

# City & Guilds Level 3 NVQ Diploma in Decorative Finishing – Painting and Decorating (Construction) (6572-03)

October 2021 Version 1

Candidate Logbook/Work-Based Evidence Record  
Mandatory units

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

## Mandatory units

<b>Qualification title</b>	<b>City &amp; Guilds qualification number</b>	<b>Qualification Accreditation Number (QAN)</b>
City & Guilds Level 3 NVQ in Decorative Finishing – Painting and Decorating (Construction)	6572-23	603/7634/X

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<b>Version and date</b>	<b>Change detail</b>
July 2021 V1	Refer to version control document in 6572-23 QHB for detail on changes arising from incremental review

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# 1 About your Candidate Logbook/Work-Based Evidence Record

## 1.1 Contact details

<b>Candidate name</b>	
<b>Candidate address</b>	
<b>Centre name</b>	
<b>Centre number</b>	
<b>Programme start date</b>	
<b>City &amp; Guilds registration number</b>	
<b>Date of registration with City &amp; Guilds</b>	

This Candidate Logbook/Work-Based Evidence Record is your personal achievement in practical work carried out mostly in the workplace and knowledge assessments achieved. It may not be possible to replace this document, therefore it should be kept in good condition and in a safe place to be used by you to record your progress.

Once completed, you must keep this portfolio for a period of three years. During this time your training centre can request that you submit your portfolio to them. This will be returned to you.

Keep a record of relevant contact details in the space provided below. You may find it helpful to make a note of phone numbers and e-mail addresses here.

<b>Your Assessor(s)</b>	
<b>Internal Quality Assurer (IQA)</b>	
<b>Quality Consultant (QC)</b>	

## 1.2 Introduction to the logbook

This logbook will help you complete the units in **City & Guilds Level 3 NVQ in Decorative Finishing – Painting and Decorating (Construction) (6572-23)**. It contains forms you can use to record your evidence of what you have done.

This Logbook contains the **7 mandatory units** only. The optional units can be found in a zip file on the City & Guilds Website. You should discuss and agree with your assessor/tutor which of these units you are going to work towards.

### **About City & Guilds**

City & Guilds is your awarding body for this qualification. City & Guilds is the UK's leading awarding body for vocational qualifications.

Information about City & Guilds and our qualifications is available on our website **[www.cityandguilds.com](http://www.cityandguilds.com)**.

## 2 About your approved centre

### Types of approved centres

Assessment for your qualification will be carried out at your centre. Your centre may be your place of work, a college, training provider or a combination of these.

City & Guilds approves centres to offer their qualifications and regularly monitors them to make sure they meet our quality standards and follow our assessment policies.

### Centre responsibilities

Your centre is responsible for the administration of your qualification. Centre staff will:

- register you with City & Guilds
- give you your City & Guilds enrolment number
- apply for your certificate(s) when you have completed your qualification or units.

Centres are also responsible for supporting you as you work towards your NVQ. Centres will:

- carry out an initial assessment with you
- tell you about any learning or training (and resources) you will need to help you complete your qualification
- provide an induction programme to explain how the assessment process works
- produce an assessment plan for you.

### Assessment roles

The following people at your centre will help you achieve your qualification.

#### The Assessor

The assessor is the person you will have the most contact with as you work towards your qualification. Your assessor will:

- help you identify any training you need
- agree an assessment plan with you
- help you plan and organise your workload and evidence
- observe you carrying out your job in the workplace over a period of time
- ask you questions about the work you do
- make decisions about your evidence
- judge when you are competent and meet the national standards
- give you feedback about your evidence and competence.

You may have more than one assessor depending on which units of the qualification you take.

#### The Internal Quality Assurer (IQA)

The Internal Quality Assurer (IQA) maintains the quality of assessment within the centre.



## **The Work-Based Recorder/Expert Witness**

The role of the work-based recorder/expert witness is to:

- observe you carrying out work activities
- take photographs as evidence of work carried out
- authenticate work based recordings and testimonies
- ensure all work meets current industrial standards
- ensure all work is carried out in a safe manner
- be in regular communication with your assessor to evaluate your performance on site
- try to make sure you get the relevant work experience needed to meet the criteria of your NVQ
- provide support, guidance and motivation to help you complete your NVQ successfully

## 3 About candidates

### Candidate role and responsibilities

Your responsibilities as a City & Guilds candidate are to:

- provide your centre with your personal details so you can be registered with City & Guilds
- participate in an initial assessment and induction
- agree a personal assessment plan with your assessor
- collect and organise your evidence as agreed in your assessment plan
- attend regular meetings with your assessor to discuss your progress and to amend your plan when required
- meet with other centre and City & Guilds staff to talk about your qualification and evidence
- make sure you understand and comply with health and safety law and regulations.

Your centre **may** ask you to agree and sign a learning contract with them to show how you will be assessed for your qualification.

### Learner registration number

Make sure you keep a note of your unique City & Guilds registration number on the front page of this logbook.

### Moving to a new centre

If you change jobs or move to a new centre before you complete your qualification, you may be able to complete it at a new centre. A new centre will need your candidate enrolment number, your assessment records and evidence to help you complete your qualification.

## **4 Qualification assessment**

### **4.1 Before you start your qualification**

#### **Initial assessment**

Before you start work on your qualification you will meet with your assessor to discuss what you need to do to complete your qualification. This can include:

- checking you are taking the right qualification level
- checking you have chosen suitable units
- identifying any training or learning you will need to help you gain your qualification
- agreeing an assessment plan
- signing a learning contract.

#### **Skill scan**

As part of this meeting, you will discuss the skills and knowledge you may already have and decide how this can be used towards your qualification. This process is sometimes called a skill scan. There is a Skill Scan Form in this logbook you can use to record the skills you may already have.

## 4.2 The assessment process

Once you have chosen your units you will make and agree an assessment plan with your assessor. This will show:

- the units the plan covers
- when you will be assessed
- where the assessment will take place
- what you will be doing
- what evidence you will produce
- who will assess you.

The plan should also indicate the methods of assessment to be used to collect your evidence. Evidence can include:

- direct observation in the workplace by a qualified assessor
- witness testimony of work carried out by you in the workplace written by an expert witness
- questioning – this could be verbal, written or computer based
- other evidence which can include photographs or personal accounts.

### **Assessment requirements**

Site Observations (SO) should be conducted in the workplace by your Assessor. For individual criteria not directly observed, evidence of your ability to complete a number of different tasks to confirm competence must be recorded.

### **Types of evidence**

SO = Site Observation

OQ = Oral Question

WQ = Written Question & Answer

WT = Witness Testimony

PS = Photographic Supplementary

PD = Professional Discussion

The following people at your centre will explain the assessment and recording process and help you achieve your unit(s).

### **The assessor/tutor**

The assessor/tutor is the person you will have the most contact with as you work towards your unit(s). You may have more than one assessor/tutor depending on which unit(s) you take or you may be assessed by a person who is not your tutor.

### **The Internal Quality Assurer (IQA)**

The IQA maintains the quality of assessment within the centre.

### **The Qualification Consultant (QC)**

The QC works for City & Guilds and helps to ensure that your centre meets the required standards for quality and assessment.

