<b>Merit</b>	<b>Distinction</b>
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**

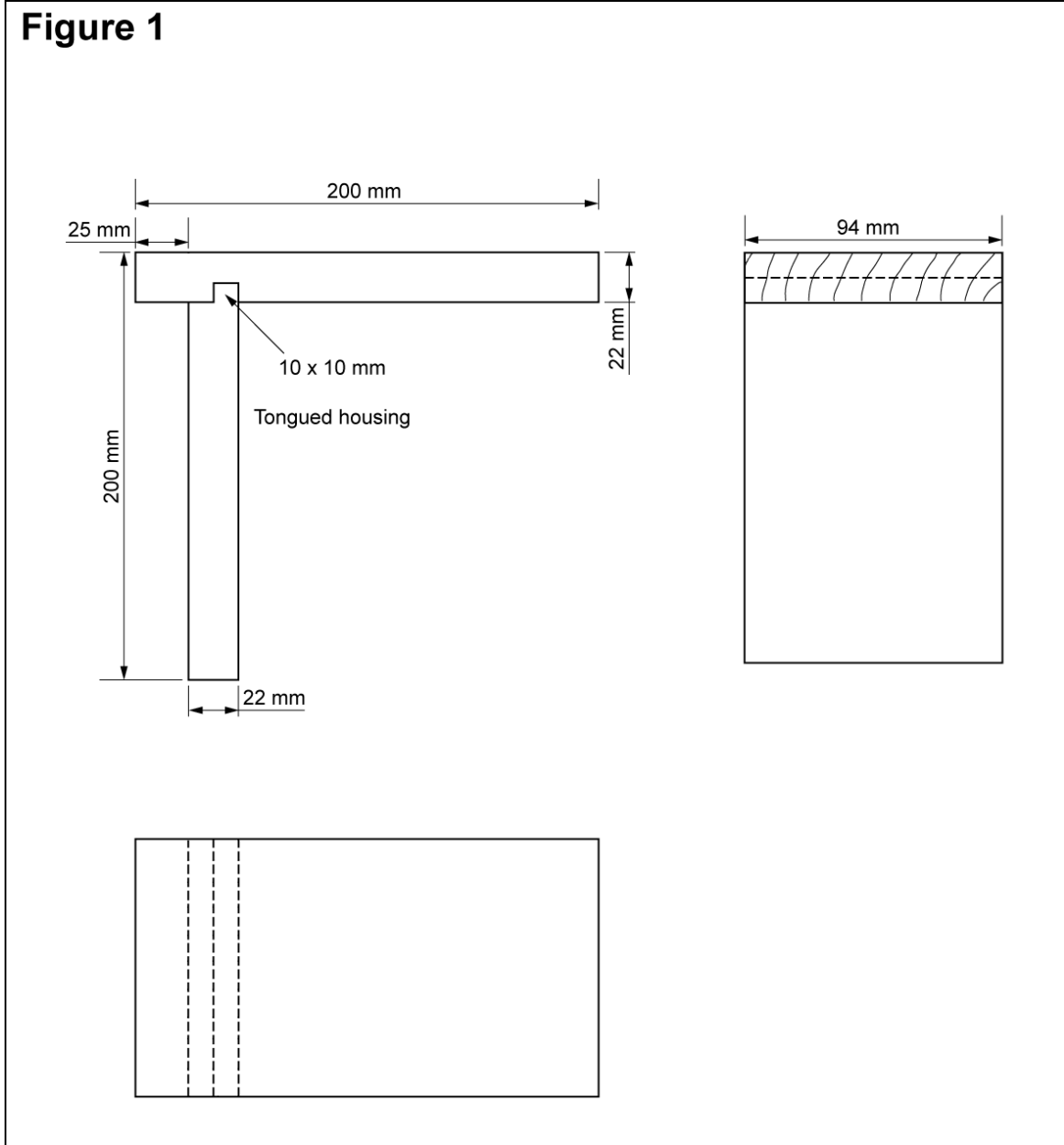
To complete this task you must construct a tongued housing joint as shown on the drawing (Figure 1) to a tolerance of +/- 2 mm for both sawing and chiselling. You must also answer a question about housing joints correctly.

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



**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.

<b>The candidate has:</b>	<b>Pass</b>	<b>Merit</b>	<b>Distinction</b>
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

