

# **Level 2 Diploma in Dry Lining (6713-23)**

**Task Manual**

September 2016 Version 1.2

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<b>Version and date</b>	<b>Change detail</b>	<b>Section</b>
1.2 September 2016	Added table for Authenticity and IQA/QC sampling	Practical task completion record
	Phone numbers deleted; City & Guilds Group paragraph updated	Final page

## 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)	
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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>	
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<b>Assessor name</b> (please print)		Signed	
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Date	
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# Instructions to candidates

## About this document

This *Practical task manual* contains all of the practical assessment for the 6713-23 Level 2 Diploma in Dry Lining.

## Practical tasks

These tasks allow you show your practical skills and are usually graded pass, merit or distinction – a few of the tasks 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. This will help you to prepare for other assessments or to retake the assessment if you need to.

# Unit 254 Install Suspended Ceiling Systems

## Task 1 Prepare to install ceiling systems

### Task coversheet

<b>Expected time</b>	1 hour
<b>Task instructions</b>	<p>Prepare to set out and install a metal furring ceiling system to a background area to contain a spotlight opening and an access panel opening.</p> <ul style="list-style-type: none"> <li>Using the working drawing and specification, calculate the required quantities of materials and components for the installation (2.1), and then identify the position of the spotlight opening and access panel opening (2.3).</li> <li>Interpret the risk assessment provided for the installation (2.2), and select the appropriate PPE (2.4).</li> <li>Select the suitable access equipment (2.8), metal components, fixings, tools (2.5), and sheet materials (2.6) for the installation.</li> <li>Prepare and protect the working and surrounding area for installation (2.7).</li> <li>Handle and store the materials and components required for installation according to manufacturer's guidance (2.10).</li> <li>Report any problems or issues to the authorised personnel (2.9).</li> </ul>
<b>Diagrams</b>	<p>Unit 254 Figure 1: Install Suspended Ceiling Systems – page 48</p> <p>Unit 254 Figure 2: Install Suspended Ceiling Systems – page 48</p>

### Assessment criteria checklist

No.	Criteria	Pass	Merit	Distinction
2.1	<p>calculated required quantities of materials from specifications and working drawings</p> <ul style="list-style-type: none"> <li>working drawing</li> <li>specification</li> </ul>	<input type="checkbox"/>		
2.2	<p>interpreted risk assessments for safely installing ceiling systems</p> <ul style="list-style-type: none"> <li>risk assessment</li> </ul>	<input type="checkbox"/>		
2.3	used drawings to identify the location of access panel and spotlight openings	<input type="checkbox"/>		
2.4	selected appropriate personal protective equipment (PPE)	<input type="checkbox"/>		
2.5	selected tools	<input type="checkbox"/>		
2.6	selected metal components, sheet materials and fixings	<input type="checkbox"/>		
2.7	prepared and protected working and surrounding areas	<input type="checkbox"/>		
2.8	selected access equipment for installing	<input type="checkbox"/>		

No.	Criteria	Pass	Merit	Distinction
2.9	reported problems to authorized personnel (if occurred) or answered question about reporting procedure correctly	<input type="checkbox"/>		
2.10	handled and stored materials in accordance with manufacturers' guidelines <ul style="list-style-type: none"> <li>• manufacturer's guidance</li> </ul>	<input type="checkbox"/>		

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

# Unit 254 Install Suspended Ceiling Systems

## Task 2 Set out and install ceiling systems

### Task coversheet

<b>Expected time</b>	6-8 hours
<b>Task instructions</b>	<p>Set out and install a metal furring ceiling system to a background area to contain a spotlight opening and an access panel opening.</p> <ul style="list-style-type: none"> <li>• Use appropriate PPE for installing ceiling systems (2.4) and carry out work in line with current health and safety legislation and guidance (4.1).</li> <li>• Set up access equipment to the appropriate working height (if required) (4.2).</li> <li>• Set out metal furring suspended ceiling system (4.3).</li> <li>• Install metal furring suspended ceiling system (4.4)</li> <li>• Set out and form the access panel opening according to drawing and specification (4.3).</li> <li>• Fix plasterboard to metal furring suspended ceiling system (4.5)</li> <li>• Set out and cut the spotlight opening according to drawing and specification (4.3).</li> <li>• Leave work area clean and tidy on completion of work (4.6) and dispose of waste in accordance with legislation and official guidance (4.7).</li> </ul>
<b>Diagrams</b>	Unit 254      Figure 1: Install Suspended Ceiling Systems – page 48 Unit 254      Figure 2: Install Suspended Ceiling Systems – page 48

### Assessment criteria checklist

No.	Criteria	Pass	Merit	Distinction
4.1	carried out work in line with current health and safety legislation and guidance	<input type="checkbox"/>		
4.2	had set up access equipment to the appropriate working height (if required)	<input type="checkbox"/>		
4.3	had set out metal furring suspended ceiling system	<input type="checkbox"/> level of datum point accurate around walls within 7-9 mm within 1800 mm	<input type="checkbox"/> within 4-6 mm within 1800 mm	<input type="checkbox"/> within 0-3 mm within 1800 mm
		<input type="checkbox"/> hangers set out to correct centres according to manufacturer's guidance		

No.	Criteria	Pass	Merit	Distinction
4.4	installed metal furring suspended ceiling system	<input type="checkbox"/> perimeter channels fixed to correct centres		
		<input type="checkbox"/> perimeter channels level within 7-9 mm within 1800 mm	<input type="checkbox"/> within 4-6 mm within 1800 mm	<input type="checkbox"/> within 0-3 mm within 1800 mm
		<input type="checkbox"/> hangers formed according to manufacturer's guidance		
		<input type="checkbox"/> hangers installed according to manufacturer's guidance		
		<input type="checkbox"/> bearers cut to size according to drawing		
		<input type="checkbox"/> bearers installed at 1200 mm maximum centres and according to manufacturer's guidance		
		<input type="checkbox"/> metal furrings cut to size according to drawing		
		<input type="checkbox"/> metal furrings installed at 400 or 450 mm maximum centres and according to manufacturer's guidance		

No.	Criteria	Pass	Merit	Distinction
		<input type="checkbox"/> ceiling is level diagonally across from point A to C and B to D, within 7-9 mm within 1800 mm	<input type="checkbox"/> within 4-6 mm within 1800 mm	<input type="checkbox"/> within 0-3 mm within 1800 mm
2.4	used appropriate PPE for installing ceiling systems	<input type="checkbox"/>		
4.3	had set out and formed the access panel opening according to drawing and specification	<input type="checkbox"/> access panel opening constructed accurately (drawing and specification), according to manufacturer's guidance		
		<input type="checkbox"/> access panel opening measured and positioned accurately (to drawing and specification), in ceiling within 7-9 mm	<input type="checkbox"/> within 4-6 mm	<input type="checkbox"/> within 0-3 mm
		<input type="checkbox"/> access panel opening is square and with a 7-9 mm tolerance around each side of the opening	<input type="checkbox"/> with a 4-6 mm tolerance	<input type="checkbox"/> with a 0-3 mm tolerance
4.5	fixed plasterboard to metal furring suspended ceiling system	<input type="checkbox"/> boards measured, cut, fixed, staggered and aligned correctly		
		<input type="checkbox"/> used correct fixings at correct centres	<input type="checkbox"/> all fixings to correct depths	
		<input type="checkbox"/> all gaps in joints between 4-5 mm	<input type="checkbox"/> between 2-3 mm	<input type="checkbox"/> butted joints

No.	Criteria	Pass	Merit	Distinction
		<input type="checkbox"/> boards cut around access opening to size	<input type="checkbox"/> cut board finished neatly (no rips or torn paper)	
4.3	had set out and cut the spotlight opening according to drawing and specification	<input type="checkbox"/> spotlight opening measured and positioned accurately (to drawing and specification), in ceiling within 7-9 mm	<input type="checkbox"/> in ceiling within 4-6 mm	<input type="checkbox"/> in ceiling within 0-3 mm
		<input type="checkbox"/> spotlight opening cut to correct size	<input type="checkbox"/> cut board finished neatly (no rips or torn paper)	
4.6	left area clean and tidy on completion of work	<input type="checkbox"/>		
4.7	disposed of <b>waste</b> in accordance with legislation and official guidance	<input type="checkbox"/>		

Task grading rules	Task grade:
Every activity in the checklist must be successfully achieved to award a <b>pass</b> grade.	
In addition to the above, <b>9 out of 10</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard to award a <b>merit</b> grade.	
In addition to both of the above, <b>6 out of 7</b> graded activities in the checklist must be achieved to <b>at least</b> a distinction standard to award a <b>distinction</b> grade.	
<b>Assessor Name</b>	
<b>Assessor Signature</b>	
<b>Date</b>	

## Unit 255 Install Partitions

### Task 1 Prepare to install a metal stud partition

#### Task coversheet

<b>Expected time</b>	1 hour
<b>Task instructions</b>	<p>Prepare to install a metal stud partition fixed off a solid wall or off a floor (which has a window opening, junction, door opening and fixing provision for a radiator).</p> <ul style="list-style-type: none"> <li>Using the working drawing and specification, calculate the required quantities of materials and components for the installation (2.1), and then identify the position of the fixing provision for the radiator (2.3).</li> <li>Interpret the risk assessment provided for the installation (2.2), and select the appropriate PPE (2.4).</li> <li>Select the tools (2.5), metal components, sheet materials, fixings (2.6) and suitable access equipment (2.8) for the installation.</li> <li>Prepare and protect the working and surrounding area for the installation (2.7).</li> <li>Handle and store the materials and components required for the installation according to manufacturer's guidance (2.10).</li> <li>Report any problems or issues to the authorised personnel (2.9).</li> </ul>
<b>Diagrams</b>	Unit 255      Figure 1: Install Partitions – page 50

#### Assessment criteria checklist

No.	Criteria	Pass	Merit	Distinction
2.1	calculated required quantities of materials from specifications and working drawings <ul style="list-style-type: none"> <li>working drawing</li> <li>specification</li> </ul>	<input type="checkbox"/>		
2.2	interpreted risk assessments for safely installing partitions <ul style="list-style-type: none"> <li>risk assessment</li> </ul>	<input type="checkbox"/>		
2.3	used drawings to identify the position of the fixing provision for the radiator	<input type="checkbox"/>		
2.4	selected appropriate personal protective equipment (PPE) for installing partitions	<input type="checkbox"/>		
2.5	selected tools for installing partitions	<input type="checkbox"/>		
2.6	selected metal components, sheet materials and fixings for installing partitions	<input type="checkbox"/>		
2.7	prepared and protected working and surrounding areas	<input type="checkbox"/>		
2.8	selected access equipment for installing partitions	<input type="checkbox"/>		

No.	Criteria	Pass	Merit	Distinction
2.9	reported problems to authorised personnel (if occurred) or answered question about reporting procedure correctly	<input type="checkbox"/>		
2.10	handled and stored materials in accordance with manufacturers' guidance <ul style="list-style-type: none"> <li>manufacturers' guidance</li> </ul>	<input type="checkbox"/>		