## 5 Using your logbook

### **Recording forms**

This logbook contains all of the forms you and your assessor will need to plan, review and organise your evidence. Your assessor will be able to help you decide which forms you need to complete and help you fill them in.

### **Candidate job profile**

You can use this form to record your personal details if you don't already have a Candidate Résumé/ CV.

### **Skill scan/Initial assessment**

This can be used to record the skills and knowledge you may already have. This may be part of your initial assessment.

### **Overall unit sign-off**

You can use this form to log your achievement of the units for the whole qualification including completion of assignments and online assessment

### **On-site assessment plan/feedback**

You and your assessor will use this form to plan each assessment session. Your assessor will use this form to give feedback on the task. It will also enable you and your assessor to plan what actions need to be done before the next session.

### **On-site observation report**

Your assessor will complete during observation. You will both sign this as a true record.

### **Professional discussion supplementary evidence sheet**

To be completed by you, your work-based recorder or another witness to evidence meeting assessment criteria that could not be signed off during direct observation with your assessor.

### **Oral questioning supplementary evidence sheet**

Your assessor will use this form to log any additional questions and answers asked during observation or to mop up any missing evidence.

### **Photographic supplementary evidence**

Use this form to include a photo and brief description of the task being carried out.

### **Work-based recorder details**

To be completed by your work-based recorders to confirm occupational competence.

### **Assessor briefing and report continuation sheet**

Additional space for your assessor to make notes

### **Signature sheet**

This is used to record the details of staff that will provide you with witness testimony.

### **Units**

These record where the evidence you produce meets the requirements of the unit. You should give each piece of evidence an evidence reference number.

**Please photocopy these forms as many times as required to log the evidence.**

## 5.1 Candidate job profile

If you already have your own CV you can use that instead of this form.

<b>Candidate name:</b>	
<b>Place of work:</b>	
<b>Assessor:</b>	

**Outline of job role:**

**Previous roles & responsibilities relevant to the qualification:**

**Previous qualification and training relevant to the qualification**

<b>Qualification/Training</b>	<b>Where achieved</b>	<b>Date achieved</b>	<b>Grade</b>

## 5.2 Units

To achieve the **City & Guilds Level 3 NVQ in Decorative Finishing – Painting and Decorating (Construction) (6572-23)**, learners must achieve a minimum of **9** units:

- **7** units must be achieved from the mandatory units

plus, a minimum of:

- **1** unit from Optional Group A, and
- **1** unit from Optional Group B.

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

	<b>City &amp; Guilds unit no.</b>	<b>Unit title</b>	<b>TQT</b>	<b>Level</b>
<b>Mandatory</b>				
	102	Conforming to General Health, Safety and Welfare in the Workplace	20	1
	225	Erecting and Dismantling Access/Working Platforms in the Workplace	80	2
	303	Confirming the Occupational Method of Work in the Workplace	110	3
	300	Confirming Work Activities and Resources for an Occupational Work Area in the Workplace	100	3
	371	Applying Surface Coatings by Brush and Roller in the Workplace	220	3
	502	Developing and Maintaining Good Occupational Working Relationships in the Workplace	80	3
	686	Preparing Surfaces for Painting and/or Decorating in the Workplace	270	2
<b>Optional Group A</b>				
	368	Hanging Wallcoverings (Standard and Foundation Papers) in the Workplace	260	3
	369	Hanging Non-Standard Width Wallcoverings in the Workplace	220	3
<b>Optional Group B</b>				
	358	Producing and Applying Complex Stencils in the Workplace	210	3
	367	Applying Coatings by the Airless Spray Method in the Workplace	170	3

370	Applying Coatings by the Air Spray Method in the Workplace	170	3
372	Hanging Wallcoverings to Complex Surfaces in the Workplace	320	3
373	Producing Comb Textured Finishes in the Workplace	140	3
374	Applying Metal Leaf to Surfaces in the Workplace	260	3
375	Producing Quality Replica Marble Finishes in the Workplace	220	3
410	Hanging Wallcoverings (Specialised Paper) in the Workplace	300	4
412	Producing Quality Replica Wood Grained Finishes in the Workplace	350	4
743	Installing Coving and Decorative Mouldings in the Workplace	110	2
744	Applying Coatings to Produce Textured Finishes in the Workplace	130	2
745	Producing Broken Colour Effects in the Workplace	150	2
746	Producing Stencilised Designs using Pre-Cut Stencil Plates in the Workplace	120	2
753	Producing Straight Wood Grained Effects in the Workplace	120	2
754	Producing Marbling Effects in the Workplace	120	2



## 5.3 Skill scan/initial assessment – Mandatory units

Qualification title: **City & Guilds Level 3 NVQ in Decorative Finishing – Painting and Decorating (Construction)**

Qualification no: **6572**

Candidate name: \_\_\_\_\_

Unit	Duties	Examples	Training Required
<b>102</b>	<b>Conforming to general health, safety and welfare in the workplace</b>		
	Comply with all workplace health, safety and welfare legislation requirements		
	Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures		
	Comply with organisational policies and procedures to contribute to health, safety and welfare		
	Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area		
	Comply with and support all organisational security arrangements and approved procedures		
<b>225</b>	<b>Erecting and dismantling access/working platforms in the workplace</b>		
	Interpret the given information relating to the work and resources when erecting and dismantling access/working platforms		
	Know how to comply with relevant legislation and official guidance when erecting and dismantling access/working platforms		
	Maintain safe working practices when erecting and dismantling access/working platforms		

	Select the required quantity and quality of resources for the methods of work to erect and dismantle access/working platforms		
	Minimise the risk of damage to the work and surrounding area when erecting and dismantling access/working platforms		
	Complete the work within the allocated time when erecting and dismantling access/working platforms		
	Comply with the given contract information to erect and dismantle access/ working platforms to the required specification		
<b>303</b>	<b>Confirming the occupational method of work in the workplace</b>		
	Assess available project data accurately to determine the occupational method of work		
	Obtain additional information from alternative sources in cases where the available project data is insufficient		
	Identify work methods that will make best use of resources and meet project, statutory and contractual requirements		
	Confirm and communicate the selected work method to relevant personnel		
<b>300</b>	<b>Confirming work activities and resources for an occupational work area in the workplace</b>		
	Identify work activities, assess required resources and plan the sequence of work		
	Obtain clarification and advice where the resources required are not available		
	Evaluate the work activities and the requirements of any significant external factors against the project requirements		
	Identify work activities which influence each other and make the best use of the resources available		
	Identify changed circumstances that require alterations to the work programme and justify them to decision makers		

<b>371</b>	<b>Applying surface coatings by brush and roller in the workplace</b>		
	Interpret the given information relating to the work and resources when applying surface coatings by brush and roller		
	Know how to comply with relevant legislation and official guidance when applying surface coatings by brush and roller.		
	Maintain safe and healthy working practices when applying surface coatings by brush and roller		
	Select the required quantity and quality of resources for the methods of work to apply surface coatings by brush and/or roller		
	Minimise the risk of damage to the work and surrounding area when applying surface coatings by brush and roller.		
	Complete the work within the allocated time when applying surface coatings by brush and roller.		
	Comply with the given contract information to apply surface coatings by brush and roller to the required specification.		
<b>502</b>	<b>Developing and maintaining good occupational working relationships in the workplace</b>		
	Develop, maintain and encourage working relationships to promote good will and trust		
	Inform relevant people about work activities in an appropriate level of detail, with the appropriate level of urgency		
	Offer advice and help to relevant people about work activities and encourage questions/requests for clarification and comments		
	Clarify proposals with relevant people and discuss alternative suggestions		
	Resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect		
<b>686</b>	<b>Preparing surfaces for painting and/or decorating in the workplace</b>		

Interpret the given information relating to the work and resources when preparing surfaces for painting and/or decorating.		
Know how to comply with relevant legislation and official guidance when preparing surfaces for painting and/or decorating.		
Maintain safe and healthy work practices when preparing surfaces for painting and/or decorating.		
Select the required quantity and quality of resources for the methods of work to prepare surfaces for painting and/or decorating.		
Minimise the risk of damage to the work and surrounding area when preparing surfaces for painting and/or decorating.		
Complete the work within the allocated time when preparing surfaces for painting and/or decorating.		

