PRACTICAL TASK MANUAL

6710-23 Level 2 Diploma in Wall and Floor Tiling

July 2013 Version 1.0

City & Guilds

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Candidate details

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	

I understand the requirements of the qualification and that all the work towards the assessments must be my own.

Candidate signature (please print)	

Assessor name (please print)		Signed	

Date	

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.

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

Unit 231 Preparing backgrounds for tiling

Task	Grade for task
1 Interpret information to select resources and set out	P / X
2 Prepare backgrounds for tiling	P / M / D / X
End of unit knowledge test	P / X

Assessor signature and date:

All tasks must be passed for the unit to be achieved. The overall grade will be the same as the single graded task in this unit.

Overall grade

Unit 232 Forming sand and cement screeds

Task	Grade for task
1 Interpret information, select resources and prepare work area for laying screeds	P / X
2 Prepare and lay screeds to levels and falls	P / M / D / X
End of unit knowledge test	P / X

Assessor signature and date:

All tasks must be passed for the unit to be achieved. The overall grade will be the same as the single graded task in this unit.

Overall grade

Unit 233 Tile wall surfaces

Task	Grade for task
1 Interpret information to select resources for tiling walls	P / X
2 Set out and fix tiles to wall surfaces	P / M / D / X
End of unit knowledge test	P / X

Assessor signature and date:	All tasks must be passed for the unit to be achieved. The overall grade will be the same as the single graded task in this unit.	
	Overall grade	

Unit 234 Tile floor surfaces

Task	Grade for task	**Points** (graded tasks)
1 Interpret information to select resources for tiling floors	P / X	
2 Install tiles to floor areas	P / M / D / X	
3 Install tiles to stairways and landings	P / M / D / X	
4 Install tiles to outlets and inlets	P / X	
End of unit knowledge test	P / X	
	Total	

Assessor signature and date:	For graded tasks, divide total points by total number of graded tasks	÷ 2
	Average =	
	Overall grade (see conversion chart)	

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 6710-23 Level 2 Diploma in Wall and Floor Tiling.

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 observation 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 231 Preparing backgrounds for tiling
Task 1 Interpret information to select resources and set out

Expected time	2 hours
Task instructions	In this task, for the area and specification shown at Figures 1 and 2, you will • read a Risk Assessment and Programme of Work ready to prepare two backgrounds ready for tiling (one new and one existing) • complete a Resource Checklist (Appendix 2) for preparing two backgrounds (minimum area 2m²).
Diagrams	Figure 1 – Dot and screed diagram – page 21. Figure 2 – Dot and screed specification – page 22.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	interpreted information from drawing and specification (Figures 1 and 2) to prepare for setting out read and signed Risk Assessment agreed Specification and Programme of Work	☐		
2.2 / 4.1 – 4.5	selected products and completed Resource Checklist list for the following backgrounds, 2m² • new • existing	☐		

Task grading rules	Task grade:
Both Pass criteria must be met to award Pass. There are no Merit or Distinction criteria for this task.	

Assessor Signature & Date	

Unit 231 Preparing backgrounds for tiling
Task 2 Prepare backgrounds for tiling

Expected time	5 hours
Task instructions	In this task, you will • follow a Programme of Work • prepare two backgrounds from given instructions (Figures 1 and 2) • select one background to be rendered using the dot and screed method • the finished wall to be plumb in accordance with British Standards. You are expected to follow the centre's Risk Assessment throughout the task, to leave the work area tidy and to follow relevant environmental and relevant health and safety regulations.
Grading for this task is based on	The accuracy of your work.
Diagrams	Figure 1 – Dot and screed diagram – page 21. Figure 2 – Dot and screed specification – page 22.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
4.5 / 6.1	protected surrounding areas in order to reduce the risk of damage	☐		
8.1 / 8.2	prepared **existing background** for applying render including • removed dust • checked for soundness • checked area of adequate size checked accuracy of spirit level (s) and straight edge	☐		
8.1 / 8.2	prepared **new background** for applying render including • removed dust • checked for soundness • checked area of adequate size	☐		
8.1 / 8.2	applied render finish to **one** background (existing or new)			
8.1 / 8.2	• dots applied as Figure 1	☐ deviation from plumb ± 3mm	☐ deviation from plumb ± 2mm	☐ deviation from plumb ± 1mm
8.1 / 8.2	• dots plumb	☐ ± 3mm	☐ ± 2mm	☐ ± 1mm

AC	The candidate has	Pass	Merit	Distinction
8.1 / 8.2	• screed filled in flat and true	☐ ± 3mm	☐ ± 2mm	☐ ± 1mm
8.1 / 8.2	• background filled flat and true	☐ ± 3mm	☐ ± 2mm	☐ ± 1mm
8.1 / 8.2	• floated finish, no voids	☐		
4.6	Completed work following Programme of Work and Risk Assessment	☐		

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

Unit 232 Forming sand and cement screeds
Task 1 Interpret information, select resources and prepare work area for laying screeds

Expected time	2 hours
Task instructions	In this task, for the areas shown in Figures 1 and 2, you will • read a Risk Assessment and Programme of Work in preparation for laying screeds • complete a Resource Checklist (Appendix 2) for preparing area and installing sand and cement screeds, using a water level or laser level.
Diagrams	Figure 1 – Flat floor – page 23. Figure 2 – Floor to falls – page 24.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	interpreted information relating to floor materials • manufacturer's technical information • Risk Assessment • Programme of Work	☐		
4.1 4.2 4.3 4.4	completed Resource Checklist to select tools/equipment, materials and PPE for task including levelling equipment, mixer	☐		

Task grading rules	Task grade:
Both Pass criteria must be met to award Pass. There are no Merit or Distinction criteria for this task.	
Assessor Signature & Date	

Unit 232 Forming sand and cement screeds
Task 2 Prepare and lay screeds to levels and falls

Expected time	8 hours
Task instructions	In this task, for the areas shown at Figures 1 and 2, you will • select tools/equipment, materials and PPE from Resource Checklist • follow a Programme of Work • prepare areas to receive screed • install sand and cement screeds, using water level or laser level. You are expected to follow the centre's Risk Assessment throughout the task, to leave the work area tidy and to follow relevant environmental and relevant health and safety regulations.
Grading for this task is based on	The accuracy of your work.
Diagrams	Figure 1 – Flat floor – page 23. Figure 2 – Floor to falls – page 24.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
6.4 4.1 4.2 4.3 4.4	selected tools and equipment, materials and accessories and PPE for task from Resource Checklist	☐		
6.1	prepared and set up substrates (subfloors) to receive screeds cleaned area to remove debris and dust checked accuracy of spirit level(s) and straight edge mixed and applied slurry, bonding agent or DPM	☐		
6.2	set up for levels and falls • Mark datum around work area	☐ ± 3mm	☐ ± 2mm	☐ ±1mm
6.2	used two of the levels from the list below • laser • water • spirit	☐		
6.2	installed expansion/movement joint	☐		
6.2	made a gauge for setting the fall at 1:60	☐		
6.2	set screed rails/dots to required depth of 50mm from the highest point	☐ ± 3mm	☐ ± 2mm	☐ ±1mm

AC	The candidate has	Pass	Merit	Distinction
6.3 / 2.3	gauged and mixed screeds to required consistency • calculated correct volume of sand and cement required to complete the task • used gauging buckets/boxes • consistent mix achieved	☐		
6.5	laid and finished screeds to levels and falls to British Standards tolerances **Level :** • screed compacted	☐		
6.5	• no soft/weak spots	☐		
6.5	• final finish floated up	☐		
6.5	• floor met relevant British Standards for flat.	☐ ± 3mm	☐ ± 2mm	☐ ±1mm
6.5	**Falls:** • screed compacted	☐		
6.5	• no soft/weak spots	☐		
6.5	• final finish floated up	☐		
6.5	• fall set at 1:60	☐ ± 3mm	☐ ± 2mm	☐ ±1mm
6.6 and 6.8	organised own work area and maintained tools and equipment throughout the task kept work area clean and tidy placed all waste in waste containers returned all tools clean and serviceable	☐		
6.7	used Personal Protective Equipment (PPE) required for task	☐		
2.2	followed Programme of Work	☐		
6.9	followed current environmental and health and safety regulations, and centre's Risk Assessment • ensured work area left tidy on completion of task • recycled materials in designated storage areas.	☐		

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

Unit 233 Tile wall surfaces
Task 1 Interpret information to select resources for tiling walls

Expected time	2 hours
Task instructions	In this task, for the wall areas shown at Figures 1 and 2, you will • select materials, tools and ancillary equipment required to complete tiling and complete Resource Checklist (Appendix 2) • ensure that there are sufficient materials to complete the task, to include 10% for waste.
Diagrams	Figure 1 – Wall area – diagram and specification – pages 25 and 26. Figure 2 – Skirting detail – page 27.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.2 and 4.1	identified and selected materials for wall tiling task and completed Resource Checklist, with quantities required	☐		
4.2	selected tools for applying adhesives	☐		
4.3	selected ancillary equipment for mixing and establishing levels	☐		

Task grading rules	Task grade:
All **3** Pass criteria must be met to award Pass. There are no Merit or Distinction criteria for this task.	
Assessor Signature & Date	

