

# City & Guilds Level 3 NVQ in Decorative Finishing – Painting and Decorating (Construction) (6572-23)

Version 1.3 April 2025

**Qualification Handbook**

## Qualification at a glance

<b>Subject area</b>	05.2 Building and Construction
<b>City &amp; Guilds number</b>	6572
<b>Age group approved</b>	16-18, 19+
<b>Entry requirements</b>	N/A
<b>Assessment</b>	Portfolio of evidence
<b>Grading</b>	Pass/fail
<b>Approvals</b>	The approval process for Construction qualifications is available on our website. Please visit <a href="http://www.cityandguilds.com/construction">www.cityandguilds.com/construction</a> for further information.
<b>Support materials</b>	Candidate logbook
<b>Registration and certification</b>	Consult Walled Garden for last dates

Title and level	City & Guilds qualification number	Regulatory reference number	GLH	TQT
City & Guilds Level 3 NVQ in Decorative Finishing – Painting and Decorating	6572-23	603/7634/X	621	1050

Note: The above GLH/TQT includes a deduction to reflect overlapping content within units 686, 371 and all the optional units as applicable.

Version and date	Change detail	Section
1.0 July 2021	Initial version	All
1.1 March 2022	TQT checked, front cover amended	Introduction and front cover
1.2 August 2022	Clarification of unit numbers where the TQT is reduced due to overlapping content	Introduction
1.3 April 2025	Handbook transferred to latest version of the template. The section on Quality Assurance has been updated and sections on Inclusion and diversity, and Sustainability have been added.	All

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# 1 Introduction

This document tells you what you need to do to deliver the qualification:

Area	Description
Who is the qualification for?	This qualification is for candidates who work or want to work as a painter and decorator. It provides an opportunity for them to demonstrate their competence in this area via an NVQ. .
What does the qualification cover?	It allows candidates to learn, develop and practise the skills required for employment and/or career progression in painting and decorating, including working on a construction site or in domestic and commercial premises. Candidates will learn how to prepare background surfaces for and applying paint to complex surfaces by brush and roller from given specifications, as well as hanging wall coverings to complex surfaces.
What opportunities for progression are there?	It allows candidates to progress into employment or onto Level 5 and 6 qualifications or Foundation Degrees in Construction Management. Painting and decorating has a wide range of opportunities that learners can be involved with in a structured career path, such as new builds, refurbishments and designer work. After gaining work experience in the chosen occupational area there are also opportunities to progress into occupational work supervision, management or technical support areas.

## Structure

To achieve the City & Guilds Level 3 NVQ in Decorative Finishing and Industrial Painting occupations, learners must achieve:

City & Guilds unit number	Unit title	GLH
<b>Mandatory units:</b>		
Learners must achieve <b>7</b> units from the list of mandatory units		
102	Conforming to General Health, Safety and Welfare in the Workplace	7
225	Erecting and Dismantling Access/Working Platforms in the Workplace	27
303	Confirming the Occupational Method of Work in the Workplace	37
300	Confirming Work Activities and Resources for an Occupational Work Area in the Workplace	33
371	Applying Surface Coatings by Brush and Roller in the Workplace	60
502	Developing and Maintaining Good Occupational Working Relationships in the Workplace	27
686	Preparing Surfaces for Painting and/or Decorating in the Workplace	146
Learners must achieve <b>as a minimum one</b> , unit from Option Group A and <b>one</b> unit from Option Group B.		
<b>Option Group A</b>		
368	Hanging Wallcoverings (Standard and Foundation Papers) in the Workplace	100
369	Hanging Non-Standard Width Wallcoverings in the Workplace	100

<b>Option Group B</b>		
358	Producing and Applying Complex Stencils in the Workplace	90
367	Applying Coatings by the Airless Spray Method in the Workplace	70
370	Applying Coatings by the Air Spray Method in the Workplace	70
372	Hanging Wallcoverings to Complex Surfaces in the Workplace	110
373	Producing Comb Textured Finishes in the Workplace	50
374	Applying Metal Leaf to Surfaces in the Workplace	80
375	Producing Quality Replica Marble Finishes in the Workplace	90
410	Hanging Wallcoverings (Specialised Paper) in the Workplace	120
412	Producing Quality Replica Wood Grained Finishes in the Workplace	120
743	Installing Coving and Decorative Mouldings in the Workplace	50
744	Applying Coatings to Produce Textured Finishes in the Workplace	60
745	Producing Broken Colour Effects in the Workplace	60
746	Producing Stencilised Designs using Pre-Cut Stencil Plates in the Workplace	60
753	Producing Straight Wood Grained Effects in the Workplace	60
754	Producing Marbling Effects in the Workplace	60

## Total Qualification Time (TQT)

TQT is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected for a learner to demonstrate the achievement of the level of attainment necessary for the award of a qualification.

TQT consists of the following two elements:

- the number of hours that an awarding organisation has assigned to a qualification for guided learning
- an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but, unlike guided learning, not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

Title and level	GLH	TQT
City & Guilds Level 3 NVQ in Decorative Finishing and Industrial Painting occupations (6572-23)	621	1050

## 2 Centre requirements

### Approval

#### Full approval

The approval process for Construction qualifications is available at our website. Please visit [www.cityandguilds.com/construction](http://www.cityandguilds.com/construction) and also refer to the document **Centre Approval Process: Quality Assurance Standards** for further information.

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification before designing a course programme.

## Resource requirements

### Centre staffing

Staff delivering these qualifications must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be occupationally competent or technically knowledgeable in the area(s) for which they are delivering training and/or have experience of providing training (this knowledge must be to the same level as the training being delivered)
- have recent relevant experience in the specific area they will be assessing
- have credible experience of providing training.

### Continuing Professional Development (CPD)

Centres are expected to support their staff in ensuring that their knowledge of the occupational area remains current and of best practice in delivery, mentoring, training, assessment and quality assurance, and that it takes account of any national or legislative developments.

## Quality assurance

Approved centres must have effective quality assurance systems to ensure optimum delivery and assessment of qualifications. Quality assurance includes initial centre approval, qualification approval and the centre's own internal procedures for monitoring quality. Centres are responsible for internal quality assurance and City & Guilds is responsible for external quality assurance. All external quality assurance processes reflect the minimum requirements for verified and moderated assessments, as detailed in the Centre Assessment Standards Scrutiny (CASS), section H2 of Ofqual's General Conditions. For more information on both CASS and City & Guilds quality assurance processes visit the [What is CASS?](#) and [Quality Assurance Standards](#) documents on the City & Guilds website.

Standards and rigorous quality assurance are maintained by the use of:

- internal quality assurance
- City & Guilds external quality assurance.

In order to carry out the quality assurance role, Internal Quality Assurers (IQAs) must:

- have appropriate teaching and vocational knowledge and expertise
- have experience in quality management/internal quality assurance
- hold or be working towards an appropriate teaching/training/assessing qualification
- be familiar with the occupation and technical content covered within the qualification.

External quality assurance for the qualification will be provided by City & Guilds. External Quality Assurers (EQAs) are appointed by City & Guilds to approve centres, and to monitor the assessment and internal quality assurance carried out by centres. External quality assurance is carried out to ensure that assessment is valid and reliable, and that there is good assessment practice in centres.

The role of the EQA is to:

- provide advice and support to centre staff
- ensure the quality and consistency of assessments and marking/grading within and between centres by the use of systematic sampling
- provide feedback to centres and to City & Guilds.

## **Learner entry requirements**

City & Guilds does not set entry requirements for this qualification. However, centres must ensure that candidates have the potential and opportunity to gain the qualification successfully.

## **Age restrictions**

These qualifications are approved for 16 – 18, and 19 + learners. There are no age limits attached to learners undertaking the qualification unless this is a legal requirement of the process or the environment.

## **Access arrangements, reasonable adjustments and special consideration**

City & Guilds has considered the design of this qualification and its assessments in order to best support accessibility and inclusion for all learners. City & Guilds understands however that individuals have diverse learning needs and may require reasonable adjustments to fully participate. Reasonable adjustments, such as additional time or alternative formats, may be provided to accommodate learners with disabilities and support fair access to assessment.

Access arrangements are adjustments that allow candidates with disabilities, special educational needs, and temporary injuries to access the assessment and demonstrate their skills and knowledge without changing the demands of the assessment. These arrangements must be made before assessment takes place.

The Equality Act 2010 requires City & Guilds to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.

It is the responsibility of the centre to ensure at the start of a programme of learning that candidates will be able to access the requirements of the qualification.

Special consideration is a post examination adjustment to a candidate's mark or grade to reflect temporary injury, illness or other indisposition at the time of the examination/assessment.

Please refer to the documents 'Joint Council for Qualifications (JCQ) Access Arrangements and Reasonable Adjustments', 'JCQ – A Guide to the special consideration process' and 'Access arrangements – When and how applications need to be made to City & Guilds' for more information. All of these are available on the [City & Guilds website](#)

## 3 Delivering the qualification

### Initial assessment and induction

An initial assessment of each learner should be made before the start of their programme to identify:

- if the learner has any specific training needs
- any support and guidance they may need when working towards their qualification
- any units they have already completed or credit they have accumulated which is relevant to the qualification
- the appropriate type and level of qualification.

We recommend that centres provide an induction programme, so the learner fully understands the requirements of the qualification, their responsibilities as a learner and the responsibilities of the centre. This information can be recorded on a learning contract.

### Inclusion and diversity

City & Guilds is committed to improving inclusion and diversity within the way we work and how we deliver our purpose which is to help people and organisations develop the skills they need for growth. More information and guidance to support centres in supporting inclusion and diversity through the delivery of City & Guilds qualifications can be found here:

**[Inclusion and diversity | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com)**

### Sustainability

City & Guilds are committed to net zero. Our ambition is to reduce our carbon emissions by at least 50% before 2030 and develop environmentally responsible operations to achieve net zero by 2040 or sooner if we can. City & Guilds is committed to supporting qualifications that help our customers to consider sustainability and their environmental footprint.

More information and guidance to support centres in developing sustainable practices through the delivery of City & Guilds qualifications can be found here:

**[Our Pathway to Net Zero | City & Guilds \(cityandguilds.com\)](https://www.cityandguilds.com)**

Centres should consider their own carbon footprint when delivering this qualification and consider reasonable and practical ways of delivering this qualification with sustainability in mind. This could include:

- reviewing purchasing and procurement processes (such as buying in bulk to reduce the amount of travel time and energy and considering and investing in the use of components that can be reused, instead of the use of disposable or single use consumables)
- reusing components wherever possible
- waste procedures (ensuring that waste is minimised and recycling of components is in place wherever possible)
- minimising water use and considering options for reuse/salvage as part of plumbing activities wherever possible.

## Support materials

The following resources are available for this qualification:

Description	How to access
Candidate logbook	<a href="http://www.cityandguilds.com">www.cityandguilds.com</a>

## 4 Assessment

### Assessment of the qualification

Candidates must:

- have a completed portfolio of evidence including **seven** of the mandatory units, at least **one** unit from Option A and at least **one** unit from Option B.

### Assessment strategy

Units are assessed through a portfolio of evidence. All evidence in the portfolio for the skills learning outcomes must be generated in the workplace or a realistic working environment.

### Portfolio of evidence

Candidate and centres may decide to use a paper-based or electronic method of recording evidence.

City & Guilds endorses several ePortfolio systems, including our own, Learning Assistant, an easy-to-use and secure online tool to support and evidence candidates' progress towards achieving qualifications. Further details are available at [www.cityandguilds.com/eportfolios](http://www.cityandguilds.com/eportfolios).

City & Guilds has developed a set of **recording forms** including examples of completed forms for new and existing centres to use as appropriate. Recording forms are available on the City & Guilds website.

Although new centres are expected to use these forms, centres may devise or customise alternative forms, which must be approved for use by the EQA(s), before they are used by candidates and assessors at the centre. Amendable (MS Word) versions of the forms are available on the City & Guilds website.

### Evidence sources

A portfolio of evidence will typically include several pieces of evidence – it must contain sufficient evidence to demonstrate the knowledge and skills required for each appropriate unit.

Evidence sources may include:

- training logbooks
- centre-produced worksheets and activities
- annotated photographs
- video clips (maximum duration in total = 10 minutes)
- workplace documentation/records, for example job cards/job sheets, equipment checks/maintenance/service records, parts order records.

This is not a definitive list; other evidence sources are permitted.

The evidence provided must be valid and attributable to the candidate; the portfolio of evidence must contain a statement from the centre confirming this.

Evidence **must not** include:

- any methods of self-assessment
- opinions – any employer contributions should instead focus on direct observation/evidence of competence, for example, witness statements.

### **Time constraints**

The following must be applied to the assessment of this/qualification:

Candidates must finish their assessment within 24 months.

## 5 Units

### Structure of the units

These units each have the following:

- City & Guilds reference number
- title
- level
- guided learning hours (GLH)
- credit value
- unit aim
- assessment method
- learning outcomes (LOs), which are comprised of a number of assessment criteria (ACs)
- supporting information (eg mapping to the apprenticeship standard/occupational standards).

### Guidance for delivery of the units

This qualification comprises a number of units. A unit describes what is expected of a competent person in particular aspects of their job.

Each unit is divided into learning outcomes which describe in further detail the skills and knowledge that a candidate should possess.

Each learning outcome has a set of assessment criteria (performance and knowledge and understanding) which specify the desired criteria that must be satisfied before an individual can be said to have performed to the agreed standard.

Supporting information provides guidance of the evidence requirement for the unit, and how this should map to the industry standard. Centres are advised to review this information carefully before delivering the unit.

## Unit 102

## Conforming to general health, safety and welfare in the workplace

<b>Level:</b>	1
<b>GLH:</b>	7
<b>Assessment method:</b>	Portfolio of evidence
<b>Aim:</b>	<p>The aim of this unit is to provide the learner with an awareness of:</p> <ul style="list-style-type: none"><li>• relevant current statutory requirements and official guidance</li><li>• responsibilities, to self and others, relating to workplace health, safety and welfare</li><li>• adopting safe and healthy working practices</li><li>• personal behaviour and security in the workplace</li></ul>

### Learning outcome

The learner will:

LO1 comply with all workplace health, safety and welfare legislation requirements

### Assessment criteria

The learner can:

AC1.1 comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area

AC1.2 use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements

AC1.3 comply with:

- statutory requirements
- safety notices and warning notices displayed within the workplace and/or on equipment

AC1.4 state why and when health and safety control equipment, identified by the principles of protection, should be used relating to types, purpose and limitations of each type, the work situation, occupational use and the general work environment, in relation to:

- collective protective measures
- Personal Protective Equipment (PPE)
- Respiratory Protective Equipment (RPE)
- Local Exhaust Ventilation (LEV)

AC1.5 state how the health and safety control equipment relevant to the work should be used in accordance with the given instructions

AC1.6 state which types of:

- health, safety and welfare legislation
- notices and warning signs

are relevant to the occupational area and associated equipment

AC 1.7 state why:

- health, safety and welfare legislation
- notices and warning signs
- are relevant to the occupational area

1.8 state how to comply with control measures that have been identified by risk assessments and safe systems of work.

## Learning outcome

The learner will:

LO2 recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures

## Assessment criteria

The learner can:

AC2.1 report any hazards created by changing circumstances within the workplace in accordance with organisational procedures

AC2.2 list typical hazards associated with the work environment and occupational area in relation to:

- resources
- substances
- asbestos
- equipment
- obstructions
- storage
- services and work activities

AC2.3 list the current health and safety executive top ten safety risks

AC2.4 list the current health and safety executive top five health risks

AC2.5 state how changing circumstances within the workplace could cause hazards

AC2.6 state the methods used for reporting changed circumstances, hazards and incidents in the workplace.

## Learning outcome

The learner will:

LO3 comply with organisational policies and procedures to contribute to health, safety and welfare

## Assessment criteria

The learner can:

AC3.1 interpret and comply with given instructions to maintain safe systems of work and quality working practices

AC3.2 contribute to discussions by offering/providing feedback relating to health, safety and welfare

AC3.3 contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures

AC3.4 safely store health and safety control equipment in accordance with given instructions

AC3.5 dispose of waste and/or consumable items in accordance with legislation

AC3.6 state the organisational policies and procedures for health, safety and welfare, in relation to:

- dealing with accidents and emergencies associated with the work and environment
- methods of receiving or sourcing information
- reporting
- stopping work
- evacuation
- fire risks and safe exit procedures
- consultation and feedback

AC3.7 state the appropriate types of fire extinguishers relevant to the work

AC3.8 state how and when the different types of fire extinguishers are used in accordance with legislation and official guidance.

## Learning outcome

The learner will:

LO4 work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area

## Assessment criteria

The learner can:

AC4.1 demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare

AC4.2 state how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to:

- recognising when to stop work in the face of serious and imminent danger to self and/or others
- contributing to discussions and providing feedback
- reporting changed circumstances and incidents in the workplace
- complying with the environmental requirements of the workplace

AC4.3 give examples of how the behaviour and actions of individuals could affect others within the workplace.

## Learning outcome

The learner will:

LO5 comply with and support all organisational security arrangements and approved procedures.

### **Assessment criteria**

The learner can:

AC5.1 provide appropriate support for security arrangements in accordance with approved procedures:

- during the working day
- on completion of the day's work
- for unauthorised personnel (other operatives and the general public)
- for theft

AC5.2 state how security arrangements are implemented in relation to the workplace, the general public, site personnel and resources.

## **Unit 102**

## **Conforming to general health, safety and welfare in the workplace**

### Supporting Information

This unit must be assessed in a work environment, in accordance with the CITB Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed.

## Unit 225

## Erecting and dismantling access/working platforms in the workplace

**Level:** 2

**GLH:** 27

**Assessment method:** Portfolio of evidence

**Aim:** This unit aims to provide the learner with the necessary skills and knowledge to:

- interpret information
- adopt safe and healthy working practices
- select materials and equipment
- erect and dismantle access equipment suitable for the work operations.

### Learning outcome

The learner will:

LO1 interpret the given information relating to the work and resources when erecting and dismantling access/working platforms

### Assessment criteria

The learner can:

AC1.1 interpret and extract information from:

- specifications
- method statements
- risk assessments
- manufacturers' information

AC1.2 comply with information and/or instructions derived from risk assessments and method statement

AC1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented

AC1.4 describe different types of information, their source and how they are interpreted in relation to:

- specifications
- current legislation
- method statements
- risk assessments
- manufacturers' information.

## Learning outcome

The learner will:

LO2 know how to comply with relevant legislation and official guidance when erecting and dismantling access/working platforms.