## 5.4 Tracking Document

To achieve the **City & Guilds Level 3 NVQ in Decorative Finishing – Painting and Decorating (Construction) (6572-23)**, learners must achieve a minimum of **9** units:

- **7** units must be achieved from the mandatory units

plus, a minimum of:

- **1** unit from Optional Group A, and
- **1** unit from Optional Group B.

City & Guilds unit no.	Unit level	Unit title	Unit achieved Yes/No	Date
102	1	Conforming to general health, safety and welfare in the workplace		
225	2	Erecting and dismantling access/working platforms in the workplace		
303	3	Confirming the occupational method of work in the workplace		
300	3	Confirming work activities and resources for an occupational work area in the workplace		
371	3	Applying surface coatings by brush and roller in the workplace		
502	3	Developing and maintaining good occupational working relationships in the workplace		
686	2	Preparing surfaces for painting and/or decorating in the workplace		
368	3	Hanging wallcoverings (standard and foundation papers) in the workplace		
369	3	Hanging non-standard-width wallcoverings in the workplace		
358	3	Producing and applying complex stencils in the workplace		
367	3	Applying coatings by the airless spray method in the workplace		

<b>City &amp; Guilds unit no.</b>	<b>Unit level</b>	<b>Unit title</b>	<b>Unit achieved Yes/No</b>	<b>Date</b>
370	3	Applying coatings by the air spray method in the workplace		
372	3	Hanging wallcoverings to complex surfaces in the workplace		
373	3	Producing comb textured finishes in the workplace		
374	3	Applying metal leaf to surfaces in the workplace		
375	3	Producing quality replica marble finishes in the workplace		
410	4	Hanging wallcoverings (specialised paper) in the workplace		
412	4	Producing quality replica wood grained finishes in the workplace		
743	2	Installing coving and decorative mouldings in the workplace		
744	2	Applying coatings to produce textured finishes in the workplace		
745	2	Producing broken colour effects in the workplace		
746	2	Producing stencilled designs using pre-cut stencil plates in the workplace		
753	2	Producing straight wood grained effects in the workplace		
754	2	Producing marbling effects in the workplace		

## 5.5 On site assessment plan/feedback

<b>Portfolio evidence reference:</b>	
--------------------------------------	--

<b>Candidate name:</b>		<b>Date:</b>	
------------------------	--	--------------	--

<u>Candidate prepared for assessment</u>	<u>Yes / No</u>	<u>Candidate requires support</u>	<u>Yes / No</u>
<u>Candidate briefed on appeals procedure</u>	<u>Yes / No</u>	<u>Support required</u>	<u>Yes / No</u>

Assessment location/address and postcode:

Type of work to be carried out:

Assessor feedback:  
(Use Assessor continuation sheet if required)

Forward Planning:

Candidate signature:		Date:
Assessor name:	Assessor signature:	Date:
IQA name:	IQA signature:	Date:

## 5.6 On site observation report

<b>Portfolio evidence reference:</b>	
--------------------------------------	--

<b>Candidate name:</b>		<b>Date:</b>	
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<u>Candidate prepared for assessment</u>	<u>Yes / No</u>	<u>Candidate requires support</u>	<u>Yes / No</u>
<u>Candidate briefed on appeals procedure</u>	<u>Yes / No</u>	<u>Support required</u>	<u>Yes / No</u>

### Assessment location/address and postcode:

Learning outcome reference

Assessor observation:  
(Use Assessor continuation sheet if required)

Candidate signature:		Date:
Assessor name:	Assessor signature:	Date:
IQA name:	IQA signature:	Date:



## 5.7 Professional discussion supplementary evidence sheet

<b>Unit number:</b>		<b>Portfolio evidence reference:</b>	
<b>Candidate name:</b>		<b>Date:</b>	

Completed by: (please tick)

**Candidate:**

**Work-based Recorder**

**Witness**

Learning outcome reference

Written evidence:

Reading taken (eg flow rates, pressure, temperature):

Candidate signature:	Date:	
Assessor/Work-Based Recorder name:	Date:	
Assessor/Work-Based Recorder signature:	Date:	
IQA name:	IQA signature:	Date:



## 5.9 Photographic supplementary evidence

<b>Unit number:</b>		<b>Portfolio evidence reference:</b>	
<b>Candidate name:</b>		<b>Date:</b>	

Brief description of task being carried out in the photograph (to be completed by the candidate):

(Attach photo in this box)

Where the photograph was taken:

Candidate signature:		Date:
Assessor name:	Assessor signature:	Date:
IQA name:	IQA signature:	Date:

## 5.10 Work-based recorder/expert witness details

If a work-based recorder/expert witness is to be used to confirm your competence in the workplace (system to be agreed by assessor) then to meet the requirements of the construction industry qualification assessment strategy (as agreed by the key industry bodies) he/she must be occupationally competent, endorsed by the employer the IQA or the assessor. The designated work-based recorder should ordinarily be your immediate work supervisor. It is recognised that over the lifetime of the qualification you may be allocated more than one work-based recorder. The requirements detailed below therefore **must** be completed by each work-based recorder allocated to you.

I confirm I am suitably experienced or qualified in line with the industry requirements for work-based recorders detailed above. I acknowledge that I will only counter sign documentation requested by the candidate where to my knowledge only the candidate has completed the work and on the understanding that the work has been carried out to a commercially acceptable standard.

<b>Work-Based Recorder name:</b>	
Work-Based Recorder signature:	Date:

I confirm that I am suitably experienced or qualified in line with the industry requirements for work-based recorders detailed above. I acknowledge that I will only counter sign documentation requested by the candidate where to my knowledge only the candidate has completed the work and on the understanding that the work has been carried out to a commercially acceptable standard.

<b>Work-Based Recorder name:</b>	
Work-Based Recorder signature:	Date:

I confirm that I am suitably experienced or qualified in line with the industry requirements for work-based recorders detailed above. I acknowledge that I will only counter sign documentation requested by the candidate where to my knowledge only the candidate has completed the work and on the understanding that the work has been carried out to a commercially acceptable standard.