Unit 233 Tile wall surfaces
Task 2 Set out and fix tiles to wall surfaces

Expected time	14 hours
Task instructions	In this task, for the wall areas shown at Figures 1 to 4, you will • carry out a Risk Assessment (Appendix 1) and complete a Method Statement (Appendix 3) • set out areas for task, using centring method • fix tiles, trims and internal movement joints. You are expected to follow the centre's Risk Assessment throughout the task, to leave the work area tidy and to follow relevant environmental and relevant health and safety regulations.
Grading for this task is based on	The accuracy and efficiency of your work.
Diagrams	Figure 1 – Wall area – diagram and specification – pages 25 and 26. Figure 2 – Skirting detail – page 27. Figure 3 – Window wall including pipe box – page 28. Figure 4 – Wall B – page 29.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
6.1	carried out a Risk Assessment and completed Method Statement followed Risk Assessment and Method Statement throughout assessment	☐		
2.1	set out areas for Task from given information, using centring method checked accuracy of spirit level(s) and straight edge	☐		
6.2	set out tiling to wall surfaces			
6.2	window	☐ ±3mm	☐ ±2mm	☐ ±1mm
6.2	column	☐ ±3mm	☐ ±2mm	☐ ±1mm
6.2	internal angles	☐ ±3mm	☐ ±2mm	☐ ±1mm
6.2	external angles	☐ ±3mm	☐ ±2mm	☐ ±1mm
6.2	movement joints	☐ ±3mm	☐ ±2mm	☐ ±1mm
6.2	skirting tiles	☐ ±3mm	☐ ±2mm	☐ ±1mm

AC	The candidate has	Pass	Merit	Distinction
6.3	applied tiles	☐ ±3mm	☐ ±2mm	☐ ±1mm
6.4	installed trims (2mm joint between tile and trim)	☐		
6.4	installed internal movement joints (6mm) to wall surfaces	☐		
6.5	grouted and finished tiles	☐		
6.6	used Personal Protective Equipment (PPE) required for Task	☐		
6.7	followed current environmental and health and safety regulations • ensured work area left tidy on completion of task • disposed of waste in designated containers/ skips • recycled materials in designated storage areas.	☐		

Task grading rules	Task grade:
To award a **pass**: every activity in the checklist must be successfully achieved.	
To award a **merit**: in addition to the above, all **7** graded activities in the checklist must be achieved to **at least** a merit standard.	
To award a **distinction**: in addition to both of the above, all **7** graded activities in the checklist must be achieved to a distinction standard.	
Assessor Signature & Date	

Unit 234 Tile floor surfaces

Task 1 Interpret information to select resources for tiling floors

Expected time	2 hours
Task instructions	In this task , for the floor area shown at Figures 1 to 3, you will • select materials, tools and ancillary equipment required to complete tiling and complete Resource Checklist (Appendix 2) • ensure that there are sufficient materials to complete the task, to include 10% for waste.
Diagrams	Figure 1 – Floor area and specification – pages 30 and 31. Figure 2 – Floor plan – page 32. Figure 3 – Skirting detail – page 33.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
4.1	identified and selected materials for floor tiling task and completed Resource Checklist, with quantities	☐		
4.2	selected tools for applying adhesives	☐		
4.3	selected ancillary equipment for mixing and establishing levels	☐		

Task grading rules	Task grade:
All **3** Pass criteria must be met to award Pass. There are no Merit or Distinction criteria for this task.	
Assessor Signature & Date	

Unit 234 Tile floor surfaces
Task 2 Install tiles to floor areas

Expected time	8 hours
Task instructions	In this task, for the floor area shown at Figures 1 to 3, you will • carry out a Risk Assessment (Appendix 1) and complete a Method Statement (Apendix 3) • carry out preparation prior to tiling • set out and fix floor tiling • form movement joints • grout and finish tiles. You are expected to follow the centre's Risk Assessment throughout the task, to leave the work area tidy and to follow relevant environmental and relevant health and safety regulations.
Grading for this task is based on	The accuracy and efficiency of your work.
Diagrams	Figure 1 – Floor area and specification – pages 30 and 31. Figure 2 – Floor plan – page 32. Figure 3 – Skirting detail – page 33.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	set out floor areas using given information relevant to task checked spirit level(s) and straight edge for accuracy	☐ ±3mm	☐ ±2mm	☐ ±1mm
6.1	completed a Risk Assessment and Method Statement followed Risk Assessment and Method Statement throughout assessment	☐		
6.2	prepared area ready for tiling	☐		
6.2	fixed tiles with 4mm joints	☐ ±2mm	☐ ±1mm	☐ ±0.5mm
6.3	installed movement joints to floor areas	☐ ±2mm	☐ ±1mm	☐ ±0.5mm
6.6	grouted and finished tiles to floor areas	☐		

AC	The candidate has	Pass	Merit	Distinction
6.7	followed current environmental and health and safety regulations • ensured work area left tidy on completion of task • disposed of waste in designated containers/ skips • recycled materials in designated storage areas.	☐		

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

Unit 234 Tile floor surfaces
Task 3 Install tiles to stairways and landings

Expected time	10 hours
Task instructions	In this task, for the stairs and landings area shown at Figure 4, you will • carry out a Risk Assessment (Appendix 1) and complete a Method Statement (Appendix 3) • complete Resource Checklist (Appendix 2) of tools/equipment, materials, PPE required • set out and fix floor tiling to stairways and landings • include 6mm movement joints • grout and finish tiles. You are expected to follow the centre's Risk Assessment throughout the task, to leave the work area tidy and to follow relevant environmental and relevant health and safety regulations.
Grading for this task is based on	The accuracy and efficiency of your work.
Diagrams	Figure 4 – Stairs – page 34.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
6.1	completed a Risk Assessment and Method Statement followed Risk Assessment and Method Statement throughout assessment	☐		
2.1	checked spirit level(s) and straight edge for accuracy set out areas using given information relevant to task			
	• stairways	☐ ±3mm	☐ ±2mm	☐ ±1mm
	• landings	☐ ±3mm	☐ ±2mm	☐ ±1mm
6.2, 6.5	fixed tiles to floor areas, stairways and landings	☐ ±3mm	☐ ±2mm	☐ ±1mm
6.3	fixed trims flush	☐ ±3mm	☐ ±2mm	☐ ±1mm
	fixed movement joints	☐		
6.6	grouted and finished tiles to floor areas	☐		

AC	The candidate has	Pass	Merit	Distinction
6.7	followed current environmental and health and safety legislation • ensured work area left tidy on completion of task • disposed of waste in designated containers/ skips • recycled materials in designated storage areas.	☐		

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

Unit 234 Tile floor surfaces
Task 4 Install tiles to outlets and inlets

Expected time	4 hours
Task instructions	In this task, for the area shown at Figures 5 and 6, you will • complete a Resource Checklist (Appendix 2) to identify tools/equiment, materials and PPE required • install a waterproof membrane • tile floor to create run off for water - to include one outlet, to be placed at either end or centre. You are expected to leave the work area tidy and to follow relevant environmental and relevant health and safety regulations.
Diagrams	Figure 5 - Longitudinal slope – page 35. Figure 6 – Channel tile – page 36.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
6.4	installed tiles to outlets and inlets	☐		
	installed membrane	☐		
6.4	formed inlets into floor tiling at correct height	☐		

Task grading rules	Task grade:
To award a **pass**: every activity in the checklist must be successfully achieved.	

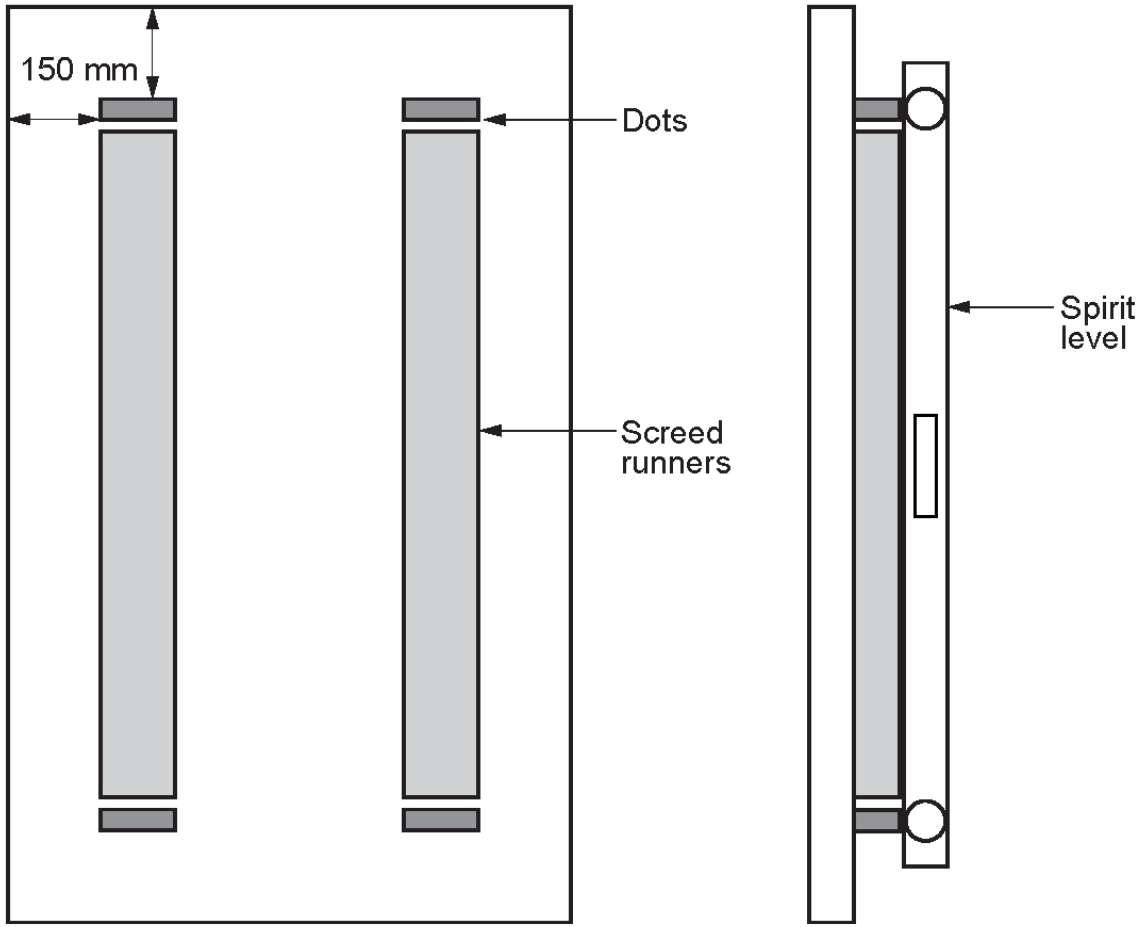
Assessor Signature & Date	

Unit 231 Preparing backgrounds for tiling

Task 1 Interpret information to select resources and set out and Task 2 Prepare backgrounds for tiling

Figure 1 Dot and screed

Requirements:
Area to be rendered must be a minimum of 2m^2.
All dots to be 150mm from edges and plumbed up using level of choice.
Screeds to be filled either vertical or horizontal.
When screeds are firm enough to have a straight edge on them, rest of area to be filled and finished off with a devil float or similar, with no voids.
Render to be true to British Standards ± 3mm.



