

# 6706-33 Level 3 Diploma in Site Carpentry

November 2013 Version 1.3

PRACTICAL TASK MANUAL

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# Task manual amendments

## Amendments since version 1.0

Page 22 and 23	Unit 306, Task 1 task instructions, observation checklist and grading rules updated.
Page 24 and 25	Unit 306, Task 2 task instructions and observation checklist amended.
Pages 26 and 27	Unit 307, Task 1 task duration and observation checklist amended.
Pages 28 and 29	Unit 307, Task 2 observation checklist and grading rules amended.
Page 44	Unit 209, Task 1 Figure 1 Door with ironmongery drawing amended.
Page 49	Unit 306, Task 1 Figure 1 Plan view of hipped roof drawing and Figure 2 Roof light position drawing amended.
Page 50	Unit 306, Task 1 Figure 3 Eaves detail drawing amended.
Page 53	Unit 307, Task 1 Figure 1 Fully glazed French doors drawing amended.
Page 54	Unit 307, Task 2 Figure 1 Elevation view of raking moulding and Figure 2 Plan view of raking moulding added and replaced existing drawing.
Page 55	Unit 307, Task 2 Figure 3 Curved skirting drawing amended.

## Amendments since version 1.1

Page 28	Unit 307, Task 2 observation checklist amended.
Page 54	Unit 307, Task 2 Figure 1 Elevation view of raking moulding and Figure 2 Plan view of raking moulding amended.

## Amendments since version 1.2

Page 29	Unit 307, Task 2 observation checklist amended.
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This *Practical task manual* is a record of your achievement in practical assessments. You must keep it in good condition and it must be stored in a safe place by your Assessor.

Please fill in all of your details before you carry out any assessments.

### Candidate Details

Surname		Forename(s)	
City & Guilds enrolment number			

### Centre Details

Name		Centre No	
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I understand the requirements of the qualification and that all the work towards the assessments must be my own.

<b>Candidate signature</b> (please print)	
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<b>Assessor name</b> (please print)		Signed	
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Date	
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# Unit assessment overview

## Practical task completion record

### To be completed by Assessor:

For each task, the points for each grade are  
 Pass = 1, Merit = 2, and Distinction = 3 points.

Where there is a weighting given, (see *Assessor guide*: unit assessment overview) multiply the points by the weighting to be applied (eg to apply a weighting of 2, a distinction is:  $3 \times 2 = 6$  points). Do not include pass/fail only tasks in the calculation, only graded.

Conversion chart	
Average	Overall Grade
1 – 1.5	Pass
1.6 – 2.5	Merit
2.6 – 3	Distinction

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

### Unit 207 Carry out first fix flooring and roofing

Task	Grade for task†	Points (graded tasks)
1 Build a roof structure	P / M / D / X	
2 Fix verge and eave components	P / M / D / X	
3 Lay floor joists	P / M / D / X	
4 Fit and fix joist coverings	P / X	
End of unit knowledge test	P / X	
<b>Total</b>		
For graded tasks, divide total points by total number of graded tasks		÷ 3
Average =		
<b>Overall grade</b> (see conversion chart)		

Assessor signature and date:

### Unit 209 Carry out second fixing operations

Task	Grade for task†	Points (graded tasks)
1 Install doors and ironmongery	P / M / D / X	
2 Fix mouldings	P / M / D / X	
3 Fix service encasements and cladding	P / X	
4 Install kitchen units, worktops and fitments	P / M / D / X	
End of unit knowledge test	P / X	
<b>Total</b>		
For graded tasks, divide total points by total number of graded tasks		÷ 3
Average =		
<b>Overall grade</b> (see conversion chart)		

Assessor signature and date:

## Unit 306 Carry out first fix roofing and stairs

Task	Grade for task†	Weighting for task	Weighted Points
1 Construct a traditional cut roof	P / M / D / X	2	
2 Fix a flight of stairs with a quarter turn	P / M / D / X	1	
End of unit knowledge test	P / X		
<b>Total</b>			
Assessor signature and date:		For graded tasks, divide total points by total of weightings	÷3
		Average =	
		<b>Overall grade</b> (see conversion chart)	

## Unit 307 Carry out second fixing double doors and mouldings

Task	Grade for task†	Weighting for task	Weighted Points
1 Install double doors and ironmongery	P / M / D / X	2	
2 Install curved and raking mouldings	P / M / D / X	1	
End of unit knowledge test	P / X		
<b>Total</b>			
Assessor signature and date:		For graded tasks, divide total points by total of weightings	÷3
		Average =	
		<b>Overall grade</b> (see conversion chart)	

## Unit 308 Set up and use fixed and transportable machinery

Task	Grade for task
1 Inspect, maintain and use fixed and transportable machinery efficiently and safely	P / X
End of unit knowledge test	P / X

Assessor signature and date:	Candidates must pass all tasks, and the end of unit knowledge test, for this unit to achieve a pass grade overall.	<b>Overall grade</b>

## Authenticity and IQA/QC sampling

The assessor's signature on individual tasks will be taken as assurance that the judgements recorded are made on authentic candidate work produced under appropriate conditions. Please complete the declaration below to confirm this is the case.

I confirm that all tasks were conducted under conditions designed to assure the authenticity of the candidate's work, and am satisfied that, to the best of my knowledge, the work assessed was solely that of the candidate.

I have judged all assessments against the relevant assessment and grading criteria and award the candidate the unit grades as calculated above.

Assessor signature	Date
*IQA signature and date	*QC signature and date

\*IQA and QC signatures attest to the evidence available on the recorded date(s).

# Instructions to candidates

## About this document

This *Practical task manual* contains all of the practical assessment for the 6706-33 Level 3 Diploma in Site Carpentry.

## Practical tasks

These tasks let you show your practical skills and are usually graded pass, merit or distinction – a few are pass only. These tasks will be assessed by your assessor watching how you carry out the tasks and checking your final pieces of work.

Before you carry out the task you will be told how it will be assessed and you should read the assessment criteria checklist at the end of each task so you know what you need to do to get each grade.

You can ask your assessor for help in understanding the task instructions, but all of the work must be your own.

## Health and safety

You must use safe working practices at all times.

You are responsible for your own safety and the safety of others. If you behave in an unsafe way, you will be stopped and given a warning. If you do not meet all of the Health and Safety requirements, the assessment will be stopped. Your assessor will not be able to let you try the task again until they are sure you can work safely.

## Time considerations

Each task shows how long it is likely to take. This is for guidance and so you can plan your work. If you have a good reason for needing more time you must explain this to your assessor as soon as possible so they can decide whether you can have more time.

## Security

Where an assignment is taken over more than one session, all documentation, paperwork and work products must be labelled carefully with your name and kept securely at the centre. Your assessor will give you directions about how to leave your work.

## Opportunities to repeat tasks

The tasks are 'end tests' so you will only be asked to take the assessment when you have had the chance to do all of the learning and practice you need. You will be able to try the whole task again if you do not pass, but you will not be able to take the assessment again just to try to get a better grade.

## Feedback

As well as telling you the result for the task your assessor will give you feedback. They will give you a feedback sheet with details of what you could do to improve, and also what you did well in. This will help you to prepare for other assessments or to retake the assessment if you need to.



# Unit 207 Carry out first fix flooring and roofing

## Task 1 Build a roof structure

### Task coversheet

<b>Expected time</b>	3 hours
<b>Task instructions</b>	<ul style="list-style-type: none"> <li>• Complete a risk assessment.</li> <li>• Complete a tools, fixings and equipment list.</li> <li>• Mark out wall plates to 400 mm centres.</li> <li>• Erect and fix roof trusses.</li> <li>• Install bracing.</li> <li>• Work according to environmental and health and safety regulations.</li> </ul>
<b>Diagrams</b>	Figure 1 Roof and floor jig page 33 Figure 2 Roof with trusses page 34 Figure 3 Bracing page 35

### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	completed the risk assessment form accurately, to meet current health and safety legislation	<input type="checkbox"/>		
2.2	completed a resource checklist and selected the following correctly <ul style="list-style-type: none"> <li>• tools</li> <li>• fixings</li> </ul>	<input type="checkbox"/>		
2.3	<ul style="list-style-type: none"> <li>• access equipment as appropriate</li> </ul>	<input type="checkbox"/>		
2.4	erected roofing structure in accordance with Figure 2 <ul style="list-style-type: none"> <li>• wall plate truss positions marked out accurately for each centre</li> </ul>	<input type="checkbox"/> ±3 mm	<input type="checkbox"/> ±2 mm	<input type="checkbox"/> ± 1 mm
	<ul style="list-style-type: none"> <li>• wall plate marked out correctly over length</li> </ul>	<input type="checkbox"/> ±3 mm	<input type="checkbox"/> ±2 mm	<input type="checkbox"/> ± 1 mm
	<ul style="list-style-type: none"> <li>• materials to hand and stored correctly</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• first truss positioned correctly and plumbed accurately</li> </ul>	<input type="checkbox"/> ±3 mm	<input type="checkbox"/> ±2 mm	<input type="checkbox"/> ± 1 mm
	<ul style="list-style-type: none"> <li>• temporary bracing secured</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• remaining trusses fixed correctly and securely using temporary bracing</li> </ul>	<input type="checkbox"/> ±5 mm	<input type="checkbox"/> ±3 mm	<input type="checkbox"/> ±1 mm
2.5	installed timber bracing in accordance with Figure 3 <ul style="list-style-type: none"> <li>• permanent timber bracing fixed as per Figure 3</li> </ul>	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
2.6 2.3	<p>followed current environmental and relevant health and safety regulations relevant to constructing roofing structures, including the safe use of access equipment if required. This includes</p> <ul style="list-style-type: none"> <li>• good house keeping</li> <li>• use of PPE</li> <li>• use of machines according to ACoP.</li> </ul>	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.		
To award a <b>merit</b> : in addition to the above, all <b>4</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard.		
To award a <b>distinction</b> : in addition to both of the above, all <b>4</b> graded activities in the checklist must be achieved to a distinction standard.		
Assessor	Signature & Date	

# Unit 207 Carry out first fix flooring and roofing

## Task 2 Fix verge and eave components

### Task coversheet

<b>Expected time</b>	6 hours
<b>Task instructions</b>	<ul style="list-style-type: none"> <li>• Complete a risk assessment.</li> <li>• Complete a tools and equipment list.</li> <li>• Make and fix gable ladders.</li> <li>• Install fascia board.</li> <li>• Install barge board.</li> <li>• Install soffit.</li> <li>• Work according to environmental and health and safety regulations.</li> </ul>
<b>Diagrams</b>	Figure 1 Roof with gable ladder page 36 Figure 2 Roof with barge board, fascia and soffit page 37 Figure 3 Barge board and fascia detail page 38 Figure 4 Unvented soffit detail page 39

### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
4.1	completed the Risk Assessment form accurately, to meet current health and safety legislation  (Note: Where a risk assessment has been carried out for a previous task, the same form may be added to for this criteria)	<input type="checkbox"/>		
4.2	completed a resource checklist and selected the following correctly <ul style="list-style-type: none"> <li>• tools to fix verge and eave components</li> </ul>	<input type="checkbox"/>		
4.3	<ul style="list-style-type: none"> <li>• access equipment</li> </ul>	<input type="checkbox"/>		
4.4	constructed and fixed gable ladders in accordance with Figure 1:			
	<ul style="list-style-type: none"> <li>• constructed gable ladders to width as per Figure 1</li> </ul>	<input type="checkbox"/> ±5 mm	<input type="checkbox"/> ±3 mm	<input type="checkbox"/> ±1 mm
	<ul style="list-style-type: none"> <li>• constructed gable ladders parallel as per Figure 1</li> </ul>	<input type="checkbox"/> within 3 mm	<input type="checkbox"/> within 2 mm	<input type="checkbox"/> within 1 mm
	<ul style="list-style-type: none"> <li>• gable ladder correct length</li> </ul>	<input type="checkbox"/> ±5 mm	<input type="checkbox"/> ±3 mm	<input type="checkbox"/> ±1 mm
	<ul style="list-style-type: none"> <li>• gable ladders plumb cut tight</li> </ul>	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 2 mm	<input type="checkbox"/> ±1 mm

AC	The candidate has	Pass	Merit	Distinction
4.5	fixed verge and eave components in accordance with Figures 2-4 : <ul style="list-style-type: none"> <li>• fascia board fixed as per specification and level</li> </ul>	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 2 mm	<input type="checkbox"/> ± 1 mm
	<ul style="list-style-type: none"> <li>• barge board fixed as per Figure 2 with top plumb cut centre</li> </ul>	<input type="checkbox"/> ± 4 mm	<input type="checkbox"/> ± 2 mm	<input type="checkbox"/> ± 1 mm
	<ul style="list-style-type: none"> <li>• barge board seat cut level</li> </ul>	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 2 mm	<input type="checkbox"/> ± 1 mm
	<ul style="list-style-type: none"> <li>• barge/fascia mitre tight within 1 mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• soffit tight fitting and level</li> </ul>	<input type="checkbox"/>		
4.6 4.3	followed current environmental and relevant health and safety regulations relating to fixing verge and eave components, including the safe use of access equipment if required. This includes <ul style="list-style-type: none"> <li>• good house keeping</li> <li>• use of PPE</li> <li>• the use of machines in accordance with ACoP</li> </ul>	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.		
To award a <b>merit</b> : in addition to the above, <b>5</b> out of <b>7</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard.		
To award a <b>distinction</b> : <b>5</b> out of <b>7</b> graded activities in the checklist must be achieved to <b>at least</b> a distinction standard, and the <b>2</b> remaining graded activities must be achieved to <b>at least</b> a merit standard.		
Assessor	Signature & Date	

# Unit 207 Carry out first fix flooring and roofing

## Task 3 Lay floor joists

### Task coversheet

<b>Expected time</b>	3 hours
<b>Task instructions</b>	<ul style="list-style-type: none"> <li>• Complete a risk assessment.</li> <li>• Complete a tool list.</li> <li>• Install bridging joist.</li> <li>• Install trimmed, trimmer and and trimming joists.</li> <li>• Install strutting.</li> <li>• Work according to environmental and health and safety regulations.</li> </ul>
<b>Diagrams</b>	Figure 1 Floor joists page 40 Figure 2 Herringbone strutting page 41 Figure 3 Joist hanger page 42

### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
6.1	Completed the Risk Assessment form accurately, to meet current health and safety legislation  (Note: Where a risk assessment has been carried out for a previous task, the same form may be added to for this criteria)	<input type="checkbox"/>		
6.2	completed a resource checklist and selected tools correctly	<input type="checkbox"/>		
6.3	laid floor joists in accordance with Figure 1 <ul style="list-style-type: none"> <li>• joist centres marked out on wall plates</li> </ul>	<input type="checkbox"/> ±3 mm	<input type="checkbox"/> ±2 mm	<input type="checkbox"/> ± 1 mm
	<ul style="list-style-type: none"> <li>• bridging joist fixed to correct centres</li> </ul>	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 2 mm	<input type="checkbox"/> ± 1 mm
	<ul style="list-style-type: none"> <li>• overall joist length correct flush with wall plate</li> </ul>	<input type="checkbox"/> ±3 mm	<input type="checkbox"/> ±2 mm	<input type="checkbox"/> ± 1 mm
	<ul style="list-style-type: none"> <li>• joist camber upwards</li> </ul>	<input type="checkbox"/>		
6.4	fixed strutting in accordance with Figure 1 <ul style="list-style-type: none"> <li>• gaps not exceeding 2 mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• strutting not split</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• strutting 5 mm in from edge of joist</li> </ul>	<input type="checkbox"/> ±3 mm	<input type="checkbox"/> ±2 mm	<input type="checkbox"/> ± 1 mm
	<ul style="list-style-type: none"> <li>• positioned correctly</li> </ul>	<input type="checkbox"/> ± 5 mm	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 1 mm
6.5	trimmed joists to form a stairwell opening <ul style="list-style-type: none"> <li>• opening formed to size</li> </ul>	<input type="checkbox"/> ± 5 mm	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 1 mm

AC	The candidate has	Pass	Merit	Distinction
	<ul style="list-style-type: none"> <li>overall joist length correct flush with wall plate</li> </ul>	<input type="checkbox"/> ±3 mm	<input type="checkbox"/> ±2 mm	<input type="checkbox"/> ± 1 mm
	<ul style="list-style-type: none"> <li>opening formed square</li> </ul>	<input type="checkbox"/> ± 5 mm	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 1 mm
	<ul style="list-style-type: none"> <li>joist hangers correctly positioned with top of joist flush</li> </ul>	<input type="checkbox"/>		
6.6	followed current environmental and relevant health and safety regulations relating to laying floor joists, to include <ul style="list-style-type: none"> <li>good house keeping</li> <li>use of PPE</li> <li>use of machines in accordance with ACoP</li> </ul>	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.		
To award a <b>merit</b> : in addition to the above, <b>6</b> out of <b>8</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard.		
To award a <b>distinction</b> : <b>6</b> out of <b>8</b> graded activities in the checklist must be achieved to <b>at least</b> a distinction standard, and the <b>2</b> remaining graded activities must be achieved to <b>at least</b> a merit standard.		
Assessor	Signature & Date	