<b>Work-Based Recorder name:</b>	
Work-Based Recorder signature:	Date:

5.11 Assessor continuation sheet  
 On site assessment plan/feedback  
 On site observation



<b>Portfolio evidence reference:</b>	
--------------------------------------	--

<b>Candidate name:</b>		<b>Date:</b>	
------------------------	--	--------------	--

Candidate signature:		Date:
Assessor name:	Assessor signature:	Date:
IQA name:	IQA signature:	Date:



# Unit 102 Conforming to general health, safety and welfare in the workplace

Level: 1

## Unit aim:

To provide you with an awareness of:

- relevant current statutory requirements and official guidance
- responsibilities, to self and others, relating to workplace health, safety and welfare
- aiding safe and healthy working practices
- personal behaviour and security in the workplace.

\*PER – Portfolio evidence reference    SO – Site observation    OQ – Oral question    WQ – Written question    WT – Witness testimony  
 PS – Product supplementary    PD – Professional discussion

**Assessment criteria that are practical activities are highlighted in bold.**

1. Comply with all workplace health, safety and welfare legislation requirements.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 <b>comply with information from workplace inductions and any health, safety and welfare briefings attended relevant to the occupational area</b>							
1.2 <b>use health and safety control equipment safely to carry out the activity in accordance with legislation and organisational requirements</b>							
1.3 <b>comply with:</b>							
a. <b>statutory requirements</b>							
b. <b>safety notices and warning notices displayed within the workplace and/or on equipment</b>							
1.4 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:							
a. collective protective measures							
b. Personal Protective Equipment (PPE)							

c. Respiratory Protective Equipment (RPE)							
d. Local Exhaust Ventilation (LEV)							
1.5 state how the health and safety control equipment relevant to the work should be used in accordance with the given instructions							
1.6 state which types of:							
a. health, safety and welfare legislation							
b. notices and warning signs are relevant to the occupational area and associated equipment							
1.7 state why:							
a. health, safety and welfare legislation							
b. notices and warning signs are relevant to the occupational area and associated equipment							
1.8 state how to comply with control measures that have been identified by risk assessments and safe systems of work.							



2. Recognise hazards associated with the workplace that have not been previously controlled and report them in accordance with organisational procedures.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
2.1	<b>report any hazards created by changing circumstances within the workplace in accordance with organisational procedures</b>													
2.2	list typical hazards associated with the work environment and occupational area in relation to:													
	a. resources													
	b. substances													
	c. asbestos													
	d. equipment													
	e. obstructions													
	f. storage													
	g. services and work activities													
2.3	list the current health and safety executive top ten safety risks													
2.4	list the current health and safety executive top five health risks													
2.5	state how changing circumstances within the workplace could cause hazards													
2.6	state the methods used for reporting changed circumstances, hazards and incidents in the workplace.													

3. Comply with organisational policies and procedures to contribute to health, safety and welfare.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
3.1	<b>interpret and comply with given instructions to maintain safe systems of work and quality working practices</b>													
3.2	<b>contribute to discussions by offering/providing feedback relating to health, safety and welfare</b>													
3.3	<b>contribute to the maintenance of workplace welfare facilities in accordance with workplace welfare procedures</b>													
3.4	<b>safely store health and safety control equipment in accordance with given instructions</b>													
3.5	<b>dispose of waste and/or consumable items in accordance with legislation</b>													
3.6	state the organisational policies and procedures for health, safety and welfare, in relation to:													

a. dealing with accidents and emergencies associated with the work and environment							
b. methods of receiving or sourcing information							
c. reporting							
d. stopping work							
e. evacuation							
f. fire risks and safe exit procedures							
g. consultation and feedback							
3.7 state the appropriate types of fire extinguishers relevant to the work							
3.8 state how and when the different types of fire extinguishers are used in accordance with legislation and official guidance.							

4. Work responsibly to contribute to workplace health, safety and welfare whilst carrying out work in the relevant occupational area.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 <b>demonstrate behaviour which shows personal responsibility for general workplace health, safety and welfare</b>							
4.2 state how personal behaviour demonstrates responsibility for general workplace health, safety and welfare, in relation to:							
a. recognising when to stop work in the face of serious and imminent danger to self and/or others							
b. contributing to discussions and providing feedback							
c. reporting changed circumstances and incidents in the workplace							
d. complying with the environmental requirements of the workplace							
4.3 give examples of how the behaviour and actions of individuals could affect others within the workplace.							

5. Comply with and support all organisational security arrangements and approved procedures.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 <b>provide appropriate support for security arrangements in accordance with approved procedures:</b>							
a. <b>during the working day</b>							
b. <b>on completion of the day's work</b>							
c. <b>for unauthorised personnel (other operatives and the general public)</b>							
d. <b>for theft</b>							
5.2 state how security arrangements are implemented in relation to:							
a. the workplace							
b. the general public							
c. site personnel							
d. resources.							

## Unit 102      Conforming to general health, safety and welfare in the workplace

### Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

<b>Candidate name:</b>	
<b>Candidate signature:</b>	
<b>Date:</b>	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

<b>Assessor name:</b>	
<b>Assessor signature:</b>	
<b>Date:</b>	

<b>IQA name:</b>	
<b>IQA signature:</b>	
<b>Date:</b>	

# Unit 225 Erecting and dismantling access/working platforms in the workplace

Level: 2

**Unit aim:**

To provide you 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.

\*PER – Portfolio evidence reference    SO – Site observation    OQ – Oral question    WQ – Written question    WT – Witness testimony

PS – Product supplementary    PD – Professional discussion

**Assessment criteria that are practical activities are highlighted in bold.**

1. Interpret the given information relating to the work and resources when erecting and dismantling access/working platforms.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 <b>interpret and extract information from:</b>							
a. <b>specifications</b>							
b. <b>method statements</b>							
c. <b>risk assessments</b>							
d. <b>manufacturers' information</b>							
1.2 <b>comply with information and/or instructions derived from risk assessments and method statement</b>							
1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.4 describe different types of information, their source and how they are interpreted in relation to:							
a. specifications							
b. current legislation							
c. method statements							

d. risk assessments							
e. manufacturers' information.							

2. Know how to comply with relevant legislation and official guidance when erecting and dismantling access/working platforms.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities under current legislation and official guidance whilst working:							
a. in the workplace							
b. at height							
c. in confined areas							
d. with tools and equipment							
e. with movement/storage of materials							
f. by manual handling							
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
2.3 state what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe working practices when erecting and dismantling access/working platforms.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 <b>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</b>							

3.2	explain why, when and how Personal Protective Equipment (PPE) should be used, relating to erecting and dismantling access/working platforms, and the:							
	a. types							
	b. purpose							
	c. limitations							
	of each type							
3.3	state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
	a. fires							
	b. spillages							
	c. injuries							
	d. other task-related hazards.							

4. Select the required quantity and quality of resources for the methods of work to erect and dismantle access/working platforms.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:							
	a. ladders/crawler boards							
	b. stepladders/platform steps							
	c. trestles							
	d. proprietary staging/podiums							
	e. proprietary towers							
	f. mobile scaffold towers							
	g. protection equipment and notices							
	h. tools and ancillary equipment							
4.2	<b>select resources associated with own work in relation to:</b>							
	a. <b>materials</b>							

b. <b>components</b>							
c. <b>tools</b>							
d. <b>equipment</b>							
4.3 state:							
a. how the resources should be used correctly							
b. how problems associated with the resources are reported							
c. how the organisational procedures are used							
4.4 outline potential hazards associated with the resources and method of work							
4.5 describe how to calculate quantity of equipment required associated with the method/procedure to erect and dismantle access equipment/working platforms.							