## Assessment criteria

The learner can:

AC2.1 describe their responsibilities under current legislation and official guidance whilst working:

- in the workplace
- at height
- in confined areas
- with tools and equipment
- with movement/storage of materials
- by manual handling

AC2.2 describe the organisational security procedures for:

- tools
- equipment
- personal belongings

in relation to:

- site
- workplace
- company
- operative

AC2.3 state what the accident reporting procedures are and who is responsible for making reports.

## Learning outcome

The learner will:

LO3 maintain safe working practices when erecting and dismantling access/working platforms.

## Assessment criteria

The learner can:

AC3.1 use Personal Protective Equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when erecting and dismantling access/working platforms

AC3.2 explain why, when and how Personal Protective Equipment (PPE) should be used, relating to erecting and dismantling access/working platforms, and the:

- types

- purpose
- limitations
- of each type

AC3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:

- fires
- spillages
- injuries
- other task-related hazards.

## Learning outcome

The learner will:

LO4 select the required quantity and quality of resources for the methods of work to erect and dismantle access/working platforms.

## Assessment criteria

The learner can:

AC4.1 the characteristics, quality, uses, limitations and defects associated with the resources in relation to:

- ladders/crawler boards
- stepladders/platform steps
- trestles
- proprietary staging/podiums
- proprietary towers
- mobile scaffold towers
- protection equipment and notices
- tools and ancillary equipment

AC4.2 select resources associated with own work in relation to:

- materials
- components
- tools
- equipment

AC4.3 state:

- how the resources should be used correctly
- how problems associated with the resources are reported
- how the organisational procedures are used

AC4.4 outline potential hazards associated with the resources and method of work

AC4.5 describe how to calculate quantity of equipment required associated with the method/procedure to erect and dismantle access equipment/working platforms.

## Learning outcome

The learner will:

LO5 minimise the risk of damage to the work and surrounding area when erecting and dismantling access/working platforms.

## Assessment criteria

The learner can:

AC5.1 protect the work and its surrounding area from damage

AC5.2 minimise damage and maintain a clean work space

AC5.3 describe how to protect work from damage and the purpose of protection in relation to:

- general workplace activities
- other occupations
- adverse weather conditions

AC5.4 dispose of waste in accordance with legislation

AC5.5 state why the disposal of waste should be carried out in relation to the work.

## Learning outcome

The learner will:

LO6 complete the work within the allocated time when erecting and dismantling access/working platforms.

## Assessment criteria

The learner can:

AC6.1 demonstrate completion of the work within the allocated time

AC6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to organisational procedures for reporting circumstances which will affect the work programme.

## Learning outcome

The learner will:

LO7 comply with the given contract information to erect and dismantle access/ working platforms to the required specification.

## Assessment criteria

The learner can:

AC7.1 demonstrate the following work skills when erecting and dismantling access/working platforms:

- moving
- positioning/erecting

- securing, checking
- dismantling and removing

AC7.2 erect, dismantle and store two of the following access equipment to given access regulations:

- ladders/crawler boards
- stepladders/platform steps
- proprietary towers
- trestle platforms
- mobile scaffold towers
- proprietary staging/podiums

AC7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- provide protection to the work area
- establish a base for equipment
- erect proprietary access equipment to manufacturers' instructions suitable for the work
- erect non-proprietary access equipment suitable for the work
- place protective screens and notices
- check/monitor equipment during the period of use
- dismantle and store access equipment
- use tools and equipment
- work at height

AC7.4 safely use and store:

- materials
- hand tools
- ancillary equipment

AC7.5 state the needs of other occupations and how to communicate within a team when erecting and dismantling access/working platforms

AC7.6 describe how to maintain the tools and equipment used when erecting and dismantling access/working platforms.

## Unit 225

## Erecting and dismantling access/working platforms in the workplace

### Supporting Information

#### Guidance

This unit must be assessed in a work environment, in accordance with the CITB Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills
- questioning the learner on knowledge criteria that clearly confirms the required understanding
- review other forms of evidence that can clearly confirm industry required skills, knowledge and understanding.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of occupational expertise and knowledge of erecting and dismantling access/working platforms to be effective and reliable when confirming a learner's competence.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the following endorsements:

Two or more of the following

- Ladders/crawler boards
- Step ladders/platform steps
- Proprietary towers
- Trestle platforms
- Mobile scaffold towers
- Proprietary staging/podiums

## Unit 300

# Confirming work activities and resources for an occupational work area in the workplace

<b>Level:</b>	3
<b>GLH:</b>	33
<b>Assessment method:</b>	Portfolio of evidence
<b>Aim:</b>	<p>The aim of this unit is to provide the learner with the necessary skills and knowledge for:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• identify work activities</li><li>• evaluate work activities and resources</li><li>• identify reasons for changes to planned work activities</li></ul>

### Learning outcome

The learner will:

LO1 identify work activities, assess required resources and plan the sequence of work.

### Assessment criteria

The learner can:

AC1.1 identify work activities, assess required resources and plan the sequence of work

AC1.2 identify work activities and formulate a plan for their own sequence of work

AC1.3 explain the types of work relative to the occupational area and how to identify different work activities

AC1.4 explain methods of assessing the resources needed from a range of available information

AC1.5 explain the required information and the different methods used to prepare a work programme relative to the occupational area.

### Learning outcome

The learner will:

LO2 obtain clarification and advice where the resources required are not available.

### Assessment criteria

The learner can:

AC2.1 seek advice and clarity from appropriate sources on resources available and the alternatives that can be used for the work when required resources are not available

AC2.2 explain the different sources and methods that can be used to obtain clarification and advice when the required resources are not available.

## **Learning outcome**

The learner will:

LO3 evaluate the work activities and the requirements of any significant external factors against the project requirements.

## **Assessment criteria**

The learner can:

AC3.1 assess progress of work against project requirements, taking into account external factors relating to:

- other occupations and /or customers
- resources
- weather conditions
- health and safety requirements

AC3.2 explain different methods of evaluating work activities against the following project requirements:

- contract conditions
- contract programme
- health and safety requirements of operatives

AC3.3 evaluate the requirements of significant external factors that could affect the progress of work, in relation to:

- other related programmes
- special working conditions
- weather conditions
- other occupations/people
- resources
- health and safety requirements.

## **Learning outcome**

The learner will:

LO4 identify work activities which influence each other and make the best use of the resources available.

## **Assessment criteria**

The learner can:

AC4.1 determine work activities that have an influence on each other

AC4.2 evaluate which work activities make the best use of available resources in relation to:

- occupations and/or customers associated with the work
- tools, plant and/or ancillary equipment
- materials and components

AC4.3 explain different methods and sources that can identify which work activities influence each other

AC4.4 describe how to determine the sequence of work activities and how long each work activity will take

AC4.5 describe what zero and low carbon requirements are

AC4.6 explain how work activities and different ways of using resources can impact on zero and low carbon requirements and make a positive contribution to the environment.

## **Learning outcome**

The learner will:

LO5 identify changed circumstances that require alterations to the work programme and justify them to decision makers.

## **Assessment criteria**

The learner can:

AC5.1 evaluate project progress against the work programme to identify any changed circumstances

AC5.2 inform line management and/or customers on the type and extent of any required changes to the work programme

AC5.3 explain how to identify possible alterations to the work programme to meet changed circumstances relating to:

- action lists
- method statements
- duration
- schedules and/or occupation specific requirements

AC5.4 explain how to assess contractual/work effects resulting from alterations to the work programme

AC5.5 explain the methods used to justify to decision makers on the effects resulting from alterations to the work programme.

## Unit 300

# Confirming work activities and resources for an occupational work area in the workplace

### Supporting Information

#### Guidance

This unit must be assessed in a work environment, in accordance with the CITB Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ Structure. Please refer to the NVQ Structure applicable to the qualification/occupational area in which the candidate is being assessed.

## Unit 303

## Confirming the occupational method of work in the workplace

<b>Level:</b>	3
<b>GLH:</b>	37
<b>Assessment method:</b>	Portfolio of evidence
<b>Aim:</b>	<p>The aim of this unit is to provide the learner with the necessary skills and knowledge for:</p> <ul style="list-style-type: none"><li>• assessing project data to determine occupational work methods</li><li>• adopting safe and healthy working practices</li><li>• selecting the methods of work</li><li>• confirming the methods of work to the relevant people associated with the occupation</li><li>• sourcing additional information</li></ul>

### Learning outcome

The learner will:

LO1 assess available project data accurately to determine the occupational method of work.

### Assessment criteria

The learner can:

AC1.1 interpret and extract information from:

- drawings
- specifications
- schedules
- manufacturers' information
- methods of work
- risk assessments
- programmes of work

AC1.2 explain how to summarise the following project data:

- required quantities
- specifications
- detailed drawings
- health and safety requirements
- timescales
- scope of works

AC1.3 explain the different methods of assessing available project data

AC1.4 explain how to use project data to interpret the work method, in relation to:

- standard work procedures
- sequence of work
- organisation of resources (people, equipment, materials)
- work techniques
- working conditions (health, safety and welfare)
- risk assessment.

## Learning outcome

The learner will:

LO2 obtain additional information from alternative sources in cases where the available project data is insufficient.

## Assessment criteria

The learner can:

AC2.1 collect and collate additional information from alternative sources to clarify the work to be carried out

AC2.2 explain different methods and techniques of obtaining additional information from the following alternative sources when available project data is insufficient:

- customers or representatives
- suppliers
- regulatory authorities
- manufacturers' literature.

## Learning outcome

The learner will:

LO3 identify work methods that will make best use of resources and meet project, statutory and contractual requirements.

## Assessment criteria

The learner can:

AC3.1 examine potential work methods to carry out the occupational work activity

AC3.2 determine which work methods will make best use of relevant resources and meet health and safety requirements relating to technical and/or project criteria

AC3.3 explain how to identify work methods that make best use of resources and meet project, statutory and contractual requirements against technical criteria, in relation to:

- health and safety welfare (principles of protection)
- fire protection
- access and egress

- equipment availability
- availability of competent workforce
- pollution risk
- waste and disposal
- zero and low carbon outcomes
- weather conditions

AC3.4 explain how to identify work methods that make best use of resources and meet project, statutory and contractual requirements against project criteria, in relation to:

- conforming to statutory requirements
- customer and user needs
- contract requirements in terms of time, quantity and quality
- environmental considerations

AC3.5 explain how different methods of work can achieve zero/low carbon outcomes.

## **Learning outcome**

The learner will:

LO4 confirm and communicate the selected work method to relevant personnel.

## **Assessment criteria**

The learner can:

AC4.1 confirm the selected occupational work method that meets project, statutory and contractual requirements

AC4.2 communicate appropriately to relevant people on the selected occupational work method

AC4.3 describe the different techniques and methods of confirming and communicating work methods to relevant people

AC4.4 explain the principles of equality and diversity and how to apply them when working and communicating with others.

## Unit 303

## Confirming the occupational method of work in the workplace

### Supporting information

#### Guidance

This unit must be assessed in a work environment, in accordance with the CITB Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ Structure. Please refer to the NVQ Structure applicable to the qualification/occupational area in which the candidate is being assessed.

## Unit 358

# Producing and applying complex stencils in the workplace

<b>Level:</b>	3
<b>GLH:</b>	30
<b>Assessment method:</b>	Portfolio of evidence
<b>Aim:</b>	<p>The aim of this unit is to provide the learner with the necessary skills and knowledge for:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• selecting and preparing materials and associated equipment</li><li>• providing protection to the work area</li><li>• producing specialist involved, elaborate or intricate designs for stencils</li><li>• positioning and applying specialist involved, elaborate or intricate stencil designs to surfaces</li></ul>

### Learning outcome

The learner will:

LO1 interpret the given information relating to the work and resources when producing and applying complex stencils

### Assessment criteria

The learner can:

AC1.1 interpret and extract relevant information from drawings, specifications, current regulations, schedules, risk assessments, method statements and manufacturers' information

AC1.2 comply with information and/or instructions derived from risk assessments and method statements

AC1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented

AC1.4 describe different types of information, their source and how they are interpreted in relation to:

- drawings
- specifications
- current regulations
- schedules
- risk assessments
- method statements

- manufacturers' information
- official guidance and current regulations governing buildings associated with occupational requirements.

## Learning outcome

The learner will:

LO2 know how to comply with relevant legislation and official guidance when producing and applying complex stencils

## Assessment criteria

The learner can:

AC2.1 describe their responsibilities regarding potential accidents and health hazards, people and the environment whilst working:

- in the workplace
- below ground level
- in confined spaces
- at height
- with tools and equipment
- with materials and substances
- with movement and storage of materials and by manual handling and mechanical lifting

AC2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles

AC2.3 explain what the accident reporting procedures are and who is responsible for making reports

AC2.4 describe the types of fire extinguishers available when producing and applying complex stencils and describe how and when they are used

## Learning outcome

The learner will:

LO3 maintain safe and healthy working practices when produce and apply complex stencils

## Assessment criteria

The learner can:

AC3.1 use health and safety control equipment safely and comply with work methods to carry out the activity in accordance with current legislation and organisational requirements when producing and applying complex stencils

AC3.2 demonstrate compliance with given information and relevant legislation when applying producing and applying complex stencils method in relation to all of the following:

- Safe use of access equipment

- Safe use, storage and handling of materials, tools and equipment
- Specific risks to health

AC3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to producing and applying complex stencils and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:

- collective protective measures
- personal protective equipment (PPE)
- respiratory protective equipment (RPE)
- local exhaust ventilation (LEV)

AC3.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions

AC3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.

## Learning outcome

The learner will:

L04 select the required quantity and quality of resources for the methods of work to produce and apply complex stencils

## Assessment criteria

The learner can:

AC4.1 select resources associated with own work in relation to materials, tools and equipment

AC4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:

- water-borne and solvent-borne coatings
- stencil plate materials
- protective sheeting and masking materials
- waste containers/bags
- access equipment
- hand tools, power tools and associated equipment

AC4.3 describe how to confirm that the resources and materials conform to the specification.

AC4.4 describe how the resources should be used correctly and how problems associated with the resources are reported

AC4.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources

AC4.6 describe any potential hazards associated with the resources and methods of work

AC4.7 describe how to calculate quantity of materials required associated with the method and procedure to produce and apply complex stencils

## Learning outcome

The learner will:

minimise the risk of damage to the work and surrounding area to produce and apply complex stencils

### **Assessment criteria**

The learner can:

AC5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures

AC5.2 maintain a clear and tidy work space

AC5.3 dispose of waste in accordance with current legislation

AC5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations, members of the public, and adverse weather conditions

AC5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

### **Learning outcome**

The learner will:

LO6 complete the work within the allocated time to produce and apply complex stencils

### **Assessment criteria**

The learner can:

AC6.1 demonstrate completion of the work within the estimated allocated time

AC6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:

- types of progress charts, timetables and estimated times
- organisational procedures for reporting circumstances which will affect the work programme.

### **Learning outcome**

The learner will:

LO7 comply with the given contract information to produce and apply complex stencils to the required specification

### **Assessment criteria**

The learner can:

AC7.1 demonstrate the following work skills when producing and applying complex stencil designs:

- protecting
- matching
- scaling
- drawing
- cutting out
- setting out
- mixing
- pouring
- diluting
- positioning
- securing
- applying
- maintaining
- transferring

AC7.2 use and maintain hand tools and associated equipment.

AC7.3 form, manufacture and set out involved elaborate or intricate single-plate and multi-plate stencils to given working instructions

AC7.4 position, register and produce stencil designs on surfaces of linear runs and/or full-wall applications using water-borne and/or solvent-borne paints to given working instructions

AC7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- establish access requirements
- check suitability of previously prepared surface and bring up to suitable finish/ground
- form, manufacture and set out single and multi-plate stencils including ties
- adjust dilution of coating to appropriate viscosity
- register and produce stencil designs using water-borne and solvent-borne paints for linear runs and full-wall applications
- produce graduated effects by brush, sponge and spray
- maintain the integrity of the stencil plate (cleanliness and structure)
- apply protective glaze/varnish
- provide information for Building Information Modelling (BIM)
- recognise and determine when specialist skills and knowledge are required and report accordingly
- identify and follow manufacturers' instructions
- work around and in close proximity to plant and machinery
- direct and guide the operations and movement of plant and machinery
- Inspect and use access equipment
- Work at height
- use hand tools, power tools and associated equipment

AC7.6 describe the needs of other occupations and how to effectively communicate within a team when producing and applying complex stencils

AC7.7 describe how to maintain the tools and equipment used when producing and applying complex stencils

## Unit 358

# Producing and applying complex stencils in the workplace

### Supporting information

#### Guidance

This unit must be assessed in a work environment, in accordance with the CITB Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ Structure. Please refer to the NVQ Structure applicable to the qualification/occupational area in which the candidate is being assessed.

This unit must be assessed against the following endorsement:

**One** of the following

- Linear run work
- Broad area applications

## Unit 367

# Applying coatings by the airless spray method in the workplace

<b>Level:</b>	3
<b>GLH:</b>	70
<b>Assessment method:</b>	Portfolio of evidence
<b>Aim:</b>	<p>The aim of this unit is to provide the learner with the necessary skills and knowledge for:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• selecting and preparing materials and associated equipment</li><li>• providing protection to the work area</li><li>• assembling and setting up the spray system</li><li>• applying coatings by airless spray equipment</li><li>• cleaning out and maintaining the airless spray equipment</li></ul>

### Learning outcome

The learner will:

LO1 interpret the given information relating to the work and resources when applying coatings by the airless spray method

### Assessment criteria

The learner can:

AC1.1 interpret and extract relevant information from drawings, specifications, current regulations, schedules, risk assessments, method statements and manufacturers' information

AC1.2 comply with information and/or instructions derived from risk assessments and method statements

AC1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented

AC1.4 describe different types of information, their source and how they are interpreted in relation to:

- drawings
- specifications
- current regulations
- schedules

- risk assessments
- method statements
- manufacturers' information
- official guidance and current regulations governing buildings associated with occupational requirements

## Learning outcome

The learner will:

LO2 know how to comply with relevant legislation and official guidance when applying coatings by the airless spray method

## Assessment criteria

The learner can:

AC2.1 describe their responsibilities regarding first aid procedures, potential accidents and health hazards, people and the environment whilst working:

- in the workplace
- below ground level
- in confined spaces
- at height
- with tools and equipment
- with materials and substances
- with movement and storage of materials by manual handling and mechanical lifting

AC2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.

AC.3 explain what the accident reporting procedures are and who is responsible for making reports.

