

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

March 2018 Version 2.0

**Candidate Logbook/Work-Based Evidence  
Record – Mandatory Units**

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## **City & Guilds**

**1 Giltspur Street**

**London EC1A 9DD**

**T +44 (0)844 543 0033**

**F +44 (0)20 7294 2413**

**[www.cityandguilds.com](http://www.cityandguilds.com)**

**[learnersupport@cityandguilds.com](mailto:learnersupport@cityandguilds.com)**

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

## Candidate Logbook/Work-Based Evidence Record – Mandatory Units

<b>Qualification title</b>	<b>City &amp; Guilds qualification number</b>	<b>Qualification Accreditation Number (QAN)</b>
Level 3 NVQ Diploma in Decorative Finishing – Painting and Decorating (Construction)	6572-03	601/1235/9

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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 **Level 3 NVQ Diploma in Decorative Finishing – Painting and Decorating (Construction) (6572-03)**. 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. Ask your centre to apply for any certificates of unit credit for you before you leave, and add them to your records.

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 **Level 3 NVQ Diploma in Decorative Finishing – Painting and Decorating (Construction) (6572-03)**, you must achieve a minimum of **123** credits:

- **92** credits must be achieved from the mandatory units

plus a minimum of:

- **20** credits from Optional Group A, and
- **11** credits from Optional Group B.

A minimum of **75** credits must be achieved at or above Level 3.

Unit No.	UAN	Unit level	Unit title	Credits	GLH
<b>Mandatory units</b>					
101	A/503/1170	1	Conforming to general health, safety and welfare in the workplace	2	7
224	D/600/8281	2	Erecting and dismantling access/working platforms in the workplace	8	27
301	R/503/2924	3	Confirming the occupational method of work in the workplace	11	37
302	A/503/2772	3	Confirming work activities and resources for an occupational work area in the workplace	10	33
341	F/503/9688	3	Applying paint systems to complex surfaces by brush in the workplace	26	87
501	M/503/2915	5	Developing and maintaining good occupational working relationships in the workplace	8	27
676	R/503/9680	2	Preparing surfaces for painting/decorating in the workplace	27	90
<b>Optional group A</b>					
338	D/503/9696	3	Hanging standard paper wallcoverings in the workplace	26	87
339	Y/503/9700	3	Hanging wide-width vinyls in the workplace	20	67
<b>Optional group B</b>					
328	K/503/9734	3	Producing and applying complex stencil designs in the workplace	21	70
337	D/503/9732	3	Applying coatings by the airless spray method in the workplace	17	57
340	H/503/9733	3	Applying coatings by the air spray method in the workplace	27	90
342	F/503/9738	3	Hanging wallcoverings to complex surfaces in the workplace	32	107
343	D/503/9763	3	Producing comb textured finishes in the workplace	16	53

344	J/503/9790	3	Applying metal leaf to surfaces in the workplace	22	73
345	H/503/9960	3	Producing quality replica marble finishes in the workplace	15	50
401	R/503/9761	4	Hanging specialised paper wallcoverings in the workplace	28	93
402	R/504/4197	4	Producing quality replica grained finishes in the workplace	20	67
723	A/503/9804	2	Installing coving and decorative mouldings in the workplace	11	37
724	Y/503/9809	2	Applying coatings to produce textured finishes in the workplace	14	47
6	L/503/9810	2	Producing broken colour effects in the workplace	12	40
726	L/503/9953	2	Producing stencil designs using pre-cut stencil plates in the workplace	12	40
733	D/503/9956	2	Producing straight grained effects in the workplace	12	40
734	K/503/9961	2	Producing marbling effects in the workplace	12	40

### 5.3 Skill scan/initial assessment – Mandatory units



Qualification title: **Level 3 NVQ Diploma in Decorative Finishing – Painting and Decorating (Construction)** Qualification no: **6572**

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

Unit	Duties	Examples	Training Required
<b>101</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>224</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>301</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>302</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>341</b>	<b>Applying paint systems to complex surfaces by brush in the workplace</b>		
	Interpret the given information relating to the work and resources when applying paint systems to complex surfaces by brush		
	Know how to comply with relevant legislation and official guidance when applying paint systems to complex surfaces by brush.		
	Maintain safe and healthy working practices when applying paint systems to complex surfaces by brush		
	Select the required quantity and quality of resources for the methods of work to apply paint systems to complex surfaces by brush		
	Minimise the risk of damage to the work and surrounding area when applying paint systems to complex surfaces by brush		
	Complete the work within the allocated time when applying paint systems to complex surfaces by brush		
	Comply with the given contract information to apply paint systems to complex surfaces by brush		
<b>501</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		

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

## 5.4 Tracking Document

To achieve the **Level 3 NVQ Diploma in Decorative Finishing – Painting and Decorating (Construction) (6572-03)**, you must achieve a minimum of **123** credits:

- **92** credits must be achieved from the mandatory units

plus a minimum of:

- **20** credits from Optional Group A, and
- **11** credits from Optional Group B.

A minimum of **75** credits must be achieved at or above Level 3.

City & Guilds unit no.	Unit level	Unit title	Credits	Unit achieved Yes/No	Date
<b>Mandatory units</b>					
101	1	Conforming to general health, safety and welfare in the workplace	2		
224	2	Erecting and dismantling access/working platforms in the workplace	8		
301	3	Confirming the occupational method of work in the workplace	11		
302	3	Confirming work activities and resources for an occupational work area in the workplace	10		
341	3	Applying paint systems to complex surfaces by brush in the workplace	26		
501	5	Developing and maintaining good occupational working relationships in the workplace	8		
676	2	Preparing surfaces for painting/decorating in the workplace	27		
<b>Optional group A</b>					
338	3	Hanging standard paper wallcoverings in the workplace	26		
339	3	Hanging wide-width vinyls in the workplace	20		
<b>Optional group B</b>					
328	3	Producing and applying complex stencil designs in the workplace	21		

<b>City &amp; Guilds unit no.</b>	<b>Unit level</b>	<b>Unit title</b>	<b>Credits</b>	<b>Unit achieved Yes/No</b>	<b>Date</b>
337	3	Applying coatings by the airless spray method in the workplace	17		
340	3	Applying coatings by the air spray method in the workplace	27		
342	3	Hanging wallcoverings to complex surfaces in the workplace	32		
343	3	Producing comb textured finishes in the workplace	16		
344	3	Applying metal leaf to surfaces in the workplace	22		
345	3	Producing quality replica marble finishes in the workplace	15		
401	4	Hanging specialised paper wallcoverings in the workplace	28		
402	4	Producing quality replica grained finishes in the workplace	20		
723	2	Installing coving and decorative mouldings in the workplace	11		
724	2	Applying coatings to produce textured finishes in the workplace	14		
725	2	Producing broken colour effects in the workplace	12		
726	2	Producing stencil designs using pre-cut stencil plates in the workplace	12		
733	2	Producing straight grained effects in the workplace	12		
734	2	Producing marbling effects in the workplace	12		

## 5.5 On site assessment plan/feedback



<b>Portfolio evidence reference:</b>	
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<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>	
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<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 (e.g. flow rates, pressure, temperature):

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

## 5.8 Oral questioning supplementary evidence sheet

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

<b>Assessor question:</b>	<b>Candidate answer:</b>
<b>Assessor feedback:</b>	

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

## 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>	
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<b>Candidate name:</b>		<b>Date:</b>	
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Candidate signature:		Date:
Assessor name:	Assessor signature:	Date:
IQA name:	IQA signature:	Date:



# Unit 101

2 credits

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

**Level:** 1  
**UAN:** A/503/1170

**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 101

## 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 224**  
8 credits

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

**Level:** 2

**UAN:** D/600/8281

**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 224 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 301**  
11 credits

**Confirming the occupational method of work in the workplace**

**Level:** 3  
**UAN:** R/503/2924

**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.							
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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 301

## 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 302

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

10 credits

**Level:** 3

**UAN:** A/503/2772

### 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	
3.1	<b>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>													
3.2	explain different methods of evaluating work activities against the following project requirements:													
	a. contract conditions													
	b. contract programme													
	c. health and safety requirements of operatives													
3.3	<b>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 302

## 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 328

## Producing and applying complex stencil designs in the workplace

21 credits

**Level:** 3

**UAN:** K/503/9734

### Unit aim:

To provide you with the necessary skills and knowledge for:

- interpreting information
- adopting safe and healthy working practices
- selecting and preparing materials and associated equipment
- providing protection to the work area
- producing specialist involved, elaborate or intricate designs for stencils
- positioning and applying specialist involved, elaborate or intricate stencil designs to 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 producing and applying complex stencil designs.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 <b>interpret and extract relevant information from:</b>							
a. <b>specifications</b>							
b. <b>current regulations</b>							
c. <b>risk assessments</b>							
d. <b>method statements</b>							
e. <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. specifications						
	b. current legislation						
	c. risk assessments						
	d. method statements						
	e. manufacturers' information.						

2. Know how to comply with relevant legislation and official guidance when producing and applying complex stencil designs.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	describe your responsibilities regarding potential accidents and health hazards, whilst working:							
	a. in the workplace							
	b. in confined spaces							
	c. at height							
	d. with tools and equipment							
	e. with materials and substances							
	f. with movement/storage of materials							
	g. 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 explain what the accident reporting procedures are and who is responsible for making reports.							
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3. Maintain safe and healthy working practices when producing and applying complex stencil designs.							
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 to carry out the activity in accordance with current legislation and organisational requirements when producing and applying complex stencil designs</b>							
3.2 <b>comply with information relating to specific risks to health when producing and applying complex stencil designs</b>							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to producing and applying complex stencil designs, 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 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 hazards.							

4. Select the required quantity and quality of resources for the methods of work to produce and apply complex stencil designs.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 <b>select resources associated with own work in relation to:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>equipment</b>							
4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects							
associated with the resources in relation to:							
i. water-borne and solvent-borne paints							
ii. stencil plate materials							
iii. protective sheeting and masking materials							
iv. rubbish containers/bags							
v. access equipment							
vi. hand tools and associated equipment							
4.3 describe:							
a. how the resources should be used correctly							
b. how problems associated with the resources are reported							
4.4 explain:							

a. why the organisational procedures have been developed							
b. how they are used for the selection of required resources							
4.5 describe any potential hazards associated with the resources and methods of work							
4.6 describe how to calculate quantity of materials required associated with the method/procedure to produce and apply complex stencil designs.							

5. Minimise the risk of damage to the work and surrounding area when producing and applying complex stencil designs.							
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>minimise damage and maintain a clean 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. 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							
e. official guidance.							