# Unit 207 Carry out first fix flooring and roofing

## Task 4 Fit and fix joist coverings

### Task coversheet

<b>Expected time</b>	2 hours
<b>Task instructions</b>	<ul style="list-style-type: none"> <li>• Complete a risk assessment.</li> <li>• Complete a tool list.</li> <li>• Install floor covering.</li> <li>• Work according to environmental and health and safety regulations.</li> </ul>
<b>Diagrams</b>	Figure 1 Floor covering page 43

### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
8.1	completed the Risk Assessment form accurately, to meet current health and safety legislation  (Note: Where a risk assessment has been carried out for a previous task, the same form may be added to for this criteria)	<input type="checkbox"/>		
8.2	completed a resource checklist and selected tools correctly	<input type="checkbox"/>		
8.3	fitted and fixed joist coverings in accordance with Figure 1 <ul style="list-style-type: none"> <li>• flooring fixed securely with fixings countersunk or punched below surface</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• flooring flush with joist ends and sides within 2 mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• all joints are supported</li> </ul>	<input type="checkbox"/>		
8.4	followed current environmental and relevant health and safety regulations relating to fitting and fixing joist coverings, to include: <ul style="list-style-type: none"> <li>• good house keeping</li> <li>• use of PPE</li> <li>• use of machines in accordance with ACoP</li> </ul>	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.		
Assessor	Signature & Date	

# Unit 209 Carry out second fixing operations

## Task 1 Install doors and ironmongery

### Task coversheet

<b>Expected time</b>	4 hours
<b>Task instructions</b>	<ul style="list-style-type: none"> <li>• Complete a risk assessment.</li> <li>• Hang a door.</li> <li>• Fit lock with handles.</li> <li>• Work according to environmental and health and safety regulations.</li> </ul>
<b>Diagrams</b>	Figure 1 Door with ironmongery detail page 44

### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	completed the Risk Assessment form accurately, to meet current health and safety legislation	<input type="checkbox"/>		
2.2	prepared and hung door in accordance with Figure 1	<input type="checkbox"/>		
2.3	<ul style="list-style-type: none"> <li>• door presented to opening and checked for size</li> </ul>			
	<ul style="list-style-type: none"> <li>• door hung with 2-3 mm gap</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• hinge housings set with gap not exceeding 1 mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• hinges fitted at correct spacing</li> </ul>	<input type="checkbox"/> ± 5 mm	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 1 mm
	<ul style="list-style-type: none"> <li>• hinges fitted correctly (three knuckles on casing and two knuckles on door)</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• leading edge applied</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• hung without binding</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• hung flush with the lining</li> </ul>	<input type="checkbox"/>		
2.3	fitted ironmongery in accordance with Figure 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• spindle height correct</li> </ul>	<input type="checkbox"/> ± 5 mm	<input type="checkbox"/> ± 3 mm	<input type="checkbox"/> ± 1 mm
	<ul style="list-style-type: none"> <li>• lock forend fitted without gaps exceeding 2 mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• handles fixed securely</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• handles plumb within 1 mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• smooth handle action</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• smooth lock/key action</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• keep fitted neatly with no gaps exceeding 1 mm</li> </ul>	<input type="checkbox"/>		



AC	The candidate has	Pass	Merit	Distinction
	<ul style="list-style-type: none"> <li>keep fitted flush within 1 mm (not proud)</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>door stop fitted securely without binding with a gap of 1 mm around the inside of the door</li> </ul>	<input type="checkbox"/>		
2.4	<p>followed current environmental and relevant health and safety and fire regulations relating to installing doors and ironmongery, to include:</p> <ul style="list-style-type: none"> <li>good housekeeping</li> <li>use of PPE</li> <li>use of machines in accordance with ACoP</li> </ul>	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.		
To award a <b>merit</b> : in addition to the above, both <b>(2)</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard.		
To award a <b>distinction</b> : in addition to both of the above, both <b>(2)</b> graded activities in the checklist must be achieved to a distinction standard.		
Assessor	Signature & Date	

# Unit 209 Carry out second fixing operations

## Task 2 Fix mouldings

### Task coversheet

<b>Expected time</b>	3 hours
<b>Task instructions</b>	<ul style="list-style-type: none"> <li>• Complete a risk assessment.</li> <li>• Fix architrave around full size door lining with a 7 mm margin.</li> <li>• Fix skirting, including square and obtuse mitres and square and obtuse scribes and scribe to uneven floor.</li> <li>• Work according to environmental and health and safety regulations.</li> </ul>
<b>Diagrams</b>	Figure 1 Skirting jig plan view page 45 Figure 2 Skirting jig elevation view page 46

### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
4.1	completed the Risk Assessment form accurately, to meet current health and safety legislation  (Note: Where a risk assessment has been carried out for a previous task, the same form may be added to for this criteria)	<input type="checkbox"/>		
4.2 4.3	cut, scribe, mitre and fix mouldings in accordance with Figures 1 and 2			
	<ul style="list-style-type: none"> <li>• skirting mitres tight within 1 mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• obtuse mitre follows bisection line</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• skirting scribed joints tight within 1 mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• skirting scribes correctly handed (scribes away from line of sight)</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• skirting tight to stop</li> </ul>	<input type="checkbox"/> within 2 mm	<input type="checkbox"/> within 1 mm	<input type="checkbox"/> within 0.5 mm
	<ul style="list-style-type: none"> <li>• skirting floor scribe tight</li> </ul>	<input type="checkbox"/> within 2 mm	<input type="checkbox"/> within 1 mm	<input type="checkbox"/> within 0.5 mm
	<ul style="list-style-type: none"> <li>• architrave mitres tight within 1 mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• architrave margin 7 mm</li> </ul>	<input type="checkbox"/> within 2 mm	<input type="checkbox"/> within 1 mm	<input type="checkbox"/> within 0.5 mm
	<ul style="list-style-type: none"> <li>• architrave margin parallel</li> </ul>	<input type="checkbox"/> within 2 mm	<input type="checkbox"/> within 1 mm	<input type="checkbox"/> within 0.5 mm

AC	The candidate has	Pass	Merit	Distinction
	<ul style="list-style-type: none"> <li>architrave tight to floor</li> </ul>	<input type="checkbox"/> within 5 mm	<input type="checkbox"/> within 3 mm	<input type="checkbox"/> within 1 mm
	all fixings nailed and punched with minimal hammer marks (for both mouldings together)	<input type="checkbox"/> 2 hammer marks	<input type="checkbox"/> 1 hammer marks	<input type="checkbox"/> 0 hammer marks
4.4 4.5	followed current environmental and relevant health and safety regulations relating to installing mouldings, including the safe use of access equipment if required. This includes <ul style="list-style-type: none"> <li>good house keeping</li> <li>use of PPE</li> <li>use of machines according to ACoP</li> </ul>	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.		
To award a <b>merit</b> : in addition to the above, <b>5</b> out of <b>6</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard.		
To award a <b>distinction</b> : <b>5</b> out of <b>6</b> graded activities in the checklist must be achieved to <b>at least</b> a distinction standard, and the <b>1</b> remaining graded activity must be achieved to <b>at least</b> a merit standard.		
Assessor	Signature & Date	

# Unit 209 Carry out second fixing operations

## Task 3 Fix service encasements and cladding

### Task coversheet

<b>Expected time</b>	3 hours
<b>Task instructions</b>	<ul style="list-style-type: none"> <li>• Complete a risk assessment.</li> <li>• Fix a framed pipe boxing to a wall.</li> <li>• Fix cladding with cups and screws.</li> <li>• Work according to environmental and health and safety regulations.</li> </ul>
<b>Diagrams</b>	Figure 1 Pipe boxing with cladding page 47

### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
6.1	completed the Risk Assessment form accurately, to meet current health and safety legislation  (Note: Where a risk assessment has been carried out for a previous task, the same form may be added to for this criteria)	<input type="checkbox"/>		
6.2 6.3	fixed service encasements and cladding in accordance with Figure 1 <ul style="list-style-type: none"> <li>• framed up as per Figure 1</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• boxing securely fixed to wall and plumb within 3 mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• cladded neatly without gaps or lips exceeding 2 mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• cladding securely fixed</li> </ul>	<input type="checkbox"/>		
6.4 6.5	followed current environmental and relevant health and safety regulations relating to installing service encasements and cladding, including the safe use of access equipment if required. This includes <ul style="list-style-type: none"> <li>• good house keeping</li> <li>• use of PPE</li> <li>• use of machines according to ACoP</li> </ul>	<input type="checkbox"/>		

<b>Task grading rules</b>		<b>Task grade:</b>
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.		
Assessor	Signature & Date	

# Unit 209 Carry out second fixing operations

## Task 4 Install kitchen units, worktops and fitments

### Task coversheet

<b>Expected time</b>	4 hours
<b>Task instructions</b>	<ul style="list-style-type: none"> <li>• Complete a risk assessment.</li> <li>• Complete a tools and fixings list.</li> <li>• Fit base units in position.</li> <li>• Fit wall unit in position.</li> <li>• Install a worktop.</li> <li>• Hang doors.</li> <li>• Fit plinth and end panel.</li> <li>• Work according to environmental and health and safety regulations.</li> </ul>
<b>Diagrams</b>	Figure 1 Kitchen units and worktop detail page 48

### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
8.1	completed the Risk Assessment form accurately, to meet current health and safety legislation  (Note: Where a risk assessment has been carried out for a previous task, the same form may be added to for this criteria)	<input type="checkbox"/>		
8.3	installed wall and floor units in accordance with Figure 1			
	<ul style="list-style-type: none"> <li>• floor units fitted according to the location in Figure 1</li> </ul>	<input type="checkbox"/> within 5 mm	<input type="checkbox"/> within 3 mm	<input type="checkbox"/> within 1 mm
	<ul style="list-style-type: none"> <li>• units level (over length of run)</li> </ul>	<input type="checkbox"/> within 3 mm	<input type="checkbox"/> within 2 mm	<input type="checkbox"/> within 1 mm
	<ul style="list-style-type: none"> <li>• wall unit fixed securely to wall according to the location in Figure 1</li> </ul>	<input type="checkbox"/> within 5 mm	<input type="checkbox"/> within 3 mm	<input type="checkbox"/> within 1 mm
8.4 8.5	installed post-formed worktops in accordance with Figure 1			
	<ul style="list-style-type: none"> <li>• worktops securely fixed as per Figure 1</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• butt scribe tight with no gaps exceeding 0.5 mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• butt scribe bolted tight from below</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• butt scribe flush</li> </ul>	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
8.2	installed fitments in accordance with Figure 1			
8.6	<ul style="list-style-type: none"> <li>doors fitted and adjusted with a parallel 3 mm gap within 1 mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>doors level within 2 mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>plinth board fitted without gaps exceeding 2 mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>decorative end panel fitted without gaps exceeding 2 mm</li> </ul>	<input type="checkbox"/>		
8.2 8.4 8.5 8.6	completed a resource checklist and correct tools and fixings used as appropriate	<input type="checkbox"/>		
8.7 8.8	<p>followed current environmental and relevant health and safety regulations relating to installing wall, floor units and fitments, including the safe use of access equipment if required. This includes</p> <ul style="list-style-type: none"> <li>good house keeping</li> <li>use of PPE</li> <li>use of machines according to ACoP</li> </ul>	<input type="checkbox"/>		

Task grading rules	Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.	
To award a <b>merit</b> : in addition to the above, all <b>3</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard.	
To award a <b>distinction</b> : in addition to both of the above, all <b>3</b> graded activities in the checklist must be achieved to a distinction standard.	
Assessor	Signature & Date

# Unit 306 Carry out first fix roofing and stairs

## Task 1 Construct a traditional cut roof

### Task coversheet

<b>Expected time</b>	18 hours
<b>Task instructions</b>	<ul style="list-style-type: none"> <li>• Complete risk assessment.</li> <li>• Build a hand cut hipped end roof; with a roof light opening, to include fascia.</li> <li>• Work according to environmental and health and safety regulations.</li> </ul>
<b>Diagrams</b>	Figure 1: Plan view of hipped roof page 49 Figure 2: Roof light position page 49 Figure 3: Eaves detail page 50

### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	completed the Risk Assessment form accurately, to meet current health and safety legislation	<input type="checkbox"/>		
2.2	calculate, mark out and cut roof components in accordance with Figures 1 and 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3				
2.4	<ul style="list-style-type: none"> <li>• * to given rise</li> </ul>	± 3 mm	± 2 mm	± 1 mm
	<ul style="list-style-type: none"> <li>• * all component parts cut with no gaps</li> </ul>	<input type="checkbox"/> exceeding 3 mm	<input type="checkbox"/> exceeding 2 mm	<input type="checkbox"/> exceeding 1 mm
	<ul style="list-style-type: none"> <li>• rafter centres 300 mm at ridge and wall plate</li> </ul>	± 3 mm	± 2mm	± 1mm
	<ul style="list-style-type: none"> <li>• rafters positioned to ridge margin</li> </ul>	± 3 mm	± 2 mm	± 1 mm
	<ul style="list-style-type: none"> <li>• dimension A consistent across all rafters</li> </ul>	within 3 mm	within 2 mm	within 1 mm
	<ul style="list-style-type: none"> <li>• rafter feet cut to line and plumb</li> </ul>	within 3 mm	within 2 mm	within 1 mm
	<ul style="list-style-type: none"> <li>• jack rafters parallel to common rafters</li> </ul>	within 3 mm	within 2 mm	within 1 mm
	<ul style="list-style-type: none"> <li>• jack rafters intersecting with hip at same point (without deforming hip)</li> </ul>	within 6 mm	within 4 mm	within 2 mm
2.5	constructed openings in roofs to given specifications in accordance with Figures 1 and 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• position correct</li> </ul>	± 6 mm	± 4 mm	± 2 mm
	<ul style="list-style-type: none"> <li>• size of opening correct</li> </ul>	± 3mm	± 2mm	± 1mm

AC	The candidate has	Pass	Merit	Distinction
	<ul style="list-style-type: none"> <li>* opening square</li> </ul>	<input type="checkbox"/> ± 3mm	<input type="checkbox"/> ± 2mm	<input type="checkbox"/> ± 1mm
	<ul style="list-style-type: none"> <li>no gaps</li> </ul>	<input type="checkbox"/> exceeding 3 mm	<input type="checkbox"/> exceeding 2 mm	<input type="checkbox"/> exceeding 1 mm
2.6	constructed eave finishes in accordance with Figure 3 <ul style="list-style-type: none"> <li>rafter ends plumb</li> </ul>	<input type="checkbox"/> ± 3mm	<input type="checkbox"/> ± 2mm	<input type="checkbox"/> ± 1mm
	<ul style="list-style-type: none"> <li>fascia level over 1000 mm</li> </ul>	<input type="checkbox"/> ± 3mm	<input type="checkbox"/> ± 2mm	<input type="checkbox"/> ± 1mm
2.7 2.8	followed current environmental and relevant health and safety regulations relevant to constructing traditional cut roof, including use of access equipment if appropriate, this includes: <ul style="list-style-type: none"> <li>all power tools used safely, cleaned and stored away correctly</li> <li>Provision and Use of Work Equipment Regulations (PUWER)</li> <li>Personal Protective Equipment at work (PPE)</li> <li>Working at height (as appropriate)</li> </ul>	<input type="checkbox"/>		

Task grading rules	Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.	
To award a <b>merit</b> : in addition to the above, <b>10</b> out of <b>14</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard, including all essential activities (marked with *).	
To award a <b>distinction</b> : <b>10</b> out of <b>14</b> graded activities in the checklist must be achieved to <b>at least</b> a distinction standard, and the <b>4</b> remaining graded activities must be achieved to <b>at least</b> a merit standard, including all essential activities (marked with *).	
Assessor	Signature & Date



# Unit 306 Carry out first fix roofing and stairs

## Task 2 Fix a flight of stairs with a quarter turn

### Task coversheet

<b>Expected time</b>	9 hours
<b>Task instructions</b>	<ul style="list-style-type: none"> <li>• Complete risk assessment.</li> <li>• Cut, assemble and install a flight of stairs with a quarter turn.</li> <li>• Work according to environmental and health and safety regulations.</li> </ul>
<b>Diagrams</b>	Figure 1: Replacement section of newel page 51 Figure 2: Replaceable string page 51 Figure 3: Isometric view page 52

### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
4.1	completed the Risk Assessment form accurately, to meet current health and safety legislation  (note: where a risk assessment has been carried out for a previous task, the same form may be added to for this criteria)	<input type="checkbox"/>		
4.2	fixed the following to given specification in accordance with Figures 1 and 2  Stairs:			
	<ul style="list-style-type: none"> <li>• fixed securely to trimmer</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• nosing secure without gaps</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• top and bottom riser secure without gaps</li> </ul>	<input type="checkbox"/>		
	newels and string:			
	<ul style="list-style-type: none"> <li>• newel seating correctly notched, with no gaps exceeding</li> </ul>	<input type="checkbox"/> 2 mm	<input type="checkbox"/> 1 mm	<input type="checkbox"/> 0.5 mm
	<ul style="list-style-type: none"> <li>• strings cut correctly at top and bottom, with no gaps exceeding</li> </ul>	<input type="checkbox"/> 2 mm	<input type="checkbox"/> 1 mm	<input type="checkbox"/> 0.5 mm
	<ul style="list-style-type: none"> <li>• treads between strings level</li> </ul>	<input type="checkbox"/> within 2 mm	<input type="checkbox"/> within 1 mm	<input type="checkbox"/> within 0.5 mm
	winders/tapered treads:			
	<ul style="list-style-type: none"> <li>• fitted correctly and wedged with no gaps exceeding 2 mm</li> </ul>	<input type="checkbox"/>		
	balustrading:			
	<ul style="list-style-type: none"> <li>• spindle spacings equal</li> </ul>	<input type="checkbox"/> ± 4 mm	<input type="checkbox"/> ± 2 mm	<input type="checkbox"/> ± 1 mm
	<ul style="list-style-type: none"> <li>• complies with Building Regulations</li> </ul>	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
	<ul style="list-style-type: none"> <li>• minimum spindles used for available span</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• spacers tight, with no gaps exceeding</li> </ul>	<input type="checkbox"/> 2 mm	<input type="checkbox"/> 1 mm	<input type="checkbox"/> 0.5 mm
4.3	<p>followed current environmental and relevant health and safety regulations in relation to fixing a quarter turn of stairs, to include:</p> <ul style="list-style-type: none"> <li>• all power tools used safely, cleaned and stored away correctly</li> <li>• Provision and Use of Work Equipment Regulations (PUWER)</li> <li>• Personal Protective Equipment at work (PPE)</li> <li>• Working at height (as appropriate)</li> </ul>	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.		
To award a <b>merit</b> : in addition to the above, <b>4</b> out of <b>5</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard.		
To award a <b>distinction</b> : <b>4</b> out of <b>5</b> graded activities in the checklist must be achieved to <b>at least</b> a distinction standard, and the <b>1</b> remaining graded activity must be achieved to <b>at least</b> a merit standard.		
Assessor	Signature & Date	

# Unit 307 Carry out second fixing double doors and mouldings

## Task 1 Install double doors and ironmongery

### Task coversheet

<b>Expected time</b>	7 hours
<b>Task instructions</b>	<ul style="list-style-type: none"> <li>• Complete risk assessment.</li> <li>• Hang a pair of fully glazed french doors and fit associated ironmongery.</li> <li>• Work according to environmental and health and safety regulations.</li> </ul>
<b>Diagrams</b>	Figure 1: Fully glazed French doors page 53

### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	completed the Risk Assessment form accurately, to meet current health and safety legislation	<input type="checkbox"/>		
2.2	double doors fitted to frame ready for hanging	<input type="checkbox"/>		
2.3	hung rebated double doors and fitted ironmongery to given specifications in accordance with Figure 1			
	set out, cut and fit butts to door			
	<ul style="list-style-type: none"> <li>• 150 mm down from top</li> </ul>	<input type="checkbox"/> ±3mm	<input type="checkbox"/> ±2mm	<input type="checkbox"/> ±1mm
	<ul style="list-style-type: none"> <li>• 225 mm up from bottom</li> </ul>	<input type="checkbox"/> ±3mm	<input type="checkbox"/> ±2mm	<input type="checkbox"/> ±1mm
	<ul style="list-style-type: none"> <li>• 3rd butt central to top and bottom butt</li> </ul>	<input type="checkbox"/> ±3mm	<input type="checkbox"/> ±2mm	<input type="checkbox"/> ±1mm
	<ul style="list-style-type: none"> <li>• butts fitted flush (not proud) within 1 mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• butts fitted tight within 1 mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• cut and fix butts to frame and hang doors; with 2 mm clearance around edge of doors within 1 mm</li> </ul>	<input type="checkbox"/>		
	fit ironmongery;			
	<ul style="list-style-type: none"> <li>• fitted mortice sash lock (990 mm to centre of handle from bottom of door)</li> </ul>	<input type="checkbox"/> ±3mm	<input type="checkbox"/> ±2mm	<input type="checkbox"/> ±1mm
	<ul style="list-style-type: none"> <li>• forend tight and flush with no gaps exceeding 1 mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• striking plate tight and flush within 1 mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• handles parallel to edge and with smooth action</li> </ul>	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
	<ul style="list-style-type: none"> <li>key turns with smooth action</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>doors close flush without rattle</li> </ul>	<input type="checkbox"/>		
2.4	<p>followed current environmental and relevant health and safety and fire regulations relating to installing double doors and ironmongery, to include</p> <ul style="list-style-type: none"> <li>all power tools used safely, cleaned and stored away correctly</li> <li>Provision and Use of Work Equipment Regulations (PUWER)</li> <li>Personal Protective Equipment at work (PPE)</li> <li>Approved Code of Practice (ACoP)</li> </ul>	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.		
To award a <b>merit</b> : in addition to the above, all <b>4</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard.		
To award a <b>distinction</b> : in addition to both of the above, all <b>4</b> graded activities in the checklist must be achieved to a distinction standard.		
Assessor	Signature & Date	

# Unit 307 Carry out second fixing double doors and mouldings

## Task 2 Install curved and raking mouldings

### Task coversheet

<b>Expected time</b>	8 hours
<b>Task instructions</b>	<ul style="list-style-type: none"> <li>• Complete risk assessment.</li> <li>• Form and fit raking and curved mouldings to jigs.</li> <li>• Work according to environmental and health and safety regulations.</li> </ul>
<b>Diagrams</b>	Figure 1: Elevation view of raking moulding 54 Figure 2: Plan view of raking moulding 54 Figure 3: Curved skirting page 55

### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
4.1	completed the Risk Assessment form accurately, to meet current health and safety legislation  (note: where a risk assessment has been carried out for a previous task, the same form may be added to for this criteria)	<input type="checkbox"/>		
4.2	produced curved mouldings	<input type="checkbox"/>		
4.3	<ul style="list-style-type: none"> <li>• skirting tight back to jig</li> <li>• mitres tight within 1 mm</li> <li>• skirting fixed without fracturing</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4		±3 mm	±2 mm	±1 mm
4.5	set out for raking moulding <ul style="list-style-type: none"> <li>• developed raking moulding profile on to a rod</li> </ul>	<input type="checkbox"/>		
4.6	produced raking mouldings <ul style="list-style-type: none"> <li>• planed the raking moulding to match the rod within 1 mm</li> </ul>	<input type="checkbox"/>		
4.7	fitted and fixed raking mouldings <ul style="list-style-type: none"> <li>• fixed four pieces of moulding level</li> <li>• lower butt joint and upper mitre joint at internal corners tight within 1 mm</li> <li>• raking moulding mitred top and bottom tight within 1 mm</li> <li>• raking moulding and level moulding intersect correctly within 1 mm</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		±3 mm	±2 mm	±1 mm

AC	The candidate has	Pass	Merit	Distinction
	<ul style="list-style-type: none"> <li>upper moulding 'C' fixed to correct height of 851 mm to underside</li> </ul>	<input type="checkbox"/> ±3 mm	<input type="checkbox"/> ±2 mm	<input type="checkbox"/> ±1 mm
	<ul style="list-style-type: none"> <li>lower moulding 'A' fixed to correct height of 550 mm to top</li> </ul>	<input type="checkbox"/> ±3 mm	<input type="checkbox"/> ±2 mm	<input type="checkbox"/> ±1 mm
4.8	<p>followed current environmental and relevant health and safety and fire regulations relating to installing curved and raking mouldings, to include:</p> <ul style="list-style-type: none"> <li>all power tools used safely, cleaned and stored away correctly</li> <li>Provision and Use of Work Equipment Regulations (PUWER)</li> <li>Personal Protective Equipment at work (PPE)</li> <li>Approved Code of Practice (ACoP)</li> </ul>	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.		
To award a <b>merit</b> : in addition to the above, all <b>4</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard.		
To award a <b>distinction</b> : all <b>4</b> graded activities in the checklist must be achieved to <b>at least</b> a distinction standard.		
Assessor	Signature & Date	

## Unit 308 Set up and use fixed and transportable machinery

### Task 1 Inspect, maintain and use fixed and transportable machinery efficiently and safely

#### Task coversheet

<b>Expected time</b>	6 hours
<b>Task instructions</b>	<ul style="list-style-type: none"> <li>Inspect, maintain and use a rip saw, surface planer, thicknesser, cross cut saw, narrow bandsaw and morticer to produce components A and B.</li> <li>Cut wedges and glue blocks as shown in the drawing.</li> <li>Complete risk assessment.</li> <li>Work according to environmental and health and safety regulations.</li> </ul>
<b>Diagrams</b>	Figure 1: Timber sections to be machined page 56

#### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1 4.1	completed the Risk Assessment form accurately, to meet current health and safety legislation	<input type="checkbox"/>		
2.2 2.6 4.3 4.8	cut material using a cross cut saw prior to use: <ul style="list-style-type: none"> <li>checked the machine was isolated</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>checked for faults</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>checked sawblade</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>checked and adjusted the guard</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>checked the return mechanism</li> </ul>	<input type="checkbox"/>		
	cutting: <ul style="list-style-type: none"> <li>timber is cut to length within 2 mm (not undersize)</li> </ul>	<input type="checkbox"/>		
4.5 4.6 2.2- 2.5	plane the material using a surface planer and thicknesser accurately prior to use: <ul style="list-style-type: none"> <li>checked the machine/s was isolated</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>checked for faults</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>removed knives</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>replacement knives set correctly (either surface planer or thicknesser)</li> </ul>	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
	<ul style="list-style-type: none"> <li>machine checked safe for use</li> </ul>	<input type="checkbox"/>		
	cut: <ul style="list-style-type: none"> <li>plane to width and thickness within 0.5mm</li> </ul>	<input type="checkbox"/>		
4.3 4.4 2.2- 2.5	cut material using a rip saw prior to use: <ul style="list-style-type: none"> <li>checked the machine was isolated</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>removed sawblade</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>replacement sawblade checked prior to fitting</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>replaced sawblade</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>sawblade tightened correctly</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>set riving knife to current ACoP</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>checked and replace guard</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>crown guard set to current ACoP</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>checked for faults</li> </ul>	<input type="checkbox"/>		
	cutting: <ul style="list-style-type: none"> <li>timber sawn to size within 0.5 mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>push stick used</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>wedge is cut accurately to fit stair housing within 1 mm</li> </ul>	<input type="checkbox"/>		
4.2 2.2- 2.5	cut material using a narrow bandsaw prior to use: <ul style="list-style-type: none"> <li>checked the machine was isolated</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>removed sawblade and folded</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>replaced sawblade</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>tensions correct</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>guides set correctly</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>thrustwheel set correctly</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>guards in place as current ACoP</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>checked for faults</li> </ul>	<input type="checkbox"/>		
	cutting: <ul style="list-style-type: none"> <li>workpiece cut as per specification within 2 mm (not undersize)</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>conforms to template shape within 1 mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>cut carried out safely</li> </ul>	<input type="checkbox"/>		



AC	The candidate has	Pass	Merit	Distinction
4.7 2.2- 2.5	cut material using a morticer prior to use: <ul style="list-style-type: none"> <li>checked the machine was isolated</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>checked for faults</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>removed chisel and auger</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>replaced with different chisel and auger</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>chisel checked for square to fence</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>checked for correct clearance</li> </ul>	<input type="checkbox"/>		
	cutting: <ul style="list-style-type: none"> <li>through mortice cut to size within 1 mm (without breakout)</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>stub mortice cut to size within 1 mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>stub mortice cut to depth within 2 mm</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>on completion chisel and auger removed and stored safely</li> </ul>	<input type="checkbox"/>		
2.6 4.8	followed current environmental and relevant health and safety regulations relating to inspecting and maintaining fixed and transportable machinery, to include <ul style="list-style-type: none"> <li>all machinery used safely, cleaned and stored away correctly (as appropriate)</li> <li>Provision and Use of Work Equipment Regulations (PUWER)</li> <li>Personal Protective Equipment at work (PPE)</li> <li>Approved Code of Practice (ACoP)</li> </ul>	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.		
Assessor	Signature & Date	