AC2.4 describe the types of fire extinguishers available when applying coatings by the airless spray and describe how and when they are used.

## Learning outcome

The learner will:

LO3 maintain safe and healthy working practices when applying coatings by the airless spray method

## Assessment criteria

The learner can:

AC3.1 use health and safety control equipment safely and comply with methods of work to carry out the activity in accordance with current legislation and organisational requirements when applying coatings by the airless spray method

AC3.2 demonstrate compliance with given information and relevant legislation when applying coatings by the airless spray method in relation to all of the following:

- safe use of access equipment
- safe use, storage and handling of materials, tools and equipment
- specific risks to health

AC3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to applying coatings by the airless spray method, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:

- collective protective measures
- personal protective equipment (PPE)
- respiratory protective equipment (RPE)
- local exhaust ventilation (LEV)

AC3.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions

AC3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities (including fluid injection).

## Learning outcome

The learner will:

LO4 select the required quantity and quality of resources for the methods of work to apply coatings by the airless spray method

## Assessment criteria

The learner can:

AC4.1 select resources associated with own work in relation to materials, tools and equipment

AC4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:

- water-borne and solvent-borne coatings
- masking materials: masking tape, masking paper, dust sheets, masking shield
- two pack coatings (base, activator and solvents)
- protective sheeting
- plant and access equipment
- hand tools, power tools, film thickness gauges, airless spray equipment and ancillary equipment

AC4.3 describe how to confirm that the resources and materials conform to the specification.

AC4.4 describe how the resources should be used correctly and how problems associated with the resources are reported

AC4.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources

AC4.6 describe any potential hazards associated with the resources and methods of work

AC4.7 describe how to calculate quantity length, area and wastage of materials required associated with the method and procedure to apply coatings by the airless spray method.

## Learning outcome

The learner will:

LO5 minimise the risk of damage to the work and surrounding area when applying coatings by the airless spray method

## Assessment criteria

The learner can:

AC5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures

AC5.2 maintain a clear and tidy work space

AC5.3 dispose of waste in accordance with current legislation

AC5.4 describe how to protect work from damage and the purpose of protection in relation to spraying operations, general workplace activities, other occupations, members of the public and adverse weather conditions

AC5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

## Learning outcome

The learner will:

LO6 complete the work within the allocated time when applying coatings by the airless spray method

## Assessment criteria

The learner can:

AC6.1 demonstrate completion of the work within the estimated allocated time

AC6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:

- types of progress charts, timetables and estimated times
- organisational procedures for reporting circumstances which will affect the work programme.

## Learning outcome

The learner will:

LO7 comply with the given contract information to apply coatings by the airless spray method to the required specification

## Assessment criteria

The learner can:

AC7.1 demonstrate the following work skills when applying coatings by the airless spray method:

- preparing
- loading
- protecting
- communicating
- measuring
- assembling
- positioning
- securing
- cleaning

AC7.2 use and maintain hand, portable power tools airless spray equipment and ancillary equipment.

AC7.3 demonstrate work skills to set up and adjust spray equipment, to achieve the finish stated in the given working instructions:

- preparing coatings
- loading the system
- monitoring and maintaining supply

AC7.4 apply water-borne and/or solvent-borne coatings by airless spray to given working instructions for the following:

- broad work
- linear and structural components

AC7.5 check wet film thickness (as specified)

AC7.6 implement shut down

AC7.7 temporary shut down

AC7.8 final shut down, clean out and maintain spray equipment

AC7.9 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- establish access requirements
- check suitability of previously prepared surfaces
- provide protection by sheeting, masking and removing items
- select and assemble component parts for paint spraying equipment
- prepare and apply coatings: single pack and/or two pack systems
- load, operate, maintain (during use) and monitor the paint spray equipment
- establish air-change requirements in confined spaces
- assemble, set up, operate and shut down spray equipment
- use correct spray gun technique on broad areas, angles, linear items and complex structural features
- implement safety procedures to protect operatives and the general public from spraying activities
- identify and report spray equipment problems
- identify and rectify application problems
- identify how atmospheric conditions affect coatings and their application process

- identify the working and pot life of prepared materials prepared for use
- measure wet film thickness
- shut down, clean, maintain and store equipment
- provide information for Building Information Modelling (BIM)
- recognise and determine when specialist skills and knowledge are required and report accordingly
- identify and follow manufacturers' instructions
- work around and in close proximity to plant and machinery
- direct and guide the operations and movement of plant and machinery
- Inspect and use access equipment
- Work at height
- use hand tools, power tools and ancillary equipment

AC7.10 describe the needs of other occupations and how to effectively communicate within a team when applying coatings by the airless spray method

AC7.11 describe how to maintain the tools and equipment used when applying coatings by the airless spray method

## Unit 367

# Applying coatings by the airless spray method in the workplace

### Supporting information

#### Guidance

This unit must be assessed in a work environment, in accordance with the CITB Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed.

This unit must be assessed against the following endorsements:

One of the following:

- Decorative finishing
- Industrial painting

Plus, one of the following:

- Water-borne
- Solvent-borne

## Unit 368

## Hanging wallcoverings (standard and foundation papers) in the workplace

<b>Level:</b>	3
<b>GLH:</b>	100
<b>Assessment method:</b>	Portfolio of evidence
<b>Aim:</b>	<p>This unit aims to provide you with the necessary skills and knowledge to:</p> <ul style="list-style-type: none"><li>• interpret information</li><li>• adopt safe and healthy working practices</li><li>• select and preparing materials and associated equipment</li><li>• providing protection to the work area</li><li>• hanging foundation paper (cross), textured/relief and patterned finishing papers in non-complex locations.</li></ul>

### Learning outcome

The learner will:

LO1 interpret the given information relating to the work and resources when hanging wallcoverings (standard and foundation papers)

### Assessment criteria

The learner can:

AC1.1 interpret and extract relevant information from drawings, specifications, current regulations, schedules, risk assessments, method statements and manufacturers' information

AC1.2 comply with information and/or instructions derived from risk assessments and method statements

AC1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented

AC1.4 describe different types of information, their source and how they are interpreted in relation to:

- drawings
- specifications
- current regulations
- schedules
- risk assessments

- method statements
- manufacturers' information
- official guidance and current regulations governing buildings associated with occupational requirements.

## Learning outcome

The learner will:

LO2 know how to comply with relevant legislation and official guidance when hanging wallcoverings (standard and foundation papers)

## Assessment criteria

The learner can:

AC2.1 describe their responsibilities regarding potential accidents and health hazards, people and the environment whilst working:

- in the workplace
- below ground level
- in confined spaces
- at height
- with tools and equipment
- with materials and substances
- with movement and storage of materials by manual handling and mechanical lifting.

AC2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles

AC2.3 explain what the accident reporting procedures are and who is responsible for making reports.

AC2.4 describe the types of fire extinguishers available when hanging wallcoverings (standard and foundation papers) and describe how and when they are used

## Learning outcome

The learner will:

LO3 maintain safe and healthy working practices when hanging wallcoverings (standard and foundation papers)

## Assessment criteria

The learner can:

AC3.1 use health and safety control equipment safely and comply with work the methods of work to carry out the activity in accordance with current legislation and organisational requirements when hanging wallcoverings (standard and foundation papers)

AC3.2 demonstrate compliance with given information and relevant legislation when hanging wallcoverings (standard and foundation) in relation to all of the following:

- safe use of access equipment
- safe use, storage and handling of materials, tools and equipment
- specific risks to health.

AC3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to hanging wallcoverings (standard and foundation papers) and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:

- collective protective measures
- personal protective equipment (PPE)
- respiratory protective equipment (RPE)
- local exhaust ventilation (LEV)

AC3.4 describe how the relevant health and safety control equipment should be used in accordance with the given instructions

AC3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.

## Learning outcome

The learner will:

LO4 select the required quantity and quality of resources for the methods of work when hanging wallcoverings (standard and foundation papers)

## Assessment criteria

The learner can:

AC4.1 select resources associated with own work in relation to materials, tools and equipment

AC4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:

- surface preparation materials
- pastes and adhesives
- wallpapers
- protective sheeting
- rubbish containers/bags
- access equipment
- hand tools and associated equipment

AC4.3 describe how to confirm that the resources and materials conform to the specification.

AC4.4 describe how the resources should be used correctly and how problems associated with the resources are reported

AC4.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources

AC4.6 describe any potential hazards associated with the resources and methods of work

AC4.7 describe how to calculate quantity including wastage of materials required associated with method and procedure to hang wallcoverings (standard and foundation papers).

## Learning outcome

The learner will:

LO5 minimise the risk of damage to the work and surrounding area when hanging wallcoverings (standard and foundation papers)

## Assessment criteria

The learner can:

AC5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures

AC5.2 maintain a clear and tidy work space

AC5.3 dispose of waste in accordance with current legislation

AC5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations, members of the public and adverse weather conditions

AC5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

## Learning outcome

The learner will:

LO6 complete the work within the allocated time when hanging wallcoverings (standard and foundation papers)

## Assessment criteria

The learner can:

AC6.1 demonstrate completion of the work within the estimated allocated time.

AC6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:

- types of progress charts, timetables and estimated times
- organisational procedures for reporting circumstances which will affect the work programme.

## Learning outcome

The learner will:

LO7 comply with the given contract information when hanging wallcoverings (standard and foundation papers)

## Assessment criteria

The learner can:

AC7.1 demonstrate the following work skills when hanging wallcoverings (standard and foundation papers):

- shading
- measuring
- matching and cutting
- mixing and applying
- folding
- positioning
- fixing
- trimming
- cleaning-off

AC7.2 use and maintain hand and power tools and associated equipment.

AC7.3 demonstrate work skills to establish start and finish point and hang standard papers of substantial length to the given working instructions to the following areas:

- ceilings with any type of paper
- walls with both internal and external angles using foundation paper (cross), textured and/or relief and patterned finishing papers

AC7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- establish access requirements
- check suitability of surface to receive wallpaper
- prepare and apply pastes and adhesives
- prepare and hang paper to ceilings
- prepare and hang foundation paper, textured and/or relief and patterned finishing papers
- work to reveals and internal and external angles
- work around electrical fittings and pipework
- keep paper and adjacent surfaces clean
- provide information for Building Information Modelling (BIM)
- recognize and determine when specialist skills and knowledge are required, including traditional buildings (pre-1919), and report accordingly
- identify and follow manufacturers' instructions
- work around and in close proximity to plant and machinery
- direct and guide the operations and movement of plant and machinery.
- Inspect and use access equipment
- Work at height
- use hand tools, power tools and associated equipment

AC7.5 describe the needs of other occupations and how to effectively communicate within a team when hanging wallcoverings (standard and foundation papers)

AC7.6 describe how to maintain the tools and associated equipment used when hanging wallcoverings (standard and foundation papers)

## Unit 368

## Hanging wallcoverings (standard and foundation papers) in the workplace

### Supporting information

#### Guidance

This unit must be assessed in a work environment, in accordance with the CITB Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated except for assessment criteria 7.3.

## Unit 369

## Hanging non-standard width wallcoverings in the workplace

<b>Level:</b>	3
<b>GLH:</b>	100
<b>Assessment method:</b>	Portfolio of evidence
<b>Aim:</b>	<p>The aim of this unit is to provide the learner with the necessary skills and knowledge for:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• selecting and preparing materials and associated equipment</li><li>• providing protection to the work area</li><li>• hanging wide-width fabric-backed and paper-backed vinyls to walls</li></ul>

### Learning outcome

The learner will:

LO1 interpret the given information relating to the work and resources when hanging non-standard width wallcoverings

### Assessment criteria

The learner can:

AC1.1 interpret and extract relevant information from drawings, specifications, current regulations, schedules, risk assessments, method statements and manufacturers' information

AC1.2 comply with information and/or instructions derived from risk assessments and method statements

AC1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented

AC1.4 describe different types of information, their source and how they are interpreted in relation to:

- drawings
- specifications
- current regulations
- risk assessments
- method statements
- manufacturers' information

- official guidance and current regulations governing buildings associated with occupational requirements.

## Learning outcome

The learner will:

LO2 know how to comply with relevant legislation and official guidance when hanging non-standard width wallcoverings

## Assessment criteria

The learner can:

AC2.1 describe their responsibilities regarding potential accidents and health hazards, people and the environment whilst working:

- in the workplace
- below ground level
- in confined spaces
- at height
- with tools and equipment
- with materials and substances
- with movement and storage of materials by manual handling and mechanical lifting

AC2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.

AC2.3 explain what the accident reporting procedures are and who is responsible for making reports.

AC2.4 describe the types of fire extinguishers available when hanging non-standard width wallcoverings and describe how and when they are used. and describe how and when they are used.

## Learning outcome

The learner will:

LO3 maintain safe and healthy working practices when hanging non-standard width wallcoverings

## Assessment criteria

The learner can:

AC3.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when hanging non-standard width wallcoverings

AC3.2 demonstrate compliance with given information and relevant legislation when hanging non-standard width wallcoverings in relation to all of the following:

- safe use of access equipment

- safe use, storage and handling of materials, tools and equipment
- specific risks to health

AC3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to hanging non-standard width wallcoverings, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:

- collective protective measures
- personal protective equipment (PPE)
- respiratory protective equipment (RPE)
- local exhaust ventilation (LEV)

AC3.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions

AC3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.

## Learning outcome

The learner will:

LO4 select the required quantity and quality of resources for the methods of work to hang non-standard width wallcoverings

## Assessment criteria

The learner can:

AC4.1 select resources associated with own work in relation to materials, tools and equipment

AC4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:

- primer and sealer
- adhesives
- non-standard width wallcoverings
- protective sheeting
- waste containers and bags
- access equipment
- hand tools, power tools and associated equipment

AC4.3 describe how to confirm that the resources and materials conform to the specification.

AC4.4 describe how the resources should be used correctly and how problems associated with the resources are reported

AC4.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources

describe any potential hazards associated with the resources and methods of work

describe how to calculate quantity including wastage of materials required associated with the method and procedure to hang non-standard width wallcoverings.

## Learning outcome

The learner will:

LO5 minimise the risk of damage to the work and surrounding area when hanging non-standard width wallcoverings

## Assessment criteria

The learner can:

AC5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures

AC5.2 maintain a clear and tidy work space

AC5.3 dispose of waste in accordance with current legislation

AC5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations members of the public and adverse weather conditions

AC5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

## Learning outcome

The learner will:

LO6 complete the work within the allocated time when hanging non-standard width wallcoverings

## Assessment criteria

The learner can:

AC6.1 demonstrate completion of the work within the estimated allocated time

AC6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:

- types of progress charts, timetables and estimated times
- organisational procedures for reporting circumstances which will affect the work programme.

## Learning outcome

The learner will:

LO7 comply with the given contract information to hang non-standard width wallcoverings

## Assessment criteria

The learner can:

AC7.1 demonstrate the following work skills when hanging non-standard wallcoverings to:

- shade
- measure
- cut
- mix and apply
- fold
- position and fix
- trim
- clean off

AC7.2 use and maintain hand and power tools and associated equipment.

AC7.3 demonstrate work skills to establish start and finish point plan, cut and hang to sequence wide-width wallcoverings to given working instructions and/or manufacturer's instructions including broad areas with:

- Internal angles
- External angles
- Reveals and features

AC7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- establish access requirements
- check suitability of previously prepared surfaces
- prepare appropriate primer sealer and adhesives
- prepare and hang paper to ceilings
- prepare and hang non-standard width wallcoverings
- check manufacturers' instructions and form appropriate joints using joint cutter or protective strip, knife and straight edge.
- work to broad wall areas with reveals and internal and external angles
- work around electrical fittings and pipework
- keep the material and adjacent surfaces clean
- provide information for Building Information Modelling (BIM)
- recognise and determine when specialist skills and knowledge are required and report accordingly
- identify and follow manufacturers' instructions
- work around and in close proximity to plant and machinery.
- Inspect and use access equipment
- Work at height
- Use hand tools, power tools and associated equipment

AC7.5 describe the needs of other occupations and how to effectively communicate within a team when hanging non-standard width wallcoverings

AC7.6 describe how to maintain the tools and associated equipment used when hanging non-standard wallcoverings.

## **Unit 369**

# **Hanging non-standard width wallcoverings in the workplace**

### Supporting information

#### **Guidance**

This unit must be assessed in a work environment, in accordance with the CITB Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated except for assessment criteria 7.3

This unit must be assessed against the endorsements detailed within the relevant NVQ structure. Please refer to the NVQ structure applicable to the qualification/occupational area in which the candidate is being assessed.

## Unit 370

# Applying coatings by the air spray method in the workplace

<b>Level:</b>	3
<b>GLH:</b>	70
<b>Assessment method:</b>	Portfolio of evidence
<b>Aim:</b>	<p>The aim of this unit is to provide the learner with the necessary skills and knowledge for:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• selecting and preparing materials and associated equipment</li><li>• providing protection to the work area</li><li>• assembling and setting up the high-volume low pressure (HVLPP) air spray systems</li><li>• applying coatings with air spray equipment</li><li>• cleaning out and maintaining the air spray equipment</li></ul>

### Learning outcome

The learner will:

LO1 interpret the given information relating to the work and resources when applying coatings by the air spray method

### Assessment criteria

The learner can:

AC1.1 interpret and extract relevant information from drawings, specifications, current regulations, schedules, risk assessments, method statements and manufacturers' information

AC1.2 comply with information and/or instructions derived from risk assessments and method statements

AC1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented

AC1.4 describe different types of information, their source and how they are interpreted in relation to:

- drawings
- specifications
- current regulations

- schedules
- risk assessments
- method statements
- manufacturers' information
- official guidance and current regulations governing buildings associated with occupational requirements

## Learning outcome

The learner will:

LO2 know how to comply with relevant legislation and official guidance when applying coatings by the air spray method

## Assessment criteria

The learner can:

AC2.1 describe their responsibilities regarding first aid procedures, potential accidents and health hazards, people and the environment whilst working:

- in the workplace
- below ground level
- in confined spaces
- at height
- with tools and equipment
- with materials and substances
- with movement and storage of materials by manual handling and mechanical lifting

AC2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles

AC2.3 explain what the accident reporting procedures are and who is responsible for making reports.

AC2.4 describe the types of fire extinguishers available when applying coatings by the air spray and describe how and when they are used.