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

## Unit 255 Install Partitions

### Task 2 Set out and install a metal stud partition

#### Task coversheet

<b>Expected time</b>	8 hours
<b>Task instructions</b>	<p>Install a metal stud partition fixed off a solid wall or off a floor (which has a window opening, junction, door opening and fixing provision for a radiator).</p> <ul style="list-style-type: none"> <li>• Use appropriate PPE for installing the partition (2.4) and carry out work in line with current health and safety legislation and guidance (4.1).</li> <li>• Set up access equipment to the appropriate working height (if required) (4.2).</li> <li>• Set out and install a metal stud partition as indicated in drawing, to accommodate for a fixing provision for a radiator, junction, door and window opening (4.3).</li> <li>• Fix plasterboard to both sides of partition and window reveals (4.4).</li> <li>• Install junction partition and fix plasterboard to both sides.</li> <li>• Leave work area clean and tidy on completion of work (4.5) and dispose of waste in accordance with legislation and official guidance (4.6).</li> </ul>
<b>Diagrams</b>	Unit 255 Figure 1: Install Partitions – page 50

#### Assessment criteria checklist

No.	Criteria	Pass	Merit	Distinction	
4.1	carried out work in line with current health and safety legislation and guidance	<input type="checkbox"/>			
4.2	had set up access equipment to the appropriate working height	<input type="checkbox"/>			
4.3	had set out and installed metal stud partition as indicated in drawing to accommodate for a fixing provision for a radiator, junction, door and window opening	<input type="checkbox"/>			
		floor channels, door opening and junction set out in line with drawing			
		<input type="checkbox"/>	floor channels cut up to $\pm 6$ mm and fixed in line with drawing	<input type="checkbox"/>	cut up to $\pm 4$ mm
<input type="checkbox"/>	ceiling channels cut and fixed, plumbed up from floor channels $\pm 7$ mm	<input type="checkbox"/>	plumbed up from floor channels $\pm 5$ mm	<input type="checkbox"/>	plumbed up from floor channels $\pm 3$ mm

No.	Criteria	Pass	Merit	Distinction
		<input type="checkbox"/> metal studs cut to size and set out to form window and door openings		
		<input type="checkbox"/> window opening head and sill channels extended down/up the stud to a minimum of 150 mm	<input type="checkbox"/> two fixings either side of each stud	
		<input type="checkbox"/> window opening width measured across centre within 8-10 mm	<input type="checkbox"/> within 4-7 mm	<input type="checkbox"/> within 0-3 mm
		<input type="checkbox"/> window opening height within 8-10 mm	<input type="checkbox"/> within 4-7 mm	<input type="checkbox"/> within 0-3 mm
		<input type="checkbox"/> door opening head channels extended down the stud to a minimum of 150 mm	<input type="checkbox"/> two fixings either side of each stud	
		<input type="checkbox"/> door opening floor channel extended up the stud to a minimum of 300	<input type="checkbox"/> four fixings at the foot of the stud	
		<input type="checkbox"/> door opening width measured across centre within 8-10 mm	<input type="checkbox"/> within 4-7 mm	<input type="checkbox"/> within 0-3 mm
		<input type="checkbox"/> door opening height within 8-10 mm	<input type="checkbox"/> within 4-7 mm	<input type="checkbox"/> within 0-3 mm

No.	Criteria	Pass	Merit	Distinction
		<input type="checkbox"/> individual studs installed according to manufacturer's guidance on centres		
		<input type="checkbox"/> provision for fixing radiator installed in line with drawing		
		<input type="checkbox"/> stud (nib) installed to form junction to project outwardly to correct dimensions		
		<input type="checkbox"/> junction partition installed square along top and bottom $\pm 5$ mm within 1.8 m	<input type="checkbox"/> $\pm 3$ mm within 1.8 m	
		<input type="checkbox"/> junction partition return end plumb $\pm 3$ mm within 1.8 m	<input type="checkbox"/> $\pm 3$ mm within 1.8 m	
4.4	fixed plasterboard to both sides of partition and window reveals (including junction partition)	<input type="checkbox"/> boards measured, cut, fixed and aligned correctly		
		<input type="checkbox"/> used correct fixings at correct centres	<input type="checkbox"/> all fixings to correct depths	
		<input type="checkbox"/> all gaps in joints and angles between 3-5 mm	<input type="checkbox"/> between 2-3 mm	<input type="checkbox"/> butted joints and bound edged external angles

No.	Criteria	Pass	Merit	Distinction
4.3 4.4	installed junction partition and fixed plasterboard to both sides <i>(use checklist in row above for 4.4)</i>	<input type="checkbox"/> junction fixed, to back up stud (if required), to correct dimension		
		<input type="checkbox"/> partition installed plumb ± 8 mm within 1.8 m	<input type="checkbox"/> ± 5 mm within 1.8 m	<input type="checkbox"/> ± 3 mm within 1.8 m
2.4	used appropriate PPE for installing the partition	<input type="checkbox"/>		
4.5	left area clean and tidy on completion of work	<input type="checkbox"/>		
4.6	disposed of waste in accordance with legislation and official guidance	<input type="checkbox"/>		

Task grading rules	Task grade:
Every activity in the checklist must be successfully achieved to award a <b>pass</b> grade.	
In addition to the above, <b>12 out of 14</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard to award a <b>merit</b> grade.	
In addition to both of the above, <b>7 out of 8</b> graded activities in the checklist must be achieved to <b>at least</b> a distinction standard to award a <b>distinction</b> grade.	
<b>Assessor Name</b>	
<b>Assessor Signature</b>	
<b>Date</b>	

## Unit 256 Prepare to install wall linings and encasement systems

### Task 1 Prepare to install a wall lining to a solid background and an encasement system to a beam

#### Task coversheet

<b>Expected time</b>	1 hour and 30 minutes
<b>Task instructions</b>	<p>Prepare to install a wall lining to a solid background (which has a window opening, pipework and access panel), and an encasement system to a beam.</p> <ul style="list-style-type: none"> <li>Using the working drawing and specification, calculate the required quantities of materials and components for the installations (2.1), and then identify the position of the pipework and access panel opening (2.3).</li> <li>Interpret the risk assessment provided for the installations (2.2), and select the appropriate PPE (2.4).</li> <li>Select the tools (2.5), components, sheet materials (2.6) and suitable access equipment (2.8) for the installations.</li> <li>Prepare and protect the working and surrounding area for installations (2.7).</li> <li>Handle and store the materials and components required for installations according to manufacturer's guidance (2.10).</li> <li>Report any problems or issues to the authorised personnel (2.9).</li> </ul>
<b>Diagrams</b>	<p>Unit 256 Figure 1: Prepare to Install Wall Linings and Encasement Systems – page 51</p> <p>Unit 256 Figure 2: Prepare to Install Wall Linings and Encasement Systems – page 51</p> <p>Unit 256 Figure 3: Prepare to Install Wall Linings and Encasement Systems – page 52</p>

#### Assessment criteria checklist

No.	Criteria	Pass	Merit	Distinction
2.1	calculated required quantities of materials from specifications and working drawings <ul style="list-style-type: none"> <li>working drawing</li> <li>specification</li> </ul>	<input type="checkbox"/>		
2.2	interpreted risk assessments for safely installing wall linings and encasement systems <ul style="list-style-type: none"> <li>risk assessment</li> </ul>	<input type="checkbox"/>		
2.3	used drawings to identify the location of access panels and pipework	<input type="checkbox"/>		
2.4	selected (and used) appropriate personal protective equipment (PPE) for installing wall linings and encasement systems	<input type="checkbox"/>		

No.	Criteria	Pass	Merit	Distinction
2.5	selected tools for installing wall linings and encasement systems	<input type="checkbox"/>		
2.6	selected components, sheet materials and fixings for installing wall linings and encasement systems	<input type="checkbox"/>		
2.7	prepared and protected working and surrounding areas	<input type="checkbox"/>		
2.8	selected access equipment for installing wall linings and encasement systems	<input type="checkbox"/>		
2.10	handled and stored materials in accordance with manufacturers' guidance <ul style="list-style-type: none"> <li>• manufacturers' guidance</li> </ul>	<input type="checkbox"/>		
2.9	reported problems to authorised personnel (if occurred) or answered question about reporting procedure correctly	<input type="checkbox"/>		

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

## Unit 256 Prepare to install wall linings and encasement systems

### Task 2 Set out and install a wall lining to a solid background and an encasement system to a beam

#### Task coversheet

<b>Expected time</b>	10 hours and 30 mins
<b>Task instructions</b>	<p>Set out and install a wall lining to a solid background (which has a window opening, pipework and access panel), and an encasement system to a beam.</p> <ul style="list-style-type: none"> <li>• Use appropriate PPE for installing wall linings and encasement systems (2.4) and carry out work in line with current health and safety legislation and guidance (4.1).</li> <li>• Set up access equipment to the appropriate working height (if required) (4.2).</li> <li>• Set out to include pipework, window opening and access panel and install wall linings and framed encasement system (4.3).</li> <li>• Install sheet material according to specification.</li> <li>• Leave work area clean and tidy on completion of work (4.4) and dispose of waste in accordance with legislation and official guidance (4.5).</li> </ul>
<b>Diagrams</b>	<p>Unit 256 Figure 1: Prepare to Install Wall Linings and Encasement Systems – page 51</p> <p>Unit 256 Figure 2: Prepare to Install Wall Linings and Encasement Systems – page 51</p> <p>Unit 256 Figure 3: Prepare to Install Wall Linings and Encasement Systems – page 52</p>

#### Assessment criteria checklist

No.	Criteria	Pass	Merit	Distinction
2.4	used appropriate PPE for installing wall linings and encasement systems	<input type="checkbox"/>		
4.1	carried out work in line with current health and safety legislation and guidance	<input type="checkbox"/>		
4.2	had set up access equipment to the appropriate working height (if required)	<input type="checkbox"/>		
4.3	had set out to include pipework and access panel and window opening and installed wall linings and framed encasement system	<input type="checkbox"/> metal furrings cut to size to fit between floor and ceiling channels		

No.	Criteria	Pass	Merit	Distinction
		<input type="checkbox"/> metal furrings fixed according to manufacturer's guidance		
		<input type="checkbox"/> brackets fixed level and to correct centres		
		<input type="checkbox"/> brackets fixed to wall securely, and vertically inline, according to manufacturer's guidance		
		<input type="checkbox"/> metal furring cut to size and fixed to brackets securely and plumb to 7-9 mm within 1.8 m	<input type="checkbox"/> to 4-6 mm within 1.8 m	<input type="checkbox"/> to 0-3 mm within 1.8 m
		<input type="checkbox"/> metal furrings fixed to floor and ceiling channels at window opening		
		<input type="checkbox"/> window opening head and sill channels extended down/up the stud to a minimum of 150 mm	<input type="checkbox"/> two fixings either side of each stud	
		<input type="checkbox"/> 1 window reveal or soffit return plumb and square with equal margins	<input type="checkbox"/> 2 window reveals or soffit returns plumb and square with equal margins	<input type="checkbox"/> 3 window reveals/soffit returns plumb/level and square with equal margins

No.	Criteria	Pass	Merit	Distinction
		<input type="checkbox"/> clips fixed to beam, and metal furrings attached correctly, according to manufacturer's guidance		
		<input type="checkbox"/> metal furrings cut and fixed securely to size, to form the access panel opening		
4.3	installed sheet material according to specification	<input type="checkbox"/> boards measured, cut, fixed and aligned correctly		
		<input type="checkbox"/> used correct fixings at correct centres	<input type="checkbox"/> all fixings to correct depths	
		<input type="checkbox"/> all gaps in joints and angles between 4-5 mm	<input type="checkbox"/> between 2-3 mm	<input type="checkbox"/> butted joints and bound edged external angles
		<input type="checkbox"/> access panel opening cut to correct size	<input type="checkbox"/> cut board finished neatly (no rips or torn paper)	
		<input type="checkbox"/> pipework opening measured and positioned accurately (to drawing and specification), in wall within 7-9 mm	<input type="checkbox"/> in wall within 4-6 mm	<input type="checkbox"/> in wall within 0-3 mm
		<input type="checkbox"/> pipework opening cut to correct size	<input type="checkbox"/> cut board finished neatly (no rips or torn paper)	