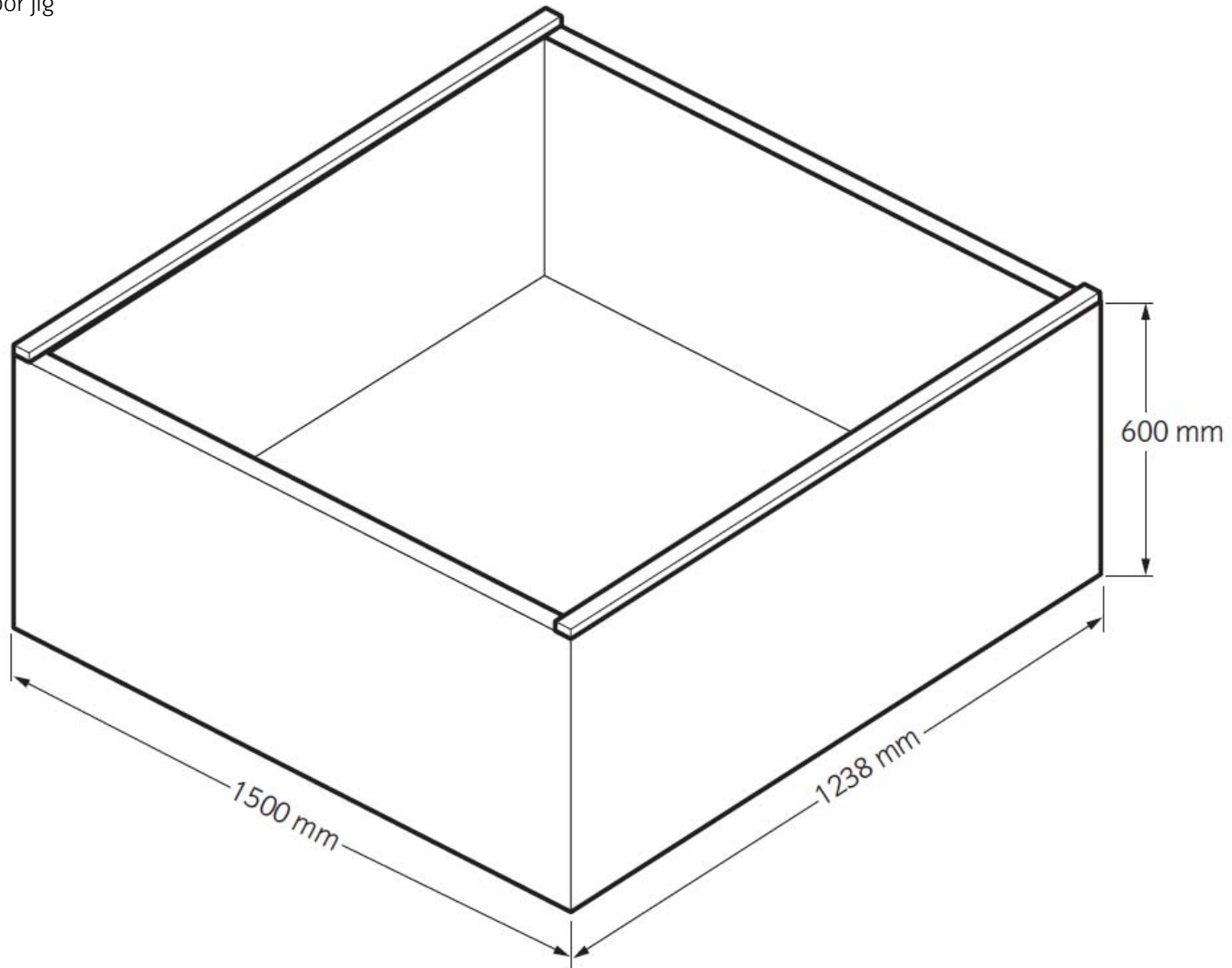
## Drawings and diagrams

### Unit 207 Carry out first fix flooring and roofing

#### Task 1 Build a roof structure

Figure 1: Roof and floor jig

Diagram not to scale



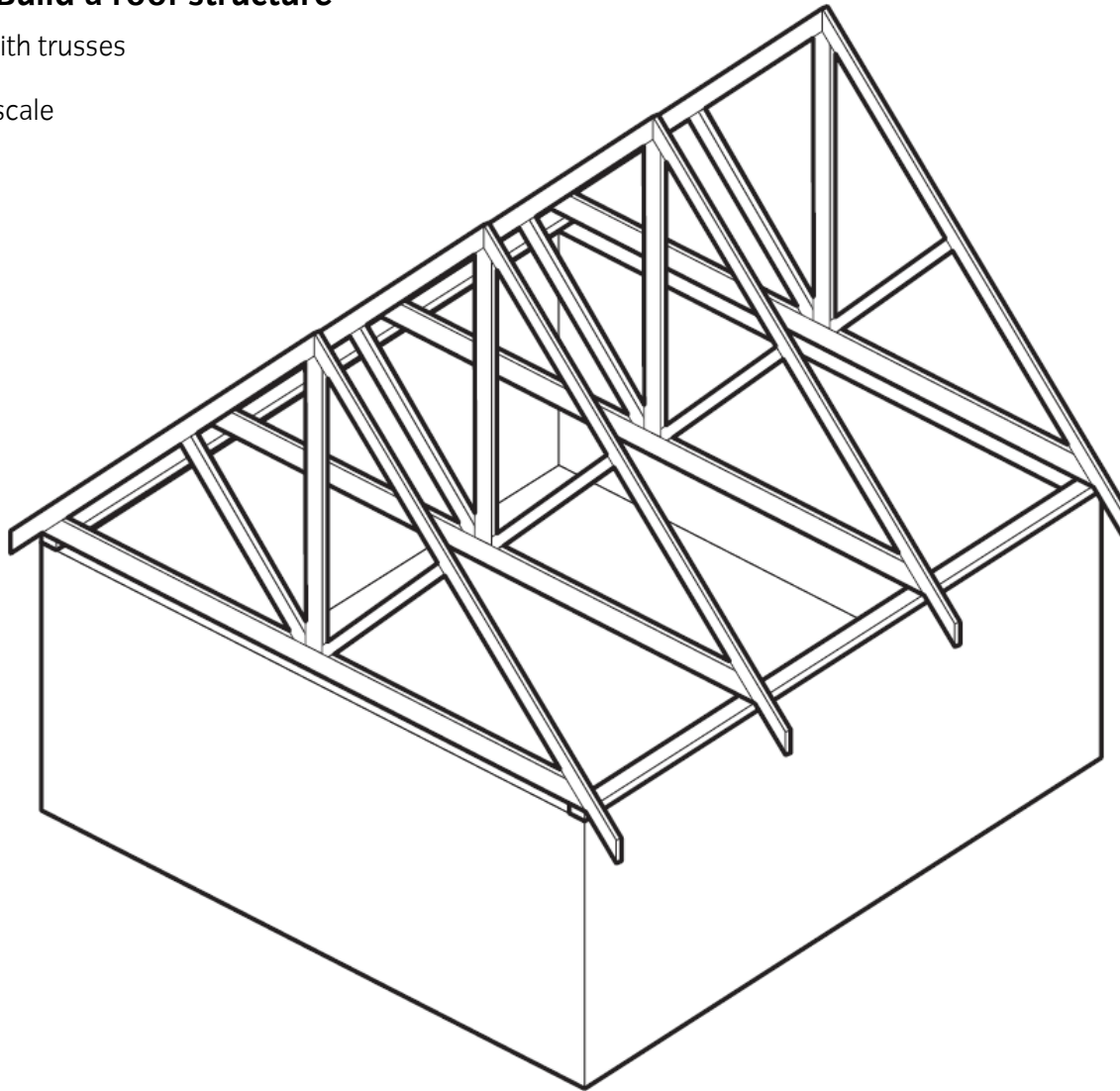
## Drawings and diagrams

### Unit 207 Carry out first fix flooring and roofing

#### Task 1 Build a roof structure

Figure 2: Roof with trusses

Diagram not to scale



4 trusses at 400 mm centres

Minimum 30° pitch

Bracing omitted for clarity

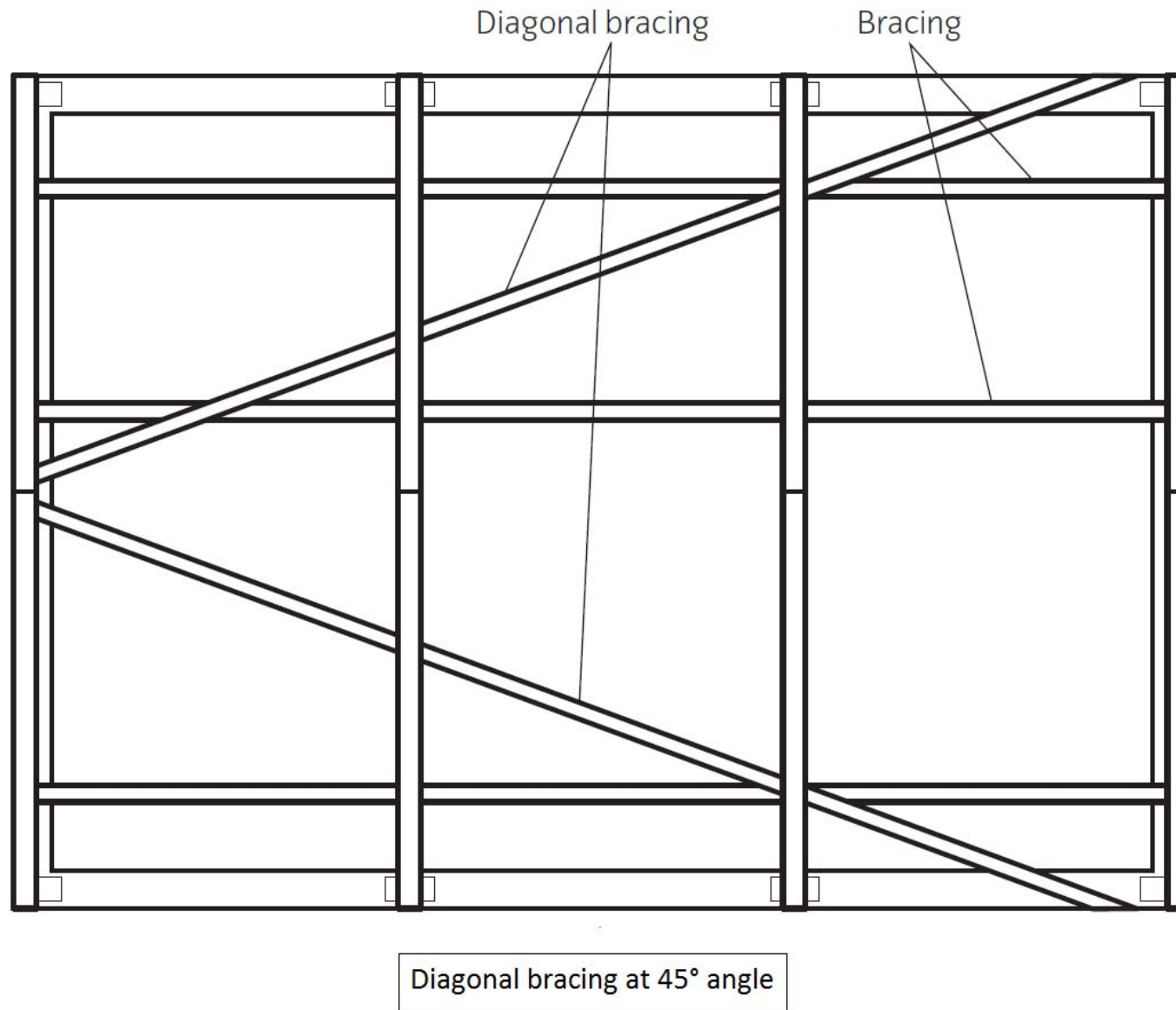
## Drawings and diagrams

### Unit 207 Carry out first fix flooring and roofing

#### Task 1 Build a roof structure

Figure 3: Bracing

Diagram not to scale



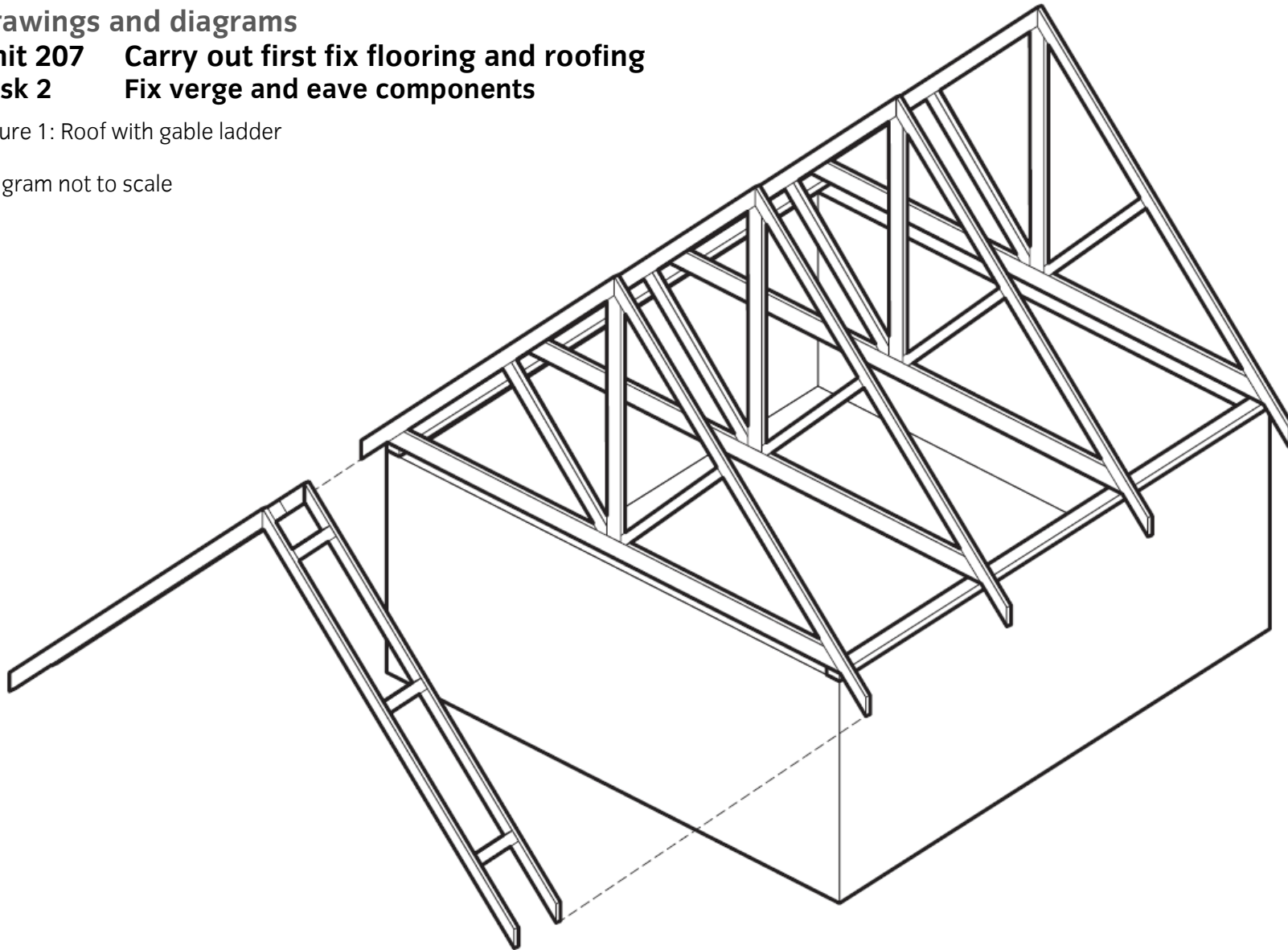
## Drawings and diagrams

### Unit 207 Carry out first fix flooring and roofing

#### Task 2 Fix verge and eave components

Figure 1: Roof with gable ladder

Diagram not to scale



Gable ladder overall width 200 mm

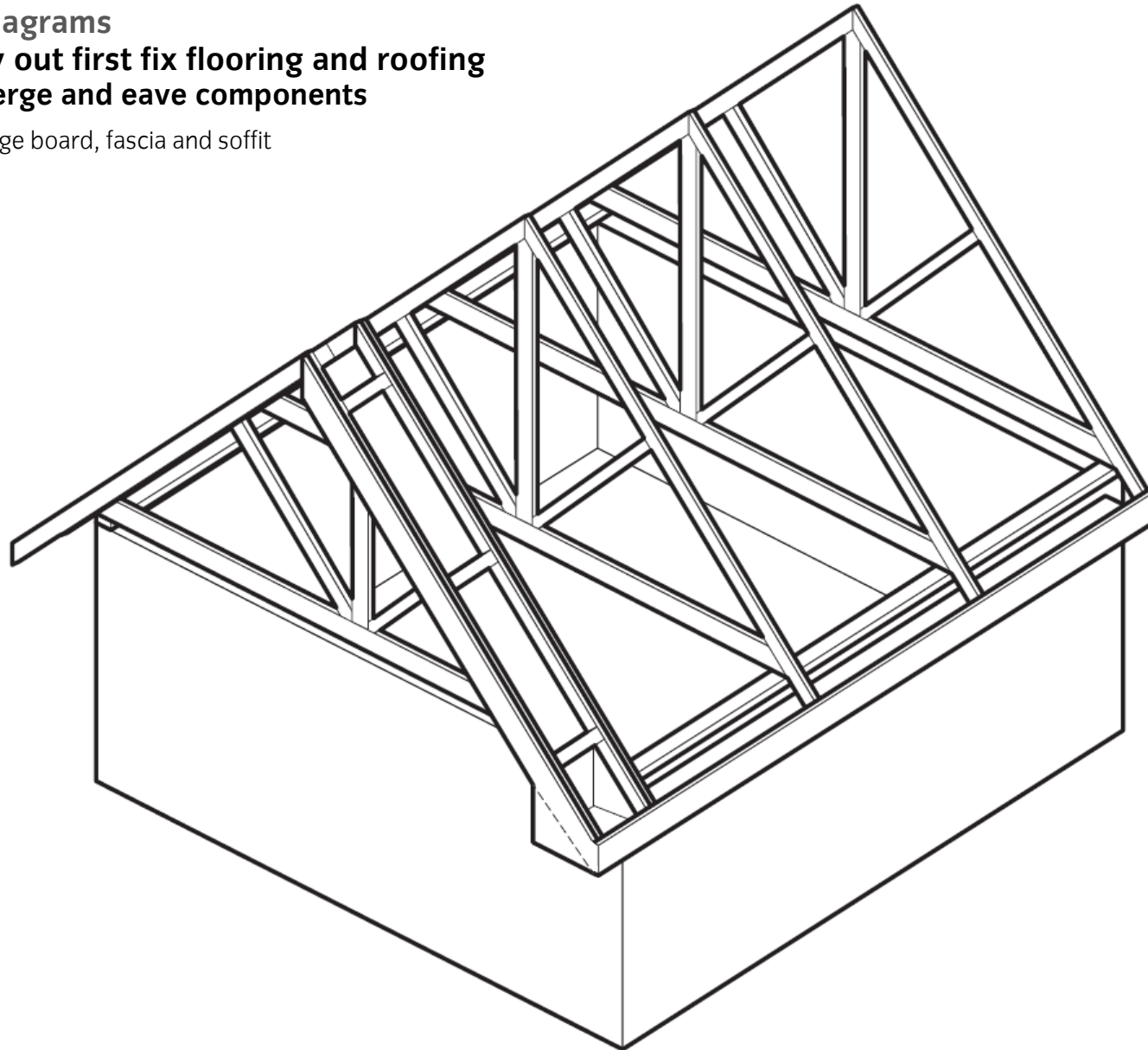