Unit 231 Preparing backgrounds for tiling

Task 1 Interpret information to select resources and set out and Task 2 Prepare backgrounds for tiling

Figure 2 Dot and screed specification

Candidate to sign and date to confirm the specification is achievable and standards can be met. Assessor to countersign.

Specification	Correct	Action taken
Work area to be checked to assess suitability to attempt the task		
Tools to be selected and checked: must be fit for purpose		
Two different backgrounds from list. One existing, one new: Brick, block, concrete, manufactured boards		
Primers: use correct primer for the backgrounds chosen		
Area to be rendered must be a minimum of 2m²		
All dots to be 150mm from edges and plumbed using a level of your choice, placed as Figure 1		
Screeds to be filled either vertical or horizontal.		
When screeds are firm enough to have a straight edge on them, rest of area to be filled and finished off with a devil float or similar, with no voids.		
Scratch coat to be no less than 9mm thick		
Render is true to British Standards		
Floated finish, no voids		
Minimum thickness overall 12mm		
All edges to be cut and squared		
Work area to be left clean and tidy		
All tools to be returned to stores clean and fit for use		
Waste to be deposited in correct skip		
Any reusable materials to be recycled		

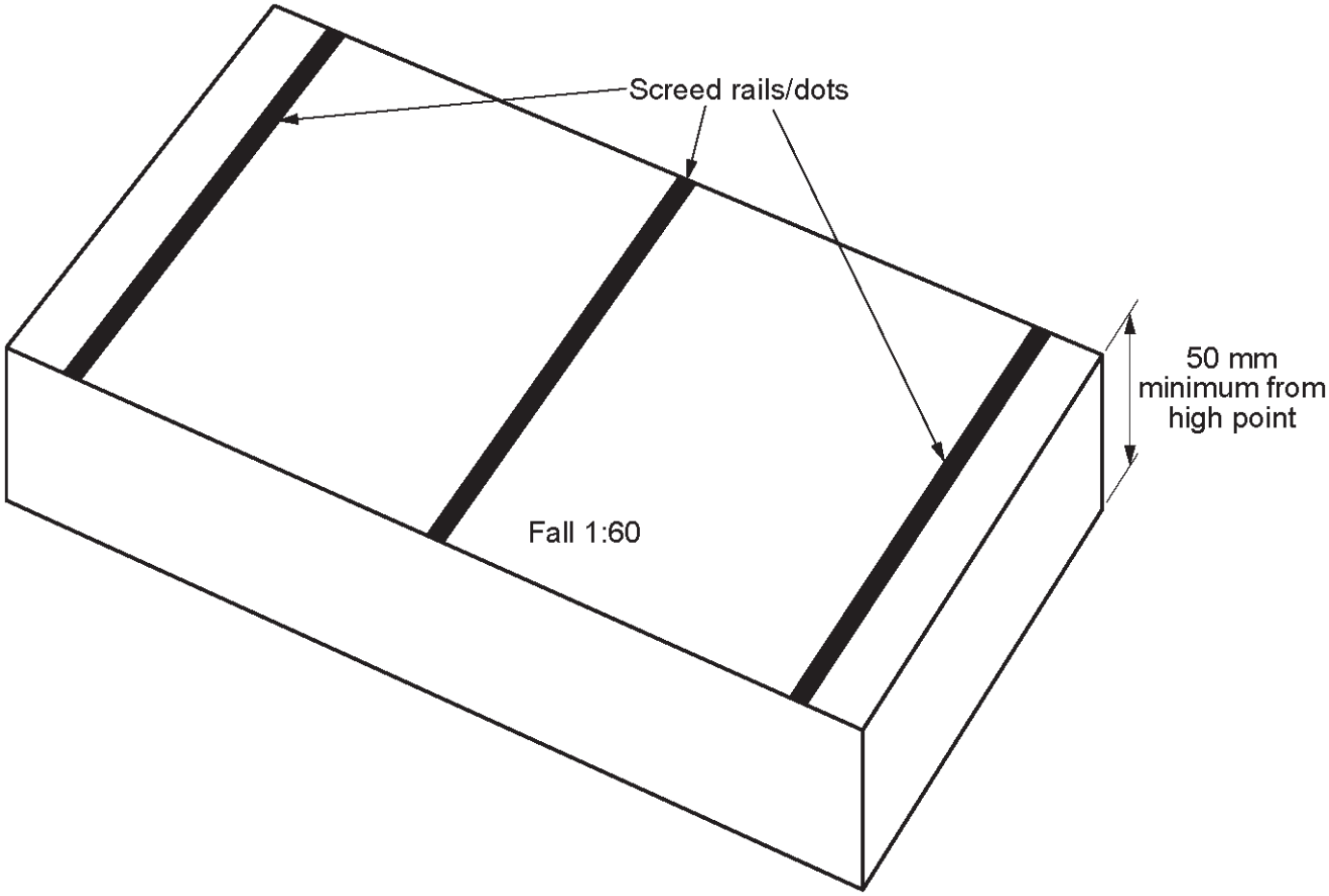
Candidate signature		Date	
Assessor signature		Date	

Unit 232 Forming sand and cement screeds

Task 1 Interpret information, select resources and prepare work area for laying screeds and Task 2 Prepare and lay screeds to levels and falls

Figure 1: Flat floor

Specification:
Drawing not to scale.
This is how the flooring **may** look.
2m^2 flat floor minimum.
Set screed rails/dots for the flat level screed, at 50mm from highest point.
Level to ± 3mm over 2m length.

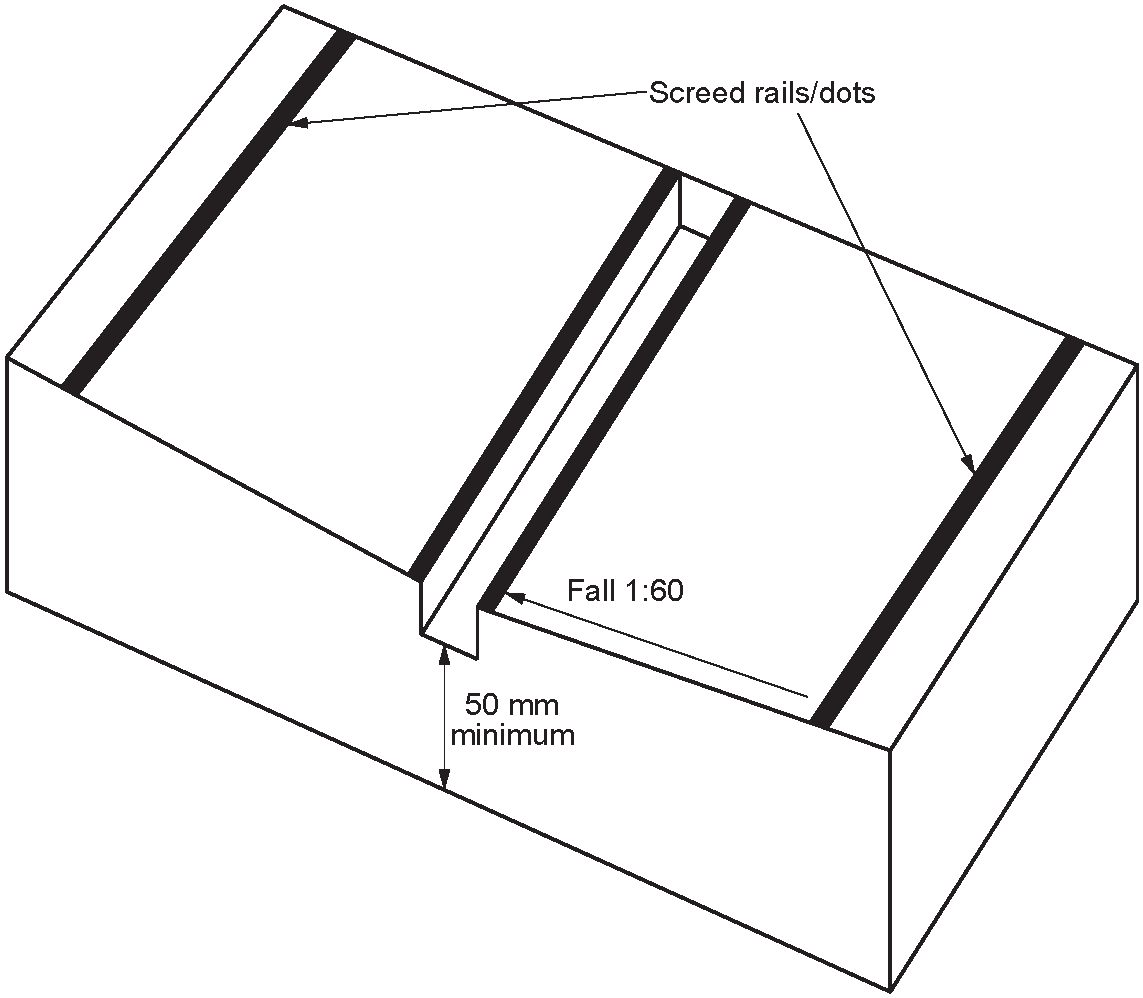


Unit 232 Forming sand and cement screeds

Task 1 Interpret information, select resources and prepare work area for laying screeds and Task 2 Prepare and lay screeds to levels and falls