No.	Criteria	Pass	Merit	Distinction
4.4	left work area clean and tidy on completion of work	<input type="checkbox"/>		
4.5	disposed of waste in accordance with legislation and official guidance	<input type="checkbox"/>		

Task grading rules	Task grade:
Every activity in the checklist must be successfully achieved to award a <b>pass</b> grade.	
In addition to the above, <b>7 out of 8</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard to award a <b>merit</b> grade.	
In addition to both of the above, all <b>4</b> graded activities in the checklist must be achieved to <b>at least</b> a distinction standard to award a <b>distinction</b> grade.	
<b>Assessor Name</b>	
<b>Assessor Signature</b>	
<b>Date</b>	

# Unit 257 Fix sheet materials using direct bond method

## Task 1 Prepare to install plasterboards using direct bond method

### Task coversheet

<b>Expected time</b>	1 hour
<b>Task instructions</b>	<p>Prepare to install and fix plasterboards using direct bond method to a background area with a window opening, electrical socket (backbox) opening and a pier.</p> <ul style="list-style-type: none"> <li>Using the working drawing and specification, calculate the required quantities of materials for the installation (2.1) and identify the location of the electrical socket (backbox) opening (2.4)</li> <li>Interpret the risk assessment provided for the installation (2.2), and select the appropriate PPE (2.5).</li> <li>Assess the suitability of the background for receiving direct bond adhesive (2.3)</li> <li>Select the suitable access equipment (2.8), and tools and equipment (2.6) for the installation.</li> <li>Prepare and protect the working and surrounding area for installation (2.7).</li> <li>Handle and store the materials required for installation according to manufacturer's guidance (2.10).</li> <li>Report any problems or issues to the authorised personnel (2.9).</li> </ul>
<b>Diagrams</b>	<p>Unit 257 Figure 1: Fix Sheet Materials Using Direct Bond Method – page 54</p> <p>Unit 257 Figure 2: Fix Sheet Materials Using Direct Bond Method – page 54</p>

### Assessment criteria checklist

No.	Criteria	Pass	Merit	Distinction
2.1	calculated required quantities of materials from specifications and working drawings <ul style="list-style-type: none"> <li>specification</li> <li>working drawings</li> </ul>	<input type="checkbox"/>		
2.2	interpreted risk assessments for safely fixing plasterboards using direct bond <ul style="list-style-type: none"> <li>risk assessments</li> </ul>	<input type="checkbox"/>		
2.3	assessed the suitability of the background prior to installing plasterboard using direct bond method <ul style="list-style-type: none"> <li>manufacturer's guidance</li> </ul>	<input type="checkbox"/>		
2.4	used drawings to identify the location of services <ul style="list-style-type: none"> <li>working drawings</li> </ul>	<input type="checkbox"/>		
2.5	selected appropriate personal protective equipment (PPE)	<input type="checkbox"/>		

No.	Criteria	Pass	Merit	Distinction
2.6	selected tools and equipment to install plasterboards	<input type="checkbox"/>		
2.7	prepared and protected working and surrounding areas	<input type="checkbox"/>		
2.8	selected access equipment for installing plasterboards	<input type="checkbox"/>		
2.9	reported problems when mixing, selecting and fixing materials (if occurred) or answered question about reporting procedure correctly	<input type="checkbox"/>		
2.10	handled and stored materials in accordance with manufacturers' guidelines <ul style="list-style-type: none"> <li>manufacturers' guidance</li> </ul>	<input type="checkbox"/>		

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

## Unit 257 Fix sheet materials using direct bond method

### Task 2 Install and fix plasterboards using direct bond method to a background area with a window opening and a pier.

#### Task coversheet

<b>Expected time</b>	11 hours
<b>Task instructions</b>	<p>Install and fix plasterboards using direct bond method to a background area with a window opening, electrical socket (backbox) opening and a pier.</p> <ul style="list-style-type: none"> <li>• Use appropriate PPE for installing plasterboards using direct bond method (2.4) and carry out work in line with current health and safety legislation and guidance (4.1).</li> <li>• Set up access equipment to the appropriate working height (if required) (4.2).</li> <li>• Identify, prepare background and set out for installing plasterboard using direct bond method. (4.4).</li> <li>• Measure and cut plasterboards to size. (4.4).</li> <li>• Mix direct bond adhesives/compounds (4.3).</li> <li>• Install plasterboards using direct bond method (4.4).</li> <li>• Leave work area clean and tidy on completion of work (4.5) and dispose of waste in accordance with legislation and official guidance (4.6).</li> </ul>
<b>Diagrams</b>	<p>Unit 257      Figure 1: Fix Sheet Materials Using Direct Bond Method – page 54</p> <p>Unit 257      Figure 2: Fix Sheet Materials Using Direct Bond Method – page 54</p>

#### Assessment criteria checklist

No.	Criteria	Pass	Merit	Distinction
4.1	carried out work in line with current health and safety legislation and guidance	<input type="checkbox"/>		
2.4	used appropriate PPE for installing plasterboards using direct bond method	<input type="checkbox"/>		
4.2	had set up access equipment to the appropriate working height (if required)	<input type="checkbox"/>		
4.4	identified, prepared background and set out for installing plasterboard using direct bond method	<input type="checkbox"/> identified and prepared background appropriately to receive bonding adhesive		

No.	Criteria	Pass	Merit	Distinction
		<input type="checkbox"/> set out installation guide lines /chalk lines to floor for window wall and pier according to drawing (with no more than 3 adjustments)	<input type="checkbox"/> set out with minor adjustments (1-2)	<input type="checkbox"/> set out with no adjustments
		<input type="checkbox"/> set out installation guide lines /chalk lines to window according to drawing (with no more than 3 adjustments)	<input type="checkbox"/> set out with minor adjustments (1-2)	<input type="checkbox"/> set out with no adjustments
4.4	measured and cut plasterboards to size	<input type="checkbox"/> plasterboards measured and cut correctly to window wall and pier (and used no more than 2 additional sheets of plasterboards)	<input type="checkbox"/> used one additional sheet of plasterboard for re-cuts	<input type="checkbox"/> used correct amount of plasterboard with no additional sheets required
4.3	mixed direct bond adhesives and compounds	<input type="checkbox"/> adhesives/compound mixed to correct consistency with minimal wastage		
		<input type="checkbox"/> mixing tools and equipment left clean and tidy		
4.4	installed plasterboards using direct bond method  <i>Note: The total tolerance for the grading is the result of assessing the individual tolerances of the six points (A, B,C ,D) on the working drawing and totalling them.</i>	<input type="checkbox"/> dabs applied to window wall (including, reveals, soffits and electrical socket) and pier to form a perimeter seal according to manufacturer's guidance		

No.	Criteria	Pass	Merit	Distinction
		<input type="checkbox"/> dabs measured correctly and applied to window wall and pier to correct centres, according to manufacturer's guidance		
		<input type="checkbox"/> plasterboard installed to window wall according to drawing and: *plumb from points A to D , B to C, and *lineable from points A to B and C to D, and *diagonal from points B to D and A to C , and *plumbed and lined to total tolerance of 42mm for all points	<input type="checkbox"/> plumbed and lined to total tolerance of 30 mm for all points	<input type="checkbox"/> plumbed and lined to total tolerance of 18 mm for all points
		<input type="checkbox"/> 1 window return plumb/level and square with equal margins	<input type="checkbox"/> 2 window returns plumb/level and square with equal margins	<input type="checkbox"/> 3 window returns plumb/level and square with equal margins
		<input type="checkbox"/> electrical socket (back box) opening cut out in correct position and size in plasterboard (to drawing), with a 7-9 mm tolerance around each side of the socket	<input type="checkbox"/> cut out with a 4-6 mm tolerance around each side of the socket	<input type="checkbox"/> cut out with a 0-3 mm tolerance around each side of the socket
		<input type="checkbox"/> pier return and face is square and plumb		

No.	Criteria	Pass	Merit	Distinction
		<input type="checkbox"/> parallel margins along length of pier return with a 7-9 mm tolerance	<input type="checkbox"/> margins with a 4-6 mm tolerance	<input type="checkbox"/> margins with a 0-3 mm tolerance
		<input type="checkbox"/> all gaps in joints between 4-5 mm	<input type="checkbox"/> between 2-3 mm	<input type="checkbox"/> butted joints
4.5	left area clean and tidy on completion of work	<input type="checkbox"/>		
4.6	disposed of waste in accordance with legislation and official guidance	<input type="checkbox"/>		

Task grading rules	Task grade:
Every activity in the checklist must be successfully achieved to award a <b>pass</b> grade.	
In addition to the above, <b>7 out of 8</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard to award a <b>merit</b> grade.	
In addition to both of the above, all <b>7 out of 8</b> graded activities in the checklist must be achieved to <b>at least</b> a distinction standard to award a <b>distinction</b> grade.	
<b>Assessor Name</b>	
<b>Assessor Signature</b>	
<b>Date</b>	

## Unit 258 Apply taping and jointing systems to plasterboard

### Task 1 Prepare to apply and finish taping and jointing systems to a background area with a window opening and a pier or a junction partition

#### Task coversheet

<b>Expected time</b>	1 hour
<b>Task instructions</b>	<p>Prepare to apply and finish taping and jointing systems to a background area with a window opening and a pier or a junction partition.</p> <ul style="list-style-type: none"> <li>Using the working drawing and specification, calculate the required quantities of materials for applying and finishing taping and jointing systems (2.1).</li> <li>Interpret the risk assessment provided for safely applying and finishing taping and jointing systems (2.2), and select the appropriate PPE (2.3).</li> <li>Select the suitable access equipment for taping and jointing (2.7), tools and equipment (2.4) and materials and jointing compounds (2.5).</li> <li>Prepare and protect the working and surrounding areas (2.6).</li> <li>Handle and store the materials required for installation according to manufacturer's guidance (2.9).</li> <li>Report any problems with materials and background surfaces (2.8).</li> </ul>
<b>Diagrams</b>	<p>Unit 255      Figure 1: Install Partitions – page 50 OR Unit 257      Figure 1: Fix Sheet Materials Using Direct Bond Method – page 54</p>

#### Assessment criteria checklist

No.	Criteria	Pass	Merit	Distinction
2.1	<p>calculated required quantities of materials from specifications and working drawings</p> <ul style="list-style-type: none"> <li>specification</li> <li>working drawings</li> </ul>	<input type="checkbox"/>		
2.2	<p>interpreted risk assessments for safely applying and finishing taping and jointing systems</p> <ul style="list-style-type: none"> <li>risk assessments</li> </ul>	<input type="checkbox"/>		
2.3	<p>select appropriate personal protective equipment (PPE)</p>	<input type="checkbox"/>		
2.4	<p>selected tools and equipment for applying and finishing taping and jointing systems</p>	<input type="checkbox"/>		
2.5	<p>selected materials and jointing compounds according to specification</p> <ul style="list-style-type: none"> <li>specification</li> </ul>	<input type="checkbox"/>		