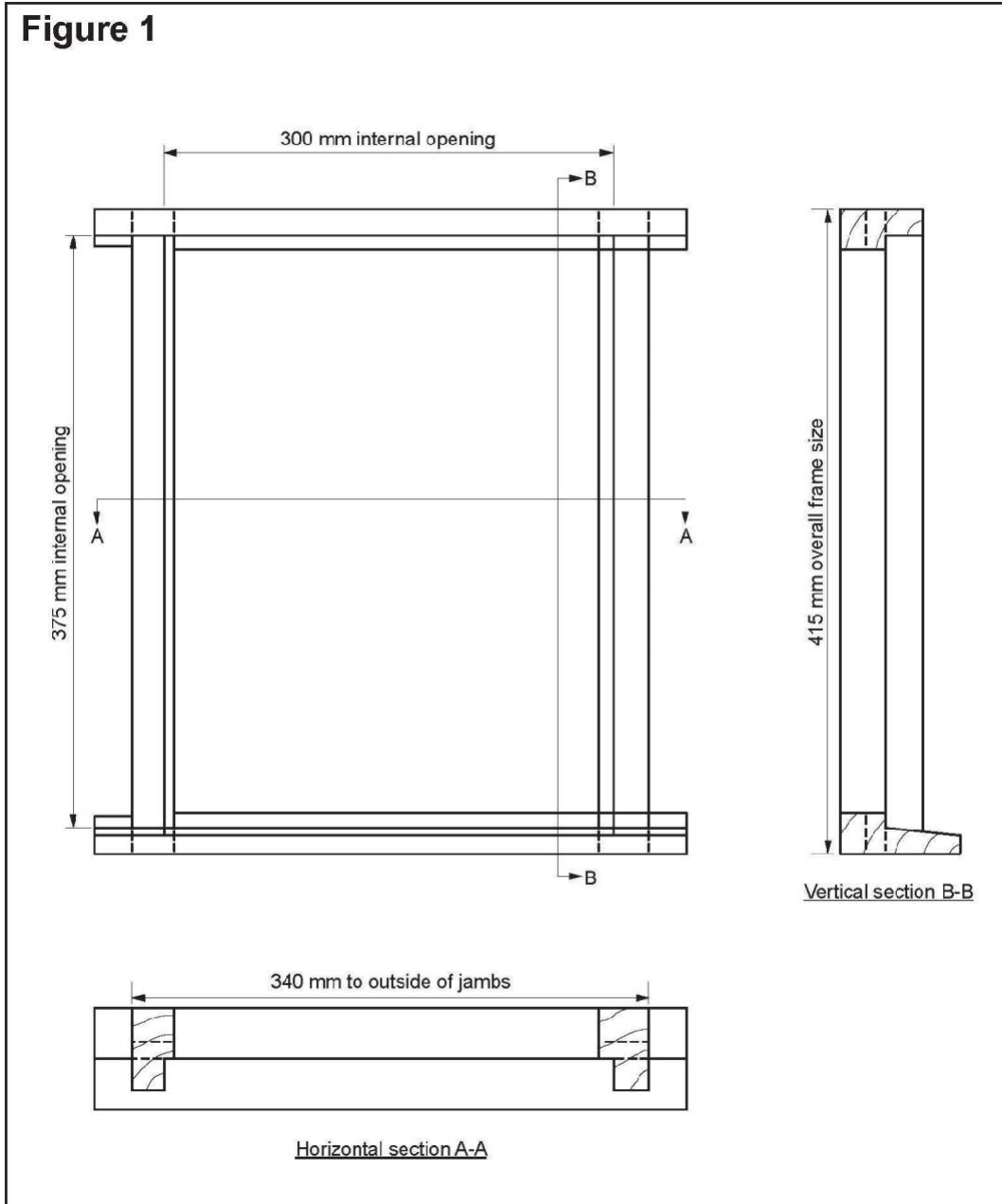
**Candidate Guidance**

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"/>		
<b>successfully marked out, constructed and finished a frame using through mortice and tenon joints to the given specification</b>			
<ul style="list-style-type: none"> <li>Width of frame</li> </ul>	<input type="checkbox"/> +/- 5mm	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> <li>Height of frame</li> </ul>	<input type="checkbox"/> +/- 5mm	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> <li>Twist to frame</li> </ul>	<input type="checkbox"/> +/- 5mm	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> <li>From square</li> </ul>	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 2mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> <li>Joints</li> </ul>	<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.