## Learning outcome

The learner will:

LO3 maintain safe and healthy working practices when applying coatings by the air spray method

## Assessment criteria

The learner can:

AC3.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when applying coatings by the air spray method

AC3.2 demonstrate compliance with given information and relevant legislation when applying coatings by the air spray method in relation to all of the following:

- safe use of access equipment
- safe use, storage and handling of material tools and equipment
- specific risks to health

AC3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to applying coatings by the air spray method, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:

- collective protective measures
- personal protective equipment (PPE)
- respiratory protective equipment (RPE)
- local exhaust ventilation (LEV)

AC3.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions

AC3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities (to include air and fluid injection).

## Learning outcome

The learner will:

\LO4 select the required quantity and quality of resources for the methods of work to apply coatings by the air spray method

## Assessment criteria

The learner can:

AC4.1 select resources associated with own work in relation to materials, tools and equipment

AC4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:

- water-borne and solvent-borne coatings
- masking materials: masking tape, masking paper, dust sheets, masking shield
- two pack coatings (base, activator and solvents)
- protective sheeting
- access equipment
- hand tools, wet film thickness gauges and air spray equipment (high volume low pressure [HVLP]) and ancillary equipment

AC4.3 describe how to confirm that the resource and material conform to the specification.

AC4.4 describe how the resources should be used correctly and how problems associated with the resources are reported

AC4.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources

AC4.6 describe any potential hazards associated with the resources and methods of work and how they are overcome.

AC4.7 describe how to calculate quantity, including wastage of materials required associated with the method and procedure to apply coatings by the air spray method.

## Learning outcome

The learner will:

LO5 minimise the risk of damage to the work and surrounding area when applying coatings by the air spray method

## Assessment criteria

The learner can:

AC5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures

AC5.2 maintain a clear and tidy work space

AC5.3 dispose of waste in accordance with current legislation

AC5.4 describe how to protect work from damage and the purpose of protection in relation to, general workplace activities, other occupations, members of the public and adverse weather conditions

AC5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

## Learning outcome

The learner will:

LO6 complete the work within the allocated time when applying coatings by the air spray method

## Assessment criteria

The learner can:

AC6.1 demonstrate completion of the work within the estimated allocated time

AC6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:

- types of progress charts, timetables and estimated times
- organisational procedures for reporting circumstances which will affect the work programme.

## Learning outcome

The learner will:

LO7 comply with the given contract information to apply coatings by the airless spray method to the required specification

## Assessment criteria

The learner can:

AC7.1 demonstrate the following work skills when applying coatings by the air spray method:

- preparing
- loading
- protecting
- communicating
- measuring
- assembling
- positioning
- securing
- cleaning

AC7.2 set up and adjust spray equipment (high volume low pressure [hvlp] systems) to achieve the finish stated in the given working instructions, relating to:

- preparing coatings
- loading the system
- monitoring and maintaining supply

AC7.3 apply water-borne and/or solvent-borne coatings by high volume low pressure [HVLP] air spray systems to given working instructions for the following:

- broad work
- linear and structural components

AC7.4 check wet film thickness (as specified)

AC7.4 shut down and clean out spray equipment to given working instructions

AC7.6 use and maintain hand and power tools and associated equipment

AC7.7 implement shut down procedures

AC7.8 temporary shut down

AC7.9 final shut down, clean out and maintain spray equipment

AC7.10 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- establish access requirements
- check suitability of previously prepared surfaces
- provide protection by sheeting, masking and removing items
- select and assemble component parts for spraying equipment (high volume low pressure [HVLP] systems)
- prepare coatings: single-pack and two-pack systems
- load, operate, maintain (during use) and monitor the paint spray equipment
- establish air-change requirements in confined areas
- assemble, set up, operate and shut down spray equipment
- use correct spray gun technique on broad areas, angles, linear items and complex structural features
- plan the safety of operative and the general public from spraying activities
- identify and report spray equipment problems
- identify and rectify application problems
- measure wet film thickness with gauges
- shut down, clean, maintain and store equipment

- identify how atmospheric conditions affect coatings and their application process
- identify the working life of prepared materials
- provide information for Building Information Modelling (BIM)
- recognise and determine when specialist skills and knowledge are required and report accordingly
- identify and follow manufacturers' instructions
- work around and in close proximity to plant and machinery
- direct and guide the operations and movement of plant and machinery
- work at height
- inspect and use access equipment
- use hand tools and ancillary equipment

AC7.11 describe the needs of other occupations and how to effectively communicate within a team when applying coatings by the air spray method

AC7.12 describe how to maintain the spray equipment, hand tools and power tools and ancillary equipment used when applying coatings by the air spray method.

## Unit 370

# Applying coatings by the air spray method in the workplace

### Supporting information

#### Guidance

This unit must be assessed in a work environment, in accordance with the CITB Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ Structure. Please refer to the NVQ Structure applicable to the qualification/occupational area in which the candidate is being assessed.

This unit must be assessed against the following endorsement:

One of the following:

- water-borne
- solvent-borne.

## Unit 371

# Applying surface coatings by brush and roller in the workplace

<b>Level:</b>	3
<b>GLH:</b>	30
<b>Assessment method:</b>	Portfolio of evidence
<b>Aim:</b>	<p>This unit aims to provide the learner with the necessary skills and knowledge to:</p> <ul style="list-style-type: none"><li>• interpret instructions</li><li>• adopt safe and healthy working practices</li><li>• select materials, components and equipment</li><li>• work on previously prepared surfaces</li><li>• apply water-borne and solvent-borne coatings, using brush and roller application techniques to new surfaces.</li></ul>

### Learning outcome

The learner will:

LO1 interpret the given information relating to the work and resources when applying surface coatings by brush and roller

### Assessment criteria

The learner can:

AC1.1 interpret and extract relevant information from drawings, specifications, current regulations schedules, risk assessments, method statements and manufacturers' information

AC1.2 comply with information and/or instructions derived from risk assessments and method statements

AC1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented

AC1.4 describe different types of information, their source and how they are interpreted in relation to:

- drawings
- specifications
- current legislation
- risk assessments
- method statements
- manufacturers' information

- official guidance and current regulations governing buildings associated with occupational requirements.

## Learning outcome

The learner will:

LO2 know how to comply with relevant legislation and official guidance when applying surface coatings by brush and roller

## Assessment criteria

The learner can:

AC2.1 describe their responsibilities regarding potential accidents, health hazards, people and the environment whilst working:

- in the workplace
- below ground level
- in confined spaces
- at height
- with tools and equipment
- with materials and substances
- with movement and storage of materials by manual handling and mechanical lifting

AC2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles

AC2.3 explain what the accident reporting procedures are and who is responsible for making reports.

AC2.4 describe the types of fire extinguishers available and when applying surface coatings by brush and roller and describe how and when they are used.

## Learning outcome

The learner will:

LO3 maintain safe and healthy working practices when applying surface coatings by brush and roller

## Assessment criteria

The learner can:

AC3.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when applying paint systems by brush and/or roller

AC3.2 demonstrate compliance with given information and relevant legislation when applying surface coatings by brush and roller

- safe use of access equipment

- safe use, storage and handling of materials, tools and equipment
- specific risks to health

AC3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to applying surface coatings by brush and roller, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:

- collective protective measures
- personal protective equipment (PPE)
- respiratory protective equipment (RPE)
- local exhaust ventilation (LEV)

AC3.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions

AC3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.

## Learning outcome

The learner will:

LO4 select the required quantity and quality of resources for the methods of work to apply surface coatings by brush and roller

## Assessment criteria

The learner can:

AC4.1 select resources associated with own work in relation to materials, components, fixings, tools and equipment

AC4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:

- water-borne and solvent-borne coatings
- primers, sealers, intermediate coatings (undercoats) and finishes (single and two pack coatings)
- single-product systems (e.g., emulsions, varnishes, timber preservative treatments)
- specialist coatings
- solvents and/or thinners
- appropriate brushes, rollers and other associated equipment
- protective sheeting and masking materials
- plant and access equipment
- hand tools and associated equipment

AC4.3 describe how to confirm that the resources and materials conform to the specification.

AC4.4 describe how the resources should be used correctly and how problems associated with the resources are reported.

AC4.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources

AC4.6 describe any potential hazards associated with the resources and methods of work

AC4.7 describe how to calculate quantity including wastage of materials associated with the method/procedure to apply surface coatings by brush and roller.

### **Learning outcome**

The learner will:

LO5 minimise the risk of damage to the work and surrounding area when applying surface coatings by brush and roller

### **Assessment criteria**

The learner can:

AC5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures

AC5.2 maintain a clean and tidy workspace.

AC5.3 dispose of waste in accordance with current legislation

AC5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations, members of the public and adverse weather conditions

AC5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

### **Learning outcome**

The learner will:

LO6 complete the work within the allocated time when applying surface coatings by brush and roller

### **Assessment criteria**

The learner can:

AC6.1 demonstrate completion of the work within the estimated allocated time

AC6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:

- types of progress charts, timetables and estimated times
- organisational procedures for reporting circumstances which will affect the work programme.

### **Learning outcome**

The learner will:

LO7 comply with the given contract information to apply surface coatings by brush and roller to the required specification

## Assessment criteria

The learner can:

AC7.1 demonstrate the following work skills when applying surface coatings by brush and roller:

- matching
- mixing
- pouring
- diluting
- loading
- laying-on
- laying-off
- and cutting-in

AC7.2 use and maintain hand and power tools and associated equipment.

AC7.3 apply water-borne and/or solvent-borne coatings to internal and/or external surfaces for industrial and/or non-industrial situations, to given working instructions, for:

- linear/trim broad areas and structural and architectural work by brush and/or roller

AC7.4 describe how to apply safe and health work practices, follow procedures, report problems and establish the authority needed to rectify them to:

- Establish access requirements
- Check suitability of previously decorated or prepared surfaces
- Prepare and apply water-borne, solvent-borne and two pack coatings by brush and roller.
- coat broad areas, trim and structural and/or architectural features.
- stripe-coat surface features (industrial environment)
- test wet and dry film thickness
- identify how atmospheric conditions affect coatings and their application process
- identify the working and pot life of materials prepared for use.
- provide information for Building Information Modelling (BIM)
- recognise and determine when specialist skills and knowledge are required and report accordingly
- identify and follow manufacturers' instructions
- work around and in close proximity to plant and machinery
- direct and guide the operations and movement of plant and machinery
- work at height
- inspect and use access equipment
- use appropriate brushes, rollers and associated tools and equipment.

AC7.5 describe the needs of other occupations and how to communicate effectively communicate within a team and with members of the public who may be affected when applying surface coatings by brush and roller

AC7.6 describe how to maintain brushes, rollers and the associated tools and equipment used when applying surface coatings by brush and roller.

## Unit 371

# Applying surface coatings by brush and roller in the workplace

### Supporting information

#### Guidance

This unit must be assessed in a work environment, in accordance with the CITB Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

This unit must be assessed against the following endorsement:

One of the following:

- Decorative finishing
- Industrial painting.

## Unit 372

## Hanging wallcoverings to complex surfaces in the workplace

<b>Level:</b>	3
<b>GLH:</b>	110
<b>Assessment method:</b>	Portfolio of evidence
<b>Aim:</b>	<p>The aim of this unit is to provide the learner with the necessary skills and knowledge for:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• selecting and preparing materials and associated equipment</li><li>• providing protection to the work area</li><li>• hanging wallcoverings to complex surfaces</li><li>• cleaning and maintaining relevant equipment.</li></ul>

### Learning outcome

The learner will:

LO1 interpret the given information relating to the work and resources when hanging wallcoverings to complex surfaces.

### Assessment criteria

The learner can:

AC1.1 interpret and extract relevant information from:

- drawings
- specifications
- current regulations
- schedules
- risk assessments
- method statements
- manufacturers' information

AC1.2 comply with information and/or instructions derived from:

- risk assessments
- method statements

AC1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented

AC1.4 describe different types of information, their source and how they are interpreted in relation to:

- drawings
- specifications
- current regulations
- schedules
- risk assessments
- method statements
- manufacturers' information.
- official guidance and current regulations governing buildings associated with occupational requirements

## Learning outcome

The learner will:

LO2 know how to comply with relevant legislation and official guidance when hanging wallcoverings to complex surfaces.

## Assessment criteria

The learner can:

describe their responsibilities regarding potential accidents and health hazards, people and the environment whilst working:

- in the workplace
- below ground level
- in confined spaces
- at height
- with tools and equipment
- with materials and substances
- with movement and storage of materials by manual handling and mechanical lifting

AC2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to:

site

- workplace
- company
- operative
- vehicles

AC2.3 explain what the accident reporting procedures are and who is responsible for making reports.

AC2.4 describe the types of fire extinguishers available when hanging wallcoverings to complex surfaces and describe how and when they are used

## Learning outcome

The learner will:

LO3 maintain safe and healthy working practices when hanging wallcoverings to complex surfaces.

### Assessment criteria

The learner can:

AC3.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with:

- current legislation organisational requirements when hanging
- wallcoverings to complex surfaces

AC3.2 demonstrate compliance with given information and relevant legislation when hanging wallcoverings to complex surfaces in relation to all of the following:

- Safe use of access equipment
- safe use, storage and handling of materials, tools and equipment
- specific risks to health

AC3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to hanging wallcoverings to complex surfaces, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:

- collective protective measures
- Personal Protective Equipment (PPE)
- Respiratory Protective Equipment (RPE)
- Local Exhaust Ventilation (LEV)

AC3.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions

AC3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, other task-related activities.

### Learning outcome

The learner will:

LO4 select the required quantity and quality of resources for the methods of work to hang wallcoverings to complex surfaces.

### Assessment criteria

The learner can:

AC4.1 select resources associated with own work in relation to materials, tools and equipment

AC4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:

- surface preparation materials
- pastes and adhesives
- wallcoverings
- protective sheeting

- waste containers and/or bags
- plant and access equipment
- hand tools, power tools and associated equipment

AC4.3 describe how to confirm that the resources and materials conform to the specification

AC4.4 describe how the resources should be used correctly and how problems associated with the resources are reported explain why the organisational procedures have been developed and how they are used for the selection of required resources

AC4.5 describe any potential hazards associated with the resources and methods of work

AC4.5 describe how to calculate quantity and length including wastage associated with the method/procedure to hang wallcoverings to complex surfaces.

## Learning outcome

The learner will:

LO5 minimise the risk of damage to the work and surrounding area when hanging wallcoverings to complex surfaces.

## Assessment criteria

The learner can:

AC5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures

AC5.2 maintain a clear and tidy work space

AC5.3 dispose of waste in accordance with current legislation

AC5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities other occupations, members of the public and adverse weather conditions

AC5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

## Learning outcome

The learner will:

LO6 complete the work within the allocated time when hanging wallcoverings to complex surfaces.

## Assessment criteria

The learner can:

AC6.1 demonstrate completion of the work within the estimated allocated time

AC6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:

- types of progress charts, timetables and estimated times

- organisational procedures for reporting circumstances which will affect the work programme.

## Learning outcome

The learner will:

LO7 comply with the given contract information to hang wallcoverings to complex surfaces to the required specification.

## Assessment criteria

The learner can:

AC7.1 demonstrate the following work skills when hanging wallcoverings to complex surfaces:

- shading
- measuring
- matching and cutting
- mixing and applying
- folding
- positioning
- fixing
- trimming
- cleaning-off

AC7.2 use and maintain hand and power tools associated equipment

AC7.3 establish start and finish point and hang substantial length foundation or finishing wallcoverings to given working instructions for three of the following (including at least one with a matching patterned wallcoverings):

- sloping ceiling
- free-standing columns and/or pillars
- stairwells
- ceiling (above average span)
- alcoves and/or niches and/or arches
- complex structural wall features including internal and external angles

AC7.4 work around electrical fittings and pipework

AC7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- establish access requirements
- check suitability of surface to receive wallcovering
- prepare pastes and adhesives
- prepare and hang matching patterned wallcovering to ceilings (above average span)
- prepare and hang foundation textured and/or relief and patterned finishing wallcovering to:
  - sloping ceilings
  - free-standing columns and/or pillars
  - stairwells
  - complex structural features including internal and external angles

- ceilings of above average span
- alcoves/niches/arches
- work around electrical fittings and pipework
- provide information for Building Information Modelling (BIM)
- identify and follow manufactures instructions
- work around and in close proximity to plant and machinery
- direct and guide the operations and movement of plant and machinery
- inspect and use access equipment
- work at height
- use hand tools, power tools, and associated equipment

AC7.6 describe the needs of other occupations and how to effectively communicate within a team when hanging wallcoverings to complex surfaces

AC7.7 describe how to maintain the hand and power tools and associated equipment used when hanging wallcoverings to complex surfaces.

## Unit 372

## Hanging wallcoverings to complex surfaces in the workplace

### Supporting information

#### Guidance

This unit must be assessed in a work environment, in accordance with the CITB Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

This unit must be assessed against the endorsements detailed within the relevant NVQ Structure. Please refer to the NVQ Structure applicable to the qualification/occupational area in which the candidate is being assessed.

This unit must be assessed against three of the following endorsements:

Including at least one with matching patterned paper

- sloping ceilings
- free-standing column and or pillars
- stairwells
- ceilings (above average span)
- alcoves and /or arches
- complex structural wall features including internal and external angles.

## Unit 373

## Producing comb textured finishes in the workplace

<b>Level:</b>	3
<b>GLH:</b>	50
<b>Assessment method:</b>	Portfolio of evidence
<b>Aim:</b>	<p>The aim of this unit is to provide the learner with the necessary skills and knowledge for:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• selecting and preparing materials and associated equipment</li><li>• providing protection to the work area</li><li>• producing comb textures finishes safely and with minimal waste</li><li>• cleaning and maintaining equipment.</li></ul>

### Learning outcome

The learner will:

LO1 interpret the given information relating to the work and resources when producing comb textured finishes.

### Assessment criteria

The learner can:

AC1.1 interpret and extract relevant information from drawings, specifications, current regulations, asbestos report, schedules, risk assessments, method statements, manufacturers' information

AC1.2 comply with information and/or instructions derived from risk assessments and method assessments.

AC1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented

AC1.4 describe different types of information, their source and how they are interpreted in relation to:

- drawings
- specifications
- current legislation
- schedules
- risk assessments

- method statements
- manufacturers' information.
- official guidance and current regulations governing buildings associated with occupational requirements.

## Learning outcome

The learner will:

LO2 know how to comply with relevant legislation and official guidance when producing comb textured finishes.

## Assessment criteria

The learner can:

AC2.1 describe their responsibilities regarding potential accidents and health hazards, people and the environment, whilst working:

- in the workplace
- below ground level.
- in confined spaces
- at height
- with tools and equipment
- with materials and substances
- with movement and storage of materials by manual handling and mechanical lifting

AC2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.