6. Complete the work within the allocated time when producing and applying complex stencil designs.							
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 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 produce and apply complex stencil designs 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 applying paint systems to complex surfaces by brush:</b>							
a. <b>protecting</b>							
b. <b>matching</b>							
c. <b>scaling</b>							
d. <b>drawing</b>							
e. <b>cutting out</b>							
f. <b>setting out</b>							
g. <b>mixing</b>							
h. <b>pouring</b>							
i. <b>diluting</b>							
j. <b>positioning</b>							
k. <b>securing</b>							
l. <b>applying</b>							
m. <b>transferring</b>							

7.2	<b>form, manufacture and set out involved elaborate or intricate single-plate and multi-plate stencils to given working instructions</b>								
7.3	<b>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</b>								
7.4	<b>safely use:</b>								
	a. <b>materials</b>								
	b. <b>hand tools</b>								
	c. <b>associated equipment</b>								
7.5	<b>safely store the:</b>								
	a. <b>materials</b>								
	b. <b>tools</b>								
	c. <b>equipment</b>								
	<b>used when producing and applying complex stencil designs</b>								
7.6	describe how to:								
	a. apply safe and healthy work practices								
	b. follow procedures								
	c. report problems								
	d. establish the authority needed to rectify them								
	to:								
	a. establish access requirements								
	b. check suitability of previously prepared surface and bring up to suitable finish/ground								
	c. form, manufacture and set out single and multi-plate stencils including ties								
	d. adjust dilution of coating to appropriate viscosity								
	e. register and produce stencil designs using water-borne and solvent-borne paints for linear runs and full-wall applications								
	f. produce graduated effects by brush, sponge and spray								

g. maintain the integrity of the stencil plate (cleanliness and structure)							
h. apply protective glaze/varnish							
i. use access equipment							
j. use hand tools and associated equipment							
7.7 describe the needs of other occupations and how to effectively communicate within a team when producing and applying complex stencil designs							
7.8 describe how to maintain brushes and associated tools and equipment used when producing and applying complex stencil designs							

## Unit 328 Producing and applying complex stencil designs 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 337

# Applying coatings by the airless spray method in the workplace

17 credits

**Level:** 3

**UAN:** D/503/9732

### Unit aim:

To provide you with the necessary skills and knowledge for:

- interpreting information
- adopting safe and healthy working practices
- selecting and preparing materials and associated equipment
- providing protection to the work area
- assembling and setting up the spray system
- applying coatings by airless spray equipment
- cleaning out and maintaining the airless spray equipment.

\*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 coatings by the airless spray method.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 <b>interpret and extract relevant information from:</b>							
a. <b>specifications</b>							
b. <b>current regulations</b>							
c. <b>risk assessments</b>							
d. <b>method statements</b>							
e. <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. specifications						
	b. current legislation						
	c. risk assessments						
	d. method statements						
	e. manufacturers' information						
	f. paint sprayer's instructions						

2. Know how to comply with relevant legislation and official guidance when applying coatings by the airless spray method.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	describe your responsibilities regarding potential accidents and health hazards, whilst working:							
	a. in the workplace							
	b. in confined spaces							
	c. at height							
	d. with tools and equipment							
	e. with materials and substances							
	f. with movement/storage of materials							
	g. 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 explain what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe and healthy working practices when applying coatings by the airless spray method.							
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 to carry out the activity in accordance with current legislation and organisational requirements when applying coatings by the airless spray method</b>							
3.2 <b>comply with information relating to specific risks to health when applying coatings by the airless spray method</b>							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, 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:							
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 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 hazards (including fluid injection).							

4. Select the required quantity and quality of resources for the methods of work to apply coatings by the airless spray method.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 <b>select resources associated with own work in relation to materials, tools and equipment</b>							
4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects							
associated with the resources in relation to:							
i. water-borne and solvent-borne coatings							
ii. masking materials: masking tape, masking paper, dust sheets, masking shield							
iii. two pack coatings (base, activator and solvents)							
iv. protective sheeting							
v. access equipment							
vi. hand tools, film thickness gauges, airless spray equipment and ancillary equipment							
4.3 describe:							
a. how the resources should be used correctly							
b. how problems associated with the resources are reported							
4.4 explain:							
a. why the organisational procedures have been developed							
b. how they are used for the selection of required resources							
4.5 describe any potential hazards associated with the resources and methods of work							

4.6 describe how to calculate quantity of materials required associated with the method/procedure to apply coatings by the airless spray method.							
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5. Minimise the risk of damage to the work and surrounding area when applying coatings by the airless spray method.							
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>minimise damage and maintain a clean 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. spraying operations							
b. general workplace activities							
c. other occupations							
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							
e. official guidance.							

6. Complete the work within the allocated time when applying coatings by the airless spray method.							
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 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 coatings by the airless spray method 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 applying coatings by the airless spray method:</b>							
a. preparing							
b. loading							
c. protecting							
d. measuring							
e. assembling							
f. positioning							
g. securing							
h. cleaning							
i. communicating							
7.2 <b>set up spray equipment, to achieve the finish stated in the given working instructions relating to the following:</b>							
a. preparing coatings							
b. loading the system							

c. monitoring and maintaining supply							
<b>7.3 apply water-borne and/or solvent-borne coatings by airless spray to given working instructions for the following:</b>							
a. broad work							
b. linear and structural components							
<b>7.4 check wet film thickness (as specified)</b>							
<b>7.5 shut down and clean out spray equipment to given working instructions</b>							
7.6 safely use:							
a. materials							
b. hand tools							
c. airless spray equipment							
d. ancillary equipment							
7.7 safely store the:							
a. materials							
b. tools							
c. equipment							
used when applying coatings by the airless spray method							
7.8 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 prepared surfaces							
c. provide protection by sheeting, masking and removing items							
d. assemble component parts to form paint spraying equipment							
e. prepare coatings: single pack and two pack systems							
f. load, operate, maintain (during use) and monitor the paint spray equipment							

g. establish air-change requirements in confined areas							
h. assemble, set up, operate and shut down spray equipment							
i. use correct spray gun technique on broad areas, angles, linear items and complex structural features							
j. plan the safeguard of operatives and the general public from spraying activities							
k. troubleshoot spray equipment problems							
l. troubleshoot coating problems							
m. measure wet and dry film thickness with gauges							
n. handle coatings that contain activator							
o. shut down, clean and store equipment							
p. identify how atmospheric conditions affect coatings and their application process							
q. identify the working life of prepared materials							
r. use access equipment							
s. use hand tools and ancillary equipment							
7.9 describe the needs of other occupations and how to effectively communicate within a team when applying coatings by the airless spray method							
7.10 describe how to maintain brushes and associated tools and equipment used when applying coatings by the airless spray method.							

## Unit 337

## Applying coatings by the airless spray method 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 338

## Hanging standard paper wallcoverings in the workplace

26 credits

Level: 3

UAN: D/503/9696

### Unit aim:

To provide you with the necessary skills and knowledge for:

- interpreting information
- adopting safe and healthy working practices
- selecting and preparing materials and associated equipment
- providing protection to the work area
- hanging foundation paper (cross), textured/relief and patterned finishing papers in non-complex locations.

\*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 hanging standard paper wallcoverings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 <b>interpret and extract relevant information from:</b>							
a. <b>specifications</b>							
b. <b>current regulations</b>							
c. <b>risk assessments</b>							
d. <b>method statements</b>							
e. <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. specifications							
	b. current legislation							
	c. risk assessments							
	d. method statements							
	e. manufacturers' information.							

2. Know how to comply with relevant legislation and official guidance when hanging standard paper wallcoverings.								
You must be able to:		*PER	SO	OQ	W	WT	PS	PD
2.1	describe your responsibilities regarding potential accidents and health hazards, whilst working:							
	a. in the workplace							
	b. at height							
	c. with tools and equipment							
	d. with materials and substances							
	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	explain what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe and healthy working practices when hanging standard paper wallcoverings.														
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 to carry out the activity in accordance with current legislation and organisational requirements when hanging standard paper wallcoverings</b>													
3.2	<b>comply with information relating to specific risks to health when hanging standard paper wallcoverings</b>													
3.3	explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to hanging standard paper wallcoverings, 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 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 hazards.													

4. Select the required quantity and quality of resources for the methods of work to hang standard paper wallcoverings.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
4.1	<b>select resources associated with own work in relation to:</b>													

a. <b>materials</b>							
b. <b>tools</b>							
c. <b>equipment</b>							
4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects							
associated with the resources in relation to:							
i. surface preparation materials							
ii. pastes and adhesives							
iii. wallpapers							
iv. protective sheeting							
v. rubbish containers/bags							
vi. access equipment							
vii. hand tools and associated equipment							
4.3 describe:							
a. how the resources should be used correctly							
b. how problems associated with the resources are reported							
4.4 explain:							
a. why the organisational procedures have been developed							
b. how they are used for the selection of required resources							

4.5 describe any potential hazards associated with the resources and methods of work							
4.6 describe how to calculate quantity of materials required associated with the method/procedure to hang standard paper wallcoverings.							

5. Minimise the risk of damage to the work and surrounding area when hanging standard paper wallcoverings.							
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>minimise damage and maintain a clean 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. 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							
e. official guidance.							

6. Complete the work within the allocated time when hanging standard paper wallcoverings.							
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	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 hang standard paper wallcoverings 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 hanging standard paper wallcoverings:</b>							
	a. <b>shading</b>							
	b. <b>measuring</b>							
	c. <b>matching and cutting</b>							
	d. <b>mixing and applying</b>							
	e. <b>folding</b>							
	f. <b>positioning</b>							
	g. <b>fixing</b>							
	h. <b>trimming</b>							
	i. <b>cleaning-off</b>							
7.2	<b>establish start and finish point and hang standard papers of substantial length to the given working instructions to the following areas:</b>							
	a. <b>ceilings with any type of paper</b>							
	b. <b>walls with both internal and external angles using foundation paper (cross), textured/relief and patterned finishing papers</b>							
7.3	<b>safely use:</b>							
	a. <b>materials</b>							

b. <b>hand tools</b>							
c. <b>associated equipment</b>							
7.4 <b>safely store the:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>equipment</b>							
<b>used when hanging standard paper wallcoverings</b>							
7.5 describe how to:							
a. apply safe and healthy work practices							
b. follow procedures							
c. report problems							
d. establish the authority needed to rectify them							
to:							
a. establish access requirements							
b. check suitability of surface to receive wallpaper							
c. prepare and apply pastes and adhesives							
d. prepare and hang paper to ceilings							
e. prepare and hang foundation paper, textured/relief and patterned finishing papers							
f. work to reveals and internal and external angles							
g. work around electrical fittings and pipework							
h. keep paper and adjacent surfaces clean							
i. use access equipment							
j. use tools and associated equipment							

7.6 describe the needs of other occupations and how to effectively communicate within a team when hanging standard paper wallcoverings							
7.7 describe how to maintain the tools and equipment used when hanging standard paper wallcoverings.							

## Unit 338

## Hanging standard paper wallcoverings 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 339 Hanging wide-width vinyls in the workplace

20 credits

**Level:** 3  
**UAN:** Y/503/9700

**Unit aim:**

To provide you with the necessary skills and knowledge for:

- interpreting information
- adopting safe and healthy working practices
- selecting and preparing materials and associated equipment
- providing protection to the work area
- hanging wide-width fabric-backed and paper-backed vinyls to walls.

\*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 hanging wide-width vinyls.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 <b>interpret and extract relevant information from:</b>							
a. <b>specifications</b>							
b. <b>current regulations</b>							
c. <b>risk assessments</b>							
d. <b>method statements</b>							
e. <b>manufacturers' information</b>							
1.2 <b>comply with information and/or instructions derived from:</b>							

a. <b>risk assessments</b>							
b. <b>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. specifications							
b. current legislation							
c. risk assessments							
d. method statements							
e. manufacturers' information.							

2. Know how to comply with relevant legislation and official guidance when hanging wide-width vinyls.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities regarding potential accidents and health hazards, whilst working:							
a. in the workplace							
b. at height							
c. with tools and equipment							
d. with materials and substances							
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 explain:							
a. what the accident reporting procedures are							
b. who is responsible for making reports.							

3. Maintain safe and healthy working practices when hanging wide-width vinyls.							
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 to carry out the activity in accordance with current legislation and organisational requirements when hanging wide-width vinyls</b>							
3.2 <b>comply with information relating to specific risks to health when hanging wide-width vinyls</b>							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to hanging wide-width vinyls, 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 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 hazards.							

4. Select the required quantity and quality of resources for the methods of work to hang wide-width vinyls.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 <b>select resources associated with own work in relation to:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>equipment</b>							
4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects							
associated with the resources in relation to:							
i. primer/sealer							
ii. adhesives							
iii. wide-width vinyls (fabric-backed and paper-backed)							
iv. protective sheeting							
v. rubbish containers/bags							
vi. access equipment							
vii. hand tools and associated equipment							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							

4.5	describe any potential hazards associated with the resources and methods of work							
4.6	describe how to calculate quantity of materials required associated with the method/procedure to hang wide-width vinyls.							