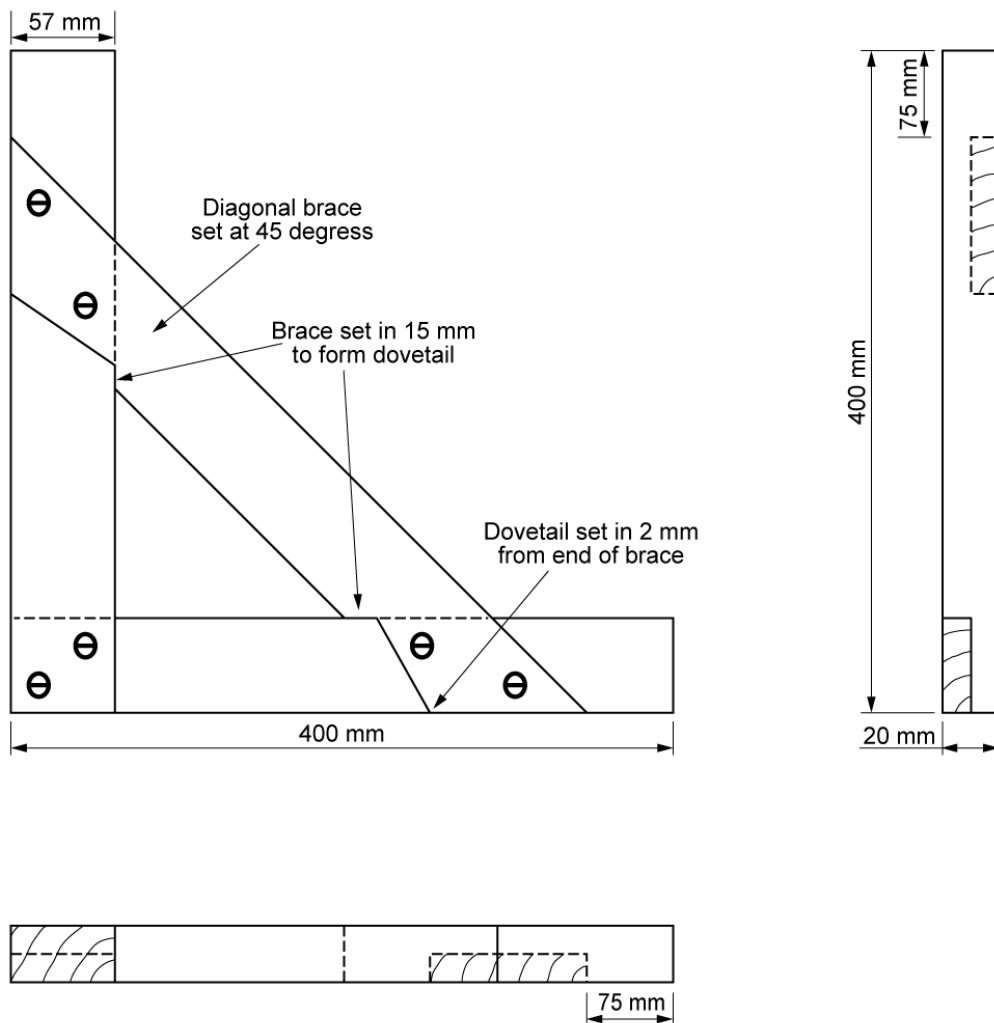
You may have a copy of the diagrams during the practical assessment. Your assessor will support you with this.

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

#### Candidate answer record

<u>Answer</u>	<u>Achieved</u>
<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.

<b>The candidate has:</b>	<b>Pass</b>	<b>Merit</b>	<b>Distinction</b>
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"/>		
<b>successfully marked out and constructed halving joints to the given specification</b>			
<ul style="list-style-type: none"> <li>From square</li> </ul>	<input type="checkbox"/> +/- 5mm	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> <li>Joints</li> </ul>	<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"> <li>Twist to frame</li> </ul>	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 2mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> <li>Joints flush</li> </ul>	<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**

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**Date**

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**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.

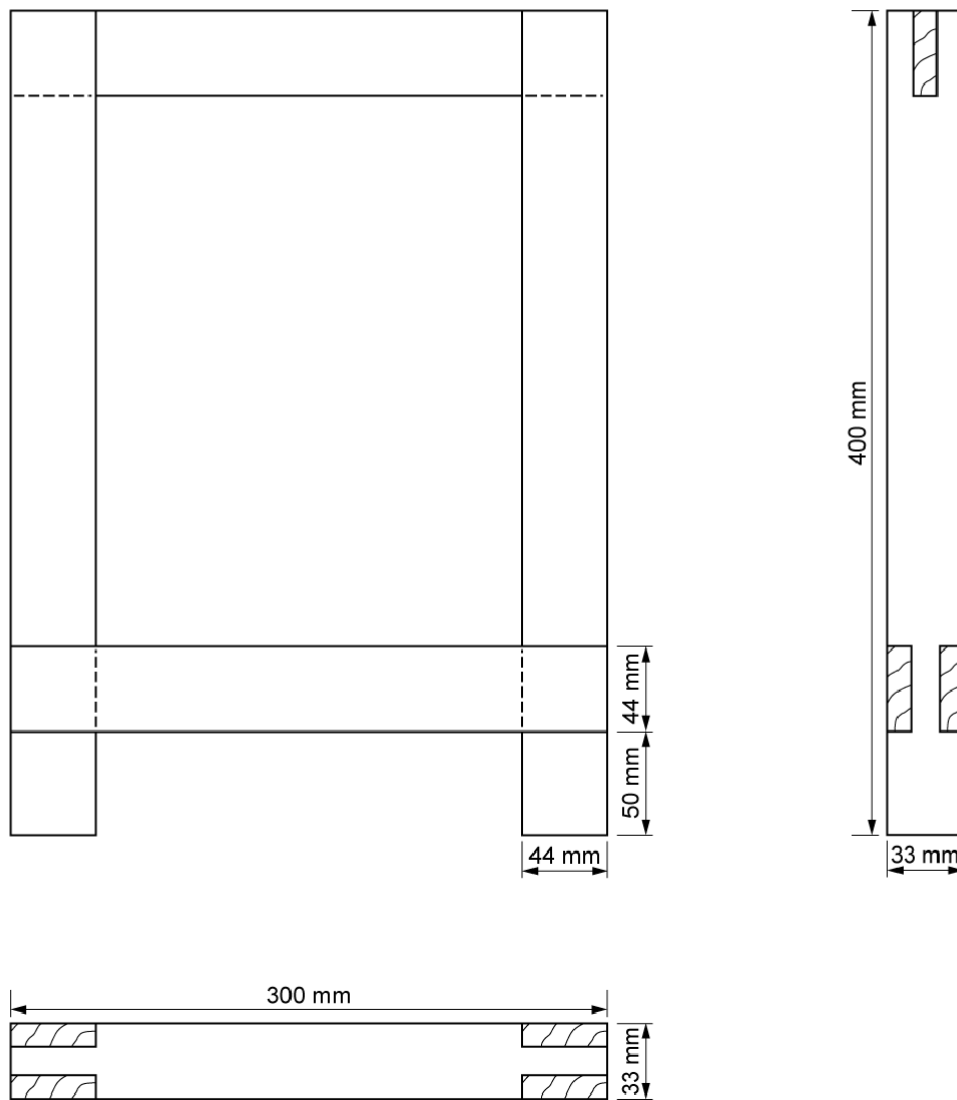
This task can be achieved at pass, merit and distinction.