AC2.3 explain what the accident reporting procedures are and who is responsible for making reports.

AC2.4 describe the types of fire extinguishers available when producing comb textured finishes and describe how and when they are used.

## Learning outcome

The learner will:

LO3 maintain safe and healthy working practices when producing comb textured finishes.

## Assessment criteria

The learner can:

AC3.1 use health and safety control equipment and access equipment to carry out the activity in accordance with current legislation and organisational requirements when producing comb textured finishes

AC3.2 demonstrate compliance with given information and relevant legislation when producing comb textured finishes in relation to all of the following:

- safe use of access equipment

- safe use, storage and handling of materials, tools and equipment
- specific risks to health including any highlighted by asbestos report.

AC3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to producing comb textured finishes, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:

- Collective protective measures
- Personal Protective Equipment (PPE)
- Respiratory Protective Equipment (RPE)
- Local Exhaust Ventilation (LEV)

AC3.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions

AC3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fire, spillages, injuries and other task-related activities. .

## Learning outcome

The learner will:

LO4 select the required quantity and quality of resources for the methods of work to produce comb textured finishes.

## Assessment criteria

The learner can:

AC4.1 select resources associated with own work in relation to materials, tools and equipment

AC4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:

- powder-based and ready-mixed texturing materials
- primer and/or sealer
- protective sheeting and masking materials
- waste containers and/or bags
- plant and access equipment
- hand tools, power tools and associated equipment

AC4.3 describe how to confirm that the resources and materials confirm to the specification

AC4.4 describe how the resources should be used correctly and how problems associated with the resources are reported.

AC4.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources

AC4.6 describe any potential hazards associated with the resources and methods of work

AC4.7 describe how to calculate quantity, including wastage of materials required associated with the method and procedure to produce comb textured finishes.

## Learning outcome

The learner will:

LO5 minimise the risk of damage to the work and surrounding area when producing comb textured finishes.

## Assessment criteria

The learner can:

AC5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures

AC5.2 maintain a clear and tidy work space

AC5.3 dispose of waste in accordance with current legislation

AC5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations, members of the public and atmospheric weather conditions

AC5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

## Learning outcome

The learner will:

LO6 complete the work within the allocated time when producing comb textured finishes.

## Assessment criteria

The learner can:

AC6.1 demonstrate completion of the work within the estimated allocated time

AC6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:

AC6.3 types of progress charts, timetables and estimated times

organisational procedures for reporting circumstances which will affect the work programme.

## Learning outcome

The learner will:

LO7 comply with the given contract information to produce comb textured finishes to the required specification.

## Assessment criteria

The learner can:

AC7.1 demonstrate the following work skills when producing comb textured finishes:

- mixing
- applying
- brushing and/or trowelling
- combing
- cleaning

AC7.2 prepare materials and produce combed textured finishes to walls and/or ceilings of circle and/or fan pattern and one other manufacturers' recognised comb design.

AC7.3 Use hand tools, power tools and associated equipment

AC7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- establish access requirements
- prepare previously textured existing and new surfaces for texturing
- prepare texturing materials
- produce a circle and/or fan pattern design
- produce other comb designs as found in trade and manufacturers' literature
- Work around electrical fittings and pipe work
- Identify how atmospheric conditions affect coatings and their application process.
- Identify the working life of prepared materials
- Provide information for Building Information Modelling (BIM)
- recognise and determine when specialist skills and knowledge are required and report accordingly
- identify and follow manufacturer's instructions
- work around and in close proximity to plant and machinery
- direct and guide the operations and movement of plant and machinery
- inspect and use access equipment
- use hand tools, power tools and associated equipment.

AC7.5 describe the needs of other occupations and how to effectively communicate within a team when producing comb textured finishes

AC7.6 describe how to maintain the hand tools, power tools and associated, equipment used when producing comb textured finishes.

## **Unit 373**

## **Producing comb textured finishes in the workplace**

### Supporting information

#### **Guidance**

This unit must be assessed in a work environment, in accordance with the CITB Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

## Unit 374

# Applying metal leaf to surfaces in the workplace

<b>Level:</b>	3
<b>GLH:</b>	30
<b>Assessment method:</b>	Portfolio of evidence
<b>Aim:</b>	<p>The aim of this unit is to provide the learner with the necessary skills and knowledge for:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• selecting and preparing materials and associated equipment</li><li>• providing protection to the work area</li><li>• applying metal leaf safely and with minimal waste</li><li>• cleaning and maintaining equipment</li></ul>

### Learning outcome

The learner will:

LO1 interpret the given information relating to the work and resources when applying metal leaf to surfaces.

### Assessment criteria

The learner can:

AC1.1 interpret and extract relevant information from drawings, specifications, current regulations, schedules, risk assessments method statements and manufacturers' information.

AC1.2 comply with information and/or instructions derived from risk assessments and method statements

AC1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented

- describe different types of information, their source and how they are interpreted in relation to:
  - drawings
  - specifications
  - current legislation
  - schedules
  - risk assessments
  - method statements

- manufacturers' information
- official guidance and current regulations governing buildings associated with occupational requirements.

## Learning outcome

The learner will:

LO2 know how to comply with relevant legislation and official guidance when applying metal leaf to surfaces.

## Assessment criteria

The learner can:

AC2.1 describe their responsibilities regarding potential accidents and health hazards, people and the environment whilst working:

- in the workplace
- below ground level
- in confined spaces
- at height
- with tools and equipment
- with materials and substances
- with movement and storage of materials by manual handling and mechanical lifting

AC2.2 describe the organisational security procedures for tools, equipment and personal

AC2.3 belongings in relation to site, workplace, company, operative and vehicles.

AC2.4 explain what the accident reporting procedures are and who is responsible for making reports.

AC2.5 describe the types of fire extinguishers available when applying metal leaf to surfaces and describe how and when they are used.

## Learning outcome

The learner will:

LO3 maintain safe and healthy working practices when applying metal leaf to surfaces.

## Assessment criteria

The learner can:

AC3.1 use health and safety control equipment and access equipment to carry out the activity in accordance with current legislation and organisational requirements when applying metal leaf to surfaces

AC3.2 demonstrate compliance with given information and relevant legislation when applying metal leaf to surfaces in relation to all of the following:

- safe use of access equipment
- safe use, storage and handling of materials, tools and equipment

- specific risks to health.

AC3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to applying metal leaf to surfaces, and the types, purpose, and limitations of each type, the work situation and general work environment, in relation to:

- collective protective measures
- Personal Protective Equipment (PPE)
- Respiratory Protective Equipment (RPE)
- Local Exhaust Ventilation (LEV)

AC3.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions

AC3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages injuries and other task-related activities.

## Learning outcome

The learner will:

LO4 select the required quantity and quality of resources for the methods of work to apply metal leaf to surfaces.

## Assessment criteria

The learner can:

AC4.1 select resources associated with own work in relation to materials, tools and equipment

AC4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:

- loose leaf metal and transfer metal
- gold sizes
- barrier coats and protective coatings
- cotton wool
- waste containers and/or bags and skewing bags
- access equipment
- hand tools and ancillary equipment

AC4.3 describe how to confirm that the resources and materials conform to the specification.

AC4.4 describe how the resources should be used correctly and how problems associated with the resources and are resorted.

AC4.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources

AC4.6 describe any potential hazards associated with the resources and methods of work

AC4.7 describe how to calculate quantity including wastage of materials associated with the method and procedure to apply metal leaf to surfaces.

## Learning outcome

The learner will:

LO5 minimise the risk of damage to the work and surrounding area when applying metal leaf to surfaces.

## Assessment criteria

The learner can:

AC5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures

AC5.2 maintain a clear and tidy work space

AC5.3 dispose of waste in accordance with current legislation

AC5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations, members of the public and atmospheric weather conditions

AC5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

## Learning outcome

The learner will:

LO6 complete the work within the allocated time when applying metal leaf to surfaces.

## Assessment criteria

The learner can:

AC6.1 demonstrate completion of the work within the estimated allocated time

AC6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:

- types of progress charts, timetables and estimated times
- organisational procedures for reporting circumstances which will affect the work programme.

## Learning outcome

The learner will:

LO7 comply with the given contract information to apply metal leaf to surfaces to the required specification.

## Assessment criteria

The learner can:

AC7.1 demonstrate the following work skills when applying metal leaf to surfaces:

- cutting
- picking-up
- laying-on
- burnishing
- sealing when required

AC7.2 apply appropriate barrier coat as required

AC7.3 apply appropriate gold size, loose leaf metal, and transfer metal skew and burnish, to given working instructions relating to the following areas:

- flat areas
- detailed and/or ornate areas

AC7.4 use hand tools and associated equipment

AC7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them to:

- establish access requirements
- check suitability of previously prepared surfaces
- clean surfaces for application
- prepare and apply suitable barrier coat when required
- identify starting and finishing points
- prepare and apply solvent-borne and water-borne gold size and loose-leaf metal and transfer metal to flat and ornate surfaces
- remove barrier coat from finished work
- skew surplus materials
- burnish metal surfaces
- apply protective coatings when required
- identify how atmospheric conditions affect gold size protective coatings and their application process
- provide information for Building Information Modelling (BIM)
- recognise and determine when specialist skills and knowledge are required and report accordingly
- determine specific requirements for structures of special interest, traditional build (pre-1919) and historical significance
- identify and follow manufacturers' instructions
- work around and in close proximity to plant and machinery
- inspect and use access equipment
- use hand tools and associated equipment

AC7.6 describe the needs of other occupations and how to effectively communicate within a

AC7.7 team when applying metal leaf to surfaces

describe how to maintain the tools and equipment used when applying metal leaf to surfaces.

## Unit 374

# Applying metal leaf to surfaces in the workplace

### Supporting information

#### Guidance

This unit must be assessed in a work environment, in accordance with the CITB Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the following endorsements:

- loose leaf metal
- transfer metal.

## Unit 375

## Producing quality replica marble finishes in the workplace

<b>Level:</b>	3
<b>GLH:</b>	30
<b>Assessment method:</b>	Portfolio of evidence
<b>Aim:</b>	<p>The aim of this unit is to provide the learner with the necessary skills and knowledge for:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• selecting and preparing materials and associated equipment</li><li>• providing protection to the work area</li><li>• producing quality replica marble finishes safely and with minimal waste</li><li>• cleaning and maintaining equipment.</li></ul>

### Learning outcome

The learner will:

LO1 interpret the given information relating to the work and resources when producing quality replica marble finishes.

### Assessment criteria

The learner can:

AC1.1 interpret and extract relevant information from drawings, specifications, current regulations, schedules, risk assessments, method statements and manufacturers' information

AC1.2 comply with information and/or instructions derived from risk assessments and method statements

AC1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented

AC1.4 describe different types of information, their source and how they are interpreted in relation to:

- drawings
- specifications
- current legislation
- schedules
- risk assessments

- method statements
- manufacturer's information
- official guidance and current regulations governing buildings associated with occupational requirements

## Learning outcome

The learner will:

LO2 know how to comply with relevant legislation and official guidance when producing quality replica marble finishes.

## Assessment criteria

The learner can:

AC2.1 describe their responsibilities regarding potential accidents and health hazards, people and the environment whilst working:

- in the workplace
- below ground level
- in confined spaces
- at height
- with tools and equipment
- with materials and substances
- with movement and storage of materials by manual handling and mechanical lifting

AC2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles

AC2.3 explain what the accident reporting procedures are and who is responsible for making reports.

AC2.4 describe the types of fire extinguishers available when producing quality replica marble finishes and describe how and when they are used.

## Learning outcome

The learner will:

LO3 maintain safe and healthy working practices when producing quality replica marble finishes.

## Assessment criteria

The learner can:

AC3.1 use health and safety control equipment and access equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when producing quality replica marble finishes

AC3.2 demonstrate compliance with given information and relevant legislation when producing quality replica marble finishes in relation to all of the following:

- safe use of access equipment
- safe use, storage and handling of materials, tools and equipment
- specific risks to health.

AC3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to producing quality replica marble finishes and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:

- collective protective measures
- Personal Protective Equipment (PPE)
- Respiratory Protective Equipment (RPE)
- Local Exhaust Ventilation (LEV)

AC3.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions

AC3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.

## Learning outcome

The learner will:

LO4 select the required quantity and quality of resources for the methods of work to produce quality replica marble finishes.

## Assessment criteria

The learner can:

AC4.1 select resources associated with own work in relation to materials, tools and equipment

AC4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:

- water-borne and solvent-borne proprietary scumbles and scumble glazes
- paints, stainers, binders, solvents, pigments, appropriate protective coatings and driers
- protective sheeting and masking materials
- waste containers and/or bags
- access equipment
- hand tools and ancillary equipment

AC4.3 describe how to confirm that the resources and materials conform to the specification.

AC4.4 describe how the resources should be used correctly and how problems associated with the resources are reported

AC4.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources

AC4.6 describe any potential hazards associated with the resources and methods of work

AC4.7 describe how to calculate quantity, including wastage of materials associated with the method and procedure to produce quality replica marble finishes.

## Learning outcome

The learner will:

LO5 minimise the risk of damage to the work and surrounding area when producing quality replica marble finishes.

## Assessment criteria

The learner can:

AC5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures

AC5.2 maintain a clear and tidy work space

AC5.3 dispose of waste in accordance with current legislation

AC5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations, members of the public and atmospheric conditions.

AC5.5 explain why the disposal of waste should be carried out safely in accordance with:

- environmental responsibilities
- organisational procedures
- manufacturers' information
- statutory regulations
- official guidance.

## Learning outcome

The learner will:

LO6 complete the work within the allocated time when producing quality replica marble finishes.

## Assessment criteria

The learner can:

AC6.1 demonstrate completion of the work within the estimated allocated time

AC6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:

- types of progress charts, timetables and estimated times
- organisational procedures for reporting circumstances which will affect the work programme.

## Learning outcome

The learner will:

LO7 comply with the given contract information to produce quality replica marble finishes to the required specification.

## Assessment criteria

The learner can:

AC7.1 demonstrate the following work skills when producing quality replica marble finishes:

- mixing
- blending
- pouring
- diluting
- masking
- laying-onstippling
- hsoftening
- feathering
- opening-up
- wiping out

AC7.2 use and maintain hand tools and associated equipment

AC7.3 prepare high quality grounds and produce quality replica marble finishes on broad and linear work, by at least two distinct stages, using water-borne and/or solvent-borne scumble to given working instructions for at least two of the following:

- Carrara
- Verte De Mer
- Sienna

AC7.4 apply appropriate protective finish to given working instructions

AC7.5 describe how to apply safe and healthy work practices, procedures, report problems and establish the authority needed to rectify them to:

- establish access requirements
- check suitability of previously prepared surface and bring up to appropriate finish and ground colour
- identify materials for inclusion in scumbles
- prepare paint/scumble products (proprietary and self-produced)
- prepare brushes, specialised tools and equipment
- produce high quality replica marble finishes
- apply marble finishes to broad and linear work
- complete work in stages
- identify how atmospheric conditions affect coatings and their application process
- provide information for Building Information Modelling (BIM)
- recognise and determine when specialist skills and knowledge are required and report accordingly
- determine specific requirements for structures of special interest, traditional build (pre-1919) and historical significance
- identify and follow manufacturers' instructions
- work around and in close proximity to plant and machinery
- inspect and use access equipment
- use hand tools and associated equipment

AC7.6 describe the needs of other occupations and how to effectively communicate within a team when producing quality replica marble finishes

AC7.7 describe how to maintain the tools and equipment used when producing quality replica marble finishes.

## Unit 375

## Producing quality replica marble finishes in the workplace

### Supporting information

#### Guidance

This unit must be assessed in a work environment, in accordance with the CITB Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ Structure. Please refer to the NVQ Structure applicable to the qualification/occupational area in which the candidate is being assessed.

This unit must be assessed against **two** of the following endorsements:

- Carrara
- Verte De Mer
- Sienna.

## Unit 410

## Hanging wallcoverings (specialised paper) in the workplace

<b>Level:</b>	4
<b>GLH:</b>	120
<b>Assessment method:</b>	Portfolio of evidence
<b>Aim:</b>	<p>The aim of this unit is to provide the learner with the necessary skills and knowledge for:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• selecting and preparing materials and associated equipment</li><li>• providing protection to the work area</li><li>• hanging specialised paper wallcoverings safely and with minimal waste</li><li>• cleaning and maintaining equipment</li></ul>

### Learning outcome

The learner will:

LO1 interpret the given information relating to the work and resources when hanging wallcoverings (specialised paper).

### Assessment criteria

The learner can:

AC1.1 interpret and extract relevant information from drawings, specifications, current regulations, schedules, risk assessments method statements, and manufacturers' information

AC1.2 comply with information and/or instructions derived from risk assessments and method statements

AC1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented

AC1.4 describe different types of information, their source and how they are interpreted in relation to:

- drawings
- specifications
- current regulations
- schedules risk assessments
- method statements
- manufacturers' information

- official guidance and current regulations governing buildings associated with occupational requirements

## Learning outcome

The learner will:

LO2 know how to comply with relevant legislation and official guidance when hanging wallcoverings (specialised paper).

## Assessment criteria

The learner can:

AC2.1 describe their responsibilities regarding potential accidents and health hazards, people and the environment whilst working:

- in the workplace
- below ground level
- at height
- with tools and equipment
- with materials and substances
- with movement and storage of materials by manual handling and mechanical lifting

AC2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.

AC2.3 explain what the accident reporting procedures are and who is responsible for making reports.

AC2.4 describe the types of fire extinguishers available and when and describe how and when they are used.

## Learning outcome

The learner will:

LO3 maintain safe and healthy working practices when hanging wallcoverings (specialised paper).

## Assessment criteria

The learner can:

AC3.1 use health and safety control equipment and access safely and comply with the methods of work carry out the activity in accordance with legislation and organisational requirements when hanging wallcoverings

AC3.2 demonstrate compliance with given information and relevant legislation when hanging wallcoverings to complex surfaces in relation to all of the following:

- safe use of access equipment
- safe use, storage and handling of materials, tools and equipment
- specific risks to health.

AC3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to hanging wallcoverings (specialised paper), and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:

- Collective protective measures
- Personal Protective Equipment (PPE)
- Respiratory Protective Equipment (RPE)
- Local Exhaust Ventilation (LEV)

AC3.4 describe how the relevant health and safety control equipment should be used in accordance with the given instructions

AC3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, emergencies relating to occupational activities and other task-related hazards.

## Learning outcome

The learner will:

LO4 select the required quantity and quality of resources for the methods of work to hang wallcoverings (specialised paper).