## Drawings and diagrams

### Unit 207 Carry out first fix flooring and roofing

#### Task 2 Fix verge and eave components

Figure 2: Roof with barge board, fascia and soffit

Diagram not to scale



Barge board to apex, soffit and fascia as shown

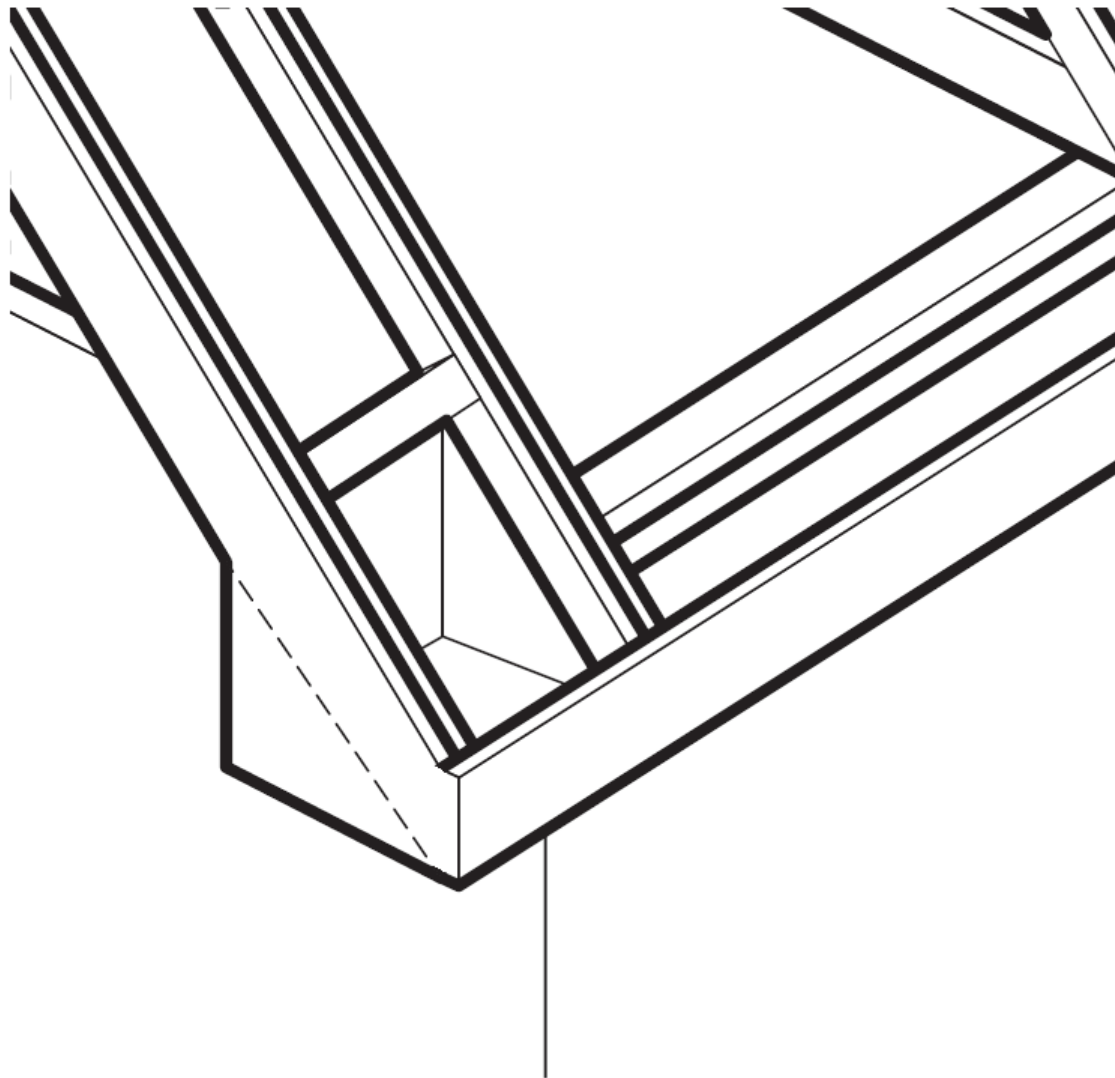
## Drawings and diagrams

### Unit 207 Carry out first fix flooring and roofing

#### Task 2 Fix verge and eave components

Figure 3: Barge board and fascia detail

Diagram not to scale



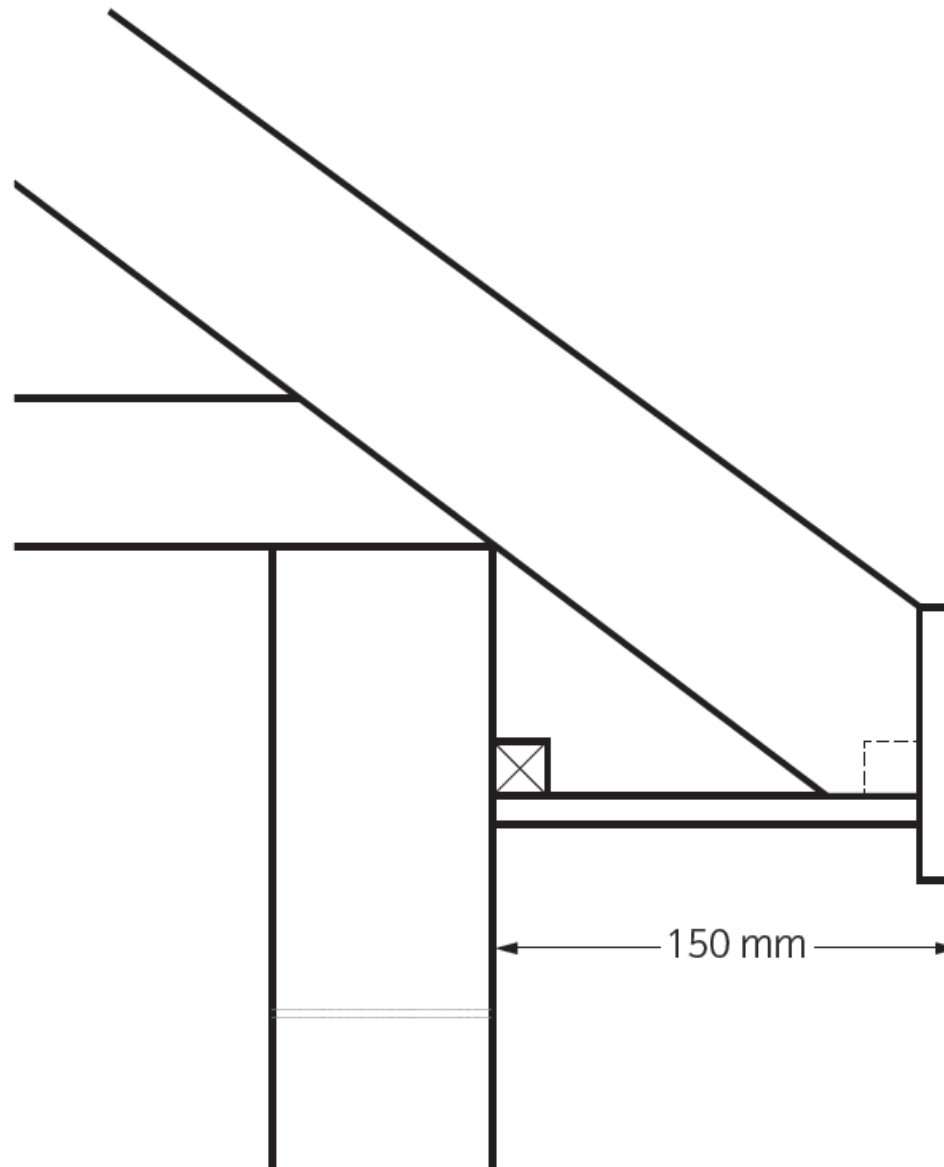
## Drawings and diagrams

### Unit 207 Carry out first fix flooring and roofing

#### Task 2 Fix verge and eave components

Figure 4: Unvented soffit detail

Diagram not to scale





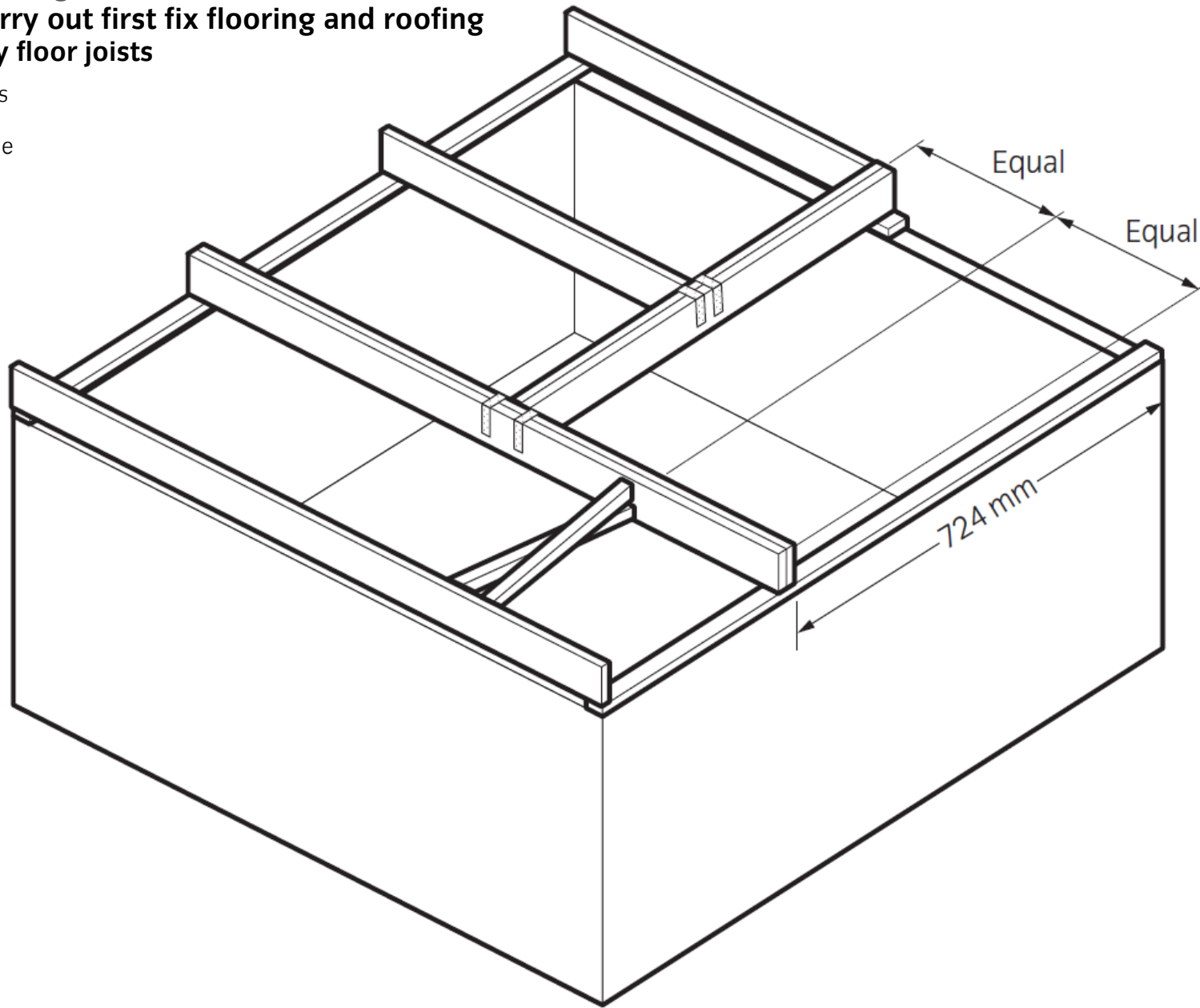
**Drawings and diagrams**

**Unit 207 Carry out first fix flooring and roofing**

**Task 3 Lay floor joists**

Figure 1: Floor joists

Diagram not to scale



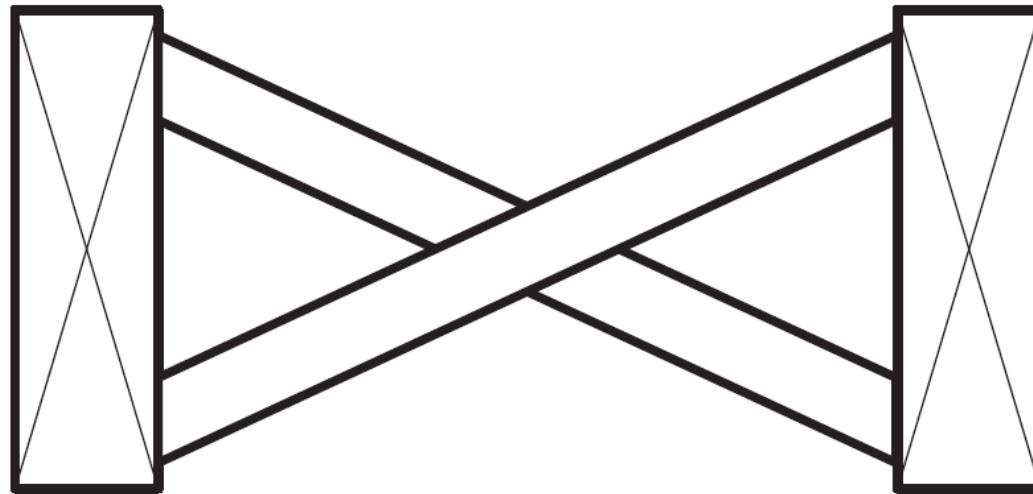
## Drawings and diagrams

### Unit 207 Carry out first fix flooring and roofing

#### Task 3 Lay floor joists

Figure 2: Herringbone strutting