Figure 2: Floor to falls

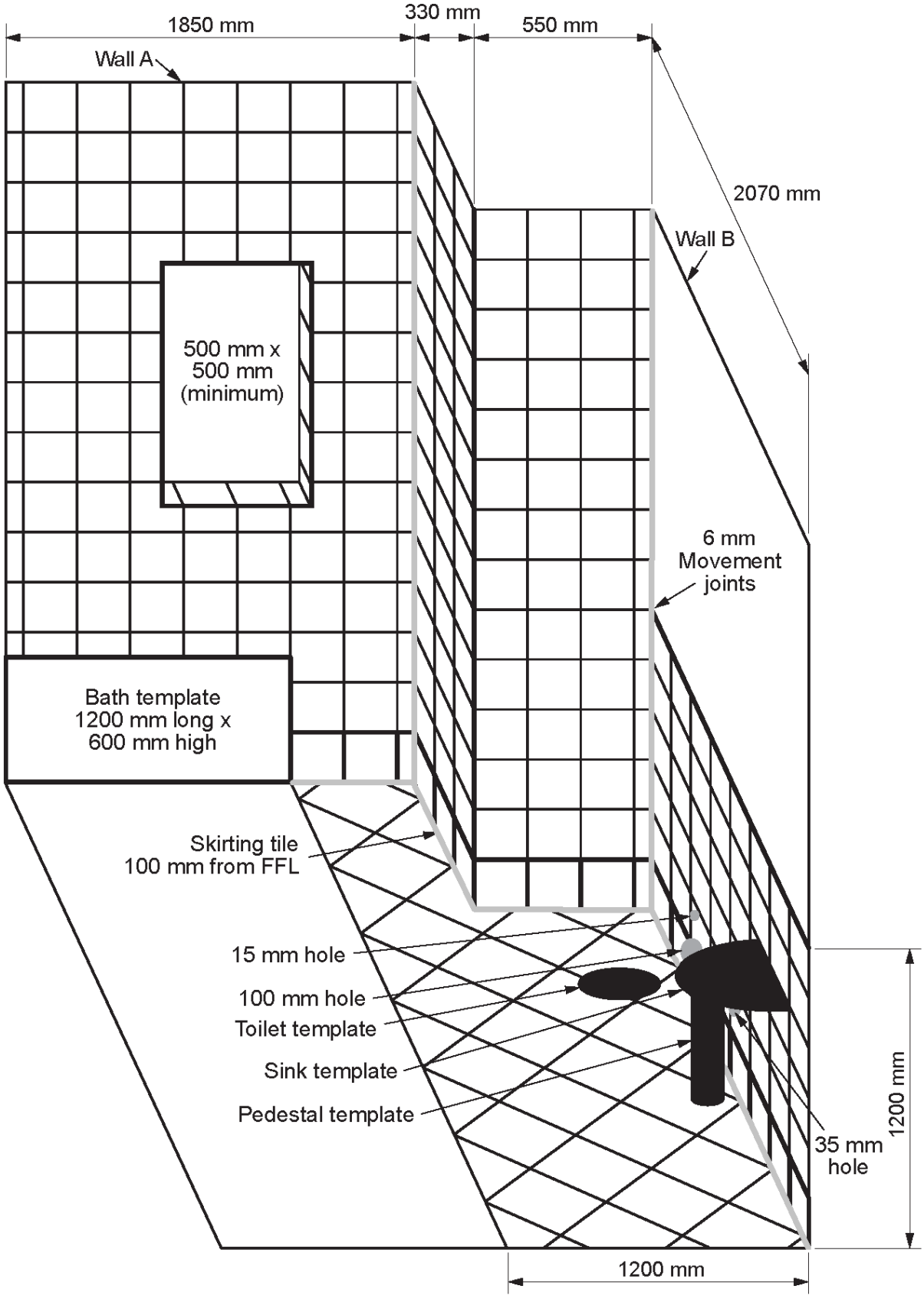
Specification:
Drawing not to scale.
This is how the flooring **may** look.
2m^2 floor to falls minimum.
Set screed rails/dots for flat level screed, at 50mm from highest point and 50mm from the lowest point of the gully.
All screed rails/dots must be removed and the voids filled and float finished.



Unit 233 Tile wall surfaces

Task 1 Interpret information to select resources for tiling walls and Task 2 Set out and fix tiles to wall surfaces

Figure 1 – Wall area - diagram



Unit 233 Tile wall surfaces

Task 1 Interpret information to select resources for tiling walls and Task 2 Set out and fix tiles to wall surfaces

Figure 1 – Wall area - specification

Specification:
Drawing is not to scale.
This is an **example** of what the area to be tiled will look like.
Wall A 2.0m high, Wall B not to exceed 1.2m from finished floor level
To fit in bay size: 2.400m x 1.200m x 2.400m
Total area to be a minimum of 7.94m^2 tiling including window reveals, soffit and cill with internal and external angles, using tile trims for external angles
Movement joints shown in grey
column size 330mm x 550mm
one window (minimum size 500mm by 500m), window can be on any wall
one bath template, one WC template, one basin template
sit on skirting tile 100mm above finished floor level, skirting to be flush with wall tiles, to include 6mm movement joint
tile size 150mm x 150mm, tile joints 2mm for walls and junction of tiles and trims

Unit 233 Tile wall surfaces

Task 1 Interpret information to select resources for tiling walls and Task 2 Set out and fix tiles to wall surfaces

Figure 2 - Skirting detail

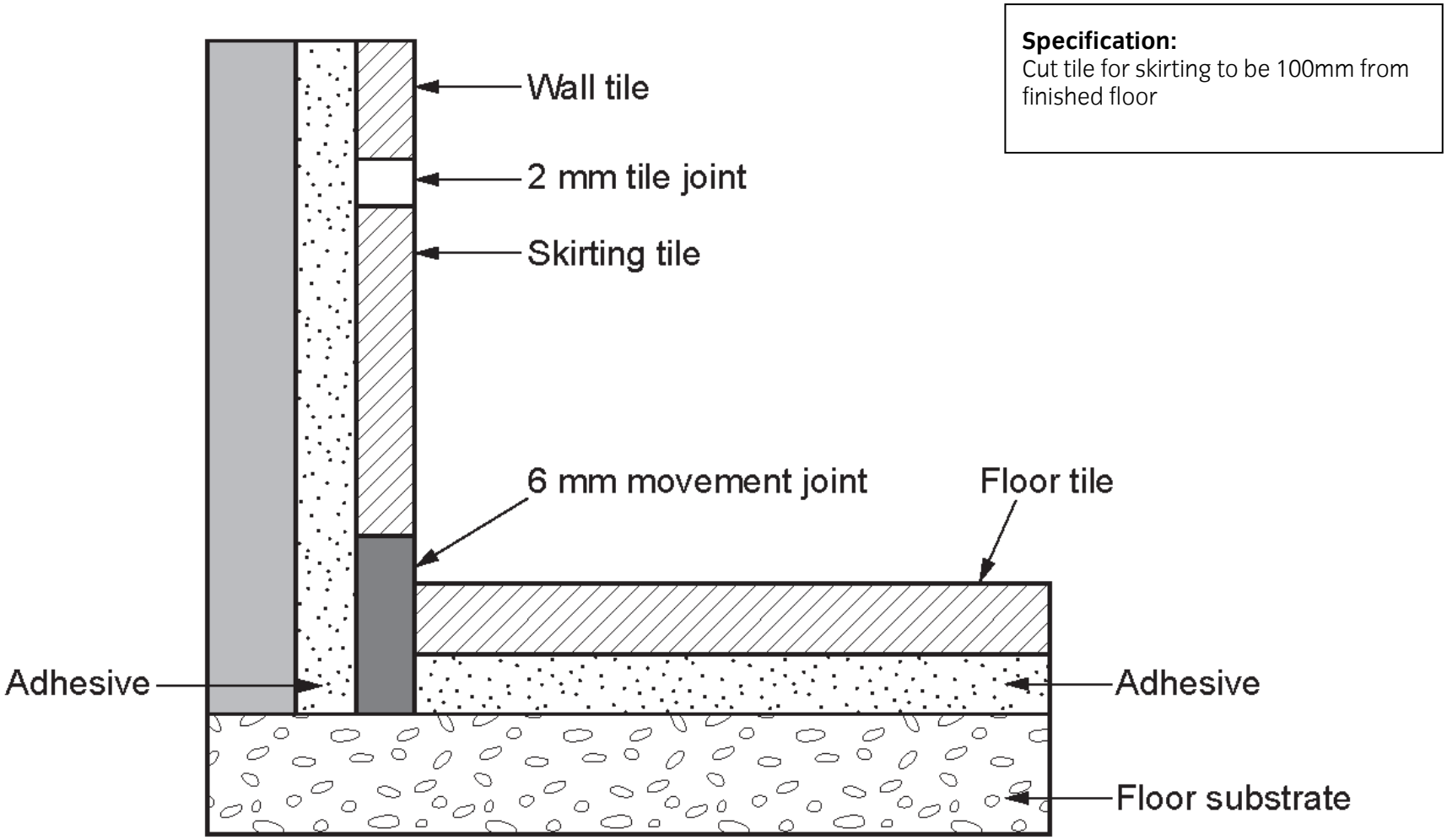
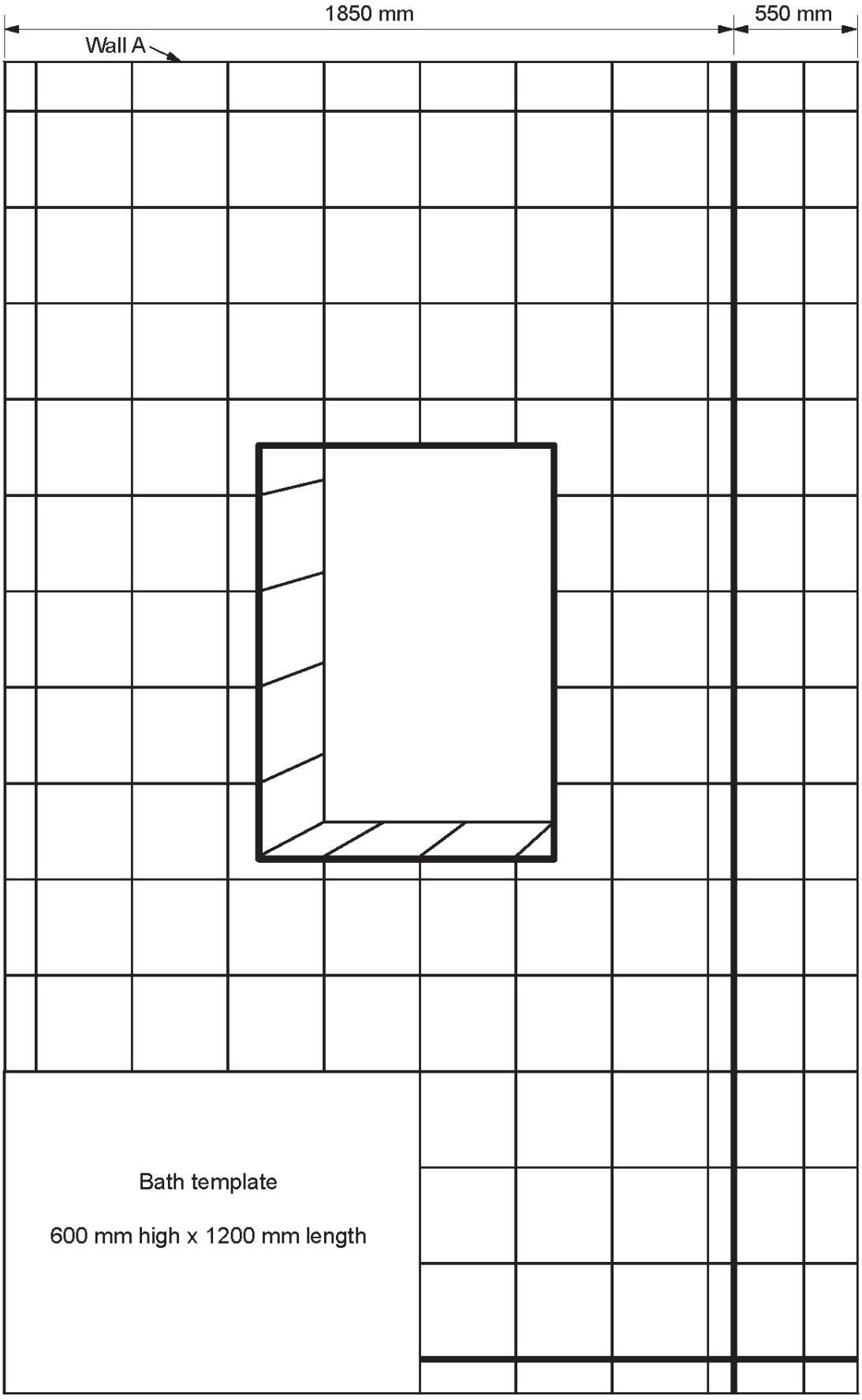