## Assessment criteria

The learner can:

AC4.1 select resources associated with own work in relation to materials, tools and equipment

AC4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:

- surface preparation materials
- appropriate pastes and/or adhesives
- specialised wallcoverings
- protective sheeting for the work area, appropriate gloves
- waste containers and/or bags
- access equipment
- hand tools and associated equipment for specialised wallcoverings

AC4.3 describe how to confirm that the methods of work conform to the specification

AC4.4 describe how the resources should be used correctly and how problems associated with the resources are reported

AC4.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources

AC4.6 describe any potential hazards associated with the resources and methods of work

AC4.7 describe how to calculate quantity including wastage associated with the method and procedure to hang wallcoverings (specialised paper).

## Learning outcome

The learner will:

LO5 minimise the risk of damage to the work and surrounding area when hanging wallcoverings (specialised paper).

### **Assessment criteria**

The learner can:

AC5.1 protect the work and its surrounding area from damage and the purpose of protection in accordance with safe working practices and organisational procedures

AC5.2 maintain a clear and tidy work space

AC5.3 dispose of waste in accordance with current legislation

AC5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations, members of the public and atmospheric conditions

AC5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

### **Learning outcome**

The learner will:

LO6 complete the work within the allocated time when hanging wallcoverings (specialised paper).

### **Assessment criteria**

The learner can:

AC6.1 demonstrate completion of the work within the estimated allocated time to meet the needs or other occupations and/or client.

AC6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:

- types of progress charts, timetables and estimated times
- organisational procedures for reporting circumstances which will affect the work programme.

### **Learning outcome**

The learner will:

LO7 comply with the given contract information to hang wallcoverings (specialised paper).

### **Assessment criteria**

The learner can:

AC7.1 demonstrate the following work skills when hanging specialised paper wallcoverings:

- shading
- measuring
- matching and cutting
- mixing and applying
- folding
- positioning
- fixing
- trimming
- handling
- cleaning-off

AC7.2 use and maintain hand tools, portable power tools and associated equipment

AC7.3 hang at least three different specialised wallcoverings from the following fabrics

- lincrusta
- hand-print
- flock
- murals including digital prints
- hessian
- wool and/or silk strand
- metallic

to given working instructions to walls with internal and external angles

AC7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- establish access requirements
- check suitability of surface to receive wallcoverings
- prepare adhesives and/or pastes
- protect specialised wallcovering when handling
- prepare and hang:
  - fabrics
  - lincrusta
  - hand-prints
  - flock
  - murals including digital prints
  - hessian
  - wool and/or silk strand
  - metallic
- work to broad surfaces including reveals and internal and external angles
- work around electrical fittings and pipework
- keep the wallcovering surface and adjacent surfaces clean
- provide information for Building Information Modelling (BIM)
- recognise and determine when specialist skills and knowledge are required and report accordingly.
- determine specific requirements for structures of special interest, traditional build (pre-1919) and historical significance
- identify and follow manufactures instructions
- work around and in close proximity to plant and machinery
- direct and guide the operations and movement of plant and machinery

- inspect and use access equipment
- work at height
- use hand tools, power tools and ancillary equipment

AC7.5 describe the needs of other occupations and how to effectively communicate within a team when hanging wallcoverings (specialised paper)

AC7.6 describe how to maintain the tools and equipment used when hanging wallcoverings (specialised paper).

## **Unit 410**

## **Hanging wallcoverings (specialised paper) in the workplace**

Supporting information

### **Guidance**

This unit must be assessed in a work environment, in accordance with the CITB Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated

## Unit 412

## Producing quality wood replica grained finishes in the workplace

<b>Level:</b>	4
<b>GLH:</b>	120
<b>Assessment method:</b>	Portfolio of evidence
<b>Aim:</b>	<p>The aim of this unit is to provide the learner with the necessary skills and knowledge for:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• selecting and preparing materials and associated equipment</li><li>• providing protection to the work area</li><li>• producing replica grained finishes safely and with minimal waste</li><li>• cleaning and maintaining equipment.</li></ul>

### Learning outcome

The learner will:

LO1 interpret the given information relating to the work and resources when producing quality wood replica grained finishes.

### Assessment criteria

The learner can:

AC1.1 interpret and extract relevant information from drawings, specifications, current regulations, schedules, risk assessments method statements and manufacturers' information.

AC1.2 comply with information and/or instructions derived from risk assessments and method statements

AC1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented

AC1.4 describe different types of information, their source and how they are interpreted in relation to:

- drawings
- specifications
- current legislation
- risk assessments
- method statements
- manufacturer's information

- official guidance and current regulations governing buildings associated with occupational requirements.

## Learning outcome

The learner will:

LO2 know how to comply with relevant legislation and official guidance when producing quality wood replica grained finishes.

## Assessment criteria

The learner can:

AC2.1 describe their responsibilities regarding potential accidents and health hazards, people and the environment whilst working:

- in the workplace
- below ground level
- in confined spaces
- at height
- with tools and equipment
- with materials and substances
- with movement and storage of materials by manual handling and mechanical lifting

AC2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.

AC2.3 explain what the accident reporting procedures are and who is responsible for making reports.

AC2.4 describe the types of fire extinguishers available when producing quality replica wood grained finishes and describe how and when they are used.

## Learning outcome

The learner will:

LO3 maintain safe and healthy working practices when applying coatings to produce quality wood replica grained finishes.

## Assessment criteria

The learner can:

AC3.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when producing quality replica grained finishes

AC3.2 relevant legislation when producing quality replica wood grained finishes in relation to all of the following:

- safe use of access equipment
- safe use, storage and handling of materials, tools and equipment

- specific risks to health

AC3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to producing quality replica wood grained finishes and the types, purpose and limitations of each type of work situation and general work environment, in relation to:

- Collective protective measures
- Personal Protective Equipment (PPE)
- Respiratory Protective Equipment (RPE)
- Local Exhaust Ventilation (LEV)

AC3.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions

AC3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries, other task related activities. .

## Learning outcome

The learner will:

LO4 select the required quantity and quality of resources for the methods of work to produce quality wood replica grained finishes.

## Assessment criteria

The learner can:

AC4.1 select resources associated with own work in relation to:

- materials
- tools
- equipment

AC4.2 describe the characteristic, quality, uses, sustainability, limitations and defects associated with the resources in relation:

- to:water-borne and solvent-borne proprietary scumbles, scumble glazes and other appropriate materials
- paints, stainers, binders, solvents, pigments, protective coatings driers.
- protective sheeting and masking materials
- waste containers and/or bags
- plant and access equipment
- hand tools and equipment associated with producing quality replica wood grained finishes

AC4.3 describe how to confirm that the methods of work confirm to the specification

AC4.4 describe how the resources should be used correctly and how problems associated with the resources are reported

AC4.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources

AC4.6 describe any potential hazards associated with the resources and methods of work

AC4.7 describe how to calculate quantity including wastage of materials required and associated with the method and procedure to produce quality replica wood grained finishes.

## Learning outcome

The learner will:

LO5 minimise the risk of damage to the work and surrounding area when producing quality replica wood grained finishes.

## Assessment criteria

The learner can:

AC5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures

AC5.2 maintain a clear and tidy work space

AC5.3 dispose of waste in accordance with current legislation

AC5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations, members of the public and adverse weather conditions

AC5.5 explain why the disposal of waste should be carried out safely in accordance with:

- environmental responsibilities
- organisational procedures
- manufacturers' information
- statutory regulations
- official guidance.

## Learning outcome

The learner will:

LO6 complete the work within the allocated time when producing quality replica wood grained finishes.

## Assessment criteria

The learner can:

AC6.1 demonstrate completion of the work within the estimated allocated time

AC6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:

- types of progress charts, timetables and estimated times
- organisational procedures for reporting circumstances which will affect the work programme.

## Learning outcome

The learner will:

LO7 comply with the given contract information to produce quality replica wood grained finishes to the required specification.

## Assessment criteria

The learner can:

AC7.1 demonstrate the following work skills when producing quality replica wood grained finishes:

- mixing
- blending
- pouring
- diluting
- masking
- laying-on
- dragging
- softening
- overgraining
- flogging
- combing
- wiping out

AC7.2 use and maintain hand tools and associated equipment

AC7.3 prepare high quality grounds and produce the following replica wood grained finishes on broad and linear work, by at least two distinct stages, using water-borne and/or solvent-borne scumble to given working instructions:

- oak (any two):
  - quarter sawn
  - heartwood
  - straight grain
- mahogany (any two):
  - heartwood
  - straight grain
  - feather cut

AC7.4 apply protective coating to given working instructions

AC7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- establish access requirements
- check suitability of previously prepared surface and bring up to appropriate finish and ground colour
- identify materials for inclusion in scumbles or appropriate materials
- prepare paint/scumble products (proprietary and self-produced)
- prepare brushes, specialised tools and equipment
- produce high quality replica wood grained finishes for soft and hard woods
- apply to doors, panelling and linear and/or trim work
- complete work in stages
- identify how atmospheric conditions affect coatings and their application process
- provide information for Building Information Modelling (BIM)

- recognise and determine when specialist skills and knowledge are required and report accordingly.
- determine specific requirements for structures of special interest, traditional build (pre-1919) and historic significance.
- Identify and follow manufacturers' instructions
- work around and in close proximity to plant and machinery
- inspect and use access equipment
- work at height
- use hand tools and associated equipment

AC7.6 describe the needs of other occupations and how to effectively communicate within a team when producing quality replica wood grained finishes

AC7,7 describe how to maintain the tools and equipment used when producing quality replica wood grained finishes.

## Unit 412

## Producing quality wood replica grained finishes in the workplace

### Supporting information

#### Guidance

This unit must be assessed in a work environment, in accordance with the CITB Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ Structure. Please refer to the NVQ Structure applicable to the qualification/occupational area in which the candidate is being assessed.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against **two** of the following endorsements:

- oak quarter sawn
- oak heartwood
- oak straight grain

Plus, **two** of the following:

- mahogany heartwood
- mahogany straight grain
- mahogany feather cut.

## Unit 502

# Developing and maintaining good occupational working relationships in the workplace

<b>Level:</b>	3
<b>GLH:</b>	27
<b>Assessment method:</b>	Portfolio of evidence
<b>Aim:</b>	<p>The aim of this unit is to provide the learner with the necessary skills and knowledge for:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• working with, informing and supporting people</li><li>• developing and maintaining good occupational working relationships.</li></ul>

### Learning outcome

The learner will:

LO1 develop, maintain and encourage working relationships to promote good will and trust.

### Assessment criteria

The learner can:

AC1.1 give appropriate advice and information to relevant people about the occupational work activities and/or associated occupations involved

AC1.2 apply the principles of equality and diversity by considering the needs of individuals when working and communicating with others

AC1.3 explain the methods and techniques used and personal attributes required to encourage and maintain working relationships that promote goodwill and trust with relevant people

AC1.4 explain the principles of equality and diversity and how to apply them when working and communicating with others.

### Learning outcome

The learner will:

LO2 inform relevant people about work activities in an appropriate level of detail, with the appropriate level of urgency.

## Assessment criteria

The learner can:

AC2.1 communicate on the following work activity information to relevant people following organisational procedures:

- appropriate timescales
- health and safety requirements
- co-ordination of work procedures

AC2.2 explain the different methods and techniques used to inform relevant people about work activities

AC2.3 explain the effects of not informing relevant people with the expected level of urgency

AC2.4 explain the different types of work activity related information and to what level of detail the following people would expect to receive:

- colleagues
- employers
- customers
- contractors
- suppliers of products and services
- other people affected by the work/project.

## Learning outcome

The learner will:

LO3 offer advice and help to relevant people about work activities and encourage questions/requests for clarification and comments.

## Assessment criteria

The learner can:

AC3.1 give appropriate advice and information to relevant people about the different methods of carrying out occupational work activities to achieve the required outcome

AC3.2 explain the techniques of encouraging questions and/or requests for clarification and comments

AC3.3 explain the different ways of offering advice and help to different people about work activities, in relation to:

- progress
- results
- achievements
- occupational problems
- occupational opportunities
- health and safety requirements
- co-ordinated work.

## **Learning outcome**

The learner will:

LO4 clarify proposals with relevant people and discuss alternative suggestions.

## **Assessment criteria**

The learner can:

AC4.1 engage regular discussions with relevant people about the occupational work activity and/or other occupations involved

AC4.2 explain the methods of clarifying alternative proposals with relevant people

AC4.3 explain the methods of suggesting alternative proposals.

## **Learning outcome**

The learner will:

LO5 resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect.

## **Assessment criteria**

The learner can:

AC5.1 examine and agree the work activities that satisfy all people involved and will meet the required outcome of the proposed method of work

AC5.2 explain the methods and techniques used to resolve differences of opinion in ways which minimise offence and maintain goodwill, trust and respect.

## Unit 502

# Developing and maintaining good occupational working relationships in the workplace

### Supporting information

#### Guidance

This unit must be assessed in a work environment, in accordance with the CITB Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy. Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ Structure. Please refer to the NVQ Structure applicable to the qualification/occupational area in which the candidate is being assessed.

## Unit 686

## Preparing surfaces for painting and/or decorating in the workplace

<b>Level:</b>	2
<b>GLH:</b>	146
<b>Assessment method:</b>	Portfolio of evidence
<b>Aim:</b>	<p>This unit aims to provide the learner with the necessary skills and knowledge for:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• selecting and preparing materials and associated equipment</li><li>• providing protection to the work area</li><li>• preparing surfaces in readiness to receive decorative/protective finishes in industrial and/or non-industrial situations</li></ul>

### Learning outcome

The learner will:

LO1 interpret the given information relating to the work and resources when preparing surfaces for painting and/or decorating

### Assessment criteria

The learner can:

AC1.1. interpret and extract relevant information from drawings, specifications, current regulations, schedules, risk assessments, method statements and manufacturers' information

AC1.2 comply with information and/or instructions derived from risk assessments and method statements

AC1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented

AC1.4 describe different types of information, their source and how they are interpreted in relation to:

- drawings
- specifications
- current legislation
- schedules

- risk assessments
- method statements
- manufacturers' information.
- official guidance and current regulations governing buildings associated with occupational requirements.

## Learning outcome

The learner will:

LO2 know how to comply with relevant legislation and official guidance when preparing surfaces for painting and/or decorating

## Assessment criteria

The learner can:

AC2.1 describe their responsibilities regarding potential accidents and health hazards, people and the environment whilst working:

- in the workplace
- below ground level
- in confined spaces
- at height
- with tools and equipment
- with materials and substances
- with movement/ and storage of materials by manual handling and mechanical lifting

AC2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles

AC2.3 explain what the accident reporting procedures are and who is responsible for making reports.

AC2.4 Describe the types of fire extinguishers available when preparing surfaces for painting and/or decorating

## Learning outcome

The learner will:

LO3 maintain safe and healthy work practices when preparing surfaces for painting and/or decorating

## Assessment criteria

The learner can:

AC3.1 use health and safety control equipment and access equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when preparing surfaces for painting and/or decorating

AC3.2 demonstrate compliance with given information and relevant legislation when preparing surfaces for painting and/or decorating in relation to all of the following

- Safe use of access equipment
- Safe use, storage and handling of material, tools and equipment
- Specific to risks to health

AC3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to preparing surfaces for painting and/or decorating, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:

- Collective protective measures
- personal protective equipment (PPE)
- respiratory protective equipment (RPE)
- local exhaust ventilation (LEV)

AC3.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions

AC3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.

## Learning outcome

The learner will:

LO4 select the required quantity and quality of resources for the methods of work to prepare surfaces for painting and/or decorating

## Assessment criteria

The learner can:

AC4.1 select resources associated with own work in relation to materials, tools and equipment

- AC4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:
  - protective sheets and masking materials
  - degreasing agents for the removal of contaminants
  - cleaning agents
  - paint stripping materials and equipment
  - fillers (single and two pack)
  - abrasives
  - surface treatment materials
  - waste containers and/or bags
  - access equipment
  - hand tools, powered tools and associated equipment.

AC4.3 describe how to confirm that the resources and materials confirm to the specification

AC4.4 describe how the resources should be used correctly and how problems associated with the resources are reported

AC4.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources

AC4.6 describe any potential hazards associated with the resources and methods of work  
AC4.7 describe how to calculate quantity of materials including wastage associated with the method and procedure to prepare surfaces for painting and/or decorating.

### **Learning outcome**

The learner will:

LO5 minimise the risk of damage to the work and surrounding area when preparing surfaces for painting and / or decorating

### **Assessment criteria**

The learner can:

AC5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures

AC5.2 Maintain a clean and tidy work space

AC5.3 dispose of waste in accordance with current legislation

AC5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations, members of the public and adverse weather conditions

AC5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

### **Learning outcome**

The learner will:

LO6 complete the work within the allocated time when preparing surfaces for painting and/or decorating

### **Assessment criteria**

The learner can:

AC6.1 demonstrate completion of the work within the estimated, allocated time.

AC6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:

- types of progress charts, timetables and estimated times
- organisational procedures for reporting circumstances which will affect the work programme.

### **Learning outcome**

The learner will:

LO7 comply with the given contract information to prepare surfaces for painting and/or decorating to the required specification

## Assessment criteria

The learner can:

AC7.1 demonstrate the following work skills when preparing surfaces for painting and/or decorating:

- washing
- stripping and/or scraping
- abrading and keying
- mixing
- filling
- levelling and/or flattening
- brushing down

AC7.2 use and maintain hand and power tools and associated equipment

AC7.3 prepare, prime and seal exterior and/or interior surfaces for industrial and/or non-industrial situations to the given working instructions for the following:

- bare substrates and previously painted and/or decorated surfaces in sound condition including surface defects
- removal of existing covering and/or material where required.

AC7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- establish access requirements
- check suitability of previously prepared surfaces
- prepare bare, untreated substrates
- prepare previously treated surfaces in sound condition
- prepare previously treated surfaces with defects
- remove surface contamination
- identify and report potentially toxic and/or hazardous materials from surfaces
- remove toxic and/or hazardous materials from surfaces.
- remove existing wall coverings
- remove defective coatings from timber, brick and/or stone and/or concrete, plaster, and metal
- fill, level and abrade surfaces
- apply appropriate primer or sealer to bare substrates
- apply special preparatory treatments to prepared surfaces
- work around electrical fittings and pipe work
- provide information for Building Information Modelling (BIM)
- recognize and determine when specialist skills and knowledge are required, including traditional buildings (pre-1919), and report accordingly
- have an awareness of structures of special interest, traditional builds and historical significance and the impact of your work on these
- work around and in close proximity to plan and machinery
- inspect and use access equipment
- use hand tools, power tools and associated equipment

AC7.6 describe the needs of other occupations and how to effectively communicate within a team when preparing surfaces for painting and/or decorating

AC7.7 describe how to maintain the tools and equipment used when preparing surfaces for painting/decorating.