No.	Criteria	Pass	Merit	Distinction
2.6	prepared and protected working and surrounding areas	<input type="checkbox"/>		
2.7	select accessed equipment for taping and jointing	<input type="checkbox"/>		
2.8	reported problems with materials or background surfaces (if occurred) or answered question about reporting procedure correctly	<input type="checkbox"/>		
2.9	handled and stored materials in accordance with manufacturers' guidelines <ul style="list-style-type: none"> <li>• manufacturers' guidance</li> </ul>	<input type="checkbox"/>		

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

# Unit 258 Apply taping and jointing systems to plasterboard

## Task 2 Apply and finish taping and jointing systems to a background area with a window opening and a pier or a junction partition

### Task coversheet

<b>Expected time</b>	12 hours
<b>Task instructions</b>	<p>Apply and finish taping and jointing systems to a background area with a window opening and a pier or a junction partition.</p> <ul style="list-style-type: none"> <li>• Use appropriate PPE for applying and finishing taping and jointing systems (2.4) and carry out work in line with current health and safety legislation and guidance (4.1).</li> <li>• Set up access equipment to the appropriate working height (if required) (4.2).</li> <li>• Fix beads and reinforcement corner tape to external angle and window opening (4.3).</li> <li>• Apply jointing compound and reinforcement tape to all plasterboard joints, external / internal angle and fixings using a minimum of two coats (4.3, 4.4).</li> <li>• Sand all plasterboard joints, external / internal angle and fixings to finish.</li> <li>• Apply primer or sealer to finished plasterboard surface (4.5).</li> <li>• Carry out minor repairs to finished surface (4.6).</li> <li>• Leave work area clean and tidy on completion of work (4.7) and dispose of waste in accordance with legislation and official guidance (4.8).</li> </ul>
<b>Diagrams</b>	<p>Unit 255      Figure 1: Install Partitions – page 50 OR Unit 257      Figure 1: Fix Sheet Materials Using Direct Bond Method – page 54</p>

### Assessment criteria checklist

No.	Criteria	Pass	Merit	Distinction
4.1	carried out work in line with current health and safety legislation and guidance	<input type="checkbox"/>		
4.2	had set up access equipment to the appropriate working height (if required)	<input type="checkbox"/>		
2.4	used appropriate PPE for applying and finishing taping and jointing systems	<input type="checkbox"/>		

No.	Criteria	Pass	Merit	Distinction
4.3	fixed beads and reinforcement corner tape to external angle and window opening	<input type="checkbox"/> corner/skim beads cut and fixed accurately to external angle within 7-10 mm of the ceiling line	<input type="checkbox"/> within 4-6 mm of the ceiling line	<input type="checkbox"/> within 0-3 mm of the ceiling line
		<input type="checkbox"/> reinforced corner tape fixed around window opening		
		<input type="checkbox"/> no blisters present or splitting in reinforcement tape		
		<input type="checkbox"/> reinforced corner tape fixed around window opening and aligned in reveals and soffit to $\pm 2$ mm for both window opening sides	<input type="checkbox"/> reinforced corner tape fixed to reveals and soffits are cut to $\pm 2$ mm for one out of two window opening sides	<input type="checkbox"/> reinforced corner tape fixed to reveals and soffit cut accurately (with no steps) and flush for both window opening sides
4.3 4.4	applied jointing compound and reinforcement tape to all plasterboard joints, external / internal angles and fixings using a minimum of two coats	<input type="checkbox"/> all reinforcement paper tape or scrim for straight and internal joints (including window reveal and soffit) cut accurately within 7-10 mm of the ceiling line	<input type="checkbox"/> within 4-6 mm of the ceiling line	<input type="checkbox"/> within 0-3 mm of the ceiling line

No.	Criteria	Pass	Merit	Distinction
		<input type="checkbox"/> jointing compound applied evenly and covering all joints, angles and fixings	<input type="checkbox"/> unjointed areas are kept clean of jointing compound during the jointing process	
		<input type="checkbox"/> no blisters, gauls, grit marks or blemishes / crevasses present on surface of jointing		
4.5	sanded all plasterboard joints, external / internal angles and fixings to finish	<input type="checkbox"/> a maximum of 8 minor defects (scratches, visible high edges or over sanding) present on surface of jointing that can be repaired	<input type="checkbox"/> a maximum of 6 minor defects	<input type="checkbox"/> a maximum of 4 minor defects
4.5	applied primer or sealer to finished plasterboard surface	<input type="checkbox"/> applied coat evenly with no drips/runs and adequate coverage of all area of plasterboard		
4.6	carried out minor repairs to finished surface	<input type="checkbox"/> damaged area filled in, repaired and made good		
4.7	left area clean and tidy on completion of work	<input type="checkbox"/>		
4.8	disposed of <b>waste</b> in accordance with legislation and official guidance	<input type="checkbox"/>		

Task grading rules	Task grade:
Every activity in the checklist must be successfully achieved to award a <b>pass</b> grade.	
In addition to the above, <b>4 out of 5</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard to award a <b>merit</b> grade.	
In addition to both of the above, <b>3 out of 4</b> graded activities in the checklist must be achieved to <b>at least</b> a distinction standard to award a <b>distinction</b> grade.	
<b>Assessor Name</b>	
<b>Assessor Signature</b>	
<b>Date</b>	

# Unit 260 Apply finishing plaster to plasterboard

## Task 1 Prepare to apply finishing plaster to a background area with a window opening and a pier or a junction partition

### Task coversheet

<b>Expected time</b>	1 hour
<b>Task instructions</b>	<p>Prepare to apply finishing plaster to a background area with a window opening and a pier or a junction partition.</p> <ul style="list-style-type: none"> <li>• Using the working drawing and specification, calculate the required quantities of materials (2.1).</li> <li>• Interpret the risk assessment provided for safely applying finishing plasters (2.2), and select the appropriate PPE (2.3).</li> <li>• Select the suitable access equipment for applying finishing plasters (2.6), tools and equipment and materials (2.4).</li> <li>• Set up mixing area and prepare and protect the working and surrounding areas (2.5).</li> <li>• Handle and store the materials required for installation according to manufacturer's guidance (2.9).</li> <li>• Prepare plasterboard surface in accordance with the given specification (2.8).</li> <li>• Report any problems to authorised personnel (2.7).</li> </ul>
<b>Diagrams</b>	Unit 255      Figure 1: Install Partitions – page 50 OR Unit 257      Figure 1: Fix Sheet Materials Using Direct Bond Method – page 54

### Assessment criteria checklist

No.	Criteria	Pass	Merit	Distinction
2.1	calculated required quantities of materials from specifications and working drawings <ul style="list-style-type: none"> <li>• specification</li> <li>• working drawings</li> </ul>	<input type="checkbox"/>		
2.2	interpreted risk assessments for safely applying finishing plasters <ul style="list-style-type: none"> <li>• risk assessment</li> </ul>	<input type="checkbox"/>		
2.3	selected appropriate personal protective equipment (PPE) for applying finishing plasters	<input type="checkbox"/>		
2.4	selected tools and equipment for applying finishing plasters	<input type="checkbox"/>		
2.4	selected materials and jointing compounds for applying finishing plasters	<input type="checkbox"/>		
2.5	had set up mixing area and prepared and protected working and surrounding areas	<input type="checkbox"/>		
2.6	selected access equipment for applying finishing plasters	<input type="checkbox"/>		

No.	Criteria	Pass	Merit	Distinction
2.8	prepared plasterboard surface in accordance with the given specification <ul style="list-style-type: none"> <li>• specification</li> </ul>	<input type="checkbox"/>		
2.7	reported problems to authorised personnel (if occurred) or answered question about reporting procedure correctly	<input type="checkbox"/>		
2.9	handled and stored materials in accordance with manufacturers' guidance <ul style="list-style-type: none"> <li>• manufacturers' guidance</li> </ul>	<input type="checkbox"/>		

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

# Unit 260 Apply finishing plaster to plasterboard

## Task 2 Apply finishing plaster to a background area with a window opening and a pier or a junction partition

### Task coversheet

<b>Expected time</b>	8 -10 hours
<b>Task instructions</b>	<p>Apply finishing plaster to a background area with a window opening and a pier or a junction partition.</p> <ul style="list-style-type: none"> <li>• Use appropriate PPE for applying finishing plasters (2.4) and carry out work in line with current health and safety legislation and guidance (4.1).</li> <li>• Set up access equipment to the appropriate working height (if required) (4.2).</li> <li>• Fix beads to external angles, window opening returns, soffit, and pier or junction partition return.</li> <li>• Apply reinforcement mesh/scrim tape to all plasterboard joints.</li> <li>• Mix and apply finishing plaster to plasterboards following manufacturer's guidelines (4.3).</li> <li>• Carry out minor repairs to finished surface (4.4).</li> <li>• Leave work area clean and tidy on completion of work (4.5) and dispose of waste in accordance with legislation and official guidance (4.6).</li> </ul>
<b>Diagrams</b>	<p>Unit 255      Figure 1: Install Partitions – page 50  OR  Unit 257      Figure 1: Fix Sheet Materials Using Direct Bond Method – page 54</p>

### Assessment criteria checklist

No.	Criteria	Pass	Merit	Distinction
4.1	carried out work in line with current health and safety legislation and guidance	<input type="checkbox"/>		
2.4	used appropriate PPE for applying finishing plasters	<input type="checkbox"/>		
4.2	had set up access equipment to the appropriate working height (if required)	<input type="checkbox"/>		
2.8	<p>fixed beads to external angles, window opening returns and soffits, and pier or junction partition return</p> <p><i>Note: The total tolerance for the grading is the result of assessing the individual tolerances.</i></p>	<input type="checkbox"/> skim bead cut and fixed accurately to external angle of pier/junction partition return within 7-10 mm of the ceiling line	<input type="checkbox"/> within 4-6 mm of the ceiling line	<input type="checkbox"/> within 0-3 mm of the ceiling line

No.	Criteria	Pass	Merit	Distinction
		<input type="checkbox"/> skim beads measured, cut and fixed accurately around window opening and the overall tolerance between reveals and soffit is $\pm 6$ mm for both window opening sides	<input type="checkbox"/> overall tolerance between reveals and soffit to $\pm 4$ mm for both window opening sides	<input type="checkbox"/> overall tolerance between reveals and soffit to $\pm 2$ mm for both window opening sides
		<input type="checkbox"/> tolerance for steps between intersection of reveal and soffit bead is $\pm 2$ mm for both window opening sides	<input type="checkbox"/> tolerance for steps between intersection of reveal and soffit bead to $\pm 2$ mm for one out of two window opening sides	<input type="checkbox"/> no steps between intersection of both reveals and soffit bead of window opening
2.8	applied reinforcement mesh/scrim tape to all plasterboard joints	<input type="checkbox"/> all reinforcement scrim or paper tape for straight and internal joints (including window reveal and soffit) cut accurately within 7-10 mm of the ceiling line	<input type="checkbox"/> within 4-6 mm of the ceiling line	<input type="checkbox"/> within 0-3 mm of the ceiling line
4.3	mixed and applied finishing plaster to plasterboards following manufacturer's guidelines	<input type="checkbox"/> finishing plaster mixed to correct consistency with minimal wastage		
		<input type="checkbox"/> mixing tools and equipment left clean and tidy		