Diagram not to scale



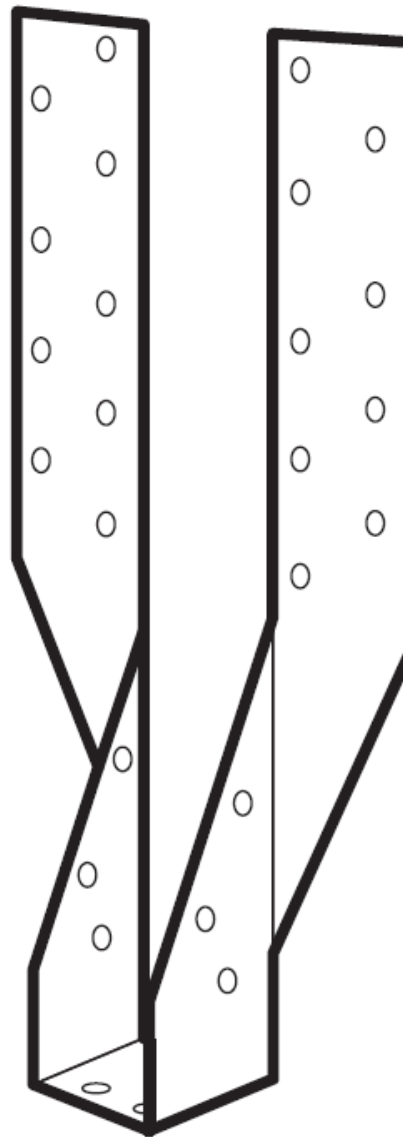
## Drawings and diagrams

### Unit 207 Carry out first fix flooring and roofing

#### Task 3 Lay floor joists

Figure 3: Joist hanger

Diagram not to scale



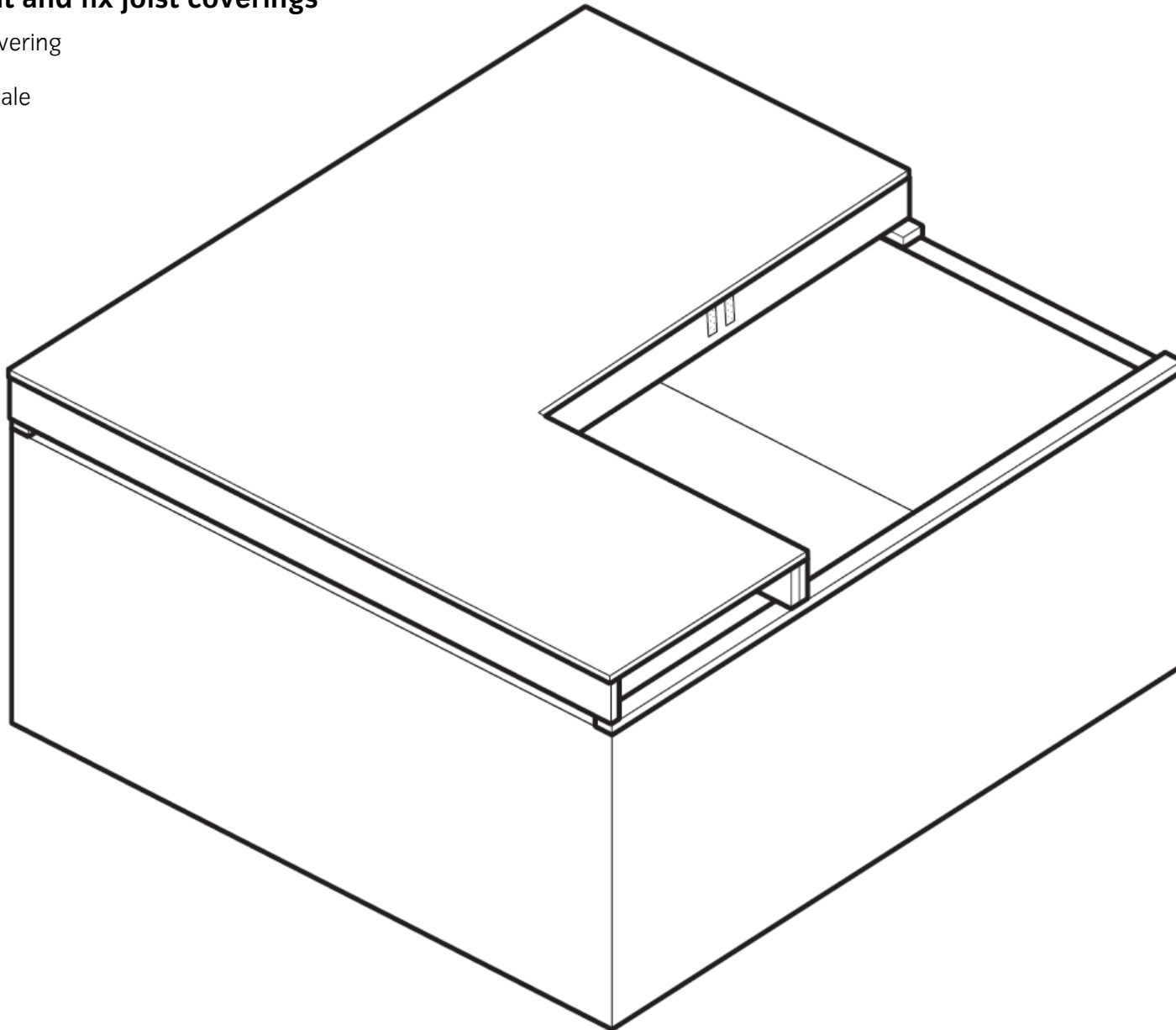
## Drawings and diagrams

### Unit 207 Carry out first fix flooring and roofing

#### Task 4 Fit and fix joist coverings

Figure 1: Floor covering

Diagram not to scale



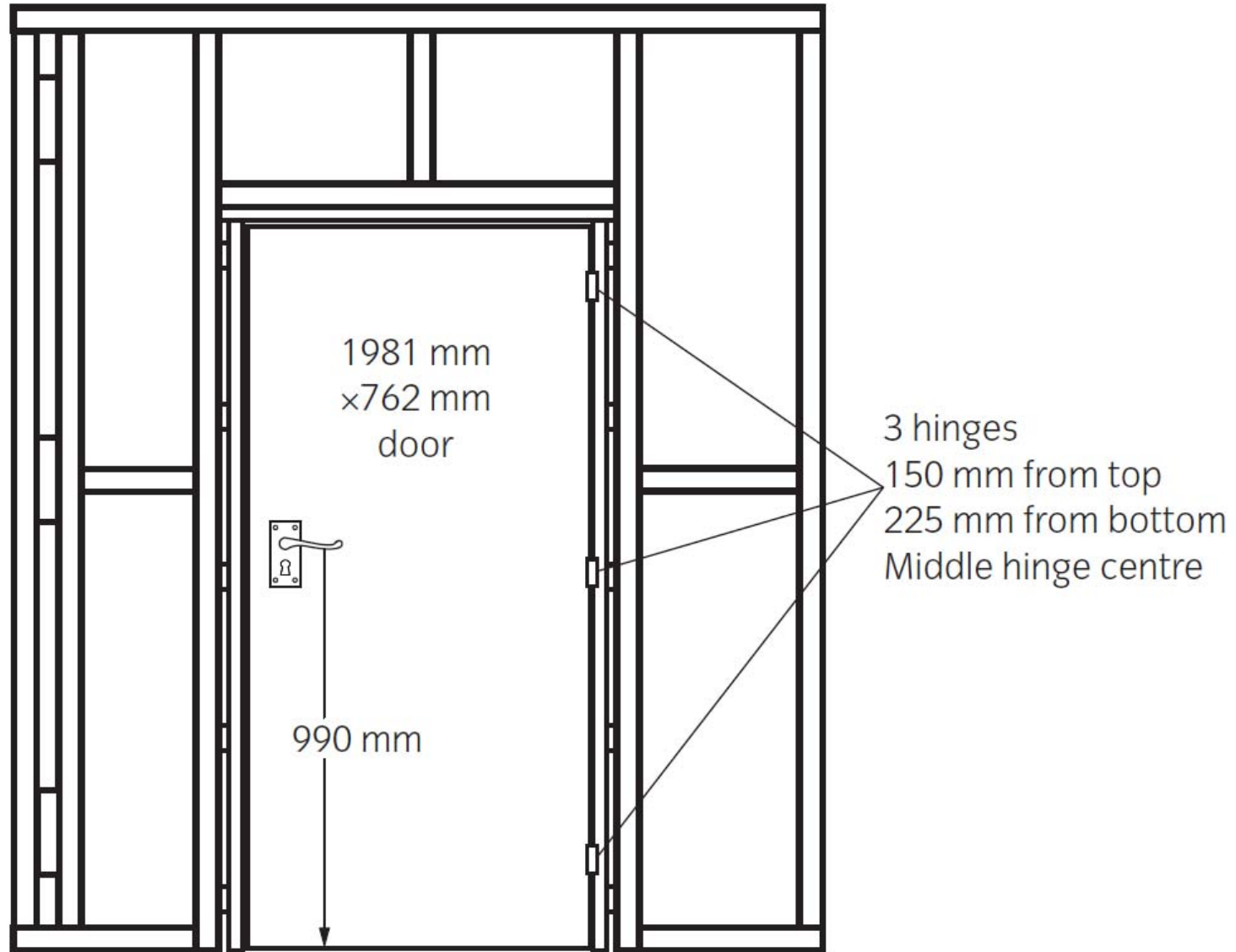
## Drawings and diagrams

### Unit 209 Carry out second fixing operations

#### Task 1 Install doors and ironmongery

Figure 1: Door with ironmongery detail

Diagram not to scale



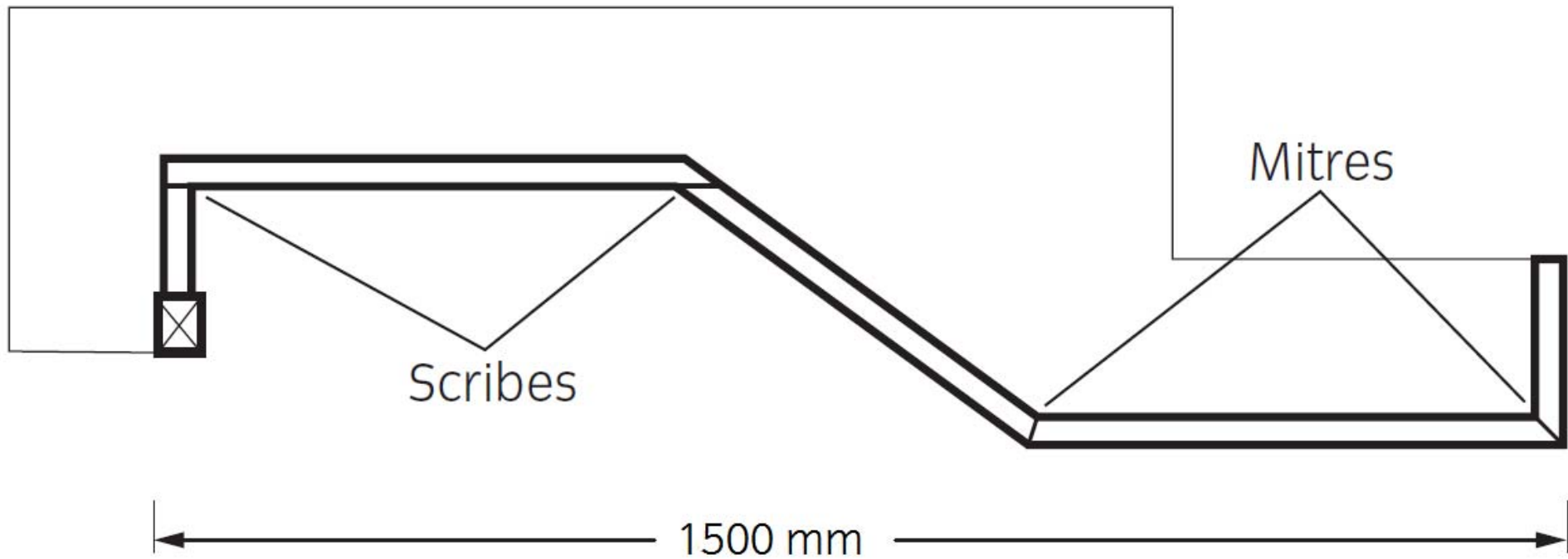
## Drawings and diagrams

### Unit 209 Carry out second fixing operations

#### Task 2 Fix mouldings

Figure 1: Skirting jig plan view

Diagram not to scale



## Drawings and diagrams

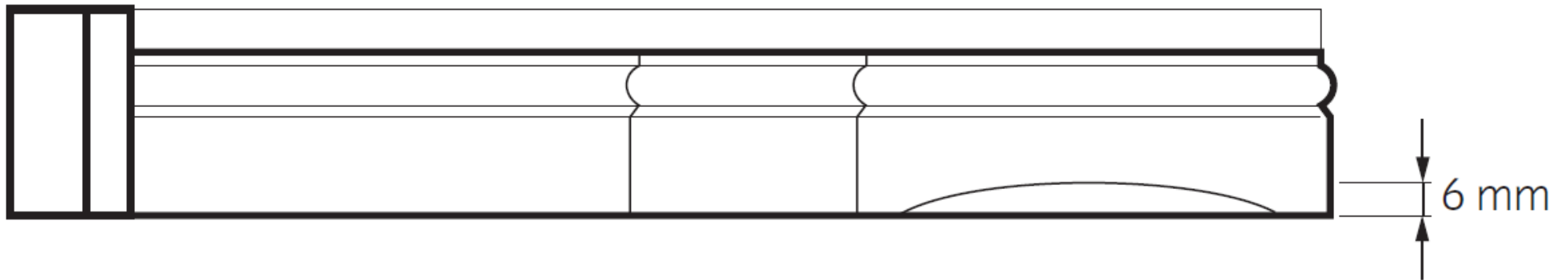
### Unit 209 Carry out second fixing operations