5. Minimise the risk of damage to the work and surrounding area when hanging wide-width vinyls.								
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>minimise damage and maintain a clean 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. 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							
	e. official guidance.							

6. Complete the work within the allocated time when hanging wide-width vinyls.							
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 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 hang wide-width vinyls 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 hanging wide-width vinyls:</b>							
a. <b>shading</b>							
b. <b>measuring</b>							
c. <b>cutting</b>							
d. <b>mixing and applying</b>							
e. <b>folding</b>							
f. <b>positioning and fixing</b>							
g. <b>trimming</b>							
h. <b>cleaning off</b>							
7.2 <b>establish start and finish point</b>							
7.3 <b>plan, cut and hang to sequence wide-width vinyl to given working instructions and manufacturers' instructions, to the following:</b>							
a. <b>walls: hang paper-backed or fabric-backed vinyls</b>							
b. <b>wall features: of broad areas with internal and external angles and reveals</b>							

7.4	<b>safely use:</b>								
	a. <b>materials</b>								
	b. <b>tools</b>								
	c. <b>associated equipment</b>								
7.5	<b>safely store the:</b>								
	a. <b>materials</b>								
	b. <b>tools</b>								
	c. <b>equipment</b>								
	<b>used when hanging wide-width vinyls</b>								
7.6	describe how to:								
	a. apply safe and healthy work practices								
	b. follow procedures								
	c. report problems								
	d. establish the authority needed to rectify them								
	to:								
	a. establish access requirements								
	b. check suitability of previously prepared surfaces								
	c. prepare appropriate primer sealer and adhesives								
	d. prepare and hang paper-backed, fabric-backed non-woven and polyester acrylic backed vinyls to walls								
	e. form joints using joint cutter or protective strip, knife and straight-edge								
	f. work to broad wall areas with reveals and internal and external angles								
	g. work around electrical fittings and pipework								
	h. keep the material and adjacent surfaces clean								
	i. use access equipment								

j. use tools and associated equipment							
7.7 describe the needs of other occupations and how to effectively communicate within a team when hanging wide-width vinyls							
7.8 describe how to maintain brushes and associated tools and equipment used when hanging wide-width vinyls							

## Unit 339 Hanging wide-width vinyls 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 340**  
27 credits

**Applying coatings by the air spray method in the workplace**

**Level:** 3  
**UAN:** H/503/9733

**Unit aim:**

To provide you with the necessary skills and knowledge for:

- interpreting information
- adopting safe and healthy working practices
- selecting and preparing materials and associated equipment
- providing protection to the work area
- assembling and setting up the High Volume Low Pressure (HVLP) air spray systems
- applying coatings with air spray equipment
- cleaning out and maintaining the air spray equipment.

\*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 coatings by the air spray method.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 <b>interpret and extract relevant information from:</b>							
a. <b>specifications</b>							
b. <b>current regulations</b>							
c. <b>risk assessments</b>							
d. <b>method statements</b>							

e. <b>manufacturers' information</b>							
1.2 <b>comply with information and/or instructions derived from:</b>							
a. <b>risk assessments</b>							
b. <b>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. specifications							
b. current legislation							
c. risk assessments							
d. method statements							
e. manufacturers' information							
f. paint sprayer's instructions.							

2. Know how to comply with relevant legislation and official guidance when applying coatings by the air spray method.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities regarding potential accidents and health hazards, whilst working:							
a. in the workplace							
b. in confined spaces							
c. at height							
d. with tools and equipment							
e. with materials and substances							
f. with movement/storage of materials							
g. 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 explain:							
a. what the accident reporting procedures are							
b. who is responsible for making reports.							

3. Maintain safe and healthy working practices when applying coatings by the air spray method.							
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 to carry out the activity in accordance with current legislation and organisational requirements when applying coatings by the air spray method</b>							
3.2 <b>comply with information relating to specific risks to health when applying coatings by the air spray method</b>							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, 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:							
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 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 hazards (including air injection).							

4. Select the required quantity and quality of resources for the methods of work to apply coatings by the air spray method.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 <b>select resources associated with own work in relation to materials, tools and equipment</b>							
4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects							
associated with the resources in relation to:							
i. water-borne and solvent-borne coatings							
ii. masking materials: masking tape, masking paper, dust sheets, masking shield							
iii. two pack coatings (base, activator and solvents)							
iv. protective sheeting							
v. access equipment							
vi. hand tools, film thickness gauges and air spray equipment (High Volume Low Pressure [HVLPP]) and ancillary equipment							
4.3 describe:							
a. how the resources should be used correctly							

b. how problems associated with the resources are reported							
4.4 explain:							
a. why the organisational procedures have been developed							
b. how they are used for the selection of required resources							
4.5 describe any potential hazards associated with the resources and methods of work							
4.6 describe how to calculate quantity of materials required associated with the method/procedure to apply coatings by the air spray method.							

5. Minimise the risk of damage to the work and surrounding area when applying coatings by the air spray method.							
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>minimise damage and maintain a clean 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. spraying operations							
b. general workplace activities							
c. other occupations							
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							

e. official guidance.							
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6. Complete the work within the allocated time when applying coatings by the air spray method.							
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 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 coatings by the air spray method 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 applying coatings by the air spray method:</b>							
a. preparing							
b. loading							
c. protecting							
d. measuring							
e. assembling							
f. positioning							
g. securing							
h. cleaning							
i. communicating							
7.2 <b>set up spray equipment (High Volume Low Pressure [HVL] systems) to achieve the finish stated in the given working instructions, relating to:</b>							

a. preparing coatings							
b. loading the system							
c. monitoring and maintaining supply							
<b>7.3 apply water-borne and/or solvent-borne coatings by High Volume Low Pressure [HVLP] air spray systems to given working instructions for the following:</b>							
a. broad work							
b. linear and structural components							
<b>7.4 check wet film thickness (as specified)</b>							
<b>7.5 shut down and clean out spray equipment to given working instructions</b>							
7.6 safely use:							
a. materials							
b. hand tools							
c. airless spray equipment							
d. ancillary equipment							
7.7 safely store the:							
a. materials							
b. tools							
c. equipment							
used when applying coatings by the airless spray method							
7.8 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 prepared surfaces							
c. provide protection by sheeting, masking and removing items							
d. assemble component parts to form spraying equipment (High Volume Low Pressure [HVLP] systems)							

e. prepare coatings: single pack and two pack systems							
f. load, operate, maintain (during use) and monitor the paint spray equipment							
g. establish air-change requirements in confined areas							
h. assemble, set up, operate and shut down spray equipment							
i. use correct spray gun technique on broad areas, angles, linear items and complex structural features							
j. plan the safeguard of operatives and the general public from spraying activities							
k. troubleshoot spray equipment problems							
l. troubleshoot coating problems							
m. measure wet and dry film thickness with gauges							
n. handle coatings that contain activator							
o. shut down, clean and store equipment							
p. identify how atmospheric conditions affect coatings and their application process							
q. identify the working life of prepared materials							
r. use access equipment							
s. use hand tools and ancillary equipment							
7.9 describe the needs of other occupations and how to effectively communicate within a team when applying coatings by the air spray method							
7.10 describe how to maintain brushes and associated tools and equipment used when applying coatings by the air spray method.							

## Unit 340

## Applying coatings by the air spray method 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 341**  
26 credits

**Applying paint systems to complex surfaces by brush in the workplace**

**Level:** 3  
**UAN:** F/503/9688

**Unit aim:**

To provide you with the necessary skills and knowledge for:

- interpreting information
- adopting safe and healthy working practices
- selecting and preparing materials and associated equipment
- providing protection to the work area
- applying coatings by brush
- cleaning out and maintaining equipment.

\*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 paint systems to complex surfaces by brush.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 <b>interpret and extract relevant information from:</b>							
a. <b>specifications</b>							
b. <b>current regulations</b>							
c. <b>risk assessments</b>							
d. <b>method statements</b>							
e. <b>manufacturers' information</b>							

1.2	<b>comply with information and/or instructions derived from:</b>							
	a. <b>risk assessments</b>							
	b. <b>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. specifications							
	b. current legislation							
	c. risk assessments							
	d. method statements							
	e. manufacturers' information.							

2. Know how to comply with relevant legislation and official guidance when applying paint systems to complex surfaces by brush.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	describe your responsibilities regarding potential accidents and health hazards, whilst working:							
	a. in the workplace							
	b. in confined spaces							
	c. at height							
	d. with tools and equipment							
	e. with materials and substances							
	f. with movement/storage of materials							
	g. 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 explain:							
a. what the accident reporting procedures are							
b. who is responsible for making reports.							

3. Maintain safe and healthy working practices when applying paint systems to complex surfaces by brush.							
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 to carry out the activity in accordance with current legislation and organisational requirements when applying paint systems to complex surfaces by brush</b>							
3.2 <b>comply with information relating to specific risks to health when applying paint systems to complex surfaces by brush</b>							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to applying paint systems by brush, 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 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 hazards.							

4. Select the required quantity and quality of resources for the methods of work to apply paint systems to complex surfaces by brush.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 <b>select resources associated with own work in relation to:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>equipment</b>							
4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects							
associated with the resources in relation to:							
i. water-borne and solvent-borne coatings							
ii. specialist coatings							
iii. primers, intermediate coatings (undercoats) and finishes (single and two-pack coatings)							
iv. single-product systems (e.g. emulsions, varnishes, timber colour treatments)							
v. solvents/thinners							
vi. knotting, proprietary sealers							

	vii. brushes, rollers and other associated equipment							
	viii. protective sheeting and masking materials							
	ix. access equipment							
	x. hand tools and associated equipment							
4.3	describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4	explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5	describe any potential hazards associated with the resources and methods of work							
4.6	describe how to calculate quantity of materials required associated with the method/procedure to apply paint systems to complex surfaces by brush.							

5. Minimise the risk of damage to the work and surrounding area when applying paint systems to complex surfaces by brush.								
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>minimise damage and maintain a clean 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. 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							
e. official guidance.							

6. Complete the work within the allocated time when applying paint systems to complex surfaces by brush.							
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 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 paint systems to complex surfaces by brush.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 <b>demonstrate the following work skills when applying paint systems to complex surfaces by brush:</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>							
7.2 <b>apply water-borne and/or solvent-borne coatings by brush to internal and/or external surfaces for industrial and non-industrial situations, to given working instructions for:</b>							
a. <b>linear/trim/narrow-runs</b>							
b. <b>broad areas</b>							
c. <b>detailed/complex work</b>							
7.3 <b>safely use:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>associated equipment</b>							
7.4 <b>safely store the:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>equipment</b>							
<b>used when applying paint systems to complex surfaces by brush</b>							
7.5 describe how to:							
a. apply safe and healthy work practices							
b. follow procedures							
c. report problems							
d. establish the authority needed to rectify them							
to:							
a. establish access requirements							
b. check suitability of previously prepared surfaces							
c. prepare and apply water-borne and solvent-borne coatings by brush							

d. prepare coatings with activators							
e. coat broad areas, linear/trim/narrow runs and detailed complex structural/architectural items							
f. stripe-coat surface features (industrial environment)							
g. test wet and dry film thickness							
h. identify how atmospheric conditions affect coatings and their application process							
i. identify the working life of prepared materials							
j. use access equipment							
k. use brushes and associated tools and equipment							
7.6 describe the needs of other occupations and how to effectively communicate within a team when applying paint systems to complex surfaces by brush							
7.7 describe how to maintain brushes and associated tools and equipment used when applying paint systems to complex surfaces by brush.							