Figure 3: Window wall including pipe box

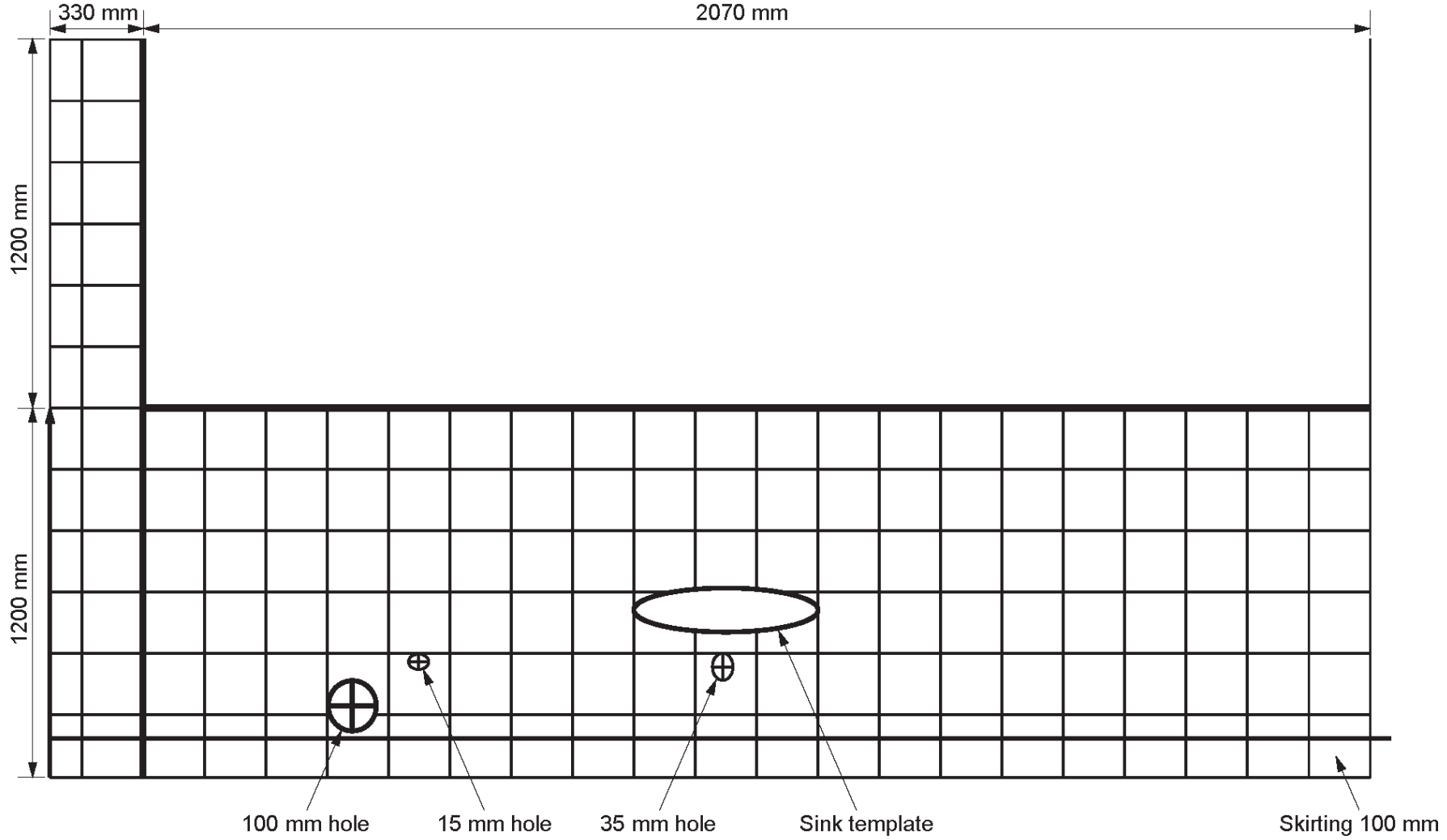


Unit 233 Tile wall surfaces

Task 2 Set out and fix tiles to wall surfaces

Figure 4: Wall B

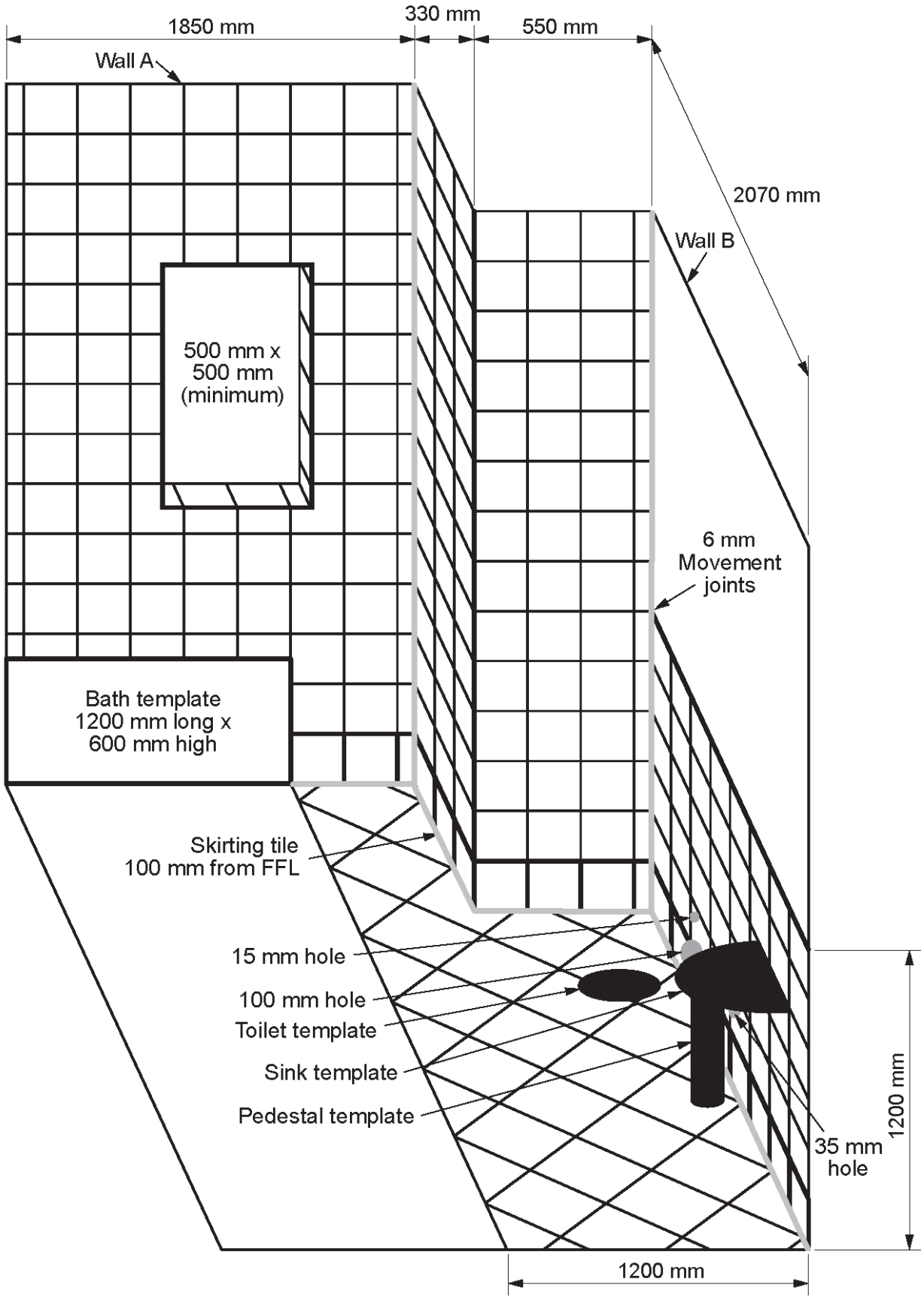
Specification:
Tiling **may** look like this.
Tile size 150mm x 150mm and joint size 2mm.
Skirting to be 100mm from finished floor level.