#### Task 2 Fix mouldings

Figure 2: Skirting jig elevation view

Diagram not to scale

### Skirting jig



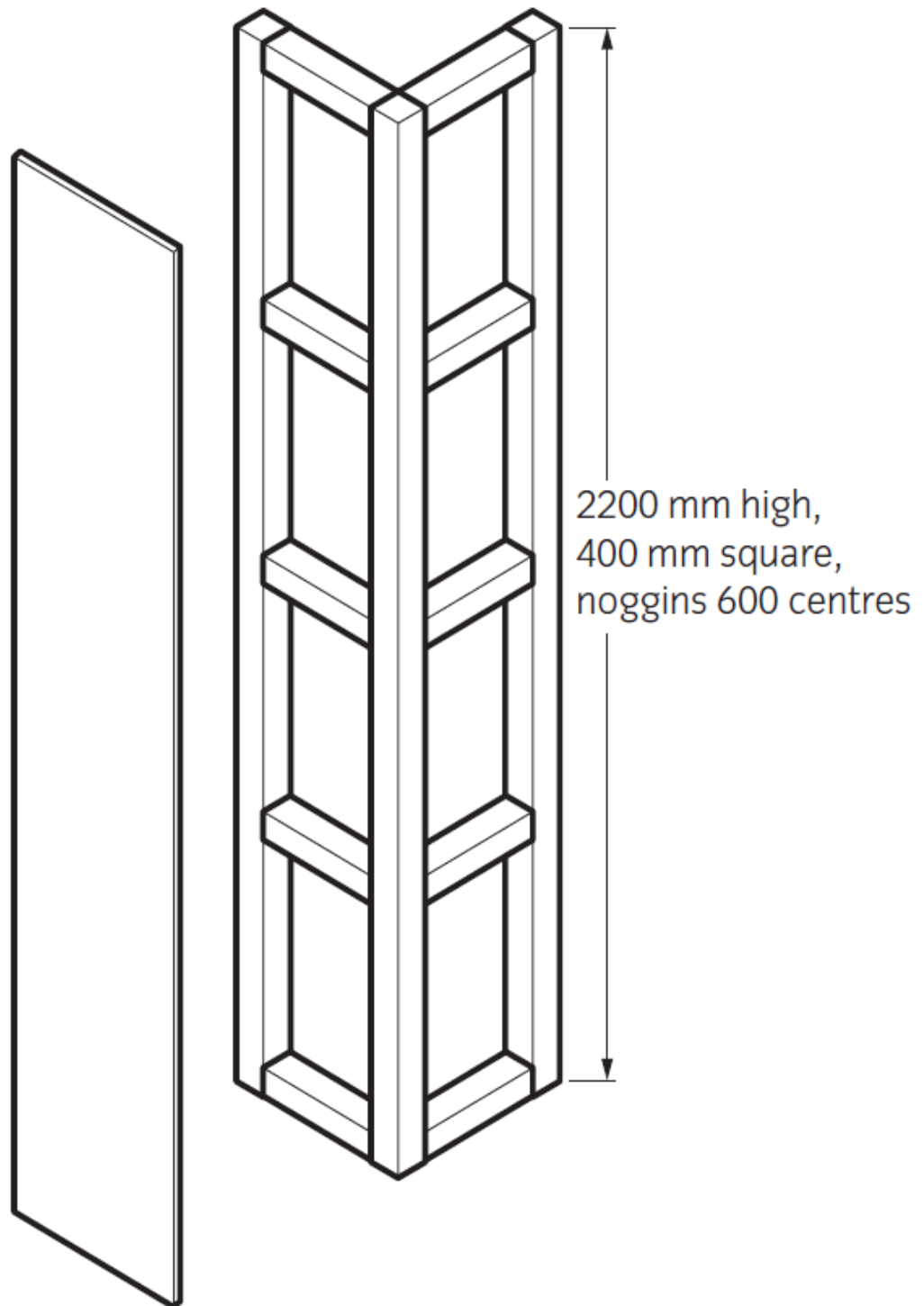
## Drawings and diagrams

### Unit 209 Carry out second fixing operations

#### Task 3 Fix service encasements and cladding

Figure 1: Pipe boxing with cladding

Diagram not to scale





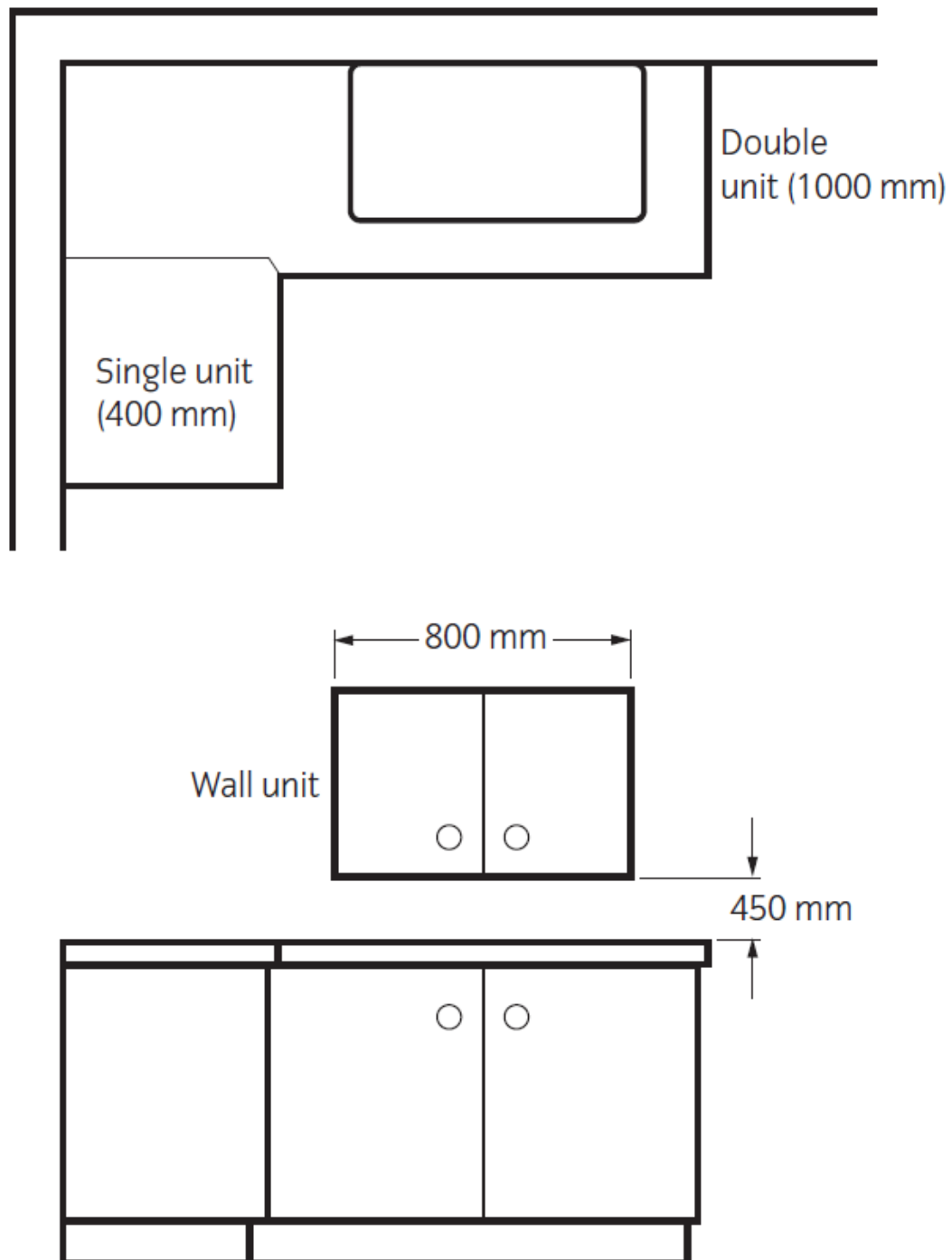
## Drawings and diagrams

### Unit 209 Carry out second fixing operations

#### Task 4 Install kitchen units, worktops and fitments

Figure 1 Kitchen units and worktop detail

Diagram not to scale



## Drawings and diagrams

### Unit 306 Carry out first fix roofing and stairs

#### Task 1 Construct a traditional cut roof

Figure 1: Plan view of hipped roof

Diagrams not to scale

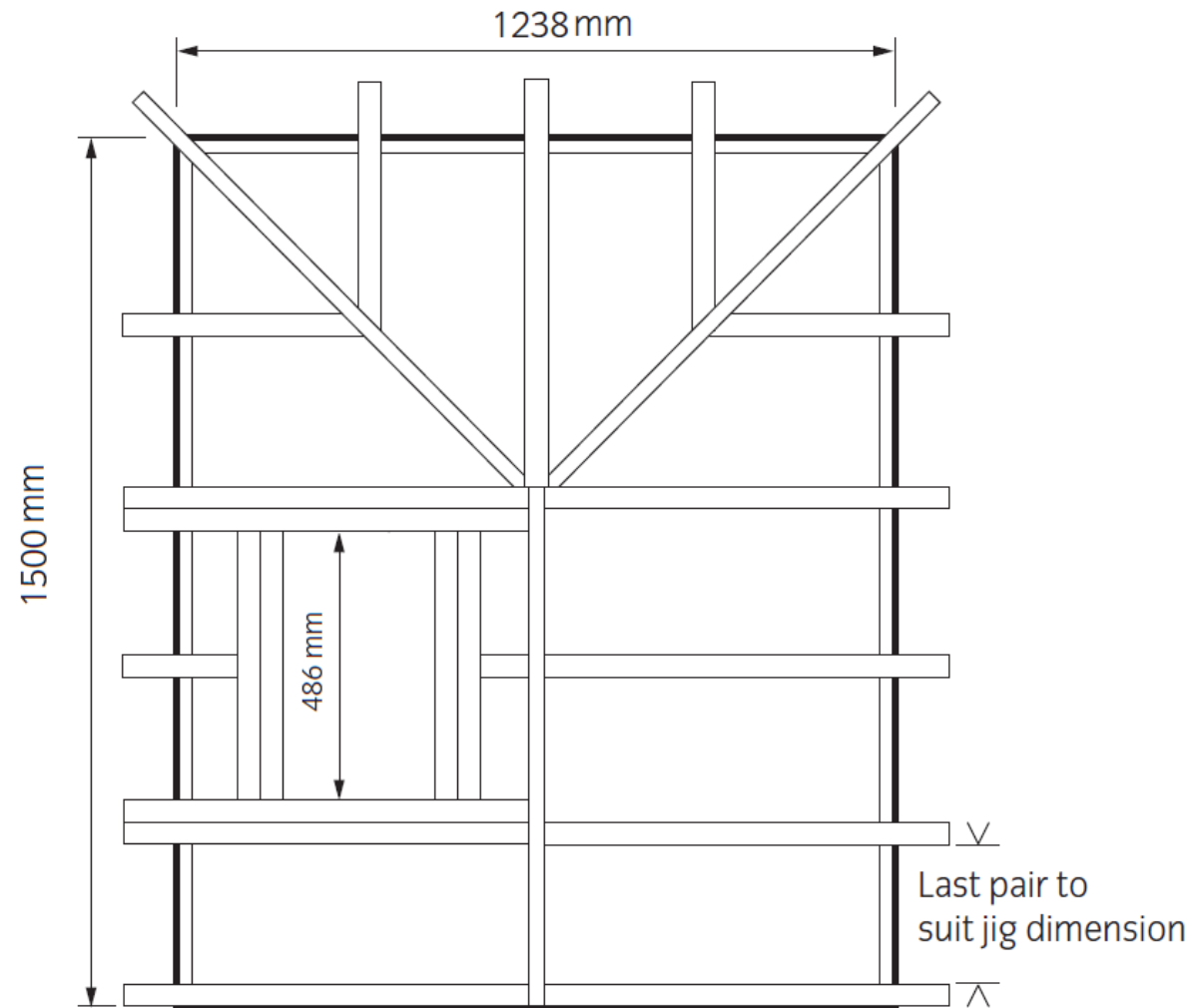
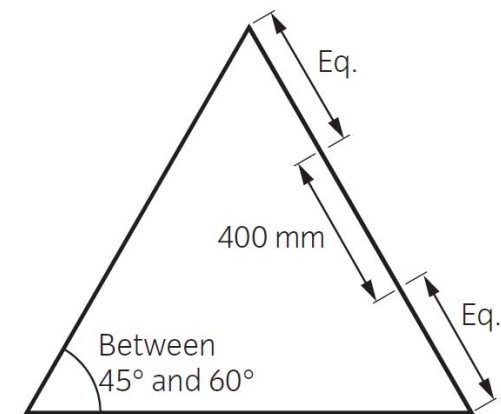


Figure 2: Roof light position

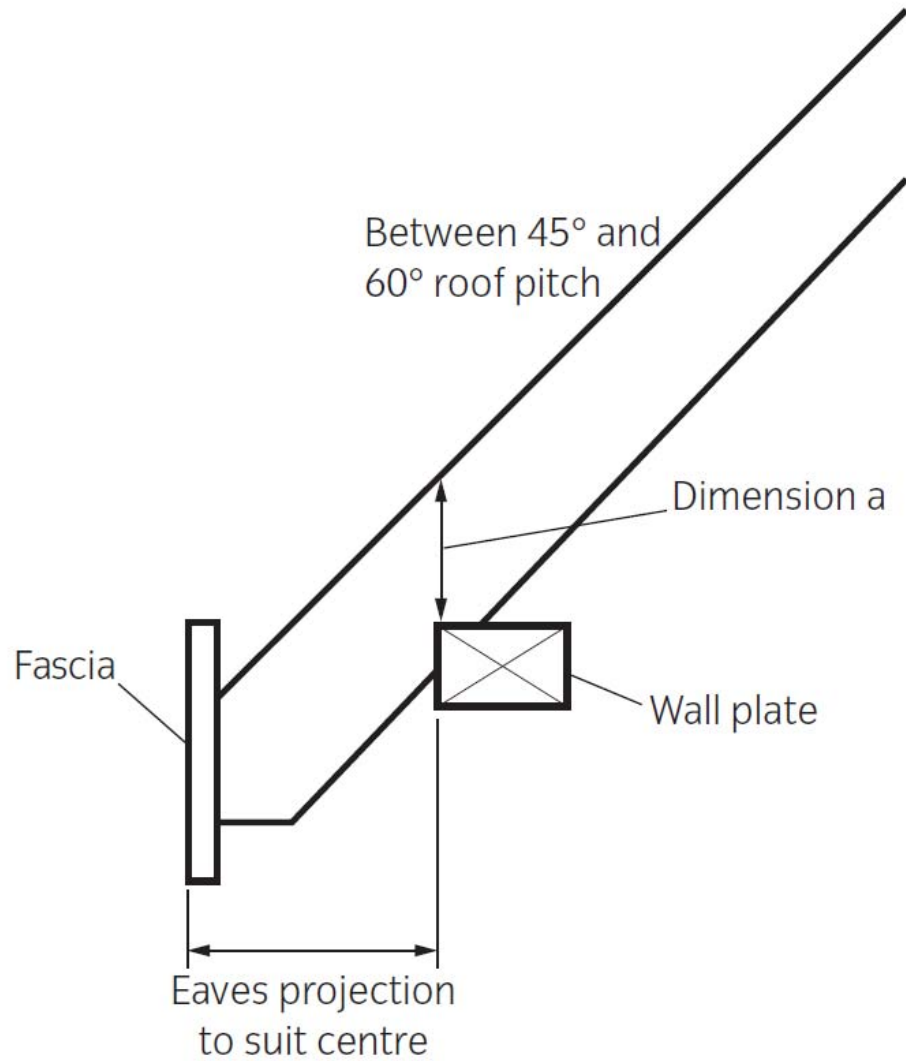


## Drawings and diagrams

### Unit 306 Carry out first fix roofing and stairs

#### Task 1 Construct a traditional cut roof

Figure 3: Eaves detail



## Drawings and diagrams

### Unit 306 Carry out first fix roofing and stairs

#### Task 2 Fix a flight of stairs with a quarter turn

Figure 1: Replacement section of newel

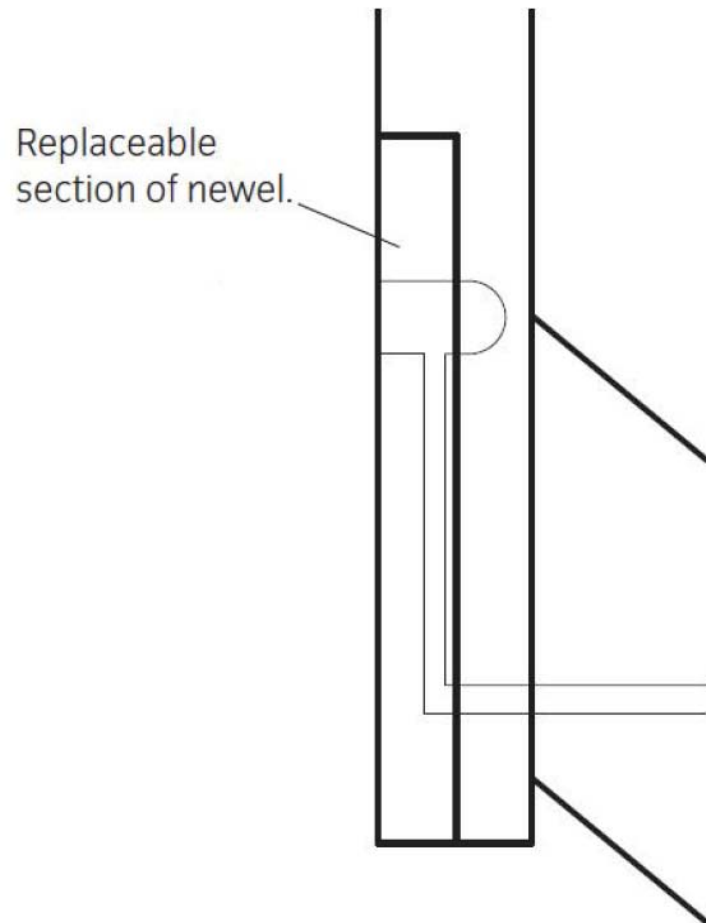
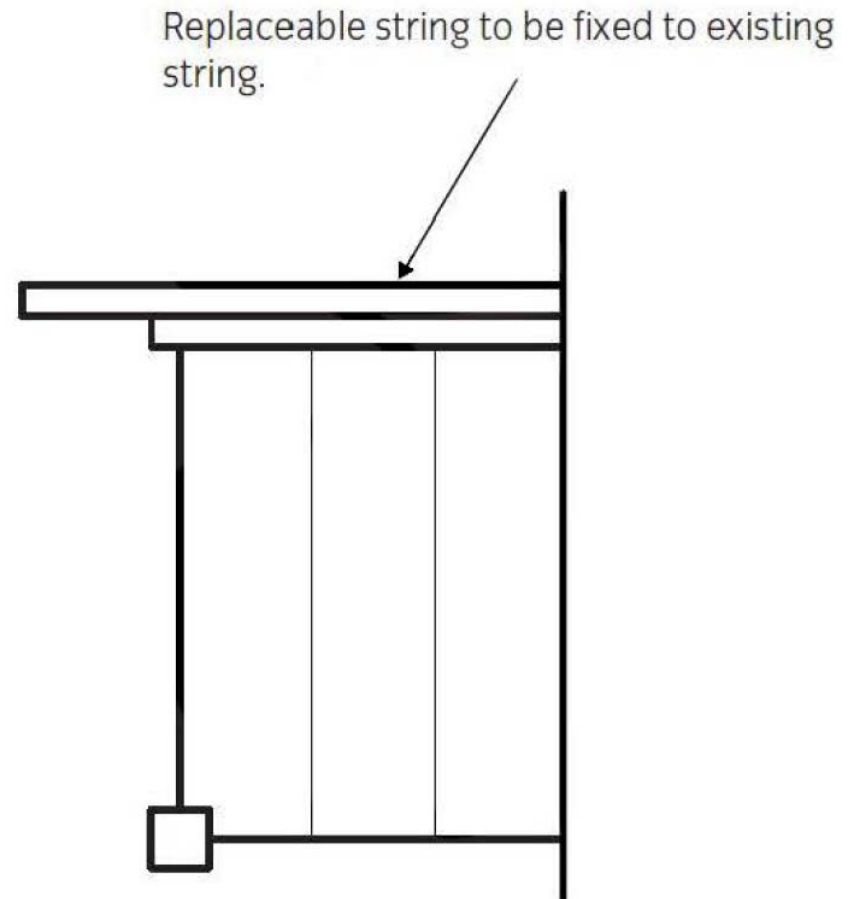