## Unit 341

## Applying paint systems to complex surfaces by brush 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 342 Hanging wallcoverings to complex surfaces in the workplace

32 credits

**Level:** 3  
**UAN:** F/503/9738

**Unit aim:**

To provide you with the necessary skills and knowledge for:

- interpreting information
- adopting safe and healthy working practices
- selecting and preparing materials and associated equipment
- providing protection to the work area
- hanging wallcoverings to complex surfaces
- cleaning and maintaining relevant equipment.

\*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 hanging wallcoverings to complex surfaces.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 <b>interpret and extract relevant information from:</b>							
a. <b>specifications</b>							
b. <b>current regulations</b>							
c. <b>risk assessments</b>							
d. <b>method statements</b>							

e. <b>manufacturers' information</b>							
1.2 <b>comply with information and/or instructions derived from:</b>							
a. <b>risk assessments</b>							
b. <b>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. specifications							
b. current legislation							
c. risk assessments							
d. method statements							
e. manufacturers' information.							

2. Know how to comply with relevant legislation and official guidance when hanging wallcoverings to complex surfaces.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities regarding potential accidents and health hazards, whilst working:							
a. in the workplace							
b. at height							
c. with tools and equipment							
d. with materials and substances							
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 explain:							
a. what the accident reporting procedures are							
b. who is responsible for making reports.							

3. Maintain safe and healthy working practices when hanging wallcoverings to complex surfaces.							
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 to carry out the activity in accordance with current legislation and organisational requirements when hanging wallcoverings to complex surfaces</b>							
3.2 <b>comply with information relating to specific risks to health when applying hanging wallcoverings to complex surfaces</b>							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, 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:							
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 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 hazards.							

4. Select the required quantity and quality of resources for the methods of work to hang wallcoverings to complex surfaces.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 <b>select resources associated with own work in relation to:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>equipment</b>							
4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects							
associated with the resources in relation to:							
i. surface preparation materials							
ii. pastes and adhesives							
iii. wallpapers							
iv. protective sheeting							
v. rubbish containers/bags							

vi. access equipment							
vii. hand tools and associated equipment							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5 describe any potential hazards associated with the resources and methods of work							
4.6 describe how to calculate:							
a. quantity							
b. length							
c. area							
d. wastage							
associated with the method/procedure to hang wallcoverings to complex surfaces.							

5. Minimise the risk of damage to the work and surrounding area when hanging wallcoverings to complex surfaces.							
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>minimise damage and maintain a clean 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. 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							
e. official guidance.							

6. Complete the work within the allocated time when hanging wallcoverings to complex surfaces.							
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 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 hang wallcoverings to complex surfaces 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 hanging wallcoverings to complex surfaces:</b>							
a. <b>shading</b>							
b. <b>measuring</b>							
c. <b>matching and cutting</b>							
d. <b>mixing and applying</b>							

e. <b>folding</b>							
f. <b>positioning</b>							
g. <b>fixing</b>							
h. <b>trimming</b>							
i. <b>cleaning-off</b>							
7.2 <b>establish start and finish point</b>							
7.3 <b>hang substantial length foundation or finishing papers to given working instructions for three of the following (including at least one with a matching patterned paper):</b>							
a. <b>sloping ceiling</b>							
b. <b>free-standing columns and/or pillars</b>							
c. <b>stairwells</b>							
d. <b>ceiling (above average span)</b>							
e. <b>alcoves and/or niches and/or arches</b>							
f. <b>walls with both internal and external angles</b>							
7.4 <b>work safely around electrical fittings and pipework to given working instructions</b>							
7.5 <b>safely use:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>associated equipment</b>							
7.6 <b>safely store the:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>equipment</b>							
<b>used when hanging wallcoverings to complex surfaces</b>							

7.7 describe how to:							
a. apply safe and healthy work practices							
b. follow procedures							
c. report problems							
d. establish the authority needed to rectify them							
to:							
a. establish access requirements							
b. check suitability of surface to receive wallpaper							
c. prepare pastes and adhesives							
d. prepare and hang matching patterned paper to ceilings							
e. prepare and hang foundation papers, textured/relief and patterned finishing papers							
f. prepare and hang paper to:							
i. sloping ceilings							
ii. free-standing columns/pillars							
iii. stairwells							
iv. walls with both internal and external angles							
v. ceilings of above average span							
vi. alcoves/niches/arches							
g. work around electrical fittings and pipework							
h. use access equipment							
i. use hand tools and associated equipment							
7.8 describe the needs of other occupations and how to effectively communicate within a team when hanging wallcoverings to complex surfaces							

7.9 describe how to maintain brushes and associated tools and equipment used when hanging wallcoverings to complex surfaces							
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## Unit 342 Hanging wallcoverings to complex surfaces 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 343      Producing comb textured finishes in the workplace

16 credits

**Level:**            3  
**UAN:**             D/503/9763

**Unit aim:**

To provide you with the necessary skills and knowledge for:

- interpreting information
- adopting safe and healthy working practices
- selecting and preparing materials and associated equipment
- providing protection to the work area
- producing comb textures finishes safely and with minimal waste
- cleaning and maintaining equipment.

\*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 producing comb textured finishes.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 <b>interpret and extract relevant information from:</b>							
a. <b>specifications</b>							
b. <b>current regulations</b>							
c. <b>risk assessments</b>							
d. <b>method statements</b>							
e. <b>manufacturers' information</b>							

1.2	<b>comply with information and/or instructions derived from:</b>							
	a. <b>risk assessments</b>							
	b. <b>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. specifications							
	b. current legislation							
	c. risk assessments							
	d. method statements							
	e. manufacturers' information.							

2. Know how to comply with relevant legislation and official guidance when producing comb textured finishes.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	describe your responsibilities regarding potential accidents and health hazards, whilst working:							
	a. in the workplace							
	b. in confined spaces							
	c. at height							
	d. with tools and equipment							
	e. with materials and substances							
	f. with movement/storage of materials							
	g. 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 explain:							
a. what the accident reporting procedures are							
b. who is responsible for making reports.							

3. Maintain safe and healthy working practices when producing comb textured finishes.							
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 to carry out the activity in accordance with current legislation and organisational requirements when producing comb textured finishes</b>							
3.2 <b>comply with information relating to specific risks to health when producing comb textured finishes</b>							
3.3 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:							
a. types							
b. purpose							
c. 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 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 hazards.							

4. Select the required quantity and quality of resources for the methods of work to produce comb textured finishes.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 <b>select resources associated with own work in relation to:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>equipment</b>							
4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects							
associated with the resources in relation to:							
i. powder-based and ready-mixed texturing materials							
ii. sealer							

iii. protective sheeting and masking materials							
iv. rubbish containers/bags							
v. access equipment							
vi. tools and associated equipment							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5 describe any potential hazards associated with the resources and methods of work							
4.6 describe how to calculate quantity of materials required associated with the method/procedure to produce comb textured finishes.							

5. Minimise the risk of damage to the work and surrounding area when producing comb textured finishes.							
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>minimise damage and maintain a clean 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. 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							
e. official guidance.							

6. Complete the work within the allocated time when producing comb textured finishes.							
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 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 produce comb textured finishes 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 producing comb textured finishes:</b>							
a. <b>mixing</b>							
b. <b>applying</b>							
c. <b>brushing/trowelling</b>							
d. <b>combing</b>							
e. <b>cleaning</b>							
7.2 <b>prepare materials and produce combed textured finishes to walls and/or ceilings of circle/fan pattern and one other manufacturers' recognised comb design to given working instructions</b>							
7.3 <b>safely use:</b>							

a. <b>materials</b>							
b. <b>tools</b>							
c. <b>associated equipment</b>							
<b>7.4 safely store the:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>equipment</b>							
<b>used when producing comb textured finishes</b>							
<b>7.5 describe how to:</b>							
a. apply safe and healthy work practices							
b. follow procedures							
c. report problems							
d. establish the authority needed to rectify them							
<b>to:</b>							
a. establish access requirements							
b. prepare surfaces for texturing (new and previously textured)							
c. prepare texturing materials							
d. produce a circle/fan pattern design							
e. produce other comb designs as found in trade/manufacturer's literature							
f. work around electrical fittings and pipe work							
g. identify how atmospheric conditions affect coatings and their application process							
h. identify the working life of prepared materials							
i. use access equipment							
j. use hand tools and associated equipment							

7.6	describe the needs of other occupations and how to effectively communicate within a team when producing comb textured finishes							
7.7	describe how to maintain brushes and associated tools and equipment used when producing comb textured finishes							

## Unit 343 Producing comb textured finishes 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 344      Applying metal leaf to surfaces in the workplace

22 credits

**Level:**            3  
**UAN:**             J/503/9790

**Unit aim:**

To provide you with the necessary skills and knowledge for:

- interpreting information
- adopting safe and healthy working practices
- selecting and preparing materials and associated equipment
- providing protection to the work area
- applying metal leaf safely and with minimal waste
- cleaning and maintaining equipment.

\*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 metal leaf to surfaces.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 <b>interpret and extract relevant information from:</b>							
a. <b>specifications</b>							
b. <b>current regulations</b>							
c. <b>risk assessments</b>							

d. <b>method statements</b>							
e. <b>manufacturers' information</b>							
1.2 <b>comply with information and/or instructions derived from:</b>							
a. <b>risk assessments</b>							
b. <b>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. specifications							
b. current legislation							
c. risk assessments							
d. method statements							
e. manufacturers' information.							

2. Know how to comply with relevant legislation and official guidance when applying metal leaf to surfaces.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities regarding potential accidents and health hazards, whilst working:							
a. in the workplace							
b. in confined spaces							
c. at height							
d. with tools and equipment							
e. with materials and substances							
f. with movement/storage of materials							
g. 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 explain:							
a. what the accident reporting procedures are							
b. who is responsible for making reports.							

3. Maintain safe and healthy working practices when applying metal leaf to surfaces.							
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 to carry out the activity in accordance with current legislation and organisational requirements when applying metal leaf to surfaces</b>							
3.2 <b>comply with information relating to specific risks to health when applying metal leaf to surfaces</b>							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to applying metal leaf to surfaces, and the:							
a. types							
b. purpose							
c. limitations							
of each type, the work situation and general work environment, in relation to:							
i. collective protective measures							
ii. Personal Protective Equipment (PPE)							
iii. Respiratory Protective Equipment (RPE)							
iv. Local Exhaust Ventilation (LEV)							

3.4	describe how the relevant health and safety control equipment should be used in accordance with the given 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 hazards.							

4. Select the required quantity and quality of resources for the methods of work to apply metal leaf to surfaces.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	<b>select resources associated with own work in relation to:</b>							
	a. <b>materials</b>							
	b. <b>tools</b>							
	c. <b>equipment</b>							
4.2	describe the:							
	a. characteristics							
	b. quality							
	c. uses							
	d. sustainability							
	e. limitations							
	f. defects							
	associated with the resources in relation to:							
	i. loose leaf metal or transfer metal							

ii. gold size							
iii. barrier coat							
iv. cotton wool							
v. rubbish containers/bags and skewing bags							
vi. access equipment							
vii. hand tools							
viii. associated equipment							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5 describe any potential hazards associated with the resources and methods of work							
4.6 describe how to calculate quantity of material required associated with the method/procedure to apply metal leaf to surfaces.							

5. Minimise the risk of damage to the work and surrounding area when applying metal leaf to surfaces.							
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>minimise damage and maintain a clean 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. 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							
e. official guidance.							