No.	Criteria	Pass	Merit	Distinction
		<input type="checkbox"/> 1st coat applied evenly, with uniform coverage and to correct thickness (according to manufacturer's guidance)		
		<input type="checkbox"/> 2nd coat applied evenly, with uniform coverage and to correct thickness (according to manufacturer's guidance)		
		<input type="checkbox"/> plaster surface (on window wall face) finished with a maximum of 6 minor defects (i.e. blisters, gauls, fat marks or sagging/ pattern marks)	<input type="checkbox"/> maximum of 4 minor defects (i.e. blisters, gauls, fat marks or sagging/ pattern marks)	<input type="checkbox"/> maximum of 2 minor defects (i.e. blisters, gauls, fat marks or sagging/ pattern marks)
		<input type="checkbox"/> internal angles are accurate, inline, sharp and clean		
		<input type="checkbox"/> window reveals are finished inline with soffit, and sharp and clean		
		<input type="checkbox"/> plaster surface (including window reveals and soffits) finished with a maximum of 6 minor defects (i.e. blisters, gauls, fat marks or sagging/ pattern marks)	<input type="checkbox"/> maximum of 4 minor defects (i.e. blisters, gauls, fat marks or sagging/ pattern marks)	<input type="checkbox"/> maximum of 2 minor defects (i.e. blisters, gauls, fat marks or sagging/ pattern marks)

No.	Criteria	Pass	Merit	Distinction
		<input type="checkbox"/> external angles to window and pier/junction partition are accurate with no build-up and sharp and clean		
4.4	carried out minor repairs to finished surface	<input type="checkbox"/> damaged area filled in, repaired and made good		
4.5	left area clean and tidy on completion of work	<input type="checkbox"/>		
4.6	disposed of waste in accordance with legislation and official guidance	<input type="checkbox"/>		

Task grading rules	Task grade:
Every activity in the checklist must be successfully achieved to award a <b>pass</b> grade.	
In addition to the above, <b>5 out of 6</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard to award a <b>merit</b> grade.	
In addition to both of the above, <b>5 out of 6</b> graded activities in the checklist must be achieved to <b>at least</b> a distinction standard to award a <b>distinction</b> grade.	
<b>Assessor Name</b>	
<b>Assessor Signature</b>	
<b>Date</b>	

## Unit 261 Apply and finish sprayed plasters to plasterboard

### Task 1 Prepare to operate spray machine, mix, apply and finish sprayed setting plaster to a background area with a window opening and a pier or a junction partition

#### Task coversheet

<b>Expected time</b>	2 hours
<b>Task instructions</b>	<p>Prepare to operate spray machine, mix, apply and finish sprayed setting plaster to a background area with a window opening and a pier or a junction partition.</p> <ul style="list-style-type: none"> <li>• Using the working drawing and specification, calculate the required quantities of materials (2.1).</li> <li>• Interpret the risk assessment provided for safely operating a spray machine, mixing, applying and finishing sprayed plaster (2.2), and select the appropriate PPE (2.3).</li> <li>• Select the suitable access equipment for applying and finishing sprayed plaster (2.6), and tools and equipment and materials (2.4).</li> <li>• Set up mixing area and connect spray machine to required resources according to manufacturer's instructions.</li> <li>• Prepare and protect the working and surrounding areas in a suitable way to reduce damage from overspray of plaster (2.5).</li> <li>• Handle and store the materials required according to manufacturer's guidance (2.9).</li> <li>• Prepare plasterboard surface in accordance with the given specification (2.7).</li> <li>• Report any problems when setting up machine for mixing, spraying and finishing (2.8).</li> </ul>
<b>Diagrams</b>	<p>Unit 255      Figure 1: Install Partitions – page 50 OR Unit 257      Figure 1: Fix Sheet Materials Using Direct Bond Method – page 54</p>

#### Assessment criteria checklist

No.	Criteria	Pass	Merit	Distinction
2.1	<p>calculated required quantities of materials from specifications and working drawings</p> <ul style="list-style-type: none"> <li>• specification</li> <li>• working drawings</li> </ul>	<input type="checkbox"/>		
2.2	<p>interpreted risk assessments for safely applying and finishing sprayed plaster</p> <ul style="list-style-type: none"> <li>• risk assessment</li> </ul>	<input type="checkbox"/>		
2.3	<p>selected appropriate personal protective equipment (PPE) for applying and finishing sprayed plaster</p>	<input type="checkbox"/>		

No.	Criteria	Pass	Merit	Distinction
2.4	selected tools, equipment and materials for applying and finishing sprayed plaster finishes	<input type="checkbox"/>		
2.5	had set up mixing area and connected spray machine to required resources according to manufacturer's instructions <ul style="list-style-type: none"> <li>• manufacturer's guidance</li> </ul>	<input type="checkbox"/>		
2.5	prepared and protected working and surrounding areas	<input type="checkbox"/>		
2.6	selected access equipment for applying and finishing sprayed plaster	<input type="checkbox"/>		
2.7	prepared plasterboard surface in accordance with the given specification <ul style="list-style-type: none"> <li>• specification</li> </ul>	<input type="checkbox"/>		
2.8	reported problems when setting up for spraying and finishing (if occurred) or answered question about reporting procedure correctly	<input type="checkbox"/>		
2.9	handled and stored materials in accordance with manufacturers' guidance <ul style="list-style-type: none"> <li>• manufacturers' guidance</li> </ul>	<input type="checkbox"/>		

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

# Unit 261 Apply and finish sprayed plasters to plasterboard

## Task 2 Operate spray machine, mix and apply and finish sprayed setting plaster to a background area with a window opening and a pier or a junction partition

### Task coversheet

<b>Expected time</b>	10-12 hours
<b>Task instructions</b>	<p>Operate spray machine, mix and apply finishing plaster to a background area with a window opening and a pier or a junction partition.</p> <ul style="list-style-type: none"> <li>• Use appropriate PPE for operating a spray machine, mixing, applying and finishing sprayed plaster (2.4) and carry out work in line with current health and safety legislation and guidance (4.1).</li> <li>• Set up access equipment to the appropriate working height (if required) (4.2).</li> <li>• Fix beads to external angles, window opening returns, soffit, and pier or junction partition return.</li> <li>• Apply reinforcement mesh/scrim tape to all plasterboard joints.</li> <li>• Set up spray machine for mixing plaster to the correct consistency (4.4) and for applying sprayed plaster in line with manufacturer's instructions (4.3).</li> <li>• Apply and finish spray plaster to given specification (4.5).</li> <li>• clean machine, tools and equipment in line with manufacturer's instructions (4.6).</li> <li>• Carry out minor repairs to finished surface by hand.</li> <li>• Leave work area clean and tidy on completion of work (4.7) and dispose of waste in accordance with legislation and official guidance (4.8).</li> </ul>
<b>Diagrams</b>	<p>Unit 255      Figure 1: Install Partitions – page 50 OR Unit 257      Figure 1: Fix Sheet Materials Using Direct Bond Method – page 54</p>

### Assessment criteria checklist

No.	Criteria	Pass	Merit	Distinction
4.1	carried out work in line with current health and safety legislation and guidance	<input type="checkbox"/>		
2.4	used appropriate PPE for operating a spray machine, mixing, applying and finishing sprayed plaster	<input type="checkbox"/>		
4.2	set up access equipment to the appropriate working height( If required)	<input type="checkbox"/>		

No.	Criteria	Pass	Merit	Distinction
2.7	fix beads to external angles, window opening returns and soffits, and pier or junction partition return  <i>Note: The total tolerance for the grading is the result of assessing the individual tolerances.</i>	<input type="checkbox"/> skim bead cut and fixed accurately to external angle of pier/junction partition return within 7-10 mm of the ceiling line	<input type="checkbox"/> within 4-6 mm of the ceiling line	<input type="checkbox"/> within 0-3 mm of the ceiling line
		<input type="checkbox"/> skim beads measured, cut and fixed accurately around window opening and the overall tolerance between reveals and soffit is $\pm 6$ mm for both window opening sides	<input type="checkbox"/> overall tolerance between reveals and soffit to $\pm 4$ mm for both window opening sides	<input type="checkbox"/> overall tolerance between reveals and soffit to $\pm 2$ mm for both window opening sides
		<input type="checkbox"/> tolerance for steps between intersection of reveal and soffit bead is $\pm 2$ mm for both window opening sides	<input type="checkbox"/> tolerance for steps between intersection of reveal and soffit bead to $\pm 2$ mm for one out of two window opening sides	<input type="checkbox"/> no steps between intersection of both reveals and soffit bead of window opening
2.7	applied reinforcement mesh/scrim tape to all plasterboard joints	<input type="checkbox"/> all reinforcement scrim or paper tape for straight and internal joints (including window reveal and soffit) cut accurately within 7-10 mm of the ceiling line	<input type="checkbox"/> within 4-6 mm of the ceiling line	<input type="checkbox"/> within 0-3 mm of the ceiling line
4.3 4.4	had set up spray machine for mixing plaster to the correct consistency and for applying sprayed plaster in line with manufacturer's instructions  <i>Note: Candidates must be assessed</i>	<input type="checkbox"/> <b>spray machine air and water pressure set according to manufacturer's instructions</b>		

No.	Criteria	Pass	Merit	Distinction
	<i>individually for the criteria highlighted in red on the checklist, and will have to take turns when operating the spray machine in pairs.</i>	<input type="checkbox"/> plaster mixed by machine to required consistency	<input type="checkbox"/> plaster mixed by machine with minimal wastage	
		<input type="checkbox"/> air and plaster hoses connected correctly		
		<input type="checkbox"/> adequate water and plaster supply made ready for use	<input type="checkbox"/> spray machine operator set up machine and supply efficiently	<input type="checkbox"/> spray machine operator anticipated problems with setup and supply
4.5	applied and finished spray plaster to given specification  <i>Note: Candidates must be assessed individually for the criteria highlighted in red on the checklist, and will have to take turns when operating the spray machine in pairs.</i>	<input type="checkbox"/> 1st spray coat applied horizontally with uniform coverage and to correct thickness (according to manufacturer's guidance)	<input type="checkbox"/> no interruptions to spray machine supply, with consistent feed of plaster	
		<input type="checkbox"/> 2nd spray coat applied vertically, with uniform coverage and to correct thickness (according to manufacturer's guidance)	<input type="checkbox"/> no interruptions to spray machine supply, with consistent feed of plaster	
		<input type="checkbox"/> spray machine operator communicated regularly with sprayer		

No.	Criteria	Pass	Merit	Distinction
		<input type="checkbox"/> plaster surface (on window wall face) finished with a maximum of 6 minor defects (i.e. blisters, gauls, fat marks or sagging/ pattern marks)	<input type="checkbox"/> plaster surface finished with a maximum of 4 minor defects (i.e. blisters, gauls, fat marks or sagging/ pattern marks)	<input type="checkbox"/> maximum of 2 minor defects (i.e. blisters, gauls, fat marks or sagging/ pattern marks)
		<input type="checkbox"/> internal angles are accurate, inline, sharp and clean		
		<input type="checkbox"/> window reveals are finished inline with soffit, and sharp and clean		
		<input type="checkbox"/> plaster surface (including window reveals and soffits) finished with a maximum of 6 minor defects (i.e. blisters, gauls, fat marks or sagging/ pattern marks)	<input type="checkbox"/> maximum of 4 minor defects (i.e. blisters, gauls, fat marks or sagging/ pattern marks)	<input type="checkbox"/> maximum of 2 minor defects (i.e. blisters, gauls, fat marks or sagging/ pattern marks)
		<input type="checkbox"/> external angles to window and pier/junction partition are accurate with no build-up and sharp and clean		
4.6	cleaned machine, tools and equipment in line with manufacturer's instructions  <i>Note: Candidates must be assessed individually for the criteria highlighted in red on the checklist, and will have to take turns when operating the spray machine in pairs.</i>	<input type="checkbox"/> spray machine, nozzles, hoses, tools and equipment left clean and tidy		