Unit 234 Tile floor surfaces

Task 1 Interpret information to select resources for tiling floors and Task 2 Install tiles to floor areas

Figure 1: Floor area – diagram



Unit 234 Tile floor surfaces

Task 1 Interpret information to select resources for tiling floors and Task 2 Install tiles to floor areas

Figure 1: Floor area – specification

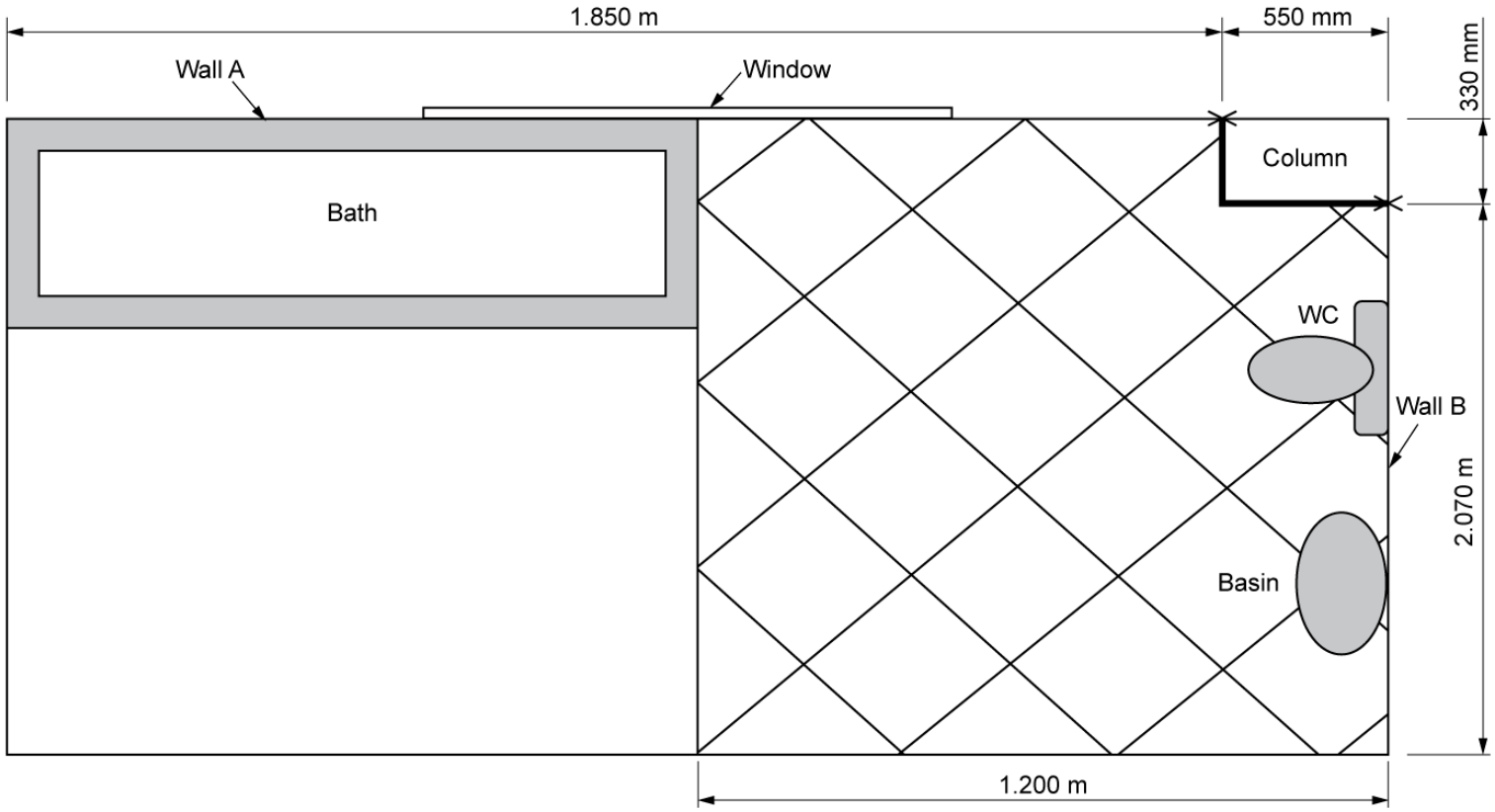
Specification:
Drawing is not to scale.
This is an **example** of what the area to be tiled will look like.
To fit in bay size: 2.400m x 1.200m x 2.400m
Floor area to be a minimum of 2.88m^2 (1.2m x 2.4m)
tile size 300mm x 300mm
set at 450 starting with half tiles
full and half tile to front and outside edge of floor
section to be marked out for bath
templates to be fixed for a toilet and pedestal
tile joint sizes 4mm
perimeter movement joints formed 6mm, shown in grey on diagram
top edge of the skirting to be 100mm and this to include a 6mm movement joint.

Unit 234 Tile floor surfaces

Task 1 Interpret information to select resources for tiling floors and Task 2 Install tiles to floor areas

Figure 2: Floor plan

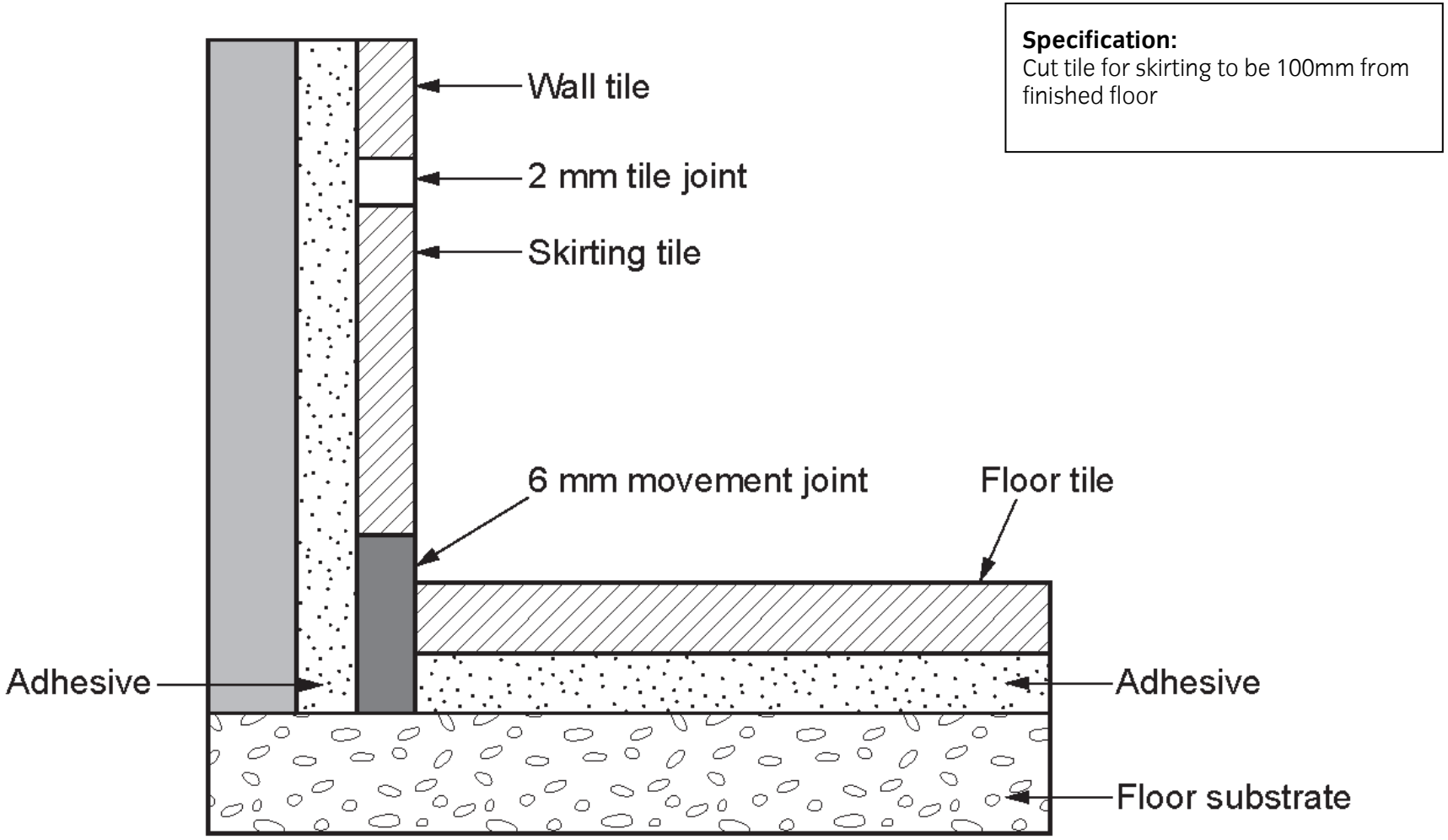
Specification:
Drawing is not to scale.
This is an **example** of what the area to be tiled will look like.
Floor area to be a minimum of 2.88m^2 (1.2m x 2.4m), Wall B 2.4m long
Column size 550mm x 330mm
Floor tiling 45^0 from front and outside edge of bay
Candidates to cut around toilet template, sink pedestal template, bath and column.