6. Complete the work within the allocated time when applying metal leaf to surfaces.							
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 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 metal leaf to surfaces 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 applying metal leaf to surfaces:</b>							
a. <b>applying</b>							
b. <b>cutting</b>							
c. <b>picking-up</b>							
d. <b>laying-on</b>							
e. <b>burnishing</b>							

7.2	<b>apply appropriate barrier coat as specified</b>								
7.3	<b>apply gold size and loose leaf metal, and/or transfer metal and burnish, to given working instructions to:</b>								
	a. <b>flat areas</b>								
	b. <b>detailed/ornate areas</b>								
7.4	<b>safely use:</b>								
	a. <b>materials</b>								
	b. <b>tools</b>								
	c. <b>associated equipment</b>								
7.5	<b>safely store the:</b>								
	a. <b>materials</b>								
	b. <b>tools</b>								
	c. <b>equipment</b>								
	<b>used when applying metal leaf to surfaces</b>								
7.6	<b>describe how to:</b>								
	a. <b>apply safe and healthy work practices</b>								
	b. <b>follow procedures</b>								
	c. <b>report problems</b>								
	d. <b>establish the authority needed to rectify them</b>								
	<b>to:</b>								
	a. <b>establish access requirements</b>								
	b. <b>check suitability of previously prepared surfaces</b>								
	c. <b>clean surfaces for application</b>								
	d. <b>prepare and apply suitable barrier coat</b>								

e. identify starting and finishing points							
f. prepare and apply solvent-borne and water-borne gold size and loose leaf metal and transfer metal to flat and irregular surfaces							
g. remove barrier coat from finished work							
h. burnish metal surfaces							
i. apply protective coatings							
j. skew surplus							
k. identify how atmospheric conditions affect coatings and their application process							
l. use access equipment							
m. use hand tools and associated equipment							
7.7 describe the needs of other occupations and how to effectively communicate within a team when applying metal leaf to surfaces							
7.8 describe how to maintain brushes and associated tools and equipment used when applying metal leaf to surfaces							

## Unit 344      Applying metal leaf to surfaces 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 345

## Producing quality replica marble finishes in the workplace

15 credits

**Level:** 3

**UAN:** H/503/9960

### Unit aim:

To provide you with the necessary skills and knowledge for:

- interpreting information
- adopting safe and healthy working practices
- selecting and preparing materials and associated equipment
- providing protection to the work area
- producing quality replica marble finishes safely and with minimal waste
- cleaning and maintaining equipment.

\*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 producing quality replica marble finishes.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 <b>interpret and extract relevant information from:</b>							
a. <b>specifications</b>							
b. <b>current regulations</b>							
c. <b>risk assessments</b>							
d. <b>method statements</b>							
e. <b>manufacturers' information</b>							

1.2	<b>comply with information and/or instructions derived from:</b>							
	a. <b>risk assessments</b>							
	b. <b>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. specifications							
	b. current legislation							
	c. risk assessments							
	d. method statements							
	e. manufacturers' information.							

2. Know how to comply with relevant legislation and official guidance when producing quality replica marble finishes.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	describe your responsibilities regarding potential accidents and health hazards, whilst working:							
	a. in the workplace							
	b. in confined spaces							
	c. at height							
	d. with tools and equipment							
	e. with materials and substances							
	f. with movement/storage of materials							
	g. 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 explain:							
a. what the accident reporting procedures are							
b. who is responsible for making reports.							

3. Maintain safe and healthy working practices when producing quality replica marble finishes							
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 to carry out the activity in accordance with current legislation and organisational requirements when producing quality replica marble finishes</b>							
3.2 <b>comply with information relating to specific risks to health when producing quality replica marble finishes</b>							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to producing quality replica marble finishes, and the:							
a. types							
b. purpose							
c. limitations							
of each type, the work situation and general work environment, in relation to:							
i. collective protective measures							
ii. Personal Protective Equipment (PPE)							
iii. Respiratory Protective Equipment (RPE)							
iv. Local Exhaust Ventilation (LEV)							
3.4 describe how the relevant health and safety control equipment should be used in accordance with the given 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 hazards.							

4. Select the required quantity and quality of resources for the methods of work to produce quality replica marble finishes.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 <b>select resources associated with own work in relation to:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>equipment</b>							
4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects							
associated with the resources in relation to:							
i. water-borne and solvent-borne proprietary scumbles and scumble glazes							
ii. paints, stainers, binders, solvents, pigments, glaze/varnish, driers							

iii. protective sheeting and masking materials							
iv. rubbish containers/bags							
v. access equipment							
vi. hand tools and equipment							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5 describe any potential hazards associated with the resources and methods of work							
4.6 describe how to calculate quantity of material required associated with the method/procedure to produce quality replica marble finishes.							

5. Minimise the risk of damage to the work and surrounding area when producing quality replica marble finishes.							
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>minimise damage and maintain a clean 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. 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							
e. official guidance.							

6. Complete the work within the allocated time when producing quality replica marble finishes.							
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 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 produce quality replica marble finishes 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 applying metal leaf to surfaces:</b>							
a. <b>mixing</b>							
b. <b>blending</b>							
c. <b>pouring</b>							
d. <b>diluting</b>							
e. <b>masking</b>							
f. <b>laying-on</b>							
g. <b>stippling</b>							

h. <b>softening</b>							
i. <b>feathering</b>							
j. <b>opening-up</b>							
k. <b>wiping out</b>							
7.2 <b>prepare high quality grounds to given working instructions</b>							
7.3 <b>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 two of the following:</b>							
a. <b>Carrara</b>							
b. <b>Verte De Mer</b>							
c. <b>Sienna</b>							
7.4 <b>apply protective finish to given working instructions</b>							
7.5 <b>safely use:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>associated equipment</b>							
7.6 <b>safely store the:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>equipment</b>							
<b>used when producing quality replica marble finishes</b>							
7.7 describe how to:							
a. apply safe and healthy work practices							
b. follow procedures							
c. report problems							

d. establish the authority needed to rectify them							
to:							
a. establish access requirements							
b. check suitability of previously prepared surface and bring up to appropriate finish and ground colour							
c. identify materials for inclusion in scumbles							
d. prepare paint/scumble products (proprietary and self-produced)							
e. prepare brushes, specialised tools and equipment							
f. produce high quality replica marble finishes							
g. apply marble finishes to broad and linear work							
h. complete work in stages							
i. identify how atmospheric conditions affect coatings and their application process							
j. use access equipment							
k. use hand tools and associated equipment							
7.8 describe the needs of other occupations and how to effectively communicate within a team when producing quality replica marble finishes							
7.9 describe how to maintain brushes and associated tools and equipment used when producing quality replica marble finishes							

## Unit 345

## Producing quality replica marble finishes 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 401**  
28 credits

**Hanging specialised paper wallcoverings in the workplace**

**Level:** 4  
**UAN:** R/503/9761

**Unit aim:**

To provide you with the necessary skills and knowledge for:

- interpreting information
- adopting safe and healthy working practices
- selecting and preparing materials and associated equipment
- providing protection to the work area
- hanging specialised paper wallcoverings safely and with minimal waste
- cleaning and maintaining equipment.

\*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 hanging specialised paper wallcoverings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 <b>interpret and extract relevant information from:</b>							
a. <b>specifications</b>							
b. <b>current regulations</b>							
c. <b>risk assessments</b>							
d. <b>method statements</b>							

e. <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. specifications							
b. current legislation							
c. risk assessments							
d. method statements							
e. manufacturers' information.							

2. Know how to comply with relevant legislation and official guidance when hanging specialised paper wallcoverings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities regarding potential accidents and health hazards, whilst working:							
a. in the workplace							
b. at height							
c. with tools and equipment							
d. with materials and substances							
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 explain what the accident reporting procedures are and who is responsible for making reports.							
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3. Maintain safe and healthy working practices when hanging specialised paper wallcoverings.							
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 to carry out the activity in accordance with current legislation and organisational requirements when hanging specialised paper wallcoverings</b>							
3.2 <b>comply with information relating to specific risks to health when hanging specialised paper wallcoverings</b>							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to hanging specialised paper wallcoverings, 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 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 hazards.							

4. Select the required quantity and quality of resources for the methods of work to hang specialised paper wallcoverings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 <b>select resources associated with own work in relation to:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>equipment</b>							
4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects							
associated with the resources in relation to:							
i. surface preparation materials							
ii. appropriate pastes/adhesives							
iii. specialised wallcoverings							
iv. protective sheeting for the work area, cotton gloves							
v. rubbish containers/bags							
vi. access equipment							
vii. hand tools and associated equipment for specialised wallcoverings							
4.3 describe:							
a. how the resources should be used correctly							
b. how problems associated with the resources are reported							

4.4 explain:							
a. why the organisational procedures have been developed							
b. how they are used for the selection of required resources							
4.5 describe any potential hazards associated with the resources and methods of work							
4.6 describe how to calculate:							
a. quantity							
b. length							
c. area							
d. wastage							
associated with the method/procedure to hang specialised paper wallcoverings.							

5. Minimise the risk of damage to the work and surrounding area when hanging specialised paper wallcoverings.							
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>minimise damage and maintain a clean 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. 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							
e. official guidance.							

6. Complete the work within the allocated time when hanging specialised paper wallcoverings.							
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 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 hang specialised paper wallcoverings 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 hanging specialised paper wallcoverings:</b>							
a. <b>shading</b>							
b. <b>measuring</b>							
c. <b>matching and cutting</b>							
d. <b>mixing and applying</b>							
e. <b>folding</b>							
f. <b>positioning</b>							

g. <b>fixing</b>							
h. <b>trimming</b>							
i. <b>handling</b>							
j. <b>cleaning-off</b>							
7.2 <b>hang three different specialised wallcoverings (e.g. paper-backed fabric, lincrusta, hand-print, flock, murals, hessian, wool/silk strand, metallic) to given working instructions to walls with internal and external angles</b>							
7.3 <b>safely use:</b>							
a. <b>materials</b>							
b. <b>hand tools</b>							
c. <b>associated equipment</b>							
7.4 <b>safely store the:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>equipment</b>							
<b>used when hanging specialised paper wallcoverings</b>							
7.5 describe how to:							
a. apply safe and healthy work practices							
b. follow procedures							
c. report problems							
d. establish the authority needed to rectify them							
to:							
a. establish access requirements							
b. check suitability of surface to receive wallpaper							

c. prepare adhesives/pastes							
d. protect specialised papers when handling							
e. prepare and hang:							
i. paper-backed fabric							
ii. lincrusta							
iii. hand-prints							
iv. flock							
v. murals							
vi. hessian							
vii. wool/silk strand							
viii. metallic							
f. work to broad wall areas with reveals and internal and external angles							
g. work around electrical fittings and pipework							
h. keep the wallcovering surface and adjacent surfaces clean							
i. use access equipment							
j. use hand tools and associated equipment							
7.6 describe the needs of other occupations and how to effectively communicate within a team when hanging specialised paper wallcoverings							
7.7 describe how to maintain the tools and equipment used when hanging specialised paper wallcoverings.							

## Unit 401 Hanging specialised paper wallcoverings 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 402

20 credits

## Producing quality replica grained finishes in the workplace

**Level:** 4  
**UAN:** R/504/4197

**Unit aim:**

To provide you with the necessary skills and knowledge for:

- interpreting information
- adopting safe and healthy working practices
- selecting and preparing materials and associated equipment
- providing protection to the work area
- producing quality replica grained finishes safely and with minimal waste
- cleaning and maintaining equipment.

\*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 producing quality replica grained finishes.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 <b>interpret and extract relevant information from:</b>							
a. <b>specifications</b>							
b. <b>current regulations</b>							
c. <b>risk assessments</b>							
d. <b>method statements</b>							
e. <b>manufacturers' information</b>							

1.2	<b>comply with information and/or instructions derived from:</b>							
	a. <b>risk assessments</b>							
	b. <b>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. specifications							
	b. current legislation							
	c. risk assessments							
	d. method statements							
	e. manufacturers' information.							