Figure 2: Replaceable string

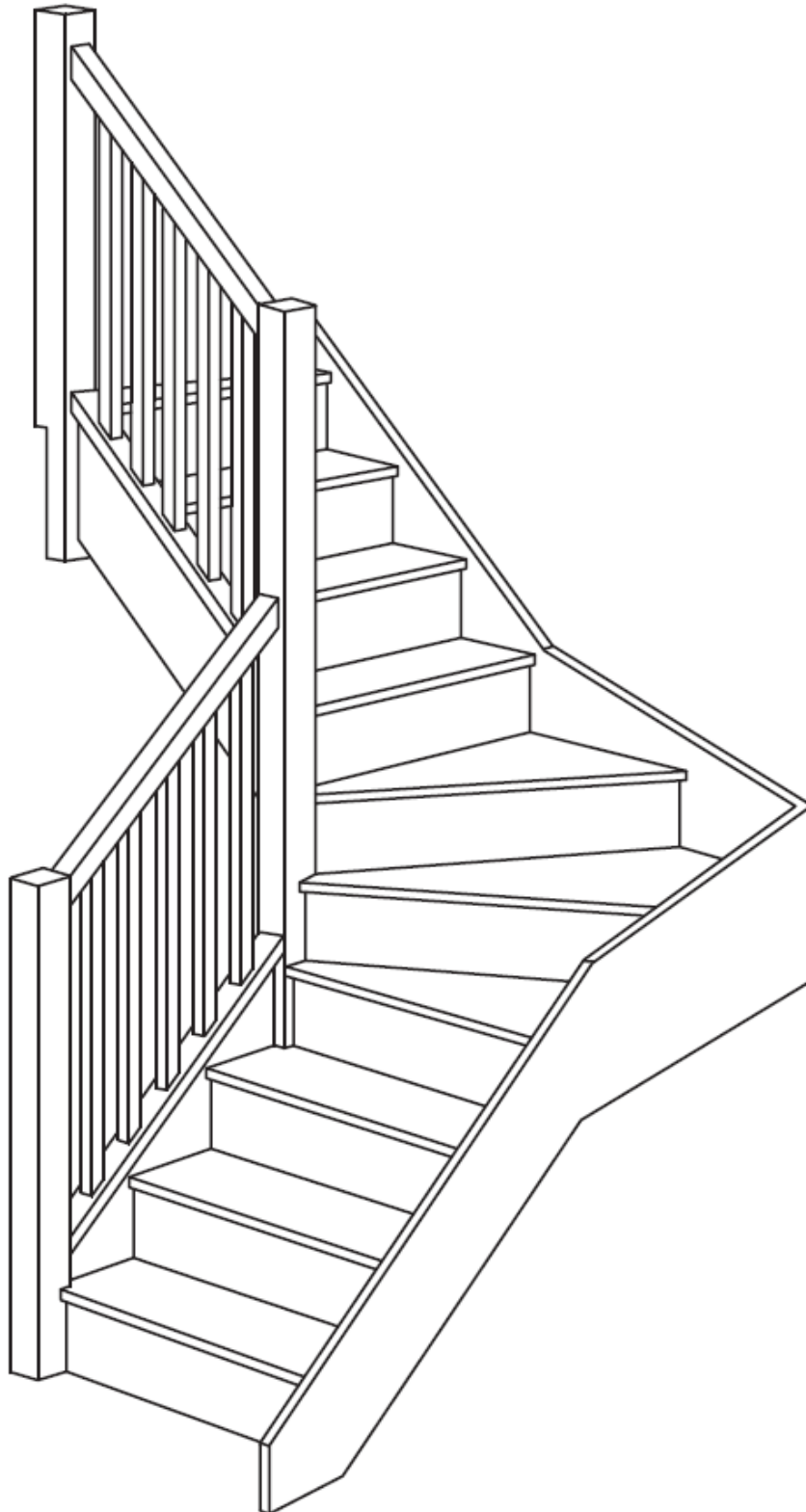


## Drawings and diagrams

### Unit 306 Carry out first fix roofing and stairs

#### Task 2 Fix a flight of stairs with a quarter turn

Figure 3: Isometric view



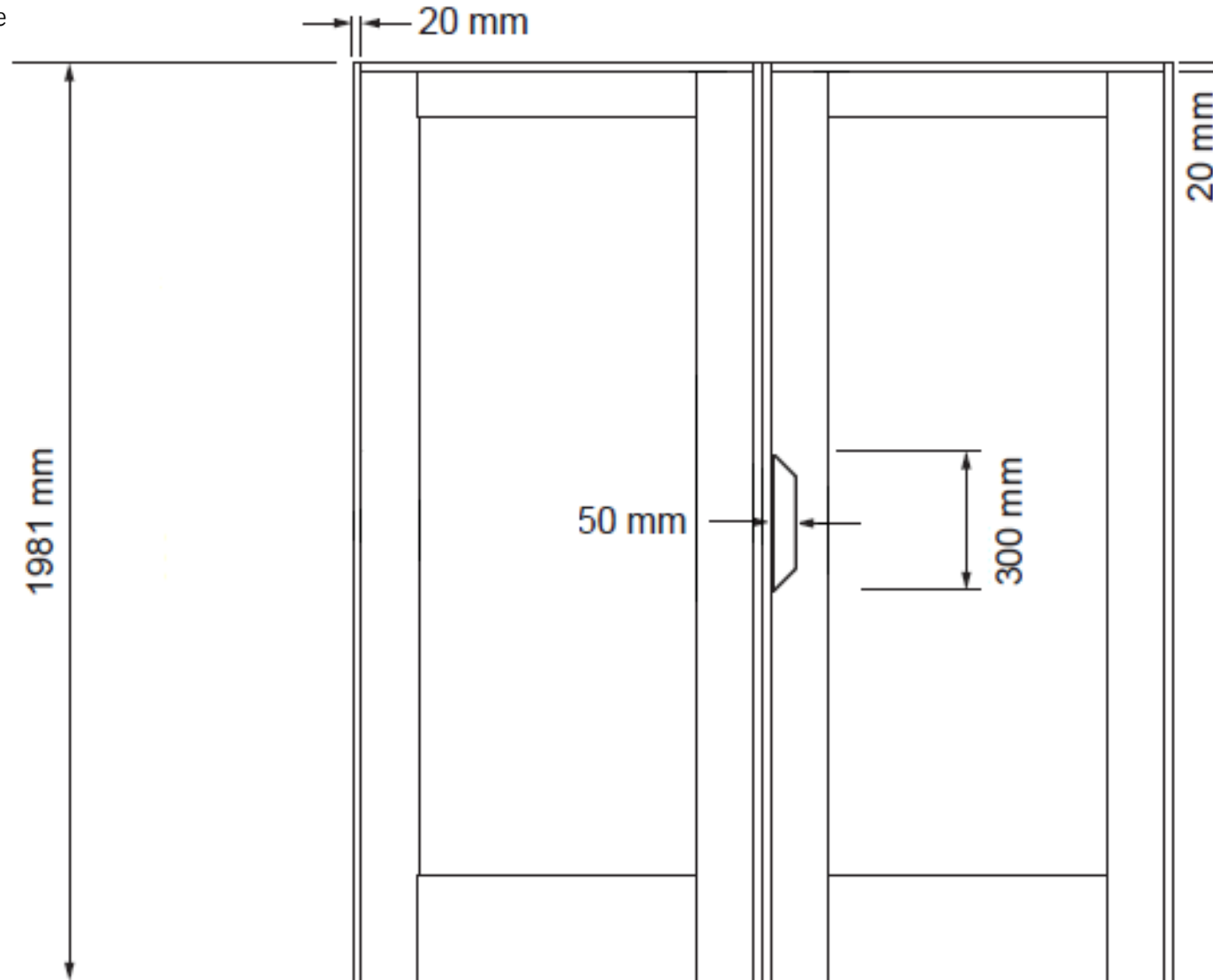
## Drawings and diagrams

### Unit 307 Carry out second fixing double doors and mouldings

#### Task 1 Install double doors and ironmongery

Figure 1: Fully glazed French doors

Diagram not to scale



## Drawings and diagrams

### Unit 307 Carry out second fixing double doors and mouldings

#### Task 2 Install curved and raking mouldings

Figure 1: Elevation view of raking moulding

Diagram not to scale

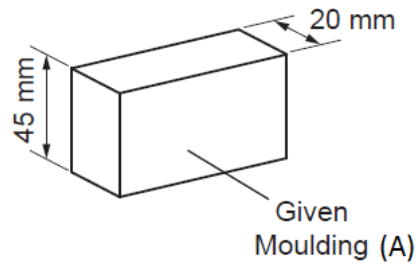
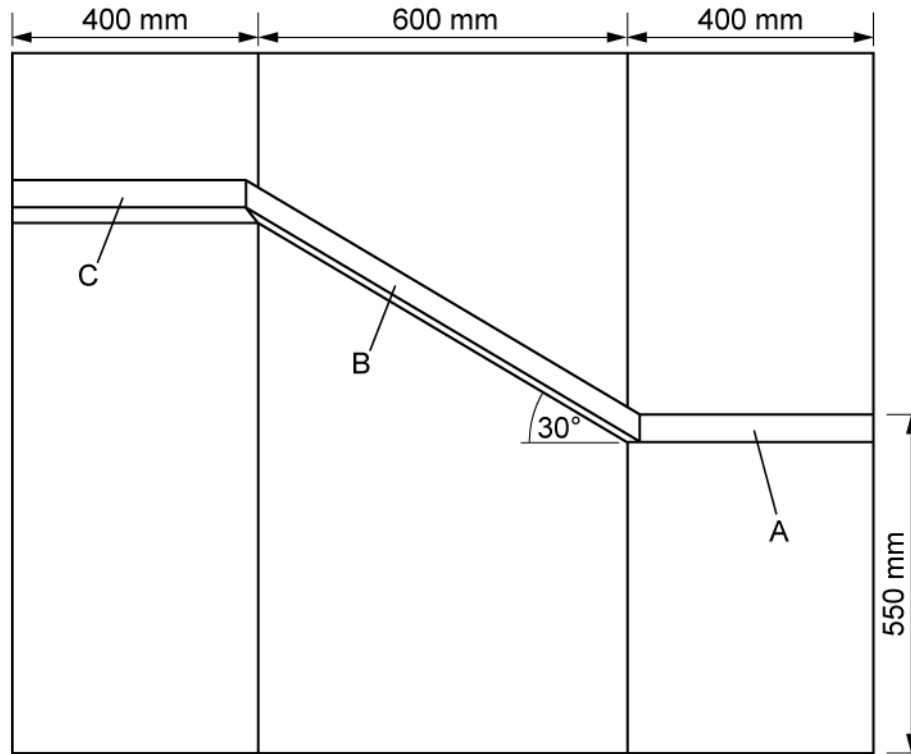
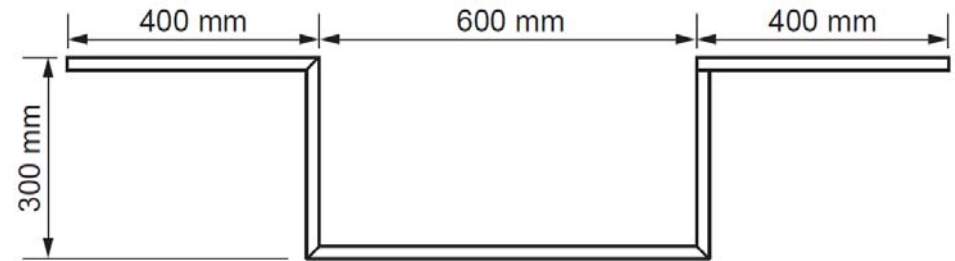


Figure 2 Plan view of raking moulding



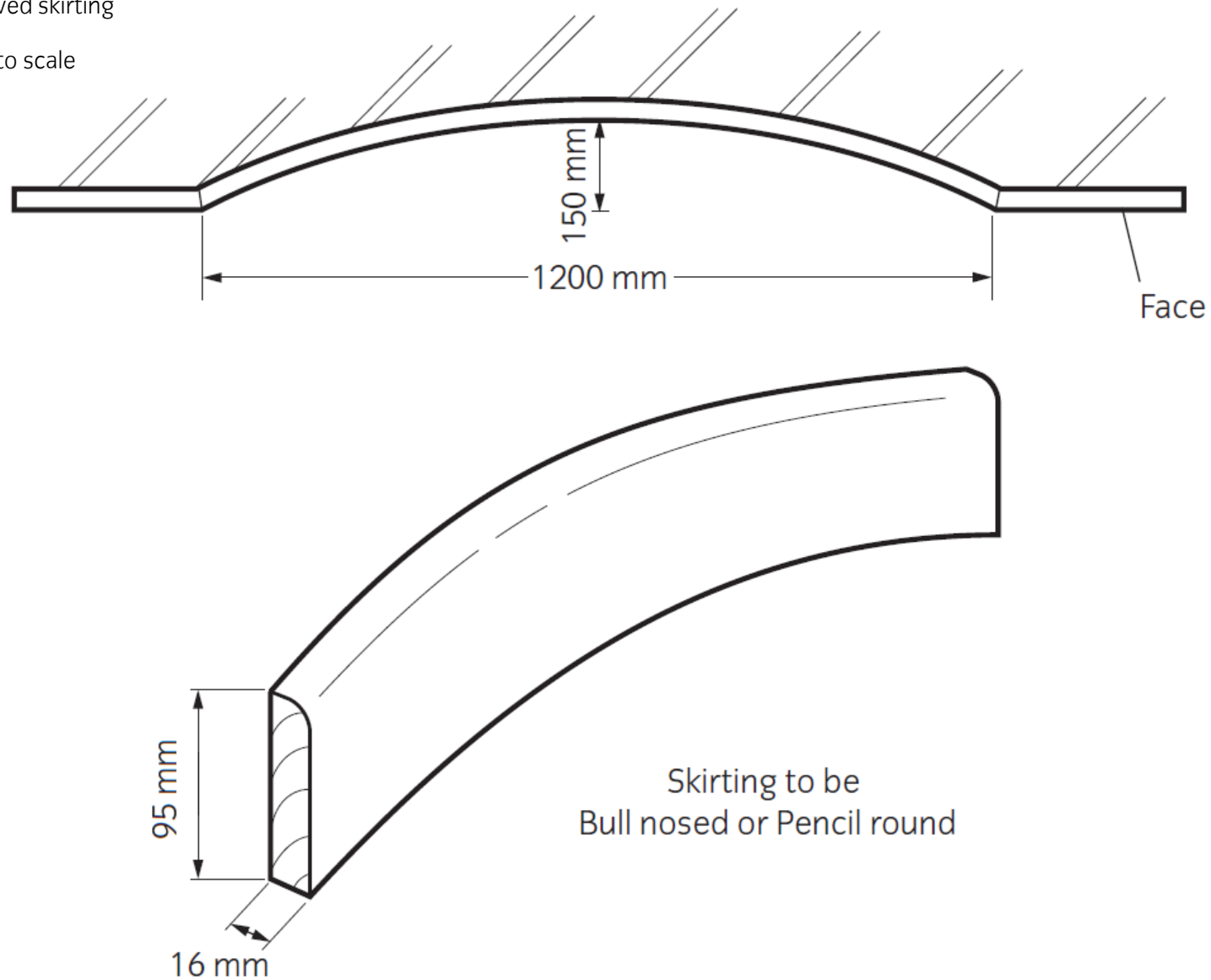
## Drawings and diagrams

### Unit 307 Carry out second fixing double doors and mouldings

#### Task 2 Install curved and raking mouldings

Figure 3: Curved skirting

Diagram not to scale





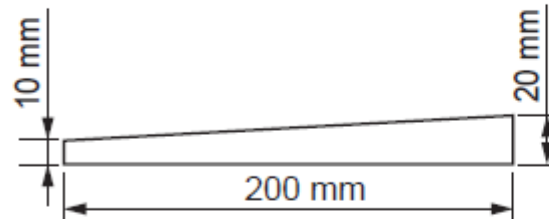
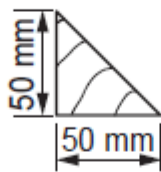
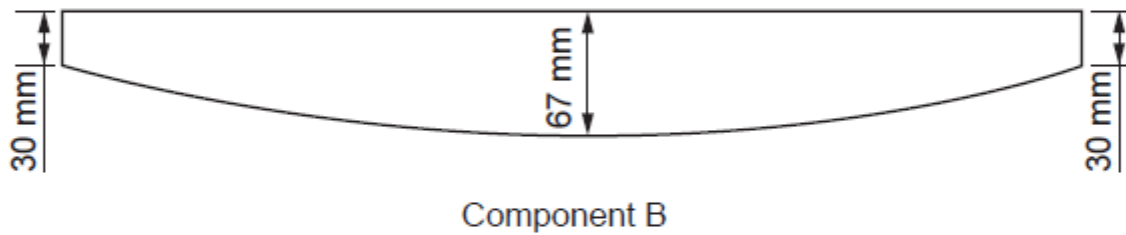
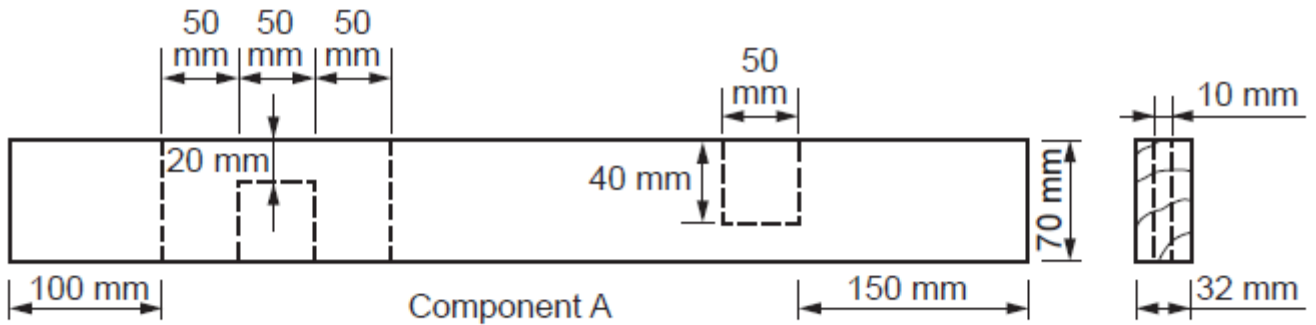
## Drawings and diagrams

### Unit 308 Set up and use fixed and transportable machinery

#### Task 1 Inspect, maintain and use fixed and transportable machinery efficiently and safely

Figure 1: Timber sections to be machined

Diagram not to scale



50 mm x 50 mm to be supplied to cut glue blocks,  
18 mm thick timber to be supplied to cut 8 No  
stair wedges as shown centre to supply appropriate jig + saddle

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