**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"/>		
<b>successfully marked out and constructed a frame using bridle joints to the given specification</b>			
<ul style="list-style-type: none"> <li>Width of frame</li> </ul>	<input type="checkbox"/> +/- 5mm	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> <li>Height of frame</li> </ul>	<input type="checkbox"/> +/- 5mm	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> <li>Twist to frame</li> </ul>	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 2mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> <li>From square</li> </ul>	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 2mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> <li>Joints</li> </ul>	<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"> <li>Joints flush</li> </ul>	<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

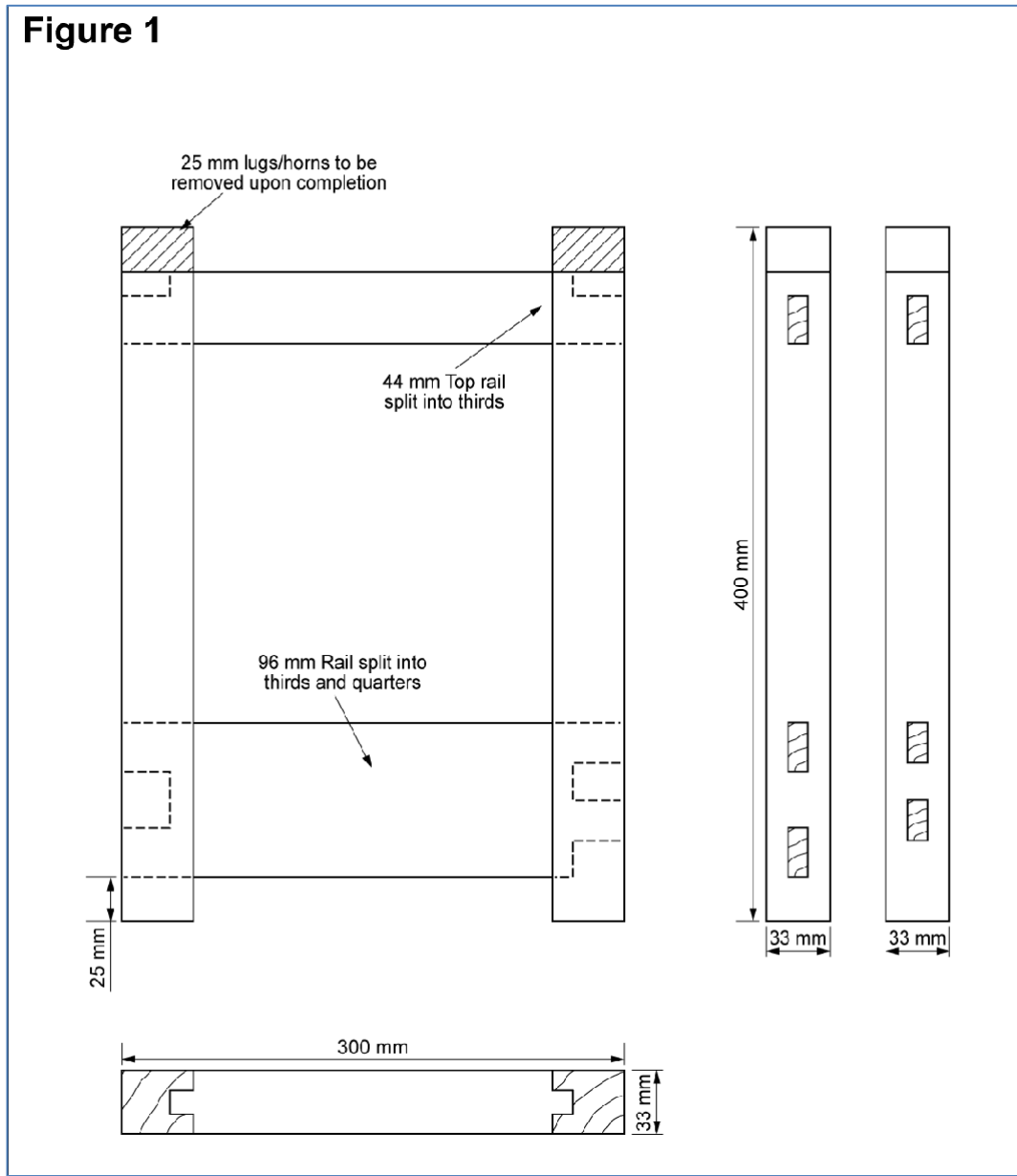
To complete this task you must construct and finish a frame using haunched mortice and tenon joints as shown on the drawing (Figure 1).