2. Know how to comply with relevant legislation and official guidance when producing quality replica grained finishes.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	describe your responsibilities regarding potential accidents and health hazards, whilst working:							
	a. in the workplace							
	b. in confined spaces							
	c. at height							
	d. with tools and equipment							
	e. with materials and substances							
	f. with movement/storage of materials							
	g. 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 explain:							
a. what the accident reporting procedures are							
b. who is responsible for making reports.							

3. Maintain safe and healthy working practices when applying coatings to produce quality replica grained finishes.							
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 to carry out the activity in accordance with current legislation and organisational requirements when producing quality replica grained finishes</b>							
3.2 <b>comply with information relating to specific risks to health when producing quality replica grained finishes</b>							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to producing quality replica grained finishes, and the:							
a. types							
b. purpose							
c. limitations of each type							
the work situation and general work environment, in relation to:							
i. collective protective measures							
ii. Personal Protective Equipment (PPE)							
iii. Respiratory Protective Equipment (RPE)							
iv. Local Exhaust Ventilation (LEV)							
3.4 describe how the relevant health and safety control equipment should be used in accordance with the given 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 hazards.							

4. Select the required quantity and quality of resources for the methods of work to produce quality replica grained finishes.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 <b>select resources associated with own work in relation to:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>equipment</b>							
4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects							
associated with the resources in relation to:							
i. water-borne and solvent-borne proprietary scumbles and scumble glazes							
ii. paints, stainers, binders, solvents, pigments, driers, glaze/varnish							

iii. protective sheeting and masking materials							
iv. rubbish containers/bags							
v. access equipment							
vi. hand tools and equipment associated with graining							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5 describe any potential hazards associated with the resources and methods of work							
4.6 describe how to calculate quantity of material required associated with the method/procedure to produce quality replica grained finishes.							

5. Minimise the risk of damage to the work and surrounding area when producing quality replica grained finishes.							
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>minimise damage and maintain a clean 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. 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							
e. official guidance.							

6. Complete the work within the allocated time when producing quality replica grained finishes.							
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 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 produce quality replica grained finishes 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 applying metal leaf to surfaces:</b>							
a. <b>mixing</b>							
b. <b>blending</b>							
c. <b>pouring</b>							
d. <b>diluting</b>							
e. <b>masking</b>							
f. <b>laying-on</b>							
g. <b>dragging</b>							

h. <b>softening</b>							
i. <b>overgraining</b>							
j. <b>flogging</b>							
k. <b>combing</b>							
l. <b>wiping out</b>							
7.2 <b>prepare high quality grounds to given working instructions</b>							
7.3 <b>produce quality replica 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:</b>							
a. oak (any two):							
i. quarter sawn							
ii. heartwood							
iii. straight grain							
b. mahogany (any two):							
i. heartwood							
ii. straight grain							
iii. feather cut							
7.4 <b>apply protective finish to given working instructions</b>							
7.5 <b>safely use:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>associated equipment</b>							
7.6 <b>safely store the:</b>							
a. <b>materials</b>							
b. <b>tools</b>							

<b>c. equipment</b>							
<b>used when producing quality replica grained finishes</b>							
7.7 describe how to:							
a. apply safe and healthy work practices							
b. follow procedures							
c. report problems							
d. establish the authority needed to rectify them							
to:							
a. establish access requirements							
b. check suitability of previously prepared surface and bring up to appropriate finish and ground colour							
c. identify materials for inclusion in scumbles							
d. prepare paint/scumble products (proprietary and self-produced)							
e. prepare brushes, specialised tools and equipment							
f. produce high quality replica grained finishes for soft and hard woods							
g. apply to doors, panelling and linear/trim work							
h. complete work in stages							
i. identify how atmospheric conditions affect coatings and their application process							
j. use access equipment							
k. use hand tools and associated equipment							
7.8 describe the needs of other occupations and how to effectively communicate within a team when producing quality replica grained finishes							
7.9 describe how to maintain brushes and associated tools and equipment used when producing quality replica grained finishes							

## Unit 402      Producing quality replica grained finishes 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 501      Developing and maintaining good occupational working relationships in the workplace

8 credits

**Level:**            5  
**UAN:**             M/503/2915

**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.

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## Unit 501

## 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 676**  
27 credits

**Preparing surfaces for painting/decorating in the workplace**

**Level:** 2  
**UAN:** R/503/9680

**Unit aim:**

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

- 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.**

1. Interpret the given information relating to the work and resources when preparing surfaces for painting/decorating.														
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD	
1.1	<b>interpret and extract relevant information from:</b>													
	<b>a. specifications</b>													
	<b>b. current regulations</b>													
	<b>c. risk assessments</b>													
	<b>d. method statements</b>													

<b>e. 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. specifications								
b. current legislation								
c. risk assessments								
d. method statements								
e. manufacturers' information.								

2. Know how to comply with relevant legislation and official guidance when preparing surfaces for painting/decorating.								
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD	
2.1 describe your responsibilities regarding potential accidents and health hazards, whilst working:								
a. in the workplace								
b. in confined spaces								
c. at height								
d. with tools and equipment								
e. with materials and substances								
f. with movement/storage of materials								
g. 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 explain what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe and healthy work practices when preparing surfaces for painting/decorating.							
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 to carry out the activity in accordance with current legislation and organisational requirements when preparing surfaces for painting/decorating</b>							
3.2 <b>comply with information relating to specific health risks when preparing surfaces for painting/decorating</b>							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to preparing surfaces for painting/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)							
3.4 describe how the relevant health and safety control equipment should be used in accordance with the given 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 hazards.							

4. Select the required quantity and quality of resources for the methods of work to prepare surfaces for painting/decorating.															
You must be able to:							*PER	SO	OQ	WQ	WT	PS	PD		
<b>4.1 select resources associated with own work in relation to materials, tools and equipment</b>															
4.2 describe the: characteristics, quality, uses, sustainability, limitations and defects															
a. characteristics															
b. quality															
c. uses															
d. sustainability															
e. limitations															
f. defects															
associated with the resources in relation to:															
i. protective sheets and masking materials															
ii. degreasing agents for the removal of contaminates															
iii. cleaning agents															
iv. paint stripping materials and equipment															
v. fillers (single and two pack)															
vi. abrasives															
vii. surface treatment materials															
viii. rubbish containers/bags															
ix. access equipment															
x. hand and/or powered tools and associated equipment															
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported															
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources															

4.5	describe any potential hazards associated with the resources and methods of work							
4.6	describe how to calculate quantity of materials associated with the method/procedure to prepare surfaces for painting/decorating.							

5. Minimise the risk of damage to the work and surrounding area when preparing surfaces for painting/decorating.								
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>minimise damage and maintain a clean 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. 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							
	e. official guidance.							

6. Complete the work within the allocated time when preparing surfaces for painting/decorating.								
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	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 prepare surfaces for painting/decorating 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 preparing surfaces for painting/decorating:</b>														
a. <b>washing</b>														
b. <b>stripping/scraping</b>														
c. <b>abrading and keying</b>														
d. <b>mixing</b>														
e. <b>filling</b>														
f. <b>levelling/flattening</b>														
g. <b>brushing-down</b>														
<b>7.2 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/decorated surfaces in sound condition and featuring surface defects</b>														
b. <b>existing covering/material requiring removal.</b>														
<b>7.3 safely use:</b>														
a. <b>materials</b>														
b. <b>tools</b>														
c. <b>associated equipment</b>														
<b>7.4 safely store the:</b>														
a. <b>materials</b>														

	<b>b. tools</b>							
	<b>c. equipment</b>							
	<b>used when preparing surfaces for painting/decorating</b>							
7.5	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 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. remove toxic/hazardous materials from surfaces.							
	h. remove existing painted and/or hung wall coverings							
	i. remove defective materials from timber, brick/stone/concrete, plaster, metal							
	j. fill, level and abrade surfaces							
	k. apply primer and sealers to bare substrates							
	l. apply special preparatory treatments to prepared surfaces							
	m. work around electrical fittings and pipe work							
	n. use access equipment							
	o. use hand tools, power tools and associated equipment							
7.6	describe the needs of other occupations and how to effectively communicate within a team when preparing surfaces for painting/decorating							
7.7	describe how to maintain the hand tools and/or power tools and associated equipment used when preparing surfaces for painting/decorating.							

## Unit 676      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>	

# Unit 723      Installing coving and decorative mouldings in the workplace

11 credits

**Level:**            2  
**UAN:**             A/503/9804

**Unit aim:**

To provide you with the necessary skills and knowledge for:

- interpreting information
- adopting safe and healthy working practices
- selecting and preparing materials and associated equipment
- providing protection to the work area
- installing coving and decorative mouldings

\*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 installing coving and decorative mouldings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 <b>interpret and extract relevant information from:</b>							
a. <b>specifications</b>							
b. <b>current regulations</b>							
c. <b>risk assessments</b>							
d. <b>method statements</b>							
e. <b>manufacturers' information</b>							
1.2 <b>comply with information and/or instructions derived from:</b>							

a. <b>risk assessments</b>							
b. <b>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. specifications							
b. current legislation							
c. risk assessments							
d. method statements							
e. manufacturers' information.							

2. Know how to comply with relevant legislation and official guidance when when installing coving and decorative mouldings.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities regarding potential accidents and health hazards, whilst working:							
a. in the workplace							
b. in confined spaces							
c. at height							
d. with tools and equipment							
e. with materials and substances							
f. with movement/storage of materials							
g. 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 explain:							
a. what the accident reporting procedures are							
b. who is responsible for making reports.							

3. Maintain safe and healthy working practices when installing coving and decorative mouldings							
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 to carry out the activity in accordance with current legislation and organisational requirements when installing coving and decorative mouldings</b>							
3.2 <b>comply with information relating to specific risks to health when installing coving and decorative mouldings</b>							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, 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:							
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 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 hazards.							
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4. Select the required quantity and quality of resources for the methods of work to install coving and decorative mouldings.							
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>tools</b>							
c. <b>equipment</b>							
<b>4.2 describe the:</b>							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects							
associated with the resources in relation to:							
i. sealers							
ii. adhesives							
iii. coving							
iv. decorative mouldings and lightweight centre-pieces							
v. access equipment							
vi. protective sheeting and masking materials							

vii. rubbish container/bag							
viii. fixing, coving tools and equipment							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5 describe any potential hazards associated with the resources and methods of work							
4.6 describe how to calculate quantity of materials required associated with the method/procedure to apply paint systems to complex surfaces by brush.							