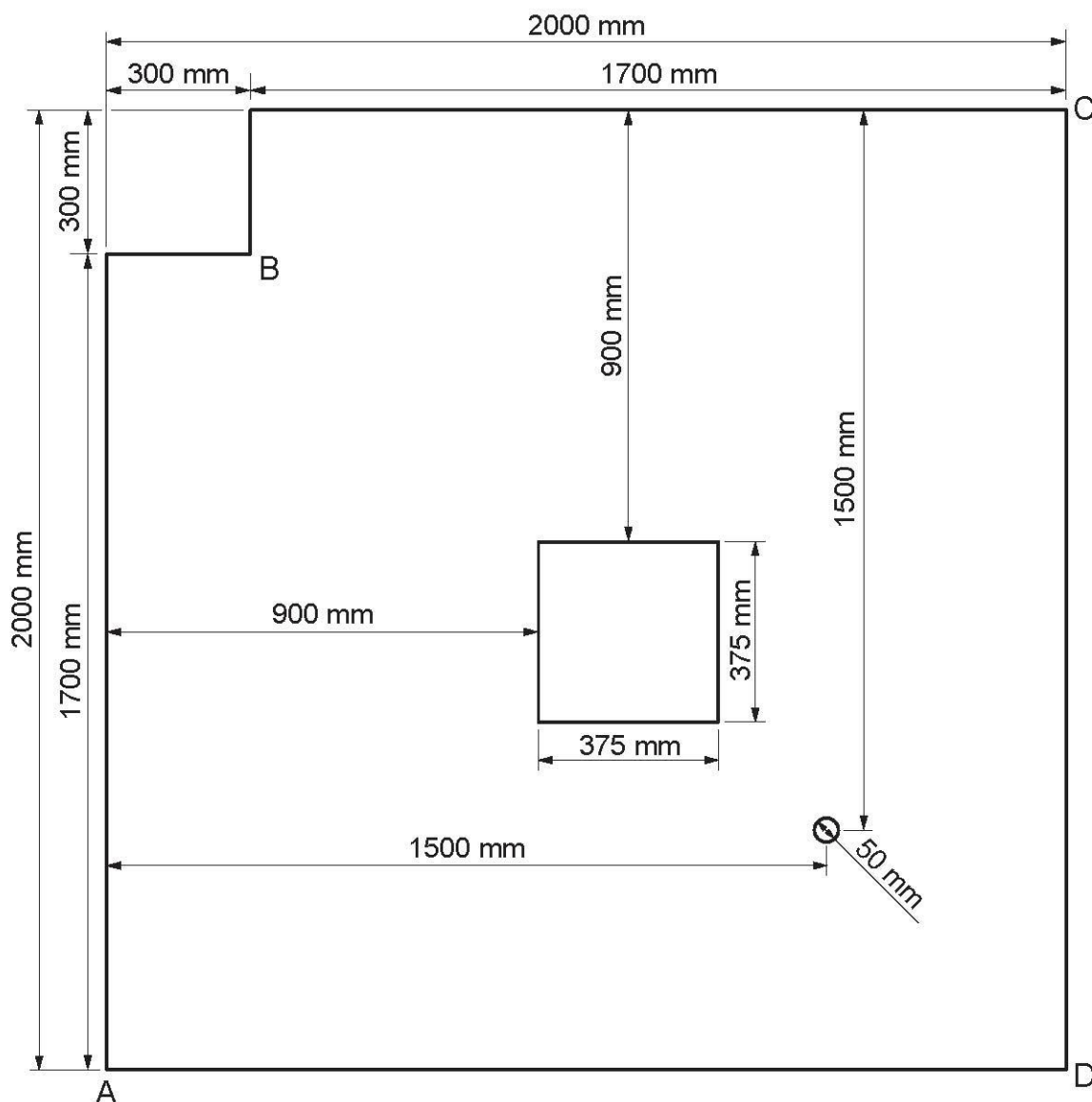
No.	Criteria	Pass	Merit	Distinction
4.5	carried out minor repairs to finished surface by hand application	<input type="checkbox"/> damaged area filled in, repaired by hand application and made good		
4.7	left area clean and tidy on completion of work	<input type="checkbox"/>		
4.8	disposed of waste in accordance with legislation and official guidance	<input type="checkbox"/>		

Task grading rules	Task grade:
Every activity in the checklist must be successfully achieved to award a <b>pass</b> grade.	
In addition to the above, <b>9 out of 10</b> graded activities in the checklist (to include all red criteria) must be achieved to <b>at least</b> a merit standard to award a <b>merit</b> grade.	
In addition to both of the above, <b>6 out of 7</b> graded activities in the checklist (to include all red criteria) must be achieved to <b>at least</b> a distinction standard to award a <b>distinction</b> grade.	
<b>Assessor Name</b>	
<b>Assessor Signature</b>	
<b>Date</b>	

## Drawings and diagrams

### Unit 254 Figure 1: Install Suspended Ceiling Systems

#### Task 1 Prepare to install ceiling systems



#### Specification

Timber joists, block and beam, or concrete background area.

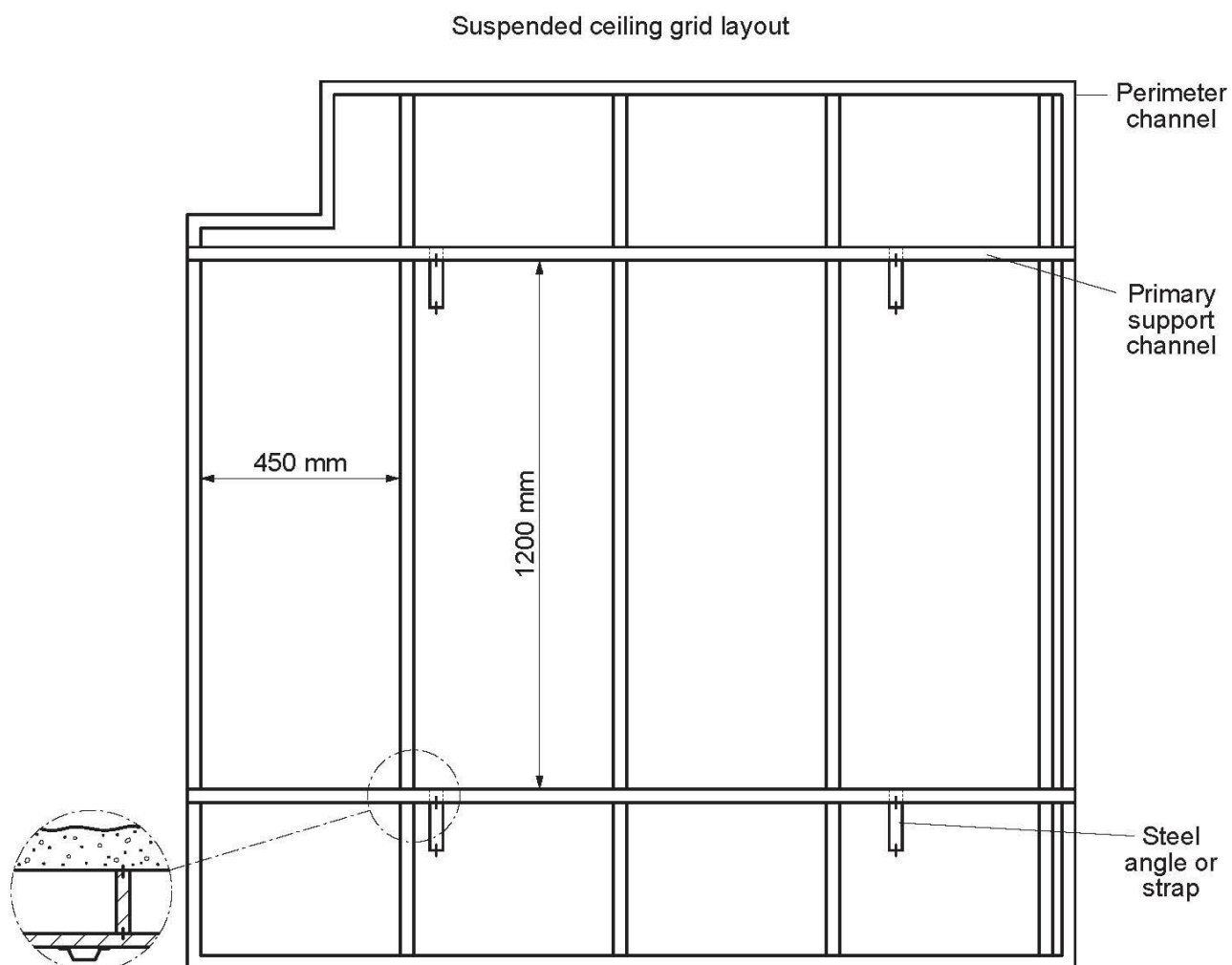
Existing steel column, or a timber replica or brickwork pier.

Metal furring ceiling components and associated fixings.

Plasterboard fixings.

2400 mm x 1200 mm x 12.5 mm tapered edge plasterboard or 2400 mm x 900 mm x 12.5 mm tapered edge plasterboard.

Task 2 Set out and install ceiling systems



**Specification**

Timber joists, block and beam, or concrete background area.

Existing steel column, or a timber replica or brickwork pier.

Metal furring ceiling components and associated fixings.

Plasterboard fixings.