Unit 234 Tile floor surfaces

Task 1 Interpret information to select resources for tiling floors and Task 2 Install tiles to floor areas

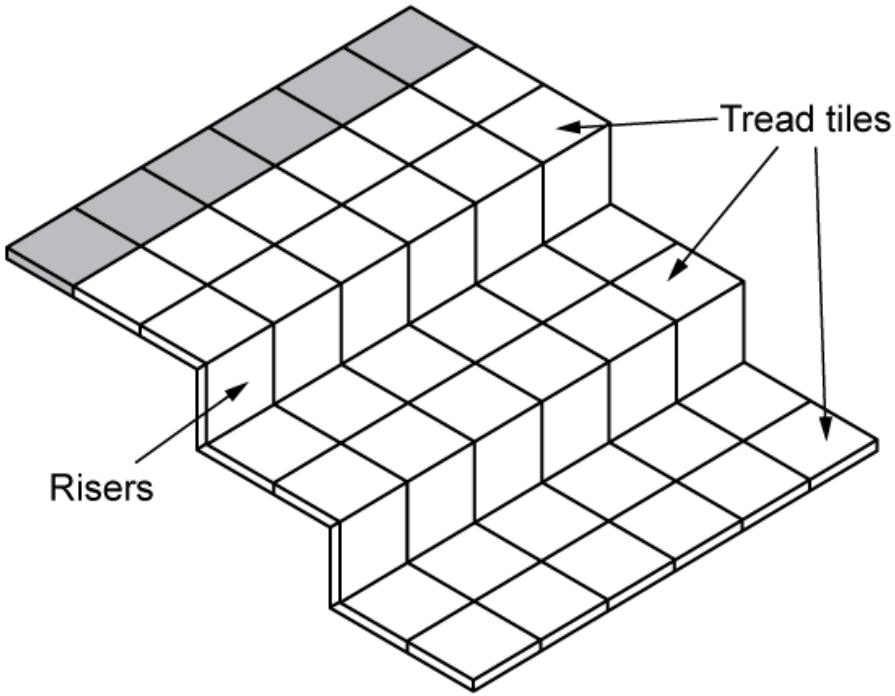
Figure 3: Skirting detail

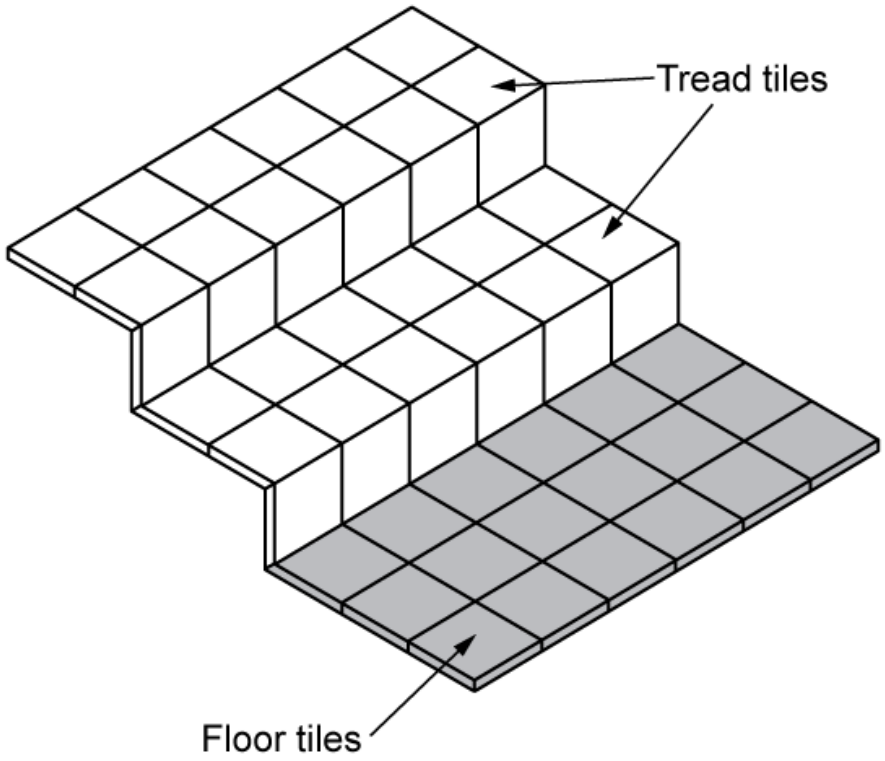


Unit 234 Tile floor surfaces
Task 3 Install tiles to stairways and landings

Figure 4: Stairs

Specification:
Drawing is **not** to scale.
This is an **example** of what the area to be tiled will look like.
Steps to include a **minimum** of two risers, two treads and two landings
Landings top and bottom 450mm length 1000mm width
Steps sizes 300mm, risers 175mm
Tile sizes 150mm x 150mm, must use floor tiles
Include tread tiles or trims
Joint sizes 5mm
Movement joints 6mm.