5. Minimise the risk of damage to the work and surrounding area when installing coving and decorative mouldings.							
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>minimise damage and maintain a clean 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. 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							

e. official guidance.							
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6. Complete the work within the allocated time when installing coving and decorative mouldings.							
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 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 paint systems to install coving and decorative mouldings 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 installing coving and decorative mouldings:</b>							
a. <b>mixing</b>							
b. <b>manipulating</b>							
c. <b>levelling</b>							
d. <b>cleaning</b>							
e. <b>measure</b>							
f. <b>cutting</b>							
g. <b>positioning</b>							
h. <b>jointing</b>							
i. <b>securing</b>							

j. <b>filling</b>							
k. <b>smoothing</b>							
7.2 <b>cut and install coving and decorative mouldings to form straight runs and internal and external angles to given working instructions</b>							
7.3 <b>safely use:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>associated equipment</b>							
7.4 <b>safely store the:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>equipment</b>							
<b>used when installing coving and decorative mouldings</b>							
7.5 describe how to:							
a. apply safe and healthy work practices							
b. follow procedures							
c. report problems							
d. establish the authority needed to rectify them							
to:							
a. establish access requirements							
b. prepare surfaces for coving and decorative mouldings including lightweight centre piece installation							
c. prepare, cut and secure coving and decorative mouldings including lightweight centre pieces and finish joints							
d. prepare adhesives							
e. work around electrical fittings and pipework							

f.	identify how atmospheric conditions affect coatings and their application process						
g.	identify the working life of prepared materials						
h.	use access equipment						
i.	use hand tools and associated equipment						
7.6	describe the needs of other occupations and how to effectively communicate within a team when applying paint systems to complex surfaces by brush						
7.7	describe how to maintain brushes and associated tools and equipment used when installing coving and decorative mouldings						

## Unit 723

## Installing coving and decorative mouldings 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 724

# Applying coatings to produce textured finishes in the workplace

14 credits

**Level:** 2  
**UAN:** Y/503/9809

### Unit aim:

To provide you with the necessary skills and knowledge for:

- interpreting information
- adopting safe and healthy working practices
- selecting and preparing materials and associated equipment
- providing protection to the work area
- preparing for and applying coatings to produce textured finishes
- producing brush, stippler and roller textured finishes.

\*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 coatings to produce textured finishes.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 <b>interpret and extract relevant information from:</b>							
a. <b>specifications</b>							
b. <b>current regulations</b>							
c. <b>risk assessments</b>							
d. <b>method statements</b>							

e. <b>manufacturers' information</b>							
1.2 <b>comply with information and/or instructions derived from:</b>							
a. <b>risk assessments</b>							
b. <b>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. specifications							
b. current legislation							
c. risk assessments							
d. method statements							
e. manufacturers' information.							

2. Know how to comply with relevant legislation and official guidance when applying coatings to produce textured finishes.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities regarding potential accidents and health hazards, whilst working:							
a. in the workplace							
b. in confined spaces							
c. at height							
d. with tools and equipment							
e. with materials and substances							
f. with movement/storage of materials							
g. 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 explain:							
a. what the accident reporting procedures are							
b. who is responsible for making reports.							

3. Maintain safe and healthy working practices when producing textured finishes.							
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 to carry out the activity in accordance with current legislation and organisational requirements when applying coatings to produce textured finishes</b>							
3.2 <b>comply with information relating to specific risks to health when applying coatings to produce textured finishes</b>							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, 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:							
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 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 hazards.							

4. Select the required quantity and quality of resources for the methods of work to apply coatings to produce textured finishes.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 <b>select resources associated with own work in relation to:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>equipment</b>							
4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects							
associated with the resources in relation to:							
i. power-based and ready-mixed texturing materials							
ii. sealers							
iii. access equipment							
iv. protective sheeting and masking materials							
v. rubbish container/bag							

vi. texturing tools and equipment							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5 describe any potential hazards associated with the resources and methods of work							
4.6 describe how to calculate quantity of materials required associated with the method/procedure to coatings to produce textured finishes.							

5. Minimise the risk of damage to the work and surrounding area when applying coatings to produce textured finishes.							
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>minimise damage and maintain a clean 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. 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							

e. official guidance.							
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6. Complete the work within the allocated time when applying coatings to produce textured finishes.							
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 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 coatings to produce textured finishes 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 applying coatings to produce textured finishes:</b>							
a. <b>mixing</b>							
b. <b>laying-on</b>							
c. <b>manipulating</b>							
d. <b>cleaning</b>							
e. <b>washing</b>							
f. <b>measuring</b>							
g. <b>filling</b>							
h. <b>smoothing</b>							
7.2 <b>mix and apply coatings to given working instructions and produce the following textured finishes:</b>							
a. <b>stippled design</b>							

b. <b>one other recognised design produced by brush/stippler/rollers</b>							
<b>7.3 safely use:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>associated equipment</b>							
<b>7.4 safely store the:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>equipment</b>							
<b>used when applying coatings to produce textured finishes</b>							
<b>7.5 describe how to:</b>							
a. apply safe and healthy work practices							
b. follow procedures							
c. report problems							
d. establish the authority needed to rectify them							
<b>to:</b>							
a. establish access requirements							
b. prepare surfaces for texturing (new and previously textured)							
c. produce a range of recognised brush, stippler and roller textured finishes							
d. prepare texturing coatings							
e. lay-on texturing material to surfaces							
f. work around electrical fittings and pipework							
g. identify how atmospheric conditions affect coatings and their application process							

h. identify the working life of prepared materials							
i. use access equipment							
j. use hand tools and associated equipment							
7.6 describe the needs of other occupations and how to effectively communicate within a team when applying coatings to produce textured finishes							
7.7 describe how to maintain brushes and associated tools and equipment used when applying coatings to produce textured finishes							

## Unit 724      Applying coatings to produce textured finishes 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 725 Producing broken colour effects in the workplace

12 credits

**Level:** 2  
**UAN:** L/503/9810

**Unit aim:**

To provide you with the necessary skills and knowledge for:

- interpreting information
- adopting safe and healthy working practices
- selecting and preparing materials and associated equipment
- providing protection to the work area
- preparing grounds and producing broken colour effects.

\*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 producing broken colour effects.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 <b>interpret and extract relevant information from:</b>							
a. <b>specifications</b>							
b. <b>current regulations</b>							
c. <b>risk assessments</b>							
d. <b>method statements</b>							
e. <b>manufacturers' information</b>							

1.2	<b>comply with information and/or instructions derived from:</b>							
	a. <b>risk assessments</b>							
	b. <b>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. specifications							
	b. current legislation							
	c. risk assessments							
	d. method statements							
	e. manufacturers' information.							

2. Know how to comply with relevant legislation and official guidance when producing broken colour effects.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	describe your responsibilities regarding potential accidents and health hazards, whilst working:							
	a. in the workplace							
	b. in confined spaces							
	c. at height							
	d. with tools and equipment							
	e. with materials and substances							
	f. with movement/storage of materials							
	g. 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 explain:							
a. what the accident reporting procedures are							
b. who is responsible for making reports.							

3. Maintain safe and healthy working practices when applying coatings to produce broken colour effects.							
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 to carry out the activity in accordance with current legislation and organisational requirements when producing broken colour effects</b>							
3.2 <b>comply with information relating to specific risks to health when producing broken colour effects</b>							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, 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:							
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 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 hazards.							

4. Select the required quantity and quality of resources for the methods of work to apply coatings to produce textured finishes.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 <b>select resources associated with own work in relation to:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>equipment</b>							
4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects							
associated with the resources in relation to:							
i. water-borne and solvent-borne proprietary scumbles and scumble glazes							
ii. paints, stainers, binders, solvents/thinners, pigments, glaze/varnish, driers							
iii. draggers, bags, rag-rolling materials, natural sponges, stipplers, other items for working scumble							
iv. protective sheeting and masking materials							
v. rubbish containers/bags							

vi. access equipment							
vii. hand tools, broken colour work equipment							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5 describe any potential hazards associated with the resources and methods of work							
4.6 describe how to calculate quantity of materials required associated with the method/procedure to produce broken colour effects							

5. Minimise the risk of damage to the work and surrounding area when producing broken colour effects.							
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>minimise damage and maintain a clean 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. 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							

e. official guidance.							
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6. Complete the work within the allocated time when producing broken colour effects.							
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 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 coatings to produce broken colour effects 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 installing coving and decorative mouldings:</b>							
a. <b>protecting</b>							
b. <b>matching</b>							
c. <b>mixing</b>							
d. <b>pouring</b>							
e. <b>diluting</b>							
f. <b>laying-on</b>							
g. <b>laying-off</b>							
h. <b>cutting-in</b>							
i. <b>rolling</b>							

j. <b>bagging</b>							
k. <b>dragging</b>							
l. <b>stippling</b>							
m. <b>wiping off</b>							
7.2 <b>prepare high quality ground to given working instructions</b>							
7.3 <b>mix and apply coatings to given working instructions and produce the following textured finishes:</b>							
a. <b>rag-rolling</b>							
b. <b>bagging</b>							
c. <b>dragging</b>							
d. <b>brush or sponge stippling</b>							
e. <b>wiping-off relief surfaces</b>							
f. <b>colour washing</b>							
7.4 <b>safely use:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>associated equipment</b>							
7.5 <b>safely store the:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>equipment</b>							
<b>used when producing broken colour effects</b>							
7.6 describe how to:							
a. apply safe and healthy work practices							
b. follow procedures							

c. report problems							
d. establish the authority needed to rectify them							
to:							
a. establish access requirements							
b. check suitability of previously prepared surface and bring up to suitable finish/ground							
c. prepare paint/scumble products (proprietary and self-produced)							
d. prepare brushes, rollers, specialised tools and equipment							
e. produce broken colour effects of rag-rolling, bagging, dragging, brush and sponge stippling, wiping-off relief surfaces and colour washing							
f. decorate broad and linear areas							
g. apply protective glaze/varnish over decorative effects							
h. identify how atmospheric conditions affect coatings and their application process							
i. use access equipment							
j. use hand tools and associated equipment							
7.7 describe the needs of other occupations and how to effectively communicate within a team when producing broken colour effects							
7.8 describe how to maintain brushes and associated tools and equipment used when producing broken colour effects							

## Unit 725 Producing broken colour effects 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 726**  
12 credits

**Producing stencil designs using pre-cut stencil plates in the workplace**

**Level:** 2  
**UAN:** L/503/9953

**Unit aim:**

To provide you with the necessary skills and knowledge for:

- interpreting information
- adopting safe and healthy working practices
- selecting and preparing materials and associated equipment
- providing protection to the work area
- preparing grounds and producing broken colour effects.

\*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 producing stencil designs using pre-cut stencil plates.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 <b>interpret and extract relevant information from:</b>							
a. <b>specifications</b>							
b. <b>current regulations</b>							
c. <b>risk assessments</b>							
d. <b>method statements</b>							
e. <b>manufacturers' information</b>							

1.2	<b>comply with information and/or instructions derived from:</b>							
	a. <b>risk assessments</b>							
	b. <b>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. specifications							
	b. current legislation							
	c. risk assessments							
	d. method statements							
	e. manufacturers' information.							

2. Know how to comply with relevant legislation and official guidance when producing stencil designs using pre-cut stencil plates.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
2.1	describe your responsibilities regarding potential accidents and health hazards, whilst working:							
	a. in the workplace							
	b. in confined spaces							
	c. at height							
	d. with tools and equipment							
	e. with materials and substances							
	f. with movement/storage of materials							
	g. 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 explain:							
a. what the accident reporting procedures are							
b. who is responsible for making reports.							

3. Maintain safe and healthy working practices when producing stencil designs using pre-cut stencil plates.							
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 to carry out the activity in accordance with current legislation and organisational requirements when producing stencil designs using pre-cut stencil plates</b>							
3.2 <b>comply with information relating to specific risks to health when producing stencil designs using pre-cut stencil plates</b>							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to producing stencil 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:							
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 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 hazards.							

4. Select the required quantity and quality of resources for the methods of work to produce stencil designs using pre-cut stencil plates.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 <b>select resources associated with own work in relation to:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>equipment</b>							
4.2 describe the:							
a. characteristics							
b. quality							
c. uses							
d. sustainability							
e. limitations							
f. defects							
associated with the resources in relation to:							
i. water-borne and solvent-borne coatings							
ii. stainers, solvents, driers, glaze/varnish							
iii. pre-cut stencil plates							
iv. protective sheeting and masking materials							
v. rubbish containers/bags							
vi. access equipment							

	vii. paint application equipment, stencilling tools, and stencil setting-out equipment						
4.3	describe how the resources should be used correctly and how problems associated with the resources are reported						
4.4	explain why the organisational procedures have been developed and how they are used for the selection of required resources						
4.5	describe any potential hazards associated with the resources and methods of work						
4.6	describe how to calculate quantity of materials required associated with the method/procedure to produce stencil designs using pre-cut stencil plates.						