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"/>		
<b>successfully marked out and constructed a frame using haunched mortice and tenon joints to the given specification</b>			
<ul style="list-style-type: none"> <li>Width of frame</li> </ul>	<input type="checkbox"/> +/- 5mm	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> <li>Height of frame</li> </ul>	<input type="checkbox"/> +/- 5mm	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> <li>Twist to frame</li> </ul>	<input type="checkbox"/> +/- 5mm	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 2mm
<ul style="list-style-type: none"> <li>Joints</li> </ul>	<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"> <li>Joints flush</li> </ul>	<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**

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**Date**

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## Assignment 107

### Task A

## Constructing stub mortice and tenon joints

Construct a frame using stub mortice and tenon joints

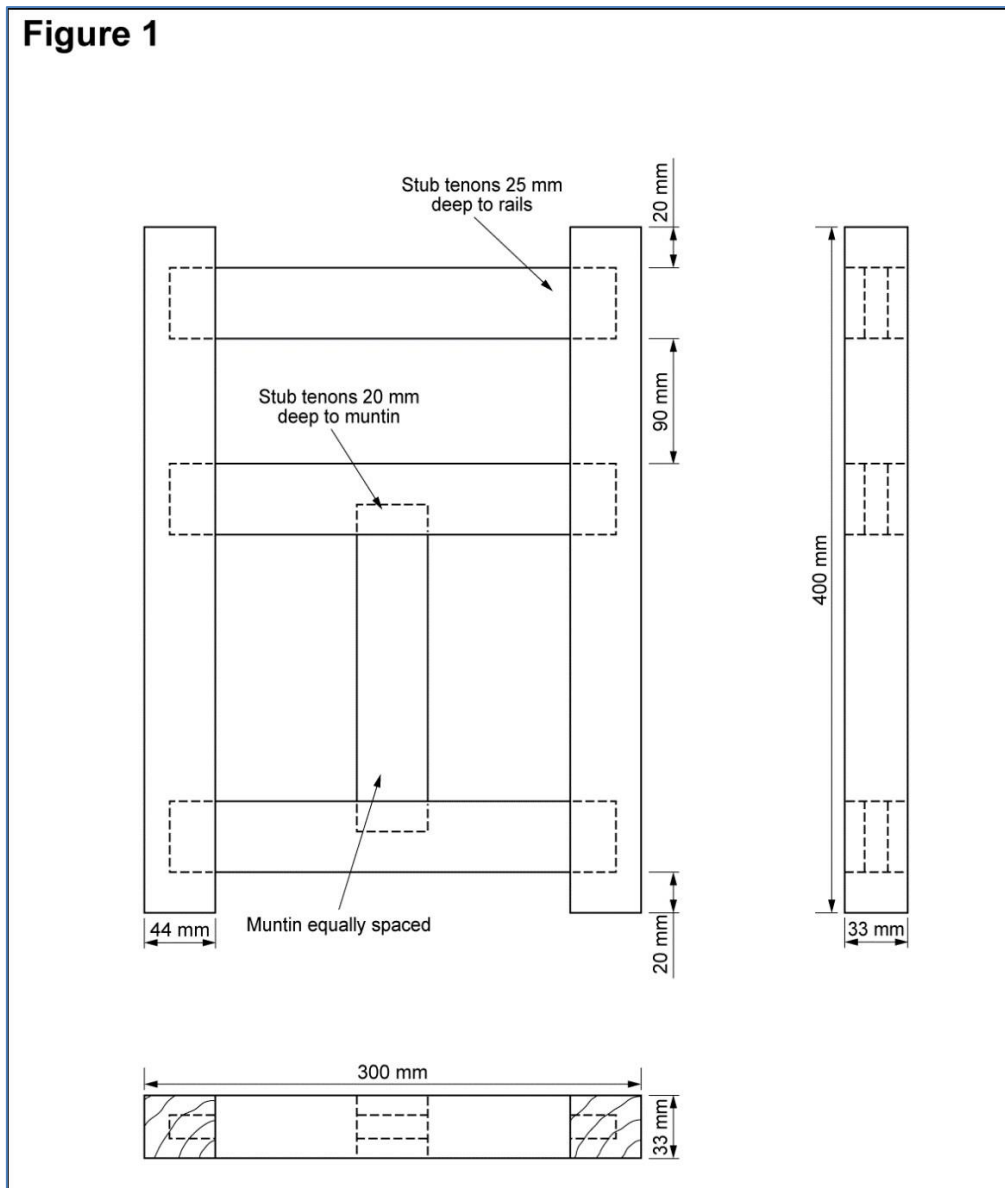
### Candidate Guidance

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"/>		
<b>successfully marked out, constructed and finished a frame using stub mortice and tenon joints to the given specification</b>			
<ul style="list-style-type: none"> <li>Width of frame</li> </ul>	<input type="checkbox"/> +/- 5mm	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> <li>Height of frame</li> </ul>	<input type="checkbox"/> +/- 5mm	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> <li>Twist to frame</li> </ul>	<input type="checkbox"/> +/- 5mm	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 2mm
<ul style="list-style-type: none"> <li>From square</li> </ul>	<input type="checkbox"/> +/- 3mm	<input type="checkbox"/> +/- 2mm	<input type="checkbox"/> +/- 1mm
<ul style="list-style-type: none"> <li>Joints</li> </ul>	<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"> <li>Joints flush</li> </ul>	<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**