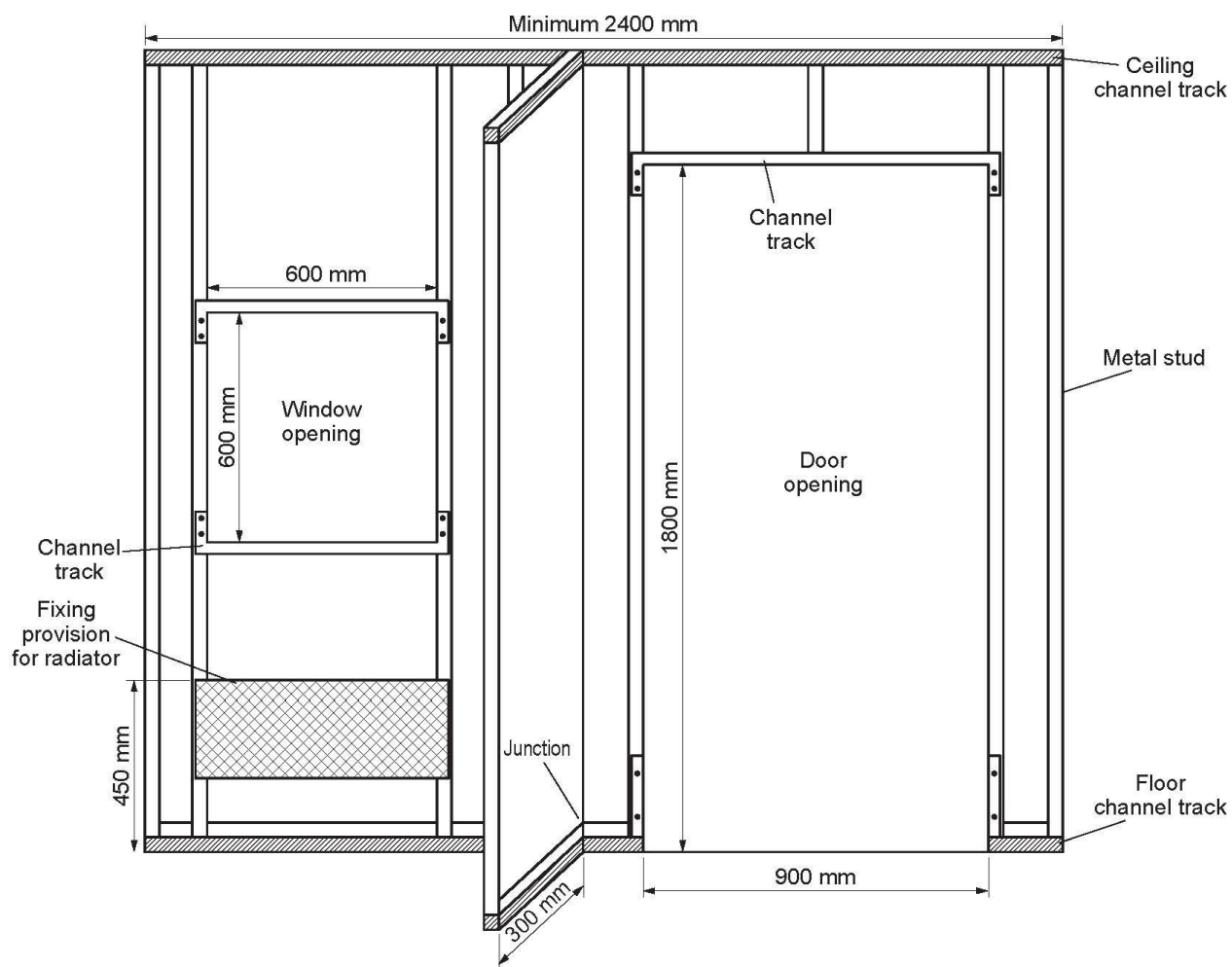
2400 mm x 1200 mm x 12.5 mm tapered edge plasterboard or 2400 mm x 900 mm x 12.5 mm tapered edge plasterboard.

## Drawings and diagrams

### Unit 255 Figure 1: Install Partitions

**Task 1** Prepare to install a metal stud partition

**Task 2** Set out and install a metal stud partition



#### Specification

Solid wall or solid floor.

72 mm metal tracks and 70 mm studs or 50 mm metal tracks and 48 mm studs.

Metal and plasterboard fixings.

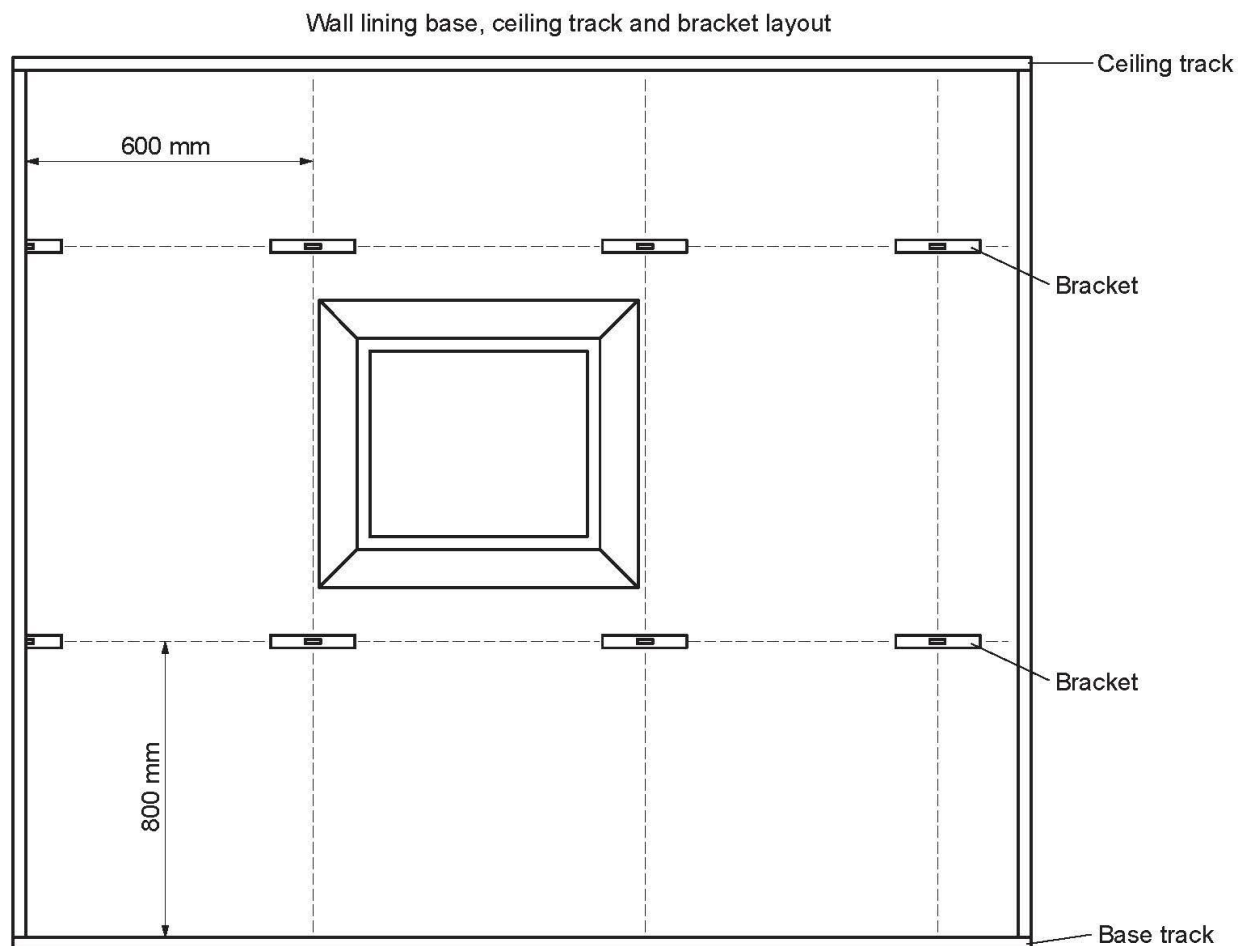
2400 mm x 1200 mm x 12.5 mm tapered edge plasterboard or 2400 mm x 900 mm x 12.5 mm tapered edge plasterboard.



## Drawings and diagrams

### Unit 256 Figure 2: Prepare to install wall linings and encasement systems

#### Task 2 Set out and install a wall lining to a solid background and an encasement system to a beam



#### Specification

Internal block/brick wall with window opening, pipework, access panel and attached or standalone timber replica beam or steel beam.

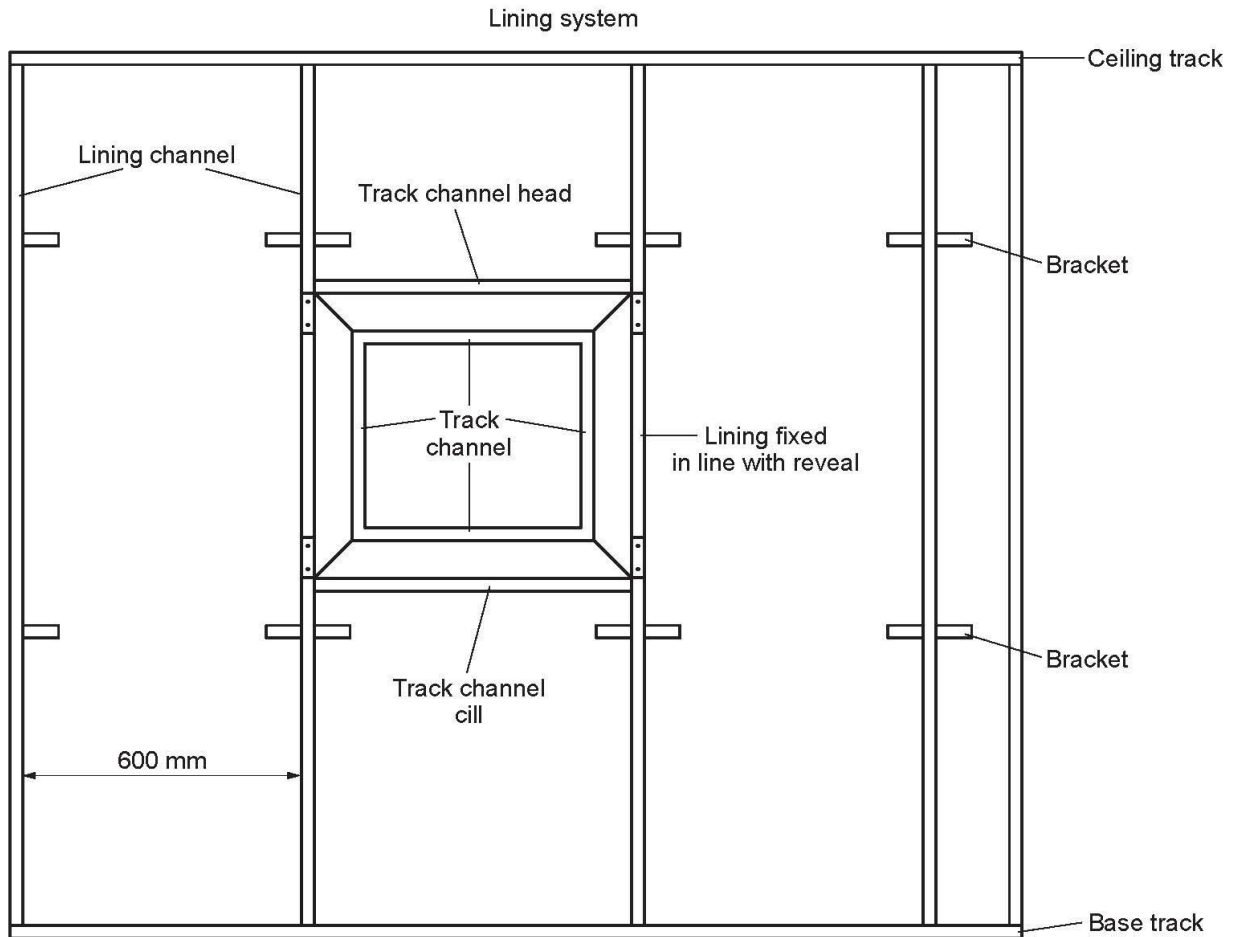
2400 mm x 1200 mm x 12.5 mm tapered edge plasterboard or 2400 mm x 900 mm x 12.5 mm tapered edge plasterboard.

Metal components and fixings.

## Drawings and diagrams

### Unit 256 Figure 3: Prepare to install wall linings and encasement systems

#### Task 2 Set out and install a wall lining to a solid background and an encasement system to a beam



#### Specification

Internal block/brick wall with window opening, pipework, access panel and attached or standalone timber replica beam or steel beam.