5. Minimise the risk of damage to the work and surrounding area when producing stencil designs using pre-cut stencil plates.								
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>minimise damage and maintain a clean 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. 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							

e. official guidance.							
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6. Complete the work within the allocated time when producing stencil designs using pre-cut stencil plates.							
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 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 produce stencil designs using pre-cut stencil plates 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 producing stencil designs using pre-cut stencil plates:</b>							
a. <b>protecting</b>							
b. <b>moving</b>							
c. <b>matching</b>							
d. <b>mixing</b>							
e. <b>pouring</b>							
f. <b>diluting</b>							
g. <b>positioning</b>							
h. <b>securing</b>							
i. <b>applying</b>							
j. <b>transferring</b>							

7.2	<b>prepare high quality ground to given working instructions</b>								
7.3	<b>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</b>								
7.4	<b>safely use:</b>								
	a. <b>materials</b>								
	b. <b>tools</b>								
	c. <b>associated equipment</b>								
7.5	<b>safely store the:</b>								
	a. <b>materials</b>								
	b. <b>tools</b>								
	c. <b>equipment</b>								
	<b>used when producing stencil designs using pre-cut stencil plates</b>								
7.6	describe how to:								
	a. apply safe and healthy work practices								
	b. follow procedures								
	c. report problems								
	d. establish the authority needed to rectify them								
	to:								
	a. establish access requirements								
	b. check suitability of previously prepared surface and bring up to suitable finish/ground								
	c. prepare paint products								
	d. prepare brushes, rollers, specialised tools and equipment								
	e. set out and position pre-cut stencil plates								
	f. apply stencil design to linear runs and walls								

g. apply stencil design using brush, roller and spay equipment							
h. maintain integrity of the stencil plate (cleanliness and structure)							
i. apply protective glaze/varnish							
j. identify how atmospheric conditions affect coatings and the application process							
k. use access equipment							
l. use hand tools and associated equipment							
7.7 describe the needs of other occupations and how to effectively communicate within a team when producing stencil designs using pre-cut stencil plates							
7.8 describe how to maintain brushes and associated tools and equipment used when producing stencil designs using pre-cut stencil plates							

## Unit 726 Producing stencil designs using pre-cut stencil plates 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 733 Producing straight grained effects in the workplace

12 credits

**Level:** 2  
**UAN:** D/503/9956

**Unit aim:**

To provide you with the necessary skills and knowledge for:

- interpreting information
- adopting safe and healthy working practices
- selecting and preparing materials and associated equipment
- providing protection to the work area
- producing straight grained effects safely and with minimal waste
- cleaning and maintaining equipment.

\*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 producing straight grained effects.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 <b>interpret and extract relevant information from:</b>							
a. <b>specifications</b>							
b. <b>current regulations</b>							
c. <b>risk assessments</b>							
d. <b>method statements</b>							

e. <b>manufacturers' information</b>							
1.2 <b>comply with information and/or instructions derived from:</b>							
a. <b>risk assessments</b>							
b. <b>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. specifications							
b. current legislation							
c. risk assessments							
d. method statements							
e. manufacturers' information.							

2. Know how to comply with relevant legislation and official guidance when producing straight grained effects.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities regarding potential accidents and health hazards, whilst working:							
a. in the workplace							
b. in confined spaces							
c. at height							
d. with tools and equipment							
e. with materials and substances							
f. with movement/storage of materials							
g. 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 explain:							
a. what the accident reporting procedures are							
b. who is responsible for making reports.							

3. Maintain safe and healthy working practices when producing straight grained effects.							
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 to carry out the activity in accordance with current legislation and organisational requirements when producing straight grained effects</b>							
3.2 <b>comply with information relating to specific risks to health when producing straight grained effects</b>							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to producing straight grained effects, and the:							
a. types							
b. purpose							
c. 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 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 hazards.							

4. Select the required quantity and quality of resources for the methods of work to produce straight grained effects.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	<b>select resources associated with own work in relation to:</b>							
	a. <b>materials</b>							
	b. <b>tools</b>							
	c. <b>equipment</b>							
4.2	describe the:							
	a. characteristics							
	b. quality							
	c. uses							
	d. sustainability							
	e. limitations							
	f. defects							
	associated with the resources in relation to:							

i.	water-borne and solvent-borne proprietary scumbles and scumble glazes							
ii.	paints, stainers, binders, solvents, pigments, driers, glaze/varnish							
iii.	protective sheeting and masking materials							
iv.	rubbish containers/bags							
v.	access equipment							
vi.	hand tools and equipment associated with graining							
4.3	describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4	explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5	describe any potential hazards associated with the resources and methods of work							
4.6	describe how to calculate quantity of material required associated with the method/procedure to produce straight grained effects.							

5. Minimise the risk of damage to the work and surrounding area when producing straight grained effects.								
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>minimise damage and maintain a clean 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. 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							
e. official guidance.							

6. Complete the work within the allocated time when producing straight grained effects.							
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 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 produce straight grained effects.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 <b>demonstrate the following work skills when producing straight grained effects:</b>							
a. <b>mixing</b>							
b. <b>blending</b>							
c. <b>pouring</b>							
d. <b>diluting</b>							
e. <b>laying-on</b>							

f. <b>dragging</b>							
g. <b>softening</b>							
h. <b>flogging</b>							
i. <b>combing</b>							
j. <b>wiping out</b>							
7.2 <b>prepare high quality grounds to given working instructions</b>							
7.3 <b>produce straight grained effects using water-borne scumbles and/or solvent-borne scumbles to given working instructions, relating to the following:</b>							
a. <b>doors or panelling</b>							
b. <b>linear/trim work (e.g. skirtings, architraves)</b>							
7.4 <b>apply protective finish to given working instructions</b>							
7.5 <b>safely use:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>associated equipment</b>							
7.6 <b>safely store the:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>equipment</b>							
<b>used when producing straight grained effects</b>							
7.7 describe how to:							
a. apply safe and healthy work practices							
b. follow procedures							
c. report problems							

d. establish the authority needed to rectify them							
to:							
a. establish access requirements							
b. check suitability of previously prepared surface and bring up to suitable finish/ground							
c. prepare paint/scumble products (proprietary and self-produced)							
d. prepare brushes, rollers, specialised tools and equipment							
e. produce graining effects for hard and soft woods							
f. apply to doors, panelling and linear/trim work							
g. apply protective glaze/varnishes for grained work							
h. identify how atmospheric conditions affect coatings and their application process							
i. use access equipment							
j. use hand tools and associated equipment							
7.8 describe the needs of other occupations and how to effectively communicate within a team when producing straight grained effects							
7.9 describe how to maintain brushes and associated tools and equipment used when producing straight grained effects							

## Unit 733 Producing straight grained effects 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 734 Producing marbling effects in the workplace

12 credits

**Level:** 2  
**UAN:** K/503/9961

**Unit aim:**

To provide you with the necessary skills and knowledge for:

- interpreting information
- adopting safe and healthy working practices
- selecting and preparing materials and associated equipment
- providing protection to the work area
- producing marbling effects safely and with minimal waste
- cleaning and maintaining equipment.

\*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 producing marbling effects.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 <b>interpret and extract relevant information from:</b>							
a. <b>specifications</b>							
b. <b>current regulations</b>							
c. <b>risk assessments</b>							
d. <b>method statements</b>							

e. <b>manufacturers' information</b>							
1.2 <b>comply with information and/or instructions derived from:</b>							
a. <b>risk assessments</b>							
b. <b>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. specifications							
b. current legislation							
c. risk assessments							
d. method statements							
e. manufacturers' information.							

2. Know how to comply with relevant legislation and official guidance when producing marbling effects.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities regarding potential accidents and health hazards, whilst working:							
a. in the workplace							
b. in confined spaces							
c. at height							
d. with tools and equipment							
e. with materials and substances							
f. with movement/storage of materials							
g. 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 explain:							
a. what the accident reporting procedures are							
b. who is responsible for making reports.							

3. Maintain safe and healthy working practices when producing marbling effects.							
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 to carry out the activity in accordance with current legislation and organisational requirements when producing marbling effects</b>							
3.2 <b>comply with information relating to specific risks to health when producing marbling effects</b>							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to producing marbling effects, and the:							
d. types							
e. purpose							
f. 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 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 hazards.							

4. Select the required quantity and quality of resources for the methods of work to produce marbling effects.								
You must be able to:		*PER	SO	OQ	WQ	WT	PS	PD
4.1	<b>select resources associated with own work in relation to:</b>							
	a. <b>materials</b>							
	b. <b>tools</b>							
	c. <b>equipment</b>							
4.2	describe the:							
	a. characteristics							
	b. quality							
	c. uses							
	d. sustainability							
	e. limitations							
	f. defects							
	associated with the resources in relation to:							
	i. water-borne and solvent-borne proprietary scumbles and scumble glazes							

ii. paints, stainers, binders, solvents, pigments, driers, glaze/varnish							
iii. protective sheeting and masking materials							
iv. rubbish containers/bags							
v. access equipment							
vi. hand tools and equipment associated with marbling							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5 describe any potential hazards associated with the resources and methods of work							
4.6 describe how to calculate:							
a. quantity							
b. length							
c. area							
d. wastage							
associated with the method/procedure to produce marbling effects.							

5. Minimise the risk of damage to the work and surrounding area when producing marbling effects.							
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>minimise damage and maintain a clean 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. 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							
e. official guidance.							

6. Complete the work within the allocated time when producing marbling effects.							
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 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 produce marbling effects 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 producing marbling effects:</b>							
a. <b>mixing</b>							
b. <b>blending</b>							
c. <b>pouring</b>							
d. <b>diluting</b>							
e. <b>laying-on</b>							
f. <b>stippling</b>							
g. <b>softening</b>							
h. <b>feathering</b>							
i. <b>wiping out</b>							
<b>7.2 prepare high quality grounds to given working instructions</b>							
<b>7.3 produce marbling effects using water-borne scumbles and/or solvent-borne scumbles to given working instructions on broad and linear work</b>							
<b>7.4 apply protective finish to given working instructions</b>							
<b>7.5 safely use:</b>							
a. <b>materials</b>							
b. <b>tools</b>							
c. <b>associated equipment</b>							
<b>7.6 safely store the:</b>							
a. <b>materials</b>							
b. <b>tools</b>							

<b>c. equipment</b>							
<b>used when producing marbling effects</b>							
7.7 describe how to:							
a. apply safe and healthy work practices							
b. follow procedures							
c. report problems							
d. establish the authority needed to rectify them							
to:							
a. establish access requirements							
b. check suitability of previously prepared surface and bring up to suitable finish/ground							
c. prepare paint/scumble products (proprietary and self-produced)							
d. prepare brushes, rollers, specialised tools and equipment							
e. produce marbling effects							
f. apply marbling effects to broad and linear work							
g. complete work in stages							
h. apply protective glaze/varnishes to marbled work							
i. identify how atmospheric conditions affect coatings and their application process							
j. use access equipment							
k. use hand tools and associated equipment							
7.8 describe the needs of other occupations and how to effectively communicate within a team when producing marbling effects							
7.9 describe how to maintain brushes and associated tools and equipment used when producing marbling effects							

## Unit 734 Producing marbling effects 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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## **City & Guilds**

**1 Giltspur Street**

**London EC1A 9DD**

**T +44 (0)844 543 0000**

**F +44 (0)20 7294 2413**

**[www.cityandguilds.com](http://www.cityandguilds.com)**

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