5. Minimise the risk of damage to the work and surrounding area when erecting and dismantling access/working platforms.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 <b>protect the work and its surrounding area from damage</b>							
5.2 <b>minimise damage and maintain a clean work space</b>							
5.3 describe how to protect work from damage and the purpose of protection in relation to:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							
5.4 <b>dispose of waste in accordance with legislation</b>							
5.5 state why the disposal of waste should be carried out in relation to the work.							

6. Complete the work within the allocated time when erecting and dismantling access/working platforms.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 <b>demonstrate completion of the work within the allocated time</b>							



6.2	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.						
7. Comply with the given contract information to erect and dismantle access/ working platforms to the required specification.							
You must be able to:		*PER	SO	OQ	WQ	WT	PS PD
7.1	<b>demonstrate the following work skills when erecting and dismantling access/working platforms:</b>						
	a. <b>moving</b>						
	b. <b>positioning/erecting</b>						
	c. <b>securing, checking</b>						
	d. <b>dismantling and removing</b>						
7.2	<b>erect, dismantle and store two of the following access equipment to given access regulations:</b>						
	a. <b>ladders/crawler boards</b>						
	b. <b>stepladders/platform steps</b>						
	c. <b>proprietary towers</b>						
	d. <b>trestle platforms</b>						
	e. <b>mobile scaffold towers</b>						
	f. <b>proprietary staging/podiums</b>						
7.3	describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:						
	a. provide protection to the work area						
	b. establish a base for equipment						
	c. erect proprietary access equipment to manufacturers' instructions suitable for the work						
	d. erect non-proprietary access equipment suitable for the work						
	e. place protective screens and notices						
	f. check/monitor equipment during the period of use						
	g. dismantle and store access equipment						

h. use tools and equipment							
i. work at height							
<b>7.4 safely use and store:</b>							
7.5 <b>materials</b>							
7.6 <b>hand tools</b>							
7.7 <b>ancillary equipment</b>							
7.8 state the needs of other occupations and how to communicate within a team when erecting and dismantling access/working platforms							
7.9 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

### Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

<b>Candidate name:</b>	
<b>Candidate signature:</b>	
<b>Date:</b>	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

<b>Assessor name:</b>	
<b>Assessor signature:</b>	
<b>Date:</b>	

<b>IQA name:</b>	
<b>IQA signature:</b>	
<b>Date:</b>	

## Unit 300

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

Level: 3

### Unit aim:

To provide you with the necessary skills and knowledge to:

- interpret information
- identify work activities
- evaluate work activities and resources
- identify reasons for changes to planned work activities.

\*PER – Portfolio evidence reference    SO – Site observation    OQ – Oral question    WQ – Written question    WT – Witness testimony  
 PS – Product supplementary    PD – Professional discussion

### Assessment criteria that are practical activities are highlighted in bold.

1. Identify work activities, assess required resources and plan the sequence of work.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 <b>identify work activities, assess required resources and plan the sequence of work</b>							
1.2 <b>identify work activities and formulate a plan for your own sequence of work</b>							
1.3 explain the types of work relative to the occupational area and how to identify different work activities							
1.4 explain methods of assessing the resources needed from a range of available information							
1.5 explain the required information and the different methods used to prepare a work programme relative to the occupational area.							

2. Obtain clarification and advice where the resources required are not available.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 <b>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</b>							
2.2 explain the different sources and methods that can be used to obtain clarification and advice when the required resources are not available.							

3. Evaluate the work activities and the requirements of any significant external factors against the project requirements.													
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD
<b>3.1 assess progress of work against project requirements, taking into account external factors relating to:</b>													
a. <b>other occupations and /or customers</b>													
b. <b>resources</b>													
c. <b>weather conditions</b>													
d. <b>health and safety requirements</b>													
<b>3.2 explain different methods of evaluating work activities against the following project requirements:</b>													
a. contract conditions													
b. contract programme													
c. health and safety requirements of operatives													
<b>3.3 evaluate the requirements of significant external factors that could affect the progress of work, in relation to:</b>													
a. <b>other related programmes</b>													
b. <b>special working conditions</b>													
c. <b>weather conditions</b>													
d. <b>other occupations/people</b>													
e. <b>resources</b>													
f. <b>health and safety requirements.</b>													

4. Identify work activities which influence each other and make the best use of the resources available.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 <b>determine work activities that have an influence on each other</b>							
4.2 <b>evaluate which work activities make the best use of available resources in relation to:</b>							
a. <b>occupations and/or customers associated with the work</b>							
b. <b>tools, plant and/or ancillary equipment</b>							
c. <b>materials and components</b>							
4.3 explain different methods and sources that can identify which work activities influence each other							
4.4 describe how to determine the sequence of work activities and how long each work activity will take							
4.5 describe what zero and low carbon requirements are							
4.6 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.							

5. Identify changed circumstances that require alterations to the work programme and justify them to decision makers.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 <b>evaluate project progress against the work programme to identify any changed circumstances</b>							
5.2 <b>inform line management and/or customers on the type and extent of any required changes to the work programme</b>							
5.3 explain how to identify possible alterations to the work programme to meet changed circumstances relating to:							
a. action lists							
b. method statements							
c. duration							
d. schedules and/or occupation specific requirements							
5.4 explain how to assess contractual/work effects resulting from alterations to the work programme							
5.5 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

### Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

<b>Candidate name:</b>	
<b>Candidate signature:</b>	
<b>Date:</b>	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

<b>Assessor name:</b>	
<b>Assessor signature:</b>	
<b>Date:</b>	

<b>IQA name:</b>	
<b>IQA signature:</b>	
<b>Date:</b>	

## Unit 303

## Confirming the occupational method of work in the workplace

Level: 3

### Unit aim:

To provide you with the necessary skills and knowledge for:

- assessing project data to determine occupational work methods
- adopting safe and healthy working practices
- selecting the methods of work
- confirming the methods of work to the relevant people associated with the occupation
- sourcing additional information.

\*PER – Portfolio evidence reference    SO – Site observation    OQ – Oral question    WQ – Written question    WT – Witness testimony  
 PS – Product supplementary    PD – Professional discussion

### Assessment criteria that are practical activities are highlighted in bold.

1. Assess available project data accurately to determine the occupational method of work.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1	<b>interpret and extract information from:</b>													
	<b>a. drawings</b>													
	<b>b. specifications</b>													
	<b>c. schedules</b>													
	<b>d. manufacturers' information</b>													
	<b>e. methods of work</b>													
	<b>f. risk assessments</b>													
	<b>g. programmes of work</b>													
1.2	explain how to summarise the following project data:													
	a. required quantities													
	b. specifications													
	c. detailed drawings													



d. health and safety requirements							
e. timescales							
f. scope of works							
1.3 explain the different methods of assessing available project data.							
1.4 explain how to use project data to interpret the work method, in relation to:							
a. standard work procedures							
b. sequence of work							
c. organisation of resources (people, equipment, materials)							
d. work techniques							
e. working conditions (health, safety and welfare)							
f. risk assessment.							