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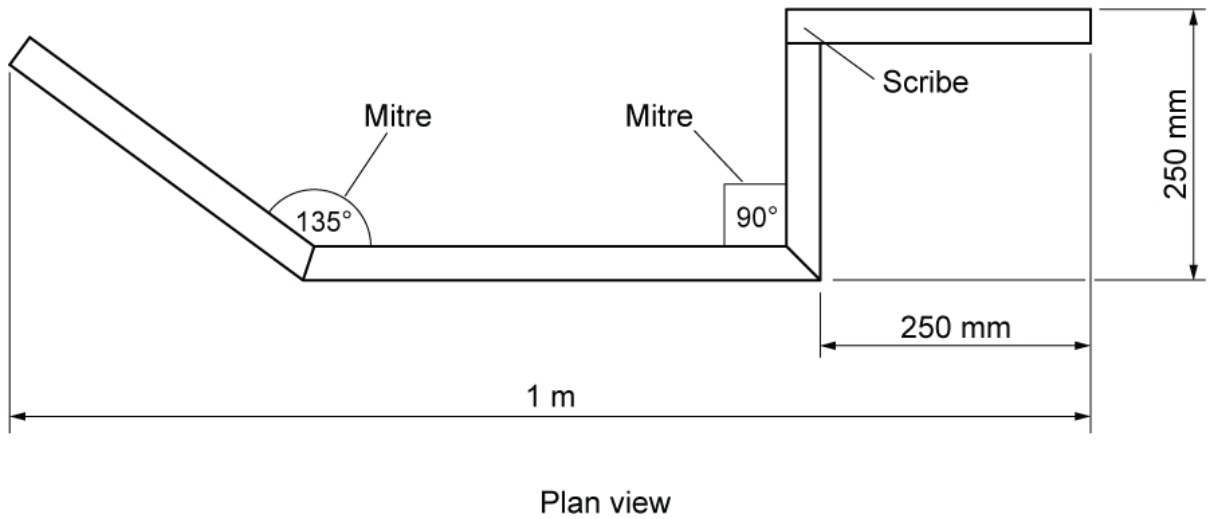
**Date**

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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.

<b>The candidate has:</b>	<b>Pass</b>	<b>Merit</b>	<b>Distinction</b>
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"/>		
<b>marked out, cut and fixed architrave and skirting to given specifications</b>			
<ul style="list-style-type: none"> <li>skirting mitres are tight without a gap exceeding 1mm</li> </ul>	<input type="checkbox"/>		
<ul style="list-style-type: none"> <li>Scribe is tight without a gap exceeding 1mm</li> </ul>	<input type="checkbox"/>		
<ul style="list-style-type: none"> <li>obtuse mitre is correctly bisected</li> </ul>	<input type="checkbox"/>		
<ul style="list-style-type: none"> <li>architrave mitres are tight without a gap exceeding 1mm</li> </ul>	<input type="checkbox"/>		
<ul style="list-style-type: none"> <li>architrave margin is 8mm within</li> </ul>	<input type="checkbox"/> +/-3mm	<input type="checkbox"/> +/-2mm	<input type="checkbox"/> +/-1mm

The candidate has:	Pass	Merit	Distinction
<ul style="list-style-type: none"> <li>mouldings are securely fixed with</li> </ul>	<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"> <li>the number of hammer marks</li> </ul>	<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