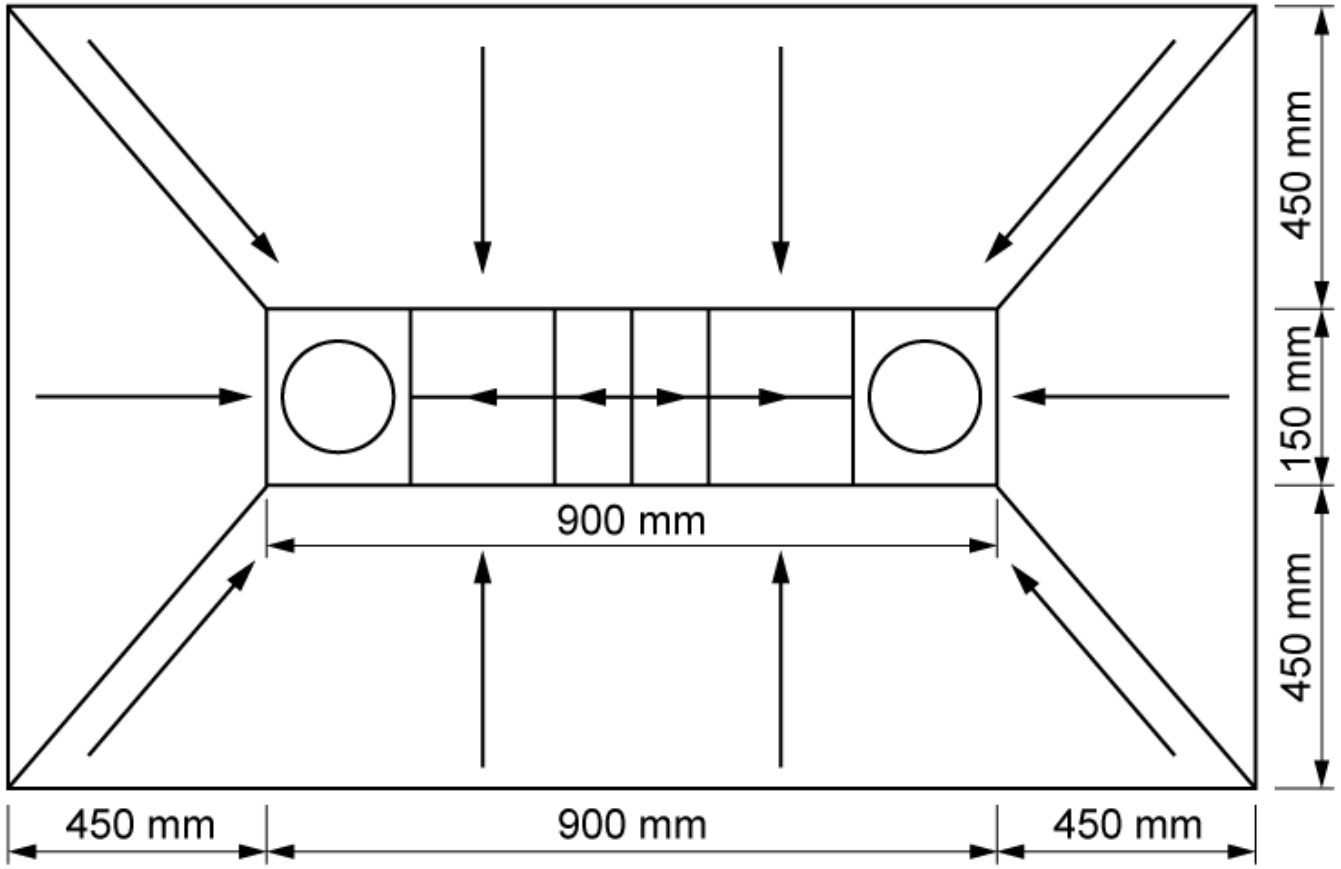


Unit 234 Tile floor surfaces

Task 4 Install tiles to outlets and inlets

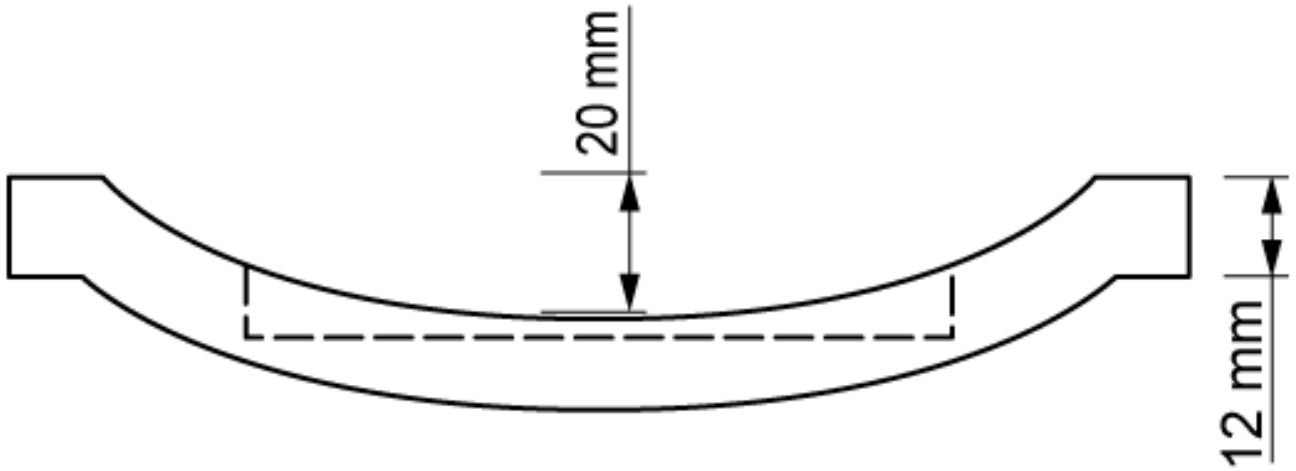
Figure 5: Longitudinal slope

Specification:
Tanking system includes tapes
150mm x 150mm channel tiles
Joint sizes 4mm



Longitudinal slope with rate of fall 1:60

Figure 6: Channel tile



Channel tiles

Appendix 1 – Risk assessment form

Unit / Task no		**Area or activity assessed:**	
Assessment date			
Persons who may be affected by the activity (ie are at risk)	**OPERATIVES:** **OTHERS:**		

SECTION 1: Identify Hazards - *Consider the activity or work area and identify if any of the hazards listed below are significant (tick the boxes that apply).*

1.	Fall of person (from work at height)		**6.**	Lighting levels		**11.**	Use of portable tools / equipment		**16.**	Radiation sources		**21.**	Condition of Buildings & glazing	
2.	Fall of objects		**7.**	Heating & ventilation		**12.**	Fixed machinery or lifting equipment		**17.**	Work with lasers		**22.**	Occupational stress	
3.	Slips, Trips & Housekeeping		**8.**	Layout , storage, space, obstructions		**13.**	Noise or Vibration		**18.**	Hazardous fumes, chemicals, dust		**23.**	Violence to staff / verbal assault	
4.	Manual handling operations		**9.**	Welfare facilities		**14.**	Fire hazards & flammable material		**19.**	Hazardous biological agent		**24.**	Lone working / work out of hours	
5.	Abrasive wheels		**10.**	Electrical Equipment		**15.**	Fieldtrips / field work		**20.**	Food preparation areas		**25.**	Other(s) - specify	

SECTION 2: Risk Controls - *For each hazard identified in Section 1, complete Section 2.*

Hazard No.	Hazard Description	Existing controls to reduce risk	**Risk Level** (tick one)			Further action needed to reduce risks *(provide timescales and initials of person responsible)*
			High	Med	Low	
1.						

Name of Writer		**SIGNED**		Number of continuation sheets used:	
Review date					

Risk Level: High = very likely, Medium = possible, Low = unlikely

Health and Safety Risk Assessments – Continuation Sheet

Unit / Task no	
Continuation sheet number:	1

SECTION 2 continued: Risk Controls

Hazard No.	Hazard Description	Existing controls to reduce risk	**Risk Level** (tick one)			Further action needed to reduce risks *(provide timescales and initials of person responsible for action)*
			High	Med	Low	
2.						
3.						
4.						
5.						

Appendix 2 – Resource checklist for candidates

Candidate name and date	

Minimum requirements are:

TOOLS/EQUIPMENT	Unit number Tick items required and quantity			
	231 Quantity	232 Quantity	233 Quantity	234 Quantity
MANUAL TILE CUTTING MACHINE				
WET SAW				
PANEL SAW				
JUNIOR HACKSAW				
MITRE BLOCK				
SERRATING TROWEL 6MM				
SERRATING TROWEL 10MM				
GAUGING TROWEL OR BUCKET TROWEL				
TILE NIPPERS (SNIPS/MOSAIC CUTTERS)				
TILING BREAKERS (APORTO CUTTERS)				
SEALANT GUN				
SQUEEGEE/GROUT FLOAT				
LOCHBOY AND HAMMER				
CLAW HAMMER				
LUMP HAMMER				
PIN HAMMER				
COLD CHISEL				
BOLSTER CHISEL				
TUNGSTEN TIPPED CUTTING CHISEL				
TILE FILE				
TILE SCRIBE				
RETRACTABLE UTILITY KNIFE				
SCISSORS				
CARBORUNDUM STONE				
600mm SPIRIT LEVEL				
1000mm SPIRIT LEVEL				
WATER LEVEL				
LASER LEVEL				
BUILDERS SQUARE / SET SQUARE				
STRAIGHT EDGE OR FEATHER EDGE				
TAPE MEASURE / RULER				
HAND BRUSH				
PENCILS				
MARKER PENS				

TOOLS/EQUIPMENT	Unit number Tick items required and quantity			
	231 Quantity	232 Quantity	233 Quantity	234 Quantity
PENCIL SHARPENER				
SPONGES				
WASH BOY AND SPONGE FLOAT				
CLEANING CLOTHS / POLISHING RAGS				
BUCKETS FOR MIXING PRODUCTS				
CHALK LINE				
STRING LINE				
PLUMB LINE				
MIXING PADDLE AND DRILL				
CEMENT MIXER				
FOLDING SQUARE				
WALL SCRAPER				
FLOOR SCRAPER				
CORDLESS DRILL/DRIVER				
SCREWDRIVERS				
RUBBER MALLET				
ROLLER AND TRAY				
DIAMOND FILES				
DIAMOND HOLE CUTTERS				
DUST PAN AND BRUSH				
SOFT BRISTLED BRUSH				
BATTENS				
CLEAN WATER				
CALCULATOR				
MOVING AND HANDLING AIDS				
WOOD/PLASTIC FLOAT				
BATTERY DRILL				
DUST SHEETS				
WORKING PLATFORM				
HAWK				
FLOATING TROWEL				
SCRATCH COMB				

MATERIALS	Unit number Tick items required and quantity			
	231 Quantity	232 Quantity	233 Quantity	234 Quantity
WALL TILE ADHESIVE (can be training adhesive)				
FLOOR TILE ADHESIVE (POWDER AND READY MIXED) (can be training adhesive)				
WALL GROUT				
FLOOR GROUT				
SEALANT				
NAILS/SCREWS				

MATERIALS	**Unit number** **Tick items required and quantity**			
	231 **Quantity**	**232** **Quantity**	**233** **Quantity**	**234** **Quantity**
PROTECTIVE SHEET MATERIALS				
TAPE TO SECURE MATERIALS				
TIMBER FOR USE AS GAUGE ROD				
PRIMERS				
ADMIXES				
BONDING AGENTS / SBR				
PVA				
STABILISERS				
LEVELLING / SMOOTHING COMPOUNDS				
WALL TILES				
FLOOR TILES				
TILE TRIMS				
MOVEMENT JOINTS				
TREAD TRIMS				
TREAD TILES				
CHANNEL TILES				
TANKING SYSTEM				
SPACER PEGS				
SAND / CEMENT				
SAND LIME				
GRIT/ SHARP SAND				
GULLY FORM				
DOTS/SCREED RAILS				

PPE	**Unit number** **Tick items required and quantity**			
	231 **Quantity**	**232** **Quantity**	**233** **Quantity**	**234** **Quantity**
KNEE PADS				
SAFETY GLASSES / EYE PROTECTION				
SAFETY GLOVES				
BARRIER CREAM				
OVERALLS				
DUST MASK				
EAR PROTECTION				
HARD HAT (CENTRE'S DISCRETION)				
SAFETY FOOTWEAR / BOOTS				
LUMBER SUPPORT				
HIGH VISIBILITY VEST				

Use for any calculations eg tiles, adhesive

Appendix 3 – Method statement

Project	Document no
Contractor	Assessor
Client	Date

1. Description of work

2. Supervisor responsible for work

3. Equipment to be used

Provision of suitable equipment, including:

- ☐ electric tile cutter
- ☐ appropriate size and type of cutting discs
- ☐ appropriate size and type of core drills and bits
- ☐ temporary power and water source (if nec)
- ☐ electric drills
- ☐ dust control equipment
- ☐ water control equipment
- ☐ other (specify in 8.)

4. Work area

Check with client in respect of:

- ☐ marking out of work
- ☐ location of live services
- ☐ safety of working area and control of access
- ☐ interface with other contractors
- ☐ compliance with health and safety procedures/plan

Arrange where appropriate:

- ☐ sequence of work (specify in 9.)
- ☐ background preparations
- ☐ cordoning and signage in the work area
- ☐ removal of debris

5. Installation/operation

- ☐ position tile cutting equipment
- ☐ fit cutting discs
- ☐ connect power and water
- ☐ make required cuts
- ☐ remove waste tiles from work area

All tiling to be carried out in accordance with the standards defined in The Tile Association's code of safe working practice

6. Operative(s) qualifications

7. Arrangements for instruction of operatives

8. Details of additional equipment required

9. Detailed sequence of work

Assessor signature and date

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