2. Obtain additional information from alternative sources in cases where the available project data is insufficient.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 <b>collect and collate additional information from alternative sources to clarify the work to be carried out</b>							
2.2 explain different methods and techniques of obtaining additional information from the following alternative sources when available project data is insufficient:							
a. customers or representatives							
b. suppliers							
c. regulatory authorities							
d. manufacturers' literature.							

3. Identify work methods that will make best use of resources and meet project, statutory and contractual requirements.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 <b>examine potential work methods to carry out the occupational work activity</b>							

3.2	determine which work methods will make best use of relevant resources and meet health and safety requirements relating to technical and/or project criteria							
3.3	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:							
	a. health and safety welfare (principles of protection)							
	b. fire protection							
	c. access and egress							
	d. equipment availability							
	e. availability of competent workforce							
	f. pollution risk							
	g. waste and disposal							
	h. zero and low carbon outcomes							
	i. weather conditions							
3.4	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:							
	a. conforming to statutory requirements							
	b. customer and user needs							
	c. contract requirements in terms of time, quantity and quality							
	d. environmental considerations							
3.5	explain how different methods of work can achieve zero/low carbon outcomes.							

4. Confirm and communicate the selected work method to relevant personnel.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	<b>confirm the selected occupational work method that meets project, statutory and contractual requirements</b>							

4.2 <b>communicate appropriately to relevant people on the selected occupational work method</b>							
4.3 describe the different techniques and methods of confirming and communicating work methods to relevant people							
4.4 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

### Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

<b>Candidate name:</b>	
<b>Candidate signature:</b>	
<b>Date:</b>	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

<b>Assessor name:</b>	
<b>Assessor signature:</b>	
<b>Date:</b>	

<b>IQA name:</b>	
<b>IQA signature:</b>	
<b>Date:</b>	

# Unit 371      Applying surface coatings by brush and roller in the workplace

**Level:** 3

**Unit aim:**

This unit aims to provide you with the necessary skills and knowledge to:

- interpret instructions
- adopt safe and healthy working practices
- select materials, components and equipment
- work on previously prepared surfaces
- apply water-borne and solvent-borne coatings, using brush and roller application techniques to new surfaces.

\*PER – Portfolio evidence reference      SO – Site observation      OQ – Oral question      WQ – Written question      WT – Witness testimony  
 PS – Product supplementary      PD – Professional discussion

**Assessment criteria that are practical activities are highlighted in bold.**

1. Interpret the given information relating to the work and resources when applying surface coatings by brush and roller.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1 <b>interpret and extract relevant information from:</b>														
a. <b>drawings</b>														
b. <b>specifications</b>														
c. <b>current regulations</b>														
d. <b>schedules</b>														
e. <b>risk assessments</b>														
f. <b>method statements</b>														
g. <b>manufacturers' information</b>														
1.2 <b>comply with information and/or instructions derived from risk assessments and method statements</b>														

1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.4 describe different types of information, their source and how they are interpreted in relation to:							
a. drawings							
b. specifications							
c. current legislation							
d. schedules							
e. risk assessments							
f. method statements							
g. manufacturers' information.							
h. official guidance and current regulations governing buildings associated with occupational requirements.							

2. Know how to comply with relevant legislation and official guidance when applying surface coatings by brush and roller.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities regarding potential accidents and health hazards, people and the environment whilst working:							
a. in the workplace							
b. below ground level							
c. in confined spaces							
d. at height							
e. with tools and equipment							
f. with materials and substances							
g. with movement and storage of materials by manual handling and mechanical lifting							
2.2 describe the organisational security procedures for tools, equipment and personal belongings, in relation to:							

a. site							
b. workplace							
c. company							
d. operative							
e. vehicles							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							
2.4 Describe the types of fire extinguishers available and when applying surface coatings by brush and roller and describe how and when they are used.							

3. Maintain safe and healthy working practices when applying surface coatings by brush and roller.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 <b>use health and safety control equipment and access equipment safely and comply with methods of work to carry out the activity in accordance with current legislation and organisational requirements when applying surface coatings by brush and roller</b>							
3.2 <b>Demonstrate compliance with given information and relevant legislation when applying surface preparing surfaces for painting and/or decoration in relation not all of the following:</b>							
a. <b>Safe use of access equipment</b>							
b. <b>Safe use, storage and handling of materials, tools and equipment</b>							
c. <b>Specific risks to health</b>							
3.3 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/or roller, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
a. collective protective measures							
b. Personal Protective Equipment (PPE)							
c. Respiratory Protective Equipment (RPE)							
d. Local Exhaust Ventilation (LEV)							

3.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions							
3.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
a. fires							
b. spillages							
c. injuries							
d. other task-related activities.							



4. Select the required quantity and quality of resources for the methods of work to surface coatings by brush and roller.													
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD
<b>4.1 select resources associated with own work in relation to:</b>													
a. <b>materials</b>													
b. <b>components</b>													
c. <b>fixings</b>													
d. <b>tools</b>													
e. <b>equipment</b>													
<b>4.2</b> describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:													
a. water-borne and solvent-borne coatings													
b. primers, sealers, intermediate coatings (undercoats) and finishes (single and two pack coatings)													
c. single-product systems (eg emulsions, varnishes timber preservative treatments)													
d. Specialist coatings													
e. Solvents and/or thinners													
f. Appropriate brushes, rollers and other associated equipment													
g. protective sheeting and masking materials													
h. Plant and access equipment													
i. hand tools and associated equipment													
4.3 Describe how to confirm that the resources and materials confirm to the specification													
4.4 describe how the resources should be used correctly and how problems associated with the resources are reported													
4.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources													
4.6 describe any potential hazards associated with the resources and methods of work													
4.7 describe how to calculate quantity, including wastage of materials associated with the method and procedure to applying surface coatings by brush and roller.													

5. Minimise the risk of damage to the work and surrounding area when applying surface coatings by brush and roller.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 <b>protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures</b>							
5.2 <b>maintain a clear and tidy work space</b>							
5.3 <b>dispose of waste in accordance with current legislation</b>							
5.4 describe how to protect work from damage and the purpose of protection in relation to:							
a. general workplace activities							
b. other occupations							
c. members of the public							
d. adverse weather conditions							
5.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturers' information							
d. statutory regulations and official guidance.							