## Unit 686

# Preparing surfaces for painting and/or decorating in the workplace

### Supporting information

#### Guidance

This unit must be assessed in a work environment, in accordance with the CITB Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated except for the following item from assessment criteria 7.3:

This unit must be assessed against the endorsements detailed within the relevant NVQ Structure. Please refer to the NVQ Structure applicable to the qualification/occupational area in which the candidate is being assessed.

This unit must be assessed against the following endorsement:

One of the following:

- Decorative finishing
- Industrial painting.

## Unit 743

## Installing coving and decorative mouldings in the workplace

<b>Level:</b>	2
<b>GLH:</b>	50
<b>Assessment method:</b>	Portfolio of evidence
<b>Aim:</b>	<p>This unit aims to provide the learner with the necessary skills and knowledge for:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• selecting and preparing materials and associated equipment</li><li>• providing protection to the work area</li><li>• installing coving and decorative mouldings</li></ul>

### Learning outcome

The learner will:

LO1 interpret the given information relating to the work and resources when installing coving and decorative mouldings

### Assessment criteria

The learner can:

AC1.1 interpret and extract relevant information from drawings, specifications, current regulations schedules, risk assessments, method statements and manufacturers' information

AC1.2 comply with information and/or instructions derived from risk assessments and method statements

AC1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented

AC1.4 describe different types of information, their source and how they are interpreted in relation to:

- drawings
- specifications
- current legislation
- schedules
- risk assessments
- method statements
- manufacturer's information

- official guidance and current regulations governing buildings associated with occupational requirements

## Learning outcome

The learner will:

LO2 know how to comply with relevant legislation and official guidance when installing coving and decorative mouldings

## Assessment criteria

The learner can:

AC2.1 describe their responsibilities regarding potential accidents and health hazards, people and the environment whilst working:

- in the workplace
- below ground level
- in confined spaces
- at height
- with tools and equipment
- with materials and substances
- with movement and storage of material by manual handling and mechanical lifting

AC2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.

AC2.3 explain what the accident reporting procedures are and who is responsible for making reports.

AC2.4 describe the types of fire extinguishers available when installing coving and decorative mouldings and describe how and when they are used

## Learning outcome

The learner will:

LO3 maintain safe and healthy working practices when installing coving and decorative mouldings

## Assessment criteria

The learner can:

AC3.1 use health and safety control equipment safely and comply to with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when installing coving and decorative mouldings

AC3.2 demonstrate compliance with given information and relevant legislation when installing coving and decorative mouldings in relation to all of the following:

- Safe use of access equipment
- Safe use storage and handling of materials, tools and equipment

- Specific risks to health

AC3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to installing coving and decorative mouldings, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:

- collective protective measures
- personal protective equipment (PPE)
- respiratory protective equipment (RPE)
- local exhaust ventilation (LEV)

AC3.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions

AC3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.

## Learning outcome

The learner will:

LO4 select the required quantity and quality of resources for the methods of work to install coving and decorative mouldings

## Assessment criteria

The learner can:

AC4.1 select resources associated with own work in relation to materials, tools and equipment.

AC4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:

- primer and/or sealers
- adhesives
- coving
- decorative mouldings and lightweight centre pieces
- access equipment
- protective sheeting and masking materials
- waste container and/or bag
- fixings, coving tools and equipment

AC4.3 describe how to confirm that the resources and materials conform to the specification

AC4.4 describe how the resources should be used correctly and how problems associated with the resources are reported

AC4.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources

AC4.6 describe any potential hazards associated with the resources and methods of work

AC4.7 describe how to calculate quantity of materials required including wastage associated with the method and procedure to install coving and decorative mouldings.

## Learning outcome

The learner will:

LO5 minimise the risk of damage to the work and surrounding area when installing coving and decorative mouldings

## Assessment criteria

The learner can:

AC5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures

AC5.2 maintain a clear and tidy work space

AC5.3 dispose of waste in accordance with current legislation

AC5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations, members of the public and adverse weather conditions.

AC5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

## Learning outcome

The learner will:

LO6 complete the work within the allocated time when installing coving and decorative mouldings

## Assessment criteria

The learner can:

AC6.1 demonstrate completion of the work within the estimated allocated time.

AC6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:

- types of progress charts, timetables and estimated times
- organisational procedures for reporting circumstances which will affect the work programme.

## Learning outcome

The learner will:

LO7 comply with the given contract information to install coving and decorative mouldings to the required specification

## Assessment criteria

The learner can:

AC7.1 demonstrate the following work skills when installing coving and decorative mouldings:

- levelling
- measuring
- cutting
- applying adhesive
- fixing
- jointing
- securing
- filling and smoothing
- cleaning

AC7.2 cut and install coving and decorative mouldings to form straight runs and internal and external angles to given working instructions.

AC7.3 use and maintain hand tools, power tools and associated equipment

AC7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- establish access requirements
- prepare surfaces for coving and decorative mouldings including lightweight centre piece installation
- prepare, cut and secure coving and decorative mouldings including lightweight centre pieces and finish joints
- identify and prepare adhesives
- work around electrical fittings and pipework
- identify how atmospheric conditions affect coatings and their application process
- identify the working life of prepared materials
- provide information for Building Information Modelling (BIM)
- recognise and determine when specialist skills and knowledge are required and report accordingly
- determine specific requirements for structures of special interest, traditional build (pre-1919) and historical significance
- identify and follow manufacturers' instructions
- work around and in close proximity to plant and machinery
- Direct and guide the operations and movement of plant and machinery
- inspect and use access equipment
- Work at height
- use hand tools, power tools and associated equipment

AC7.5 describe the needs of other occupations and how to effectively communicate within a team when installing coving and decorative mouldings

AC7.6 describe how to maintain the tools and equipment used when installing coving and decorative mouldings.

## **Unit 743**

# **Installing coving and decorative mouldings in the workplace**

Supporting information

### **Guidance**

This unit must be assessed in a work environment, in accordance with the CITB Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

## Unit 744

# Applying coatings to produce textured finishes in the workplace

<b>Level:</b>	2
<b>GLH:</b>	30
<b>Assessment method:</b>	Portfolio of evidence
<b>Aim:</b>	necessary skills and knowledge for: <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• selecting and preparing materials and associated equipment</li><li>• providing protection to the work area</li><li>• preparing for and applying coatings to produce textured finishes</li><li>• producing brush, stippler and roller textured finishes</li></ul>

### Learning outcome

The learner will:

LO1 interpret the given information relating to the work and resources when applying coatings to produce textured finishes

### Assessment criteria

The learner can:

AC1.1 interpret and extract relevant information from drawing, specifications, current regulations, schedules, asbestos report, risk assessments, method statements and manufacturers' information

AC1.2 comply with information and/or instructions derived from risk assessments and method statements

AC1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented

AC1.4 describe different types of information, their source and how they are interpreted in relation to:

- drawings
- specifications
- current legislation
- schedules
- risk assessments

- method statements
- manufacturer's information
- official guidance and current regulations governing buildings associated with occupational requirements.

## Learning outcome

The learner will:

LO2 know how to comply with relevant legislation and official guidance when applying coatings to produce textured finishes

## Assessment criteria

The learner can:

AC2.1 describe their responsibilities regarding potential accidents and health hazards, people and the environment whilst working:

- in the workplace
- below ground level
- in confined spaces
- at height
- with tools and equipment
- with materials and substances
- with movement and storage of materials by manual handling and mechanical lifting

AC2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.

AC2.3 explain what the accident reporting procedures are and who is responsible for making reports.

AC2.4 describe the types of fire extinguishers available when applying coatings to produce textured finishes and describe how and when they are used.

## Learning outcome

The learner will:

LO3 maintain safe and healthy working practices when producing textured finishes

## Assessment criteria

The learner can:

AC3.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when applying coatings to produce textured finishes

AC3.2 demonstrate compliance with given information and relevant legislation when applying coatings to produce textured finishes in relation to all of the following:

- safe use of access equipment
- safe use, storage and handling of materials, tools and equipment

- specific risks to health including any highlighted by an asbestos report

AC3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to applying coatings to produce textured finishes, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:

- Collective protective measures
- Personal protective equipment (PPE)
- Respiratory protective equipment (RPE)
- Local exhaust ventilation (LEV).

AC3.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions

AC3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.

## Learning outcome

The learner will:

LO4 select the required quantity and quality of resources for the methods of work to apply coatings to produce textured finishes

## Assessment criteria

The learner can:

AC4.1 select resources associated with own work in relation to materials, tools and equipment

AC4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:

- power-based and ready-mixed texturing materials
- primer and sealer
- access equipment
- protective sheeting and masking materials
- waste container and/or bag
- texturing tools and equipment

AC4.3 describe how to confirm that the resources and materials conform to the specification

AC4.4 describe how the resources should be used correctly and how problems associated with the resources are reported

AC4.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources

AC4.6 describe any potential hazards associated with the resources and methods of work

AC4.7 describe how to calculate quantity including wastage of materials required and associated with the method and procedure to apply coatings to produce textured finishes.

## Learning outcome

The learner will:

LO5 minimise the risk of damage to the work and surrounding area when applying coatings to produce textured finishes

### **Assessment criteria**

The learner can:

AC5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures

AC5.2 maintain a clear and tidy work space

AC5.3 dispose of waste in accordance with current legislation

AC5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations, members of the public and adverse weather conditions

AC5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

Learning outcome

### **The learner will:**

LO6 complete the work within the allocated time when applying coatings to produce textured finishes

### **Assessment criteria**

The learner can:

AC6.1 demonstrate completion of the work within the estimated allocated time.

AC6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:

- types of progress charts, timetables and estimated times
- organisational procedures for reporting circumstances which will affect the work programme.

### **Learning outcome**

The learner will:

LO7 comply with the given contract information to apply coatings to produce textured finishes to the required specification

### **Assessment criteria**

The learner can:

- AC7.1 demonstrate the following work skills when applying coatings to produce textured finishes:
- mixing,
- laying-on
- manipulating
- cleaning
- washing
- measuring
- filling
- smoothing

AC7.2 mix and apply coatings to given working instructions and produce the following textured finishes:

- stippled design
- one other manufacturers' recognised design produced by brush and/or stippler and/or rollers.

AC7.3 use and maintain hand tools, power tools and associated equipment

AC7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- establish access requirements
- prepare surfaces for texturing (new and previously textured)
- produce a range of manufacturers' recognised brush, stippler and roller textured finishes
- prepare texturing coatings
- lay-on texturing material to surfaces
- work around electrical fittings and pipework
- identify how atmospheric conditions affect coatings and their application process
- identify the working life of prepared materials
- provide information for Building Information Modelling (BIM)
- recognise and determine when specialist skills and knowledge are required and report accordingly
- identify and follow manufacturers' instructions
- work around and in close proximity to plant and machinery
- Direct and guide the operations and movement of plant and machinery
- Inspect and use access equipment
- Work at height
- use hand tools, power tools and associated equipment.

AC7.6 describe the needs of other occupations and how to effectively communicate within a team when applying coatings to produce textured finishes

AC7.7 describe how to maintain the tools and equipment used when applying coatings to produce textured finishes.

## Unit 744

# Applying coatings to produce textured finishes in the workplace

### Supporting information

#### **Guidance**

This unit must be assessed in a work environment, in accordance with the CITB Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

## Unit 745

## Producing broken colour effects in the workplace

<b>Level:</b>	2
<b>GLH:</b>	30
<b>Assessment method:</b>	Portfolio of evidence
<b>Aim:</b>	<p>This unit aims to provide the learner with the necessary skills and knowledge for:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• selecting and preparing materials and associated equipment</li><li>• providing protection to the work area</li><li>• preparing grounds and producing broken colour effects</li></ul>

### Learning outcome

The learner will:

LO1 interpret the given information relating to the work and resources when producing broken colour effects

### Assessment criteria

The learner can:

AC1.1 interpret and extract relevant information from drawings, specifications, current regulations, schedules, risk assessments, method statements and manufacturers' information

AC1.2 comply with information and/or instructions derived from risk assessments and method statements

AC1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented

AC1.4 describe different types of information, their source and how they are interpreted in relation to:

- drawings
- specifications
- current legislation
- schedules
- risk assessments
- method statements

- manufacturer's information
- official guidance and current regulations governing buildings associated with occupational requirements

## Learning outcome

The learner will:

LO2 know how to comply with relevant legislation and official guidance when producing broken colour effects

## Assessment criteria

The learner can:

AC2.1 describe their responsibilities regarding potential accidents and health hazards, people and the environment whilst working:

- in the workplace
- below ground level
- in confined spaces
- at height
- with tools and equipment
- with materials and substances
- with movement and storage of materials by manual handling and mechanical lifting

AC2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.

AC2.3 explain what the accident reporting procedures are and who is responsible for making reports.

AC2.4 describe the types of fire extinguishers available when applying coatings to produce broken colour effects and describe how and when they are used.

## Learning outcome

The learner will:

LO3 maintain safe and healthy working practices when applying coatings to produce broken colour effects

## Assessment criteria

The learner can:

AC3.1 use health and safety control equipment safely and comply with methods of work to carry out the activity in accordance with current legislation and organisational requirements when producing broken colour effects

AC3.2 demonstrate compliance with given information and relevant legislation when producing broken colour effects in relation to all of the following:

- Safe use of access equipment

- Safe use, storage and handling of materials, tools and equipment
- Specific risks to health

AC3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to producing broken colour effects, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:

- Collective protective measures
- Personal protective equipment (PPE)
- Respiratory protective equipment (RPE)
- Local exhaust ventilation (LEV)

AC3.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions

AC3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.

## Learning outcome

The learner will:

LO4 select the required quantity and quality of resources for the methods of work to produce broken colour effects

## Assessment criteria

The learner can:

AC4.1 select resources associated with own work in relation to materials, tools and equipment

AC4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:

- water-borne and solvent-borne proprietary scumbles and scumble glazes
- paints, stainers, binders, solvents and thinners, pigments, glaze/varnish, driers
- draggers, bags, rag-rolling materials, natural sponges, stipplers, other items for working scumble
- protective sheeting and masking materials
- waste containers and/or bags
- access equipment
- hand tools, broken colour work equipment.

AC4.3 describe how to confirm that the resources and materials conform to the specification

AC4.4 describe how the resources should be used correctly and how problems associated with the resources are reported

AC4.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources

AC4.6 describe any potential hazards associated with the resources and methods of work

AC4.7 describe how to calculate quantity of materials including wastage required associated with the method and procedure to produce broken colour effects.

## Learning outcome

The learner will:

LO5 minimise the risk of damage to the work and surrounding area when producing broken colour effects

## Assessment criteria

The learner can:

AC5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures

AC5.2 maintain a clear and tidy work space

AC5.3 dispose of waste in accordance with current legislation

AC5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations, members of the public and adverse weather conditions

AC5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

## Learning outcome

The learner will:

LO6 complete the work within the allocated time when producing broken colour effects

## Assessment criteria

The learner can:

AC6.1 demonstrate completion of the work within the estimated allocated time.

AC6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:

- types of progress charts, timetables and estimated times
- organisational procedures for reporting circumstances which will affect the work programme.

## Learning outcome

The learner will:

LO7 comply with the given contract information to produce broken colour effects to the required specification

## Assessment criteria

The learner can:

AC7.1 demonstrate the following work skills when producing broken colour effects:

- protecting
- matching
- mixing
- pouring
- diluting
- laying-on
- laying-off
- cutting-in
- rolling
- bagging
- dragging
- stippling
- wiping off

AC7.2 use hand tools and associated equipment

AC7.3 prepare high quality ground and produce broken colour effects to broad and linear and/or trim areas, using water-borne or solvent-borne scumbles (proprietary and/or self-produced), to given working instructions for at least two of the following:

- rag-rolling
- bagging
- dragging
- brush or sponge stippling
- wiping-off relief surfaces
- colour washing

AC7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- establish access requirements
- check suitability of previously prepared surface and bring up to suitable finish and ground
- identify and prepare paint and scumble products (proprietary and self-produced)
- prepare brushes, rollers, specialised tools and equipment
- produce broken colour effects of rag-rolling, bagging, dragging, brush and sponge stippling, wiping-off relief surfaces and colour washing
- decorate broad and linear areas
- apply appropriate protective coating over decorative effects
- identify how atmospheric conditions affect coatings and their application process
- provide information for Building Information Modelling (BIM)
- recognise and determine when specialist skills and knowledge are required and report accordingly
- determine specific requirements for structures of special interest, traditional build (pre1919) and historical significance
- identify and follow manufacturers' instructions
- work around and in close proximity to plant and machinery
- direct and guide the operations and movement of plant and machinery
- inspect and use access equipment

- work at height
- use hand tools, portable power tools and associated equipment

AC7.5 describe the needs of other occupations and how to effectively communicate within a team when producing broken colour effects.

AC7.6 describe how to maintain the tools and equipment used when producing broken colour effects.

## Unit 745

## Producing broken colour effects in the workplace

### Supporting information

#### Guidance

This unit must be assessed in a work environment, in accordance with the CITB Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

This unit must be assessed against the endorsements detailed within the relevant NVQ Structure. Please refer to the NVQ Structure applicable to the qualification/occupational area in which the candidate is being assessed.

This unit must be assessed against the following endorsement:

**Two** of the following:

- Rag-rolling
- Bagging
- Dragging
- Brush or sponge stippling
- Wiping-off relief surfaces
- Colour washing.