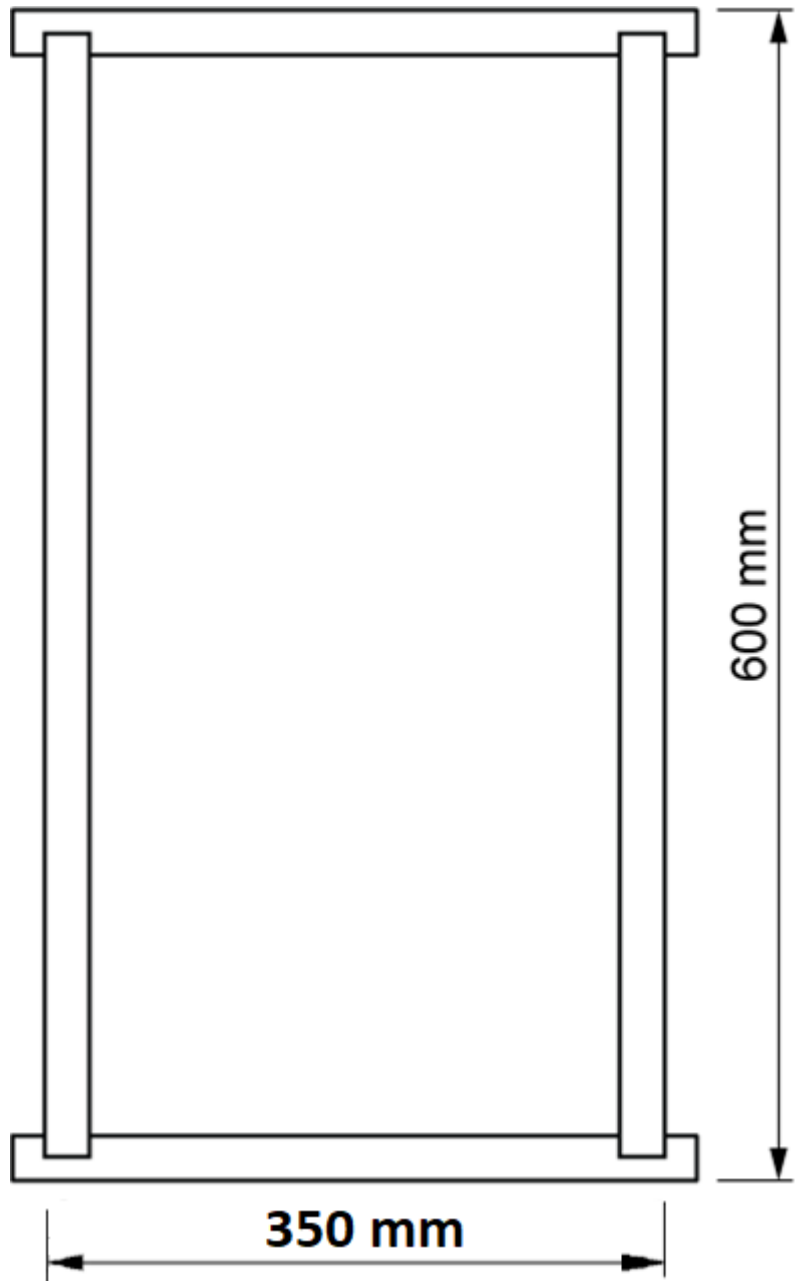
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To complete this task you must construct and fix a hatch lining as shown on the diagrams (Figures 1, 2 and 3). You should have seen the marking criteria before you start the task but you should not have a copy with you during the assessment.