6. Complete the work within the allocated time when applying surface coatings by brush and roller.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 <b>demonstrate completion of the work within the estimated allocated time</b>							
6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to apply surface coatings by brush and roller to the required specification.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
<b>7.1 demonstrate the following work skills when applying surface coatings by brush and roller:</b>														
a. <b>matching</b>														
b. <b>mixing</b>														
c. <b>pouring</b>														
d. <b>diluting</b>														
e. <b>loading</b>														
f. <b>laying-on</b>														
g. <b>laying-off</b>														
h. <b>cutting-in</b>														
<b>7.2 use and maintain hand and power tools and associated equipment</b>														
<b>7.3 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.</b>														
a. <b>trim</b>														
b. <b>broad areas</b>														
c. <b>structural and architectural work by brush and/or roller</b>														

7.4	describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
	a. establish access requirements							
	b. check suitability of previously decorated or prepared surfaces							
	c. prepare and apply water-borne, solvent-borne and two pack coatings by brush and roller							
	d. coat broad areas, trim and structural and/or architectural features							
	e. stripe coat surface features (industrial environment)							
	f. test wet and dry film thickness							
	g. identify how atmospheric conditions affect coatings and their application process							
	h. identify the working and pot life of materials prepared for use							
	i. provide information for Building Information Modelling (BIM)							
	j. recognise and determine when specialist skills and knowledge are required and report accordingly							
	K. identify and follow manufacturer's instructions							
	k. work around an in close proximity to plant and machinery							
	l. direct and guide the operations and movement of plant and machinery							
	m. work at height							
	n. inspect and use access equipment							
	o. use appropriate brushes, rollers and associated tools and equipment							
7.5	describe the needs of other occupations and how to effectively communicate with a with members of the public who may be affected when applying surface coatings by brush and roller							
7.6	describe how to care for brushes and 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

### Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

<b>Candidate name:</b>	
<b>Candidate signature:</b>	
<b>Date:</b>	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

<b>Assessor name:</b>	
<b>Assessor signature:</b>	
<b>Date:</b>	

<b>IQA name:</b>	
<b>IQA signature:</b>	
<b>Date:</b>	

## Unit 502      Developing and maintaining good occupational working relationships in the workplace

Level:            5

### Unit aim:

To provide you with the necessary skills and knowledge for:

- interpreting information
- adopting safe and healthy working practices
- working with, informing and supporting people
- developing and maintaining good occupational working relationships.

\*PER – Portfolio evidence reference      SO – Site observation      OQ – Oral question      WQ – Written question      WT – Witness testimony

PS – Product supplementary                  PD – Professional discussion

**Assessment criteria that are practical activities are highlighted in bold.**

1. Develop, maintain and encourage working relationships to promote good will and trust.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 <b>give appropriate advice and information to relevant people about the occupational work activities and/or associated occupations involved</b>							
1.2 <b>apply the principles of equality and diversity by considering the needs of individuals when working and communicating with others</b>							
1.3 explain the methods and techniques used and personal attributes required to encourage and maintain working relationships that promote goodwill and trust with relevant people							
1.4 explain the principles of equality and diversity and how to apply them when working and communicating with others.							
2. Inform relevant people about work activities in an appropriate level of detail, with the appropriate level of urgency.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 <b>communicate on the following work activity information to relevant people following organisational procedures:</b>							
a. <b>appropriate timescales</b>							

b. <b>health and safety requirements</b>							
c. <b>co-ordination of work procedures</b>							
2.2 explain the different methods and techniques used to inform relevant people about work activities							
2.3 explain the effects of not informing relevant people with the expected level of urgency							
2.4 explain the different types of work activity related information and to what level of detail the following people would expect to receive:							
a. colleagues							
b. employers							
c. customers							
d. contractors							
e. suppliers of products and services							
f. other people affected by the work/project.							

3. Offer advice and help to relevant people about work activities and encourage questions/requests for clarification and comments.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 <b>give appropriate advice and information to relevant people about the different methods of carrying out occupational work activities to achieve the required outcome</b>							
3.2 explain the techniques of encouraging questions and/or requests for clarification and comments							
3.3 explain the different ways of offering advice and help to different people about work activities, in relation to:							
a. progress							
b. results							
c. achievements							
d. occupational problems							
e. occupational opportunities							
f. health and safety requirements							
g. coordinated work.							

4. Clarify proposals with relevant people and discuss alternative suggestions.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 <b>engage regular discussions with relevant people about the occupational work activity and/or other occupations involved</b>							
4.2 explain the methods of clarifying alternative proposals with relevant people							
4.3 explain the methods of suggesting alternative proposals.							

5. Resolve differences of opinion in ways that minimise offence and maintain goodwill, trust and respect.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 <b>examine and agree the work activities that satisfy all people involved and will meet the required outcome of the proposed method of work</b>							
5.2 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

### Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

<b>Candidate name:</b>	
<b>Candidate signature:</b>	
<b>Date:</b>	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

<b>Assessor name:</b>	
<b>Assessor signature:</b>	
<b>Date:</b>	

<b>IQA name:</b>	
<b>IQA signature:</b>	
<b>Date:</b>	

## Unit 686

## Preparing surfaces for painting and/or decorating in the workplace

Level: 2

### Unit aim:

This unit aims to provide you with the necessary skills and knowledge to:

- interpreting information
- adopting safe and healthy working practices
- selecting and preparing materials and associated equipment
- providing protection to the work area
- preparing surfaces in readiness to receive decorative/protective finishes in industrial and/or non-industrial situations.

\*PER – Portfolio evidence reference    SO – Site observation    OQ – Oral question    WQ – Written question    WT – Witness testimony

PS – Product supplementary    PD – Professional discussion

### Assessment criteria that are practical activities are highlighted in bold.

6. Interpret the given information relating to the work and resources when preparing surfaces for painting and/or decorating.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 <b>interpret and extract relevant information from:</b>							
<b>a. drawings</b>							
<b>b. current regulations</b>							
<b>c. schedules</b>							
<b>d. risk assessments</b>							
<b>e. method statements</b>							
<b>f. manufacturers' information</b>							
6.2 <b>comply with information and/or instructions derived from risk assessments and method statements</b>							
6.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
6.4 describe different types of information, their source and how they are interpreted in relation to:							

a. drawings							
b. specifications							
c. current legislation							
d. schedules							
e. risk assessments							
f. method statements							
g. manufacturers' information.							
h. official guidance and current regulations governing buildings associated with occupational requirements.							

7. Know how to comply with relevant legislation and official guidance when preparing surfaces for painting and/or decorating.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 describe your responsibilities regarding potential accidents and health hazards, people and the environment whilst working:							
a. in the workplace							
b. below ground level							
c. in confined spaces							
d. at height							
e. with tools and equipment							
f. with materials and substances							
g. with movement and storage of materials and by manual handling and mechanical lifting							
7.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							

e. vehicles							
7.3 explain what the accident reporting procedures are and who is responsible for making reports.							
7.4 describe the types of fire extinguishers available when preparing surfaces for painting and/or decorating.							

8. Maintain safe and healthy work practices when preparing surfaces for painting and/or decorating.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
8.1 <b>use health and safety control equipment and access equipment safely to carry out the activity in accordance with current legislation and organisational requirements when preparing surfaces for painting/decorating</b>							
8.2 <b>demonstrate compliance with given information and relevant legislation when applying surface coatings by brush and roller</b>							
a. <b>Safe use of access equipment</b>							
b. <b>Safe use, storage and handling of materials, tools and equipment</b>							
c. <b>Specific risks to health</b>							
8.3 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:							
a. collective protective measures							
b. Personal Protective Equipment (PPE)							
c. Respiratory Protective Equipment (RPE)							
d. Local Exhaust Ventilation (LEV)							
8.4 describe how the relevant health and safety control equipment should be used in accordance with the given working instructions							
8.5 describe how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
a. fires							
b. spillages							
c. injuries							

d. other task-related activities.							
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9. Select the required quantity and quality of resources for the methods of work to prepare surfaces for painting and/or decorating.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
9.1 select resources associated with own work in relation to materials, tools and equipment							
9.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:							
a. protective sheets and masking materials							
b. degreasing agents for the removal of contaminants							
c. cleaning agents							
d. paint stripping materials and equipment							
e. fillers (single and two pack)							
f. abrasives							
g. surface treatment materials							
h. waste containers and/or bags							
i. access equipment							
j. hand tools, power tools and associated equipment							
9.3 describe how to confirm that the resources and materials conform to the specification.							
9.4 describe how the resources should be used correctly and how problems associated with the resources are reported							
9.5 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
9.6 describe any potential hazards associated with the resources and methods of work							
9.7 describe how to calculate quantity of materials including wastage associated with the method and procedure to prepare surfaces for painting and/or decorating.							