## Unit 746

# Producing stencilised designs using pre-cut stencil plates in the workplace

<b>Level:</b>	2
<b>GLH:</b>	30
<b>Assessment method:</b>	Portfolio of evidence
<b>Aim:</b>	<p>This unit aims to provide the learner with the necessary skills and knowledge for:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• selecting and preparing materials and associated equipment</li><li>• providing protection to the work area</li><li>• preparing grounds</li><li>• positioning pre-cut stencil plates and applying paint to produce stencil designs</li></ul>

### Learning outcome

The learner will:

LO1 interpret the given information relating to the work and resources when producing stencilised designs using pre-cut stencil plates

### Assessment criteria

The learner can:

AC1.1 interpret and extract relevant information from drawings, specifications, current regulations, schedules, risk assessments, method statements and manufacturers' information

AC1.2 comply with information and/or instructions derived from risk assessments and method statements

AC1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented

AC1.4 describe different types of information, their source and how they are interpreted in relation to:

- drawings
- specifications
- current legislation
- schedules
- risk assessments

- method statements
- manufacturer's information
- official guidance and current regulations governing buildings associated with occupational requirements

## Learning outcome

The learner will:

2. know how to comply with relevant legislation and official guidance when producing stencilised designs using pre-cut stencil plates

## Assessment criteria

The learner can:

AC2.1 describe their responsibilities regarding potential accidents and health hazards, people and the environment whilst working:

- in the workplace
- below ground level
- in confined spaces
- at height
- with tools and equipment
- with materials and substances
- with movement and storage of materials by manual handling and mechanical lifting

AC2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.

AC2.3 explain what the accident reporting procedures are and who is responsible for making reports

AC2.4 describe the types of fire extinguishers available when producing stencilised designs using pre-cut stencil plates and describe how and when they are used

## Learning outcome

The learner will:

- LO3 maintain safe and healthy working practices when producing stencil designs using pre-cut stencilised plates

## Assessment criteria

The learner can:

AC3.1 use health and safety control equipment safely and comply with methods of work to carry out the activity in accordance with current legislation and organisational requirements when producing stencil designs using pre-cut stencilised plates

AC3.2 demonstrate compliance with given information and relevant legislation when producing broken colour effects in relation to all of the following:

- Safe use of access equipment
- Safe use, storage and handling of materials tools and equipment
- Specific risks to health

AC3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to producing stencilised designs using pre-cut stencil plates, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:

- Collective protective measures
- Personal protective equipment (PPE)
- Respiratory protective equipment (RPE)
- Local exhaust ventilation (LEV)

AC3.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions

AC3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.

## Learning outcome

The learner will:

LO4 select the required quantity and quality of resources for the methods of work to produce stencilised designs using pre-cut stencil plates

## Assessment criteria

The learner can:

AC4.1 select resources associated with own work in relation to materials, tools and equipment.

AC4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:

- water-borne and solvent-borne coatings
- stainers, solvents, driers, protective coatings
- pre-cut stencil plates
- protective sheeting and masking materials
- waste containers and/or bags
- access equipment
- paint application equipment, stencilling tools, and stencil setting-out equipment

AC4.3 describe how to confirm that the resources and materials conform to the specification

AC4.4 describe how the resources should be used correctly and how problems associated with the resources are reported

AC4.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources

AC4.6 describe any potential hazards associated with the resources and methods of work

AC4.7 describe how to calculate quantity including wastage of materials required and associated with the method and procedure to produce stencilised designs using pre-cut stencil plates.

## Learning outcome

The learner will:

LO5 minimise the risk of damage to the work and surrounding area when producing stencilised designs using pre-cut stencil plates

## Assessment criteria

The learner can:

AC5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures

AC5.2 maintain a clear and tidy work space

AC5.3 dispose of waste in accordance with current legislation

AC5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations, members of the public and adverse weather conditions

AC5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance.

## Learning outcome

The learner will:

LO6 complete the work within the allocated time when producing stencil designs using pre-cut stencilised plates

## Assessment criteria

The learner can:

AC6.1 demonstrate completion of the work within the estimated allocated time

AC6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:

- types of progress charts, timetables and estimated times
- organisational procedures for reporting circumstances which will affect the work programme.

## Learning outcome

The learner will:

LO7 comply with the given contract information to produce stencil designs using pre-cut stencilised plates to the required specification

## Assessment criteria

The learner can:

AC7.1 demonstrate the following work skills when producing stencilised designs using pre-cut stencil plates:

- protecting
- moving
- matching
- mixing
- pouring
- diluting
- positioning
- securing
- applying
- transferring

AC7.2 use hand tools and associated equipment

AC7.3 prepare high quality ground, set out and position pre-cut stencils to produce stencil designs using water-borne or solvent-borne coatings to linear runs and/or wall applications to given working instructions

AC7.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- establish access requirements
- check suitability of previously prepared surface and bring up to suitable finish/ground
- prepare paint products
- prepare brushes, rollers, specialised tools and equipment
- set out and position pre-cut stencil plates
- apply stencil design on surfaces of linear runs and broad areas
- apply stencil design using brush, roller and spay equipment
- maintain integrity of the stencil plate (cleanliness and structure)
- apply appropriate protective coating as required
- identify how atmospheric conditions affect coatings and the application process
- provide information for Building Information Modelling (BIM)
- recognise and determine when specialist skills and knowledge are required and report accordingly
- determine specific requirements for structures of special interest, tradition build (pre-1919) and historical significance
- identify and follow manufacturers' instructions
- work around and in close proximity to plant and machinery
- Direct and guide the operations and movement of the plan and machinery
- Inspect and use access equipment
- Work at height
- use hand tools and associated equipment

AC7.5 describe the needs of other occupations and how to effectively communicate within a team when producing stencil designs using pre-cut stencilised plates

AC7.6 describe how to maintain the tools and equipment used when producing stencilised designs using pre-cut stencil plates.

## **Unit 746**

# **Producing stencilised designs using pre-cut stencil plates in the workplace**

Supporting information

### **Guidance**

This unit must be assessed in a work environment, in accordance with the CITB Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills.

## Unit 753

## Producing straight wood grained effects in the workplace

<b>Level:</b>	2
<b>GLH:</b>	30
<b>Assessment method:</b>	Portfolio of evidence
<b>Aim:</b>	<p>The aim of this unit is to provide the learner with the necessary skills and knowledge for:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• selecting and preparing materials and associated equipment</li><li>• providing protection to the work area</li><li>• producing straight grained effects safely and with minimal waste</li><li>• cleaning and maintaining equipment</li></ul>

### Learning outcome

The learner will:

LO1 interpret the given information relating to the work and resources when producing straight wood grained effects.

### Assessment criteria

The learner can:

AC1.1 interpret and extract relevant information from, drawings, specifications, current regulations, schedules, risk assessments, method statements, manufacturers' information

AC1.2 comply with information and/or instructions derived from risk assessments and method statements

AC1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented

AC1.4. describe different types of information, their source and how they are interpreted in relation to:

- drawings
- specifications
- current regulations
- schedules
- risk assessments

- method statements
- manufacturers' information.
- official guidance and current regulations governing buildings associated with occupational requirements.

## Learning outcome

The learner will:

LO2 know how to comply with relevant legislation and official guidance when producing straight wood grained effects.

## Assessment criteria

The learner can:

AC2.1 describe their responsibilities regarding potential accidents and health hazards, whilst working:

- in the workplace
- below ground level
- in confined spaces
- at height
- with tools and equipment
- with materials and substances
- with movement and storage of materials by manual handling and mechanical lifting

AC2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles.

AC2.3 explain what the accident reporting procedures are and who is responsible for making reports

AC2.4 describe the types of fire extinguishers available when producing straight wood grained effects and describe how and when they are used

## Learning outcome

The learner will:

LO3 maintain safe and healthy working practices when producing straight wood grained effects.

## Assessment criteria

The learner can:

AC3.1 use health and safety control equipment and access equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when producing straight wood grained effects

AC3.2 Demonstrate compliance with given information and relevant legislation when producing straight wood grained effects in relation to all of the following:

- safe use of access equipment
- safe use, storage and handling of materials, tools and equipment
- specific risks to health.

AC3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to producing straight grained effects, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:

- Collective protective measures
- Personal Protective Equipment (PPE)
- Respiratory Protective Equipment (RPE)
- Local Exhaust Ventilation (LEV)

AC3.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions

AC3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related activities.

## Learning outcome

The learner will:

LO4 select the required quantity and quality of resources for the methods of work to produce straight wood grained effects.

## Assessment criteria

The learner can:

AC4.1 select resources associated with own work in relation to materials, tools and equipment

AC4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:

- water-borne and solvent-borne proprietary scumbles and scumble glazes and other appropriate materials
- paints, stainers, binders, solvents, pigments, driers, protective coating
- protective sheeting and masking materials
- waste containers and/or bags
- access equipment
- hand tools and ancillary equipment associated with producing straight wood grained effects.

AC4.3 describe how to confirm that the resources and materials conform to the specification describe how the resources should be used correctly and how problems associated with the resources are reported

AC4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources

AC4.5 describe any potential hazards associated with the resources and methods of work

AC4.6 describe how to calculate quantity of materials including wastage required and associated with the method and procedure to produce straight wood grained effects.

## Learning outcome

The learner will:

LO5 minimise the risk of damage to the work and surrounding area when producing straight wood grained effects.

## Assessment criteria

The learner can:

AC5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures

AC5.2 maintain a clear and tidy work space

AC5.3 dispose of waste in accordance with current legislation

AC5.4 describe how to protect work from damage and the purpose of protection in relation to general workplace activities, other occupations, members of the public and adverse weather conditions

AC5.5 explain why the disposal of waste should be carried out safely in accordance with:

- environmental responsibilities
- organisational procedures
- manufacturers' information
- statutory regulations
- official guidance.

## Learning outcome

The learner will:

LO6 complete the work within the allocated time when producing straight wood grained effects.

## Assessment criteria

The learner can:

AC6.1 demonstrate completion of the work within the estimated allocated time

AC6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:

- types of progress charts, timetables and estimated times
- organisational procedures for reporting circumstances which will affect the work programme.

## Learning outcome

The learner will:

LO7 comply with the given contract information to produce straight wood grained effects.

## Assessment criteria

The learner can:

AC7.1 demonstrate the following work skills when producing straight wood grained effects:

- mixing
- blending
- pouring
- diluting
- laying-on
- dragging
- softening
- flogging
- combing
- wiping out

AC7.2 use hand tools and associated equipment

AC7.3 prepare high quality grounds and produce straight grained effects using water-borne scumbles and/or solvent-borne scumbles and other appropriate materials to given working instructions, relating to the following:

- doors or panelling
- linear and/or trim work

AC7.4 apply protective coating to given working instructions

AC7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- establish access requirements
- check suitability of previously prepared surface and bring up to suitable finish and/or ground
- prepare paint and/or scumble products (proprietary and self-produced)
- prepare brushes, rollers, specialised tools and equipment
- produce straight wood graining effects for hard and soft woods
- apply to doors, panelling and linear and/or trim work
- apply protective coating for grained work
- identify how atmospheric conditions affect coatings and their application process
- provide information for Building Information Modelling (BIM)
- recognise and determine when specialist skills and knowledge are required and report accordingly
- determine specific requirements for structures of special interest, traditional build (pre-1919) and historic significance.
- identify and follow manufacturers' instructions
- Work around and in close proximity to plant machinery
- direct and guide the operations and movement of plant and machinery

- inspect and use access equipment
- work at height
- use hand tools and associated equipment

AC7.6 describe the needs of other occupations and how to effectively communicate within a team when producing straight wood grained effects

AC7.7 describe how to maintain the tools and equipment used when producing straight wood grained effects.

## **Unit 753**

# **Producing straight wood grained effects in the workplace**

### Supporting information

#### **Guidance**

This unit must be assessed in a work environment, in accordance with the CITB Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

## Unit 754

## Producing marbling effects in the workplace

<b>Level:</b>	2
<b>GLH:</b>	30
<b>Assessment method:</b>	Portfolio of evidence
<b>Aim:</b>	<p>The aim of this unit is to provide the learner with the necessary skills and knowledge for:</p> <ul style="list-style-type: none"><li>• interpreting information</li><li>• adopting safe and healthy working practices</li><li>• selecting and preparing materials and associated equipment</li><li>• providing protection to the work area</li><li>• producing marbling effects safely and with minimal waste</li><li>• cleaning and maintaining equipment</li></ul>

### Learning outcome

The learner will:

LO1 interpret the given information relating to the work and resources when producing marbling effects.

### Assessment criteria

The learner can:

AC1.1 interpret and extract relevant information from drawings, specifications, current regulations, schedules, risk assessments, method statements and manufacturers' information

AC1.2 comply with information and/or instructions derived from risk assessments and method statements

AC1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented

- AC1.4 describe different types of information, their source and how they are interpreted in relation to:
  - drawings
  - specifications
  - current legislation
  - schedules
  - risk assessments

- method statements
- manufacturer's information
- official guidance and current regulations governing buildings associated with occupational requirements

Learning outcome

### **The learner will:**

LO2 know how to comply with relevant legislation and official guidance when producing marbling effects.

### **Assessment criteria**

The learner can:

AC2.1 describe their responsibilities regarding potential accidents and health hazards, people and the environment whilst working:

- in the workplace
- below ground level
- in confined spaces
- at height
- with tools and equipment
- with materials and substances
- with movement and storage of materials by manual handling and mechanical lifting

AC2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company, operative and vehicles

AC2.3 explain what the accident reporting procedures are and who is responsible for making reports.

AC2.4 describe the types of fire extinguishers available when producing marbling effects and describe how and when they are used.

### **Learning outcome**

The learner will:

LO3 maintain safe and healthy working practices when producing marbling effects.

### **Assessment criteria**

The learner can:

AC3.1 use health and safety control equipment safely and comply with the methods of work to carry out the activity in accordance with current legislation and organisational requirements when producing marbling effects

AC3.2 demonstrate compliance with given information and relevant legislation when producing marbling effects in relation to all of the following:

- safe use of access equipment

- safe use, storage and handling of materials, tools and equipment
- specific risks to health

AC3.3 explain why and when health and safety control equipment, identified by the principles of prevention, should be used, relating to producing marbling effects and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:

- Collective protective measures
- Personal Protective Equipment (PPE)
- Respiratory Protective Equipment (RPE)
- Local Exhaust Ventilation (LEV)

AC3.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions

AC3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task related activities.

## Learning outcome

The learner will:

LO4 select the required quantity and quality of resources for the methods of work to produce marbling effects.

## Assessment criteria

The learner can:

AC4.1 select resources associated with own work in relation to:

- materials
- tools
- equipment

AC4.2 describe the the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:

- water-borne and solvent-borne proprietary and self-produced scumbles and scumble glazes
- paints, stainers, binders, solvents, pigments, driers, appropriate protective coating
- protective sheeting and masking materials
- waste containers and/or bags
- access equipment
- hand tools and equipment associated with marbling

AC4.3 describe how to confirm that the resources and materials conform to the specification

AC4.4 describe how the resources should be used correctly and how problems associated with the resources are reported

AC4.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources

AC4.6 describe any potential hazards associated with the resources and methods of work describe how to calculate quantity including wastage

AC4.7 associated with the method/procedure to produce marbling effects.

## Learning outcome

The learner will:

LO5 minimise the risk of damage to the work and surrounding area when producing marbling effects.

## Assessment criteria

The learner can:

AC5.1 protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures

AC5.2 maintain a clear and tidy work space

AC5.3 dispose of waste in accordance with current legislation

AC5.4 describe how to protect work from damage and the purpose of protection in relation to:

- general workplace activities
- other occupations
- members of the public
- adverse weather conditions

AC5.5 explain why the disposal of waste should be carried out safely in accordance with environmental responsibilities, organizational procedures, manufacturers' information, statutory regulations and official guidance.

## Learning outcome

The learner will:

LO6 complete the work within the allocated time when producing marbling effects.

## Assessment criteria

The learner can:

AC6.1 demonstrate completion of the work within the estimated allocated time

AC6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:

## Learning outcome

The learner will:

7. comply with the given contract information to produce marbling effects to the required specification.

## Assessment criteria

The learner can:

AC7.1 demonstrate the following work skills when producing marbling effects:

- mixing
- blending
- pouring
- diluting
- laying-on
- stippling
- softening
- feathering
- wiping out

AC7.2 use and maintain hand tools and associated equipment

AC7.3 prepare high quality grounds and produce marbling effects using water-borne scumbles and/or solvent-borne scumbles to given working instructions on broad and linear work

AC7.4 apply protective finish to given working instructions

AC7.5 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:

- establish access requirements
- check suitability of previously prepared surface and bring up to suitable finish and ground
- prepare paint and/or scumble products (proprietary and self-produced)
- prepare brushes, rollers, specialised tools and equipment
- produce marbling effects
- apply marbling effects to broad and linear work
- complete work in stages
- apply appropriate protective coating to marbled work
- identify how atmospheric conditions affect coatings and their application process
- provide information for Building Information Modelling (BIM)
- recognise and determine when specialist skills and knowledge are required and report accordingly.
- determine specific requirements for structures of special interest, traditional build (pre-1919) and historical significance
- identify and follow manufactures' instructions
- work around and in close proximity to plan and machinery
- direct and guide the operations and movement of plant and machinery
- inspect and use access equipment
- work at height
- use hand tools and associated equipment

AC7.6 describe the needs of other occupations and how to effectively communicate within a team when producing marbling effects

AC7.7 describe how to maintain the tools and equipment used when producing marbling effects.

## Unit 754

## Producing marbling effects in the workplace

### Supporting information

#### **Guidance**

This unit must be assessed in a work environment, in accordance with the CITB Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

## Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to [www.cityandguilds.com](http://www.cityandguilds.com) or click on the links below:

### **Centre handbook: quality assurance standards**

This document is for all approved centres and provides guidance to support their delivery of our qualifications. It includes information on:

- centre quality assurance criteria and monitoring activities
- administration and assessment systems
- centre-facing support teams at City & Guilds/ILM
- centre quality assurance roles and responsibilities.

The centre handbook should be used to ensure compliance with the terms and conditions of the centre contract.

### **Centre assessment: quality assurance standards**

This document sets out the minimum common quality assurance requirements for our regulated and non-regulated qualifications that feature centre-assessed components. Specific guidance will also be included in relevant qualification handbooks and/or assessment documentation.

It incorporates our expectations for centre internal quality assurance and the external quality assurance methods we use to ensure that assessment standards are met and upheld. It also details the range of sanctions that may be put in place when centres do not comply with our requirements or actions that will be taken to align centre marking/assessment to required standards. Additionally, it provides detailed guidance on the secure and valid administration of centre assessments.

### **Access arrangements: when and how applications need to be made to City & Guilds**

This provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre document library** also contains useful information on such things as:

- conducting examinations
- registering learners
- appeals and malpractice.

### **Useful contacts**

Please visit the **contact us** section of the City & Guilds website.

## City & Guilds

For almost 150 years, we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life-changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We partner with our customers to deliver work-based learning programmes that build competency to support better prospects for people, organisations and wider society. We create flexible learning pathways that support lifelong employability because we believe that people deserve the opportunity to (re)train and (re)learn again and again – gaining new skills at every stage of life, regardless of where they start.

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