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



Figure 1

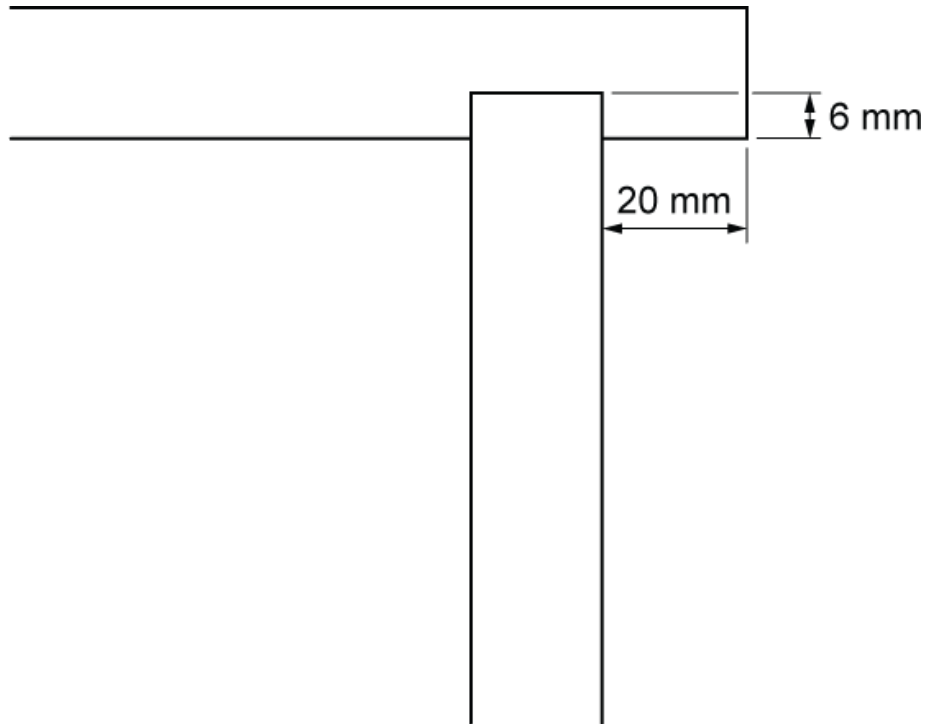


**Specification**

Hatch lining overall size 600 mm high x 350 mm wide

Hatch lining material 95 mm x 18 mm

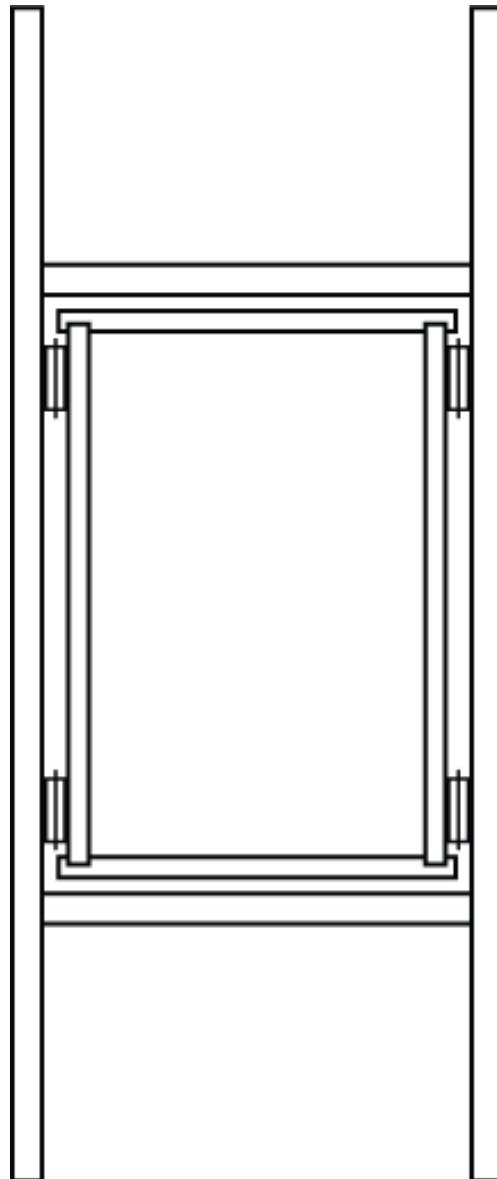
Figure 2



Joint detail

To be fixed with 2N<sup>o</sup> 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<sup>o</sup> 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	<b>constructed and fixed hatch lining to given specifications</b>			
	<ul style="list-style-type: none"> <li>lining is parallel within</li> </ul>	<input type="checkbox"/> 3mm	<input type="checkbox"/> 2mm	<input type="checkbox"/> 1mm
	<ul style="list-style-type: none"> <li>no gaps in the joints exceeding 2mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>lining square within</li> </ul>	<input type="checkbox"/> 3mm	<input type="checkbox"/> 2mm	<input type="checkbox"/> 1mm
	<ul style="list-style-type: none"> <li>fitted to opening plumb (both ways) within 2mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>fitted lining square within</li> </ul>	<input type="checkbox"/> 3mm	<input type="checkbox"/> 2mm	<input type="checkbox"/> 1mm
	<ul style="list-style-type: none"> <li>lining fitted to allow for 13mm plasterboard within</li> </ul>	<input type="checkbox"/> 3mm	<input type="checkbox"/> 2mm	<input type="checkbox"/> 1mm
	<ul style="list-style-type: none"> <li>lining without twist exceeding 2mm</li> </ul>	<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**

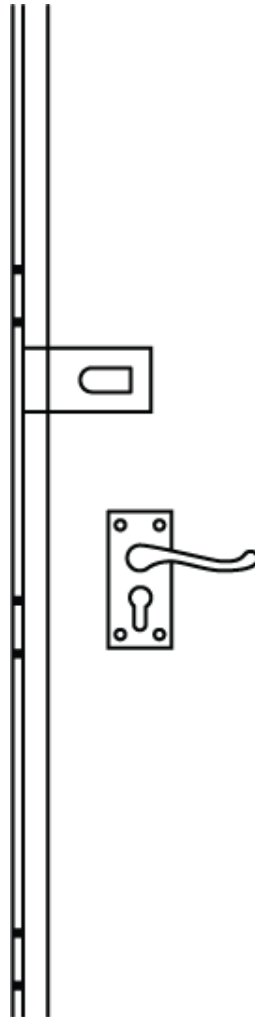
### **Fit locks and latches**



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	<b>marked out, cut and fitted locks and latches to given specifications and manufacturers' instructions</b>			
	<ul style="list-style-type: none"> <li>lock forend is tight without gaps at the ends exceeding</li> </ul>	<input type="checkbox"/> 3mm	<input type="checkbox"/> 2mm	<input type="checkbox"/> 1mm
	<ul style="list-style-type: none"> <li>lock forend is tight without gaps at the sides exceeding 1mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>lock striking plate is tight without gaps exceeding 2mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>handles operate smoothly without binding</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>lock operates without binding</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>spindle height is correct within</li> </ul>	<input type="checkbox"/> 5mm	<input type="checkbox"/> 3mm	<input type="checkbox"/> 1mm
	<ul style="list-style-type: none"> <li>night latch striking plate is without gaps exceeding 2mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>night latch operates without binding (including the key)</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>handles are parallel to the edge of the door within</li> </ul>	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"/>		



<b>Task A</b>	<b>The candidate has:</b>	<b>Pass</b>	<b>Merit</b>	<b>Distinction</b>
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

<b>Unit and task number</b>	
<b>Candidate name</b>	

Task reference	Unit feedback		
Task reference	Action plan	Target date	Achievement date

## Useful contacts

**UK candidates**  
**General qualification information** E: [candidatesupport@cityandguilds.com](mailto:candidatesupport@cityandguilds.com)

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**International candidates**  
General qualification information E: [intcg@cityandguilds.com](mailto:intcg@cityandguilds.com)

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Certificates, Invoices, Missing or late exam  
materials, Nominal roll reports, Results

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**Single subject qualifications** E: [singlesubjects@cityandguilds.com](mailto:singlesubjects@cityandguilds.com)  
Exam entries, Results, Certification, Missing or  
late exam materials, Incorrect exam papers,  
Forms request (BB, results entry), Exam date  
and time change

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