10. Minimise the risk of damage to the work and surrounding area when preparing surfaces for painting and/or decorating.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
10.1 <b>protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures</b>							
10.2 <b>maintain a clear and tidy work space</b>							
10.3 <b>dispose of waste in accordance with current legislation</b>							
10.4 describe how to protect work from damage and the purpose of protection in relation to:							
a. general workplace activities							
b. other occupations							
c. members of the public							
d. adverse weather conditions							
10.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturers' information							
d. statutory regulations							
e. official guidance.							

11. Complete the work within the allocated time when preparing surfaces for painting and/or decorating.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
11.1 <b>demonstrate completion of the work within the estimated allocated time</b>							
11.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

12. Comply with the given contract information to prepare surfaces for painting and/or decorating to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
<b>12.1 demonstrate the following work skills when preparing surfaces for painting and/or decorating:</b>							
a. <b>washing</b>							
b. <b>stripping and/or scraping</b>							
c. <b>abrading and keying</b>							
d. <b>mixing</b>							
e. <b>filling</b>							
f. <b>levelling and/or flattening</b>							
g. <b>brushing-down</b>							
<b>12.2 use and maintain hand and power tools and associated equipment.</b>							
<b>12.3 prepare, prime and seal exterior and/or interior surfaces for industrial and/or non-industrial situations to the given working instructions for the following:</b>							
a. <b>bare substrates and previously painted and/or decorated surfaces in sound condition including surface defects</b>							
b. <b>removal of existing covering and/or material where required</b>							
<b>12.4 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</b>							
a. establish access requirements							
b. check suitability of previously prepared surfaces							
c. prepare bare, untreated substrates							
d. prepare previously treated surfaces in sound condition							
e. prepare previously treated surfaces with defects							

f. remove surface contamination							
g. identify and report potentially toxic and/or hazardous materials							
h. remove toxic/hazardous materials from surfaces							
i. remove existing wallcoverings							
j. remove defective coatings from timber, brick and/or stone and/or concrete, plaster, metal							
k. fill, level and abrade surfaces							
l. apply appropriate primer or sealers to bare substrates							
m. apply special preparatory treatments to prepared surfaces							
n. work around electrical fittings and pipe work							
o. provide information for Building Information Modelling (BIM)							
p. recognise and determine when specialist skills and knowledge are required and report accordingly							
q. have an awareness of structures of special interest traditional build and historical significance and the impact of your work on these							
r. work around an in close proximity to plant and machinery							
s. direct and guide the operations and movement of plant and machinery							
t. Work at height							
u. Inspect and use access equipment							
v. use hand tools, power tools and associated equipment							
12.5 describe the needs of other occupations and how to effectively communicate within a team when preparing surfaces for painting and/or decorating							
12.6 describe how to maintain the hand tools and/or power tools and associated equipment used when preparing surfaces for painting and/or decorating.							



## Unit 686      Preparing surfaces for painting/decorating in the workplace

### Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

<b>Candidate name:</b>	
<b>Candidate signature:</b>	
<b>Date:</b>	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

<b>Assessor name:</b>	
<b>Assessor signature:</b>	
<b>Date:</b>	

<b>IQA name:</b>	
<b>IQA signature:</b>	
<b>Date:</b>	

# Appendix 1      **Summary of City & Guilds assessment policies**

## **Health and Safety**

All centres have to make sure that they provide a safe and healthy environment for learning, including induction and assessment. City & Guilds external verifiers check this when they visit assessment centres.

## **Equal Opportunities**

Your centre will have an equal opportunities policy. Your centre will explain this to you during your induction, and may give you a copy of the policy.

City & Guilds equal opportunities policy is available from our website **[www.cityandguilds.com](http://www.cityandguilds.com)**, City & Guilds Customer Relations Team or your centre.

## **Access to assessment**

City & Guilds qualifications are open to all candidates. Some candidates may need extra help with their assessment, for example, a person with a visual impairment may need a reader.

If you think you will need alternative assessment arrangements, you should discuss this with your centre during your induction, and record this on your assessment plan. City & Guilds will allow centres to make alternative arrangements for you if you are eligible and if the qualification allows for this. This must be agreed before you start your qualification.

City & Guilds guidance and regulations document *Access to assessment and qualifications* is available on the City & Guilds website **[www.cityandguilds.com](http://www.cityandguilds.com)**, from the City & Guilds Customer Relations Team or your centre.

## **Complaints and appeals**

Centres must have a policy and procedure to deal with any complaints you may have. You may feel you have not been assessed fairly, or may want to appeal against an assessment decision if you do not agree with your assessor.

These procedures will be explained during induction and you will be provided with information about the Quality Assurance Co-ordinator within your centre who is responsible for this.

Most complaints and appeals can be resolved within the centre, but if you follow the centre procedure and are still not satisfied you can complain to City & Guilds.

Our complaints policy is on our website **[www.cityandguilds.com](http://www.cityandguilds.com)** or is available from the City & Guilds Customer Relations Team or your centre.

## Useful contacts

<b>UK learners</b> General qualification information	T: +44 (0)844 543 0033 E: <b>learnersupport@cityandguilds.com</b>
<b>International learners</b> General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413 E: <b>intcg@cityandguilds.com</b>
<b>Centres</b> Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: <b>centresupport@cityandguilds.com</b>
<b>Single subject qualifications</b> Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: <b>singlesubjects@cityandguilds.com</b>
<b>International awards</b> Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: <b>intops@cityandguilds.com</b>
<b>Walled Garden</b> Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: <b>walledgarden@cityandguilds.com</b>
<b>Employer</b> Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	T: +44 (0)121 503 8993 E: <b>business@cityandguilds.com</b>
<b>Publications</b> Logbooks, Centre documents, Forms, Free literature	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

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## **About City & Guilds**

As the UK's leading vocational education organisation, City & Guilds is leading the talent revolution by inspiring people to unlock their potential and develop their skills. We offer over 500 qualifications across 28 industries through 8500 centres worldwide and award around two million certificates every year. City & Guilds is recognised and respected by employers across the world as a sign of quality and exceptional training.

## **City & Guilds Group**

The City & Guilds Group operates from three major hubs: London (servicing Europe, the Caribbean and Americas), Johannesburg (servicing Africa), and Singapore (servicing Asia, Australia and New Zealand). The Group also includes the Institute of Leadership & Management (management and leadership qualifications), City & Guilds Land Based Services (land-based qualifications), the Centre for Skills Development (CSD works to improve the policy and practice of vocational education and training worldwide) and Learning Assistant (an online e-portfolio).

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