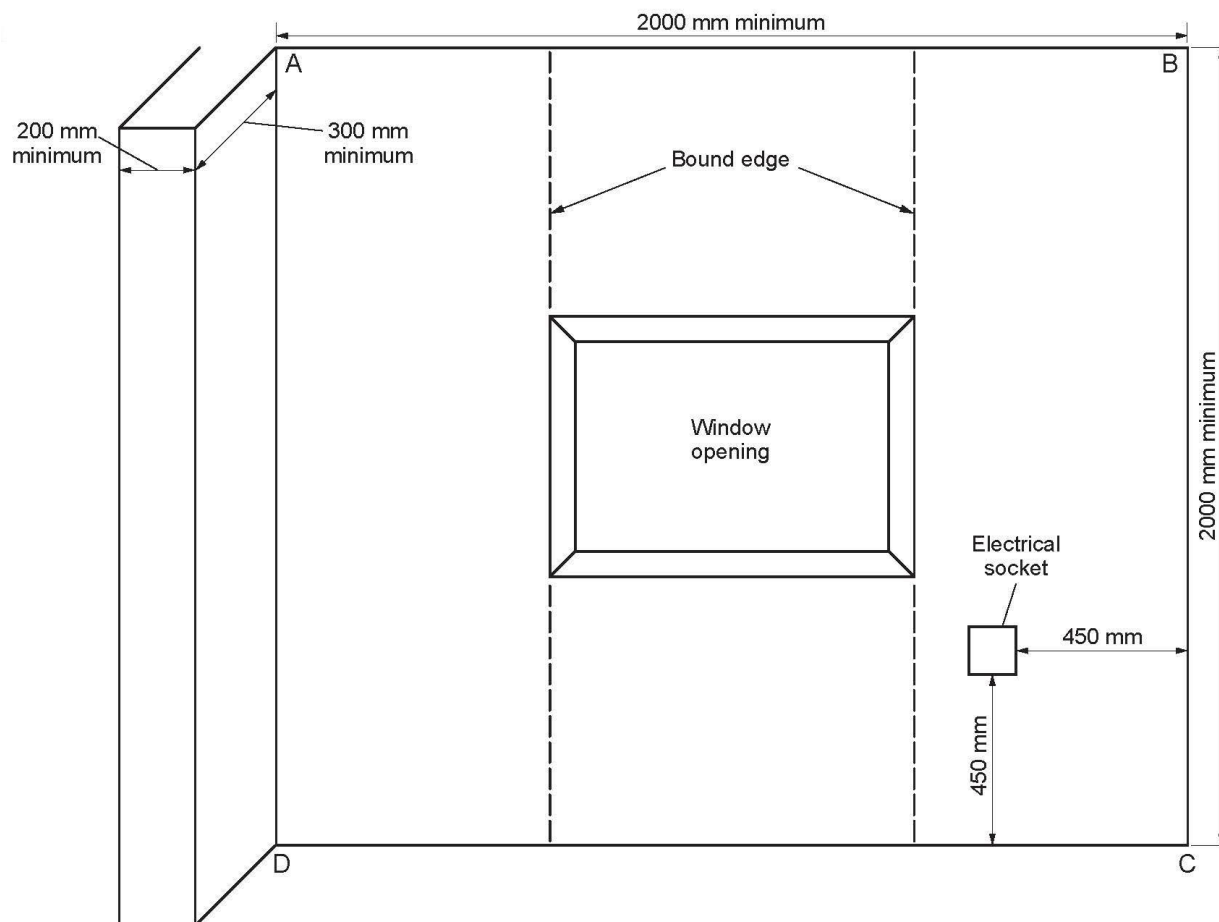
2400 mm x 1200 mm x 12.5 mm tapered edge plasterboard or 2400 mm x 900 mm x 12.5 mm tapered edge plasterboard.

Metal components and fixings.

## Drawings and diagrams

### Unit 257 Figure 1: Fix sheet materials using direct bond method

#### Task 1 Prepare to install plasterboards using direct bond method



#### Specification

Brickwork, blockwork, concrete or a pre-plastered surface background with a window opening, electrical socket (backbox) and a pier.

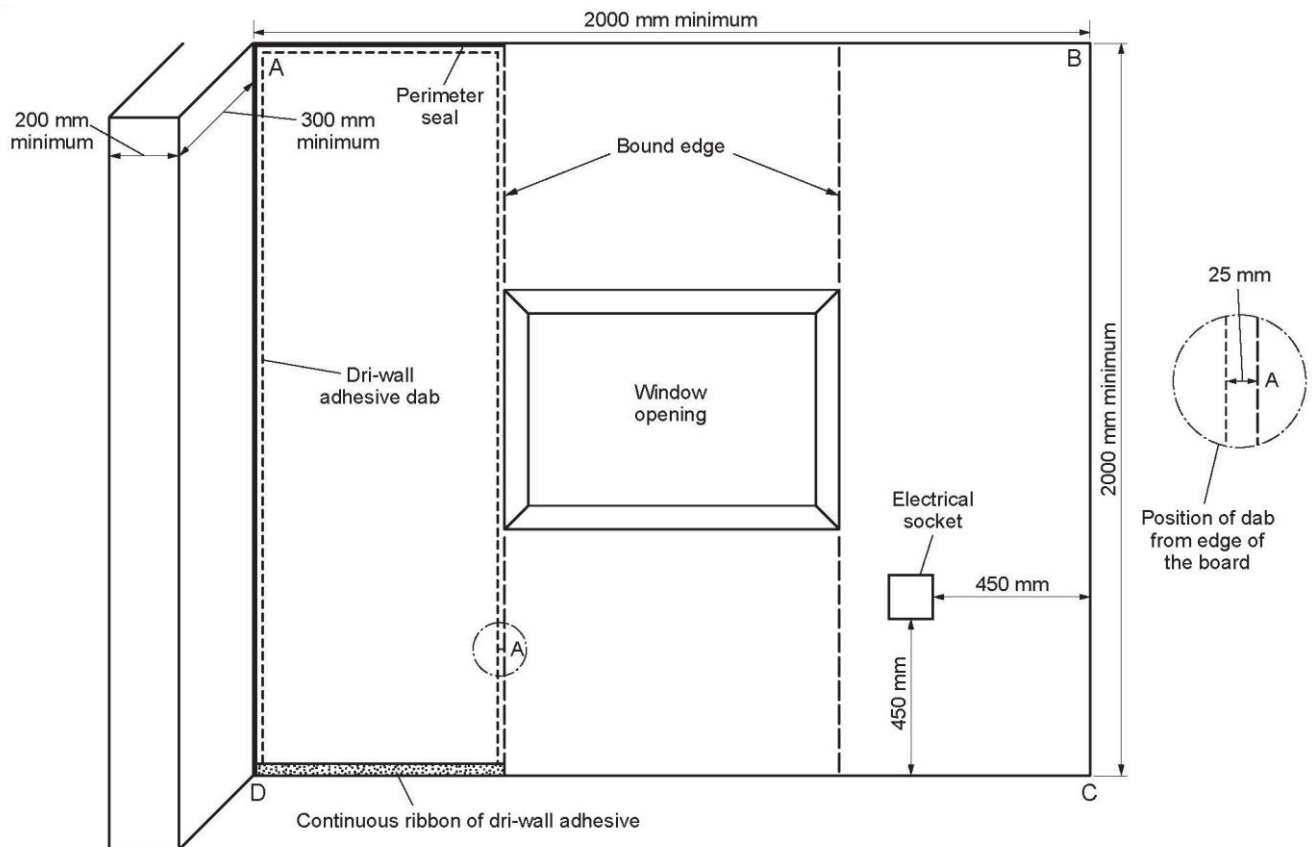
2400 mm x 1200 mm x 12.5 mm tapered edge plasterboard or 2400 mm x 900 mm x 12.5 mm tapered edge plasterboard.

Drywall adhesive compound.

## Drawings and diagrams

### Unit 257 Figure 2: Fix sheet materials using direct bond method

#### Task 2 Install and fix plasterboards using direct bond method to a background area with a window opening and a pier



#### Specification

Brickwork, blockwork, concrete or a pre-plastered surface background with a window opening, electrical socket (backbox) and a pier.

2400 mm x 1200 mm x 12.5 mm tapered edge plasterboard or 2400 mm x 900 mm x 12.5 mm tapered edge plasterboard.

Drywall adhesive compound.

## Drawings and diagrams

### Unit 258 Apply taping and jointing systems to plasterboard

#### Use drawing from:

Unit 255 Figure 1: Install Partitions

OR

Unit 257 Figure 1: Fix Sheet Materials Using Direct Bond Method

#### **Specification**

Reinforced corner tape to be fixed around the window opening.

Skim bead to be fixed to pier/junction partition return.

Paper tape/mesh to be applied to reinforce all joints.

Apply a minimum of two coats of jointing compound to all joints, internal/external angles and fixings.

All internal/external angles to be sanded and left clean and sharp.

All joints and fixings to be sanded and left flat and blemish free.

Apply, primer or sealer to finished surface and surface to be left suitable to receive a decorative finish.

## Drawings and diagrams

### Unit 260 Apply finishing plaster to plasterboard

#### Use drawing from:

Unit 255 Figure 1: Install Partitions

OR

Unit 257 Figure 1: Fix Sheet Materials Using Direct Bond Method

#### **Specification**

Skim beads to be fixed around the window opening.

Mesh/paper tape to be applied to reinforce all joints.

Apply finishing plaster to the window wall, reveals, soffit and attached pier.

Wall and pier/junction partition surface to be finished with 2-3 mm of a suitable finishing plaster.

All internal and external angles should be left clean and sharp.

Finishing plaster coat should be left suitable to receive a paint finish.

## Drawings and diagrams

### Unit 261 Apply and finish sprayed plasters to plasterboard

#### Use drawing from:

Unit 255 Figure 1: Install Partitions

OR

Unit 257 Figure 1: Fix Sheet Materials Using Direct Bond Method

#### **Specification**

Skim beads to be fixed around the window opening.

Mesh/paper tape to be applied to reinforce all joints.

Apply finishing plaster to the window wall, reveals, soffit and attached pier.

Wall and pier/junction partition surface to be finished with 2-3 mm of a suitable finishing plaster.

All internal and external angles should be left clean and sharp.

Finishing plaster coat should be left suitable to receive a paint finish.

# 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

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

### Unit 254 Install Suspended Ceiling Systems

Task	Grade for task†	Weighting for task (if appropriate)	Weighted Points (graded tasks)
1 Prepare to install ceiling systems	P/X		
2 Set out and install ceiling systems	P/M/D		

End of unit knowledge test	P/X		
<b>Total</b>			
Assessor signature and date:	For graded tasks, divide total points by total of weightings		÷
	Average =		
	<b>Overall grade</b> (see conversion chart)		

### Unit 255 Install Partitions

Task	Grade for task†	Weighting for task (if appropriate)	Weighted Points (graded tasks)
1 Prepare to install a metal stud partition.	P/X		
2 Set out and install a metal stud partition.	P/M/D		

End of unit knowledge test	P/X		
<b>Total</b>			
Assessor signature and date:	For graded tasks, divide total points by total of weightings		÷
	Average =		
	<b>Overall grade</b> (see conversion chart)		

## Unit 256 Prepare to install wall linings and encasement systems

Task	Grade for task†	Weighting for task (if appropriate)	Weighted Points (graded tasks)
1 Prepare to install a wall lining to a solid background and an encasement system to a beam.	P/X		
2 Set out and install a wall lining to a solid background and an encasement system to a beam.	P/M/D		

End of unit knowledge test	P/X		
<b>Total</b>			
Assessor signature and date:	For graded tasks, divide total points by total of weightings		÷
	Average =		
	<b>Overall grade</b> (see conversion chart)		

## Unit 257 Fix sheet materials using direct bond method

Task	Grade for task†	Weighting for task (if appropriate)	Weighted Points (graded tasks)
1 Prepare to install plasterboards using direct bond method	P/X		
2 Install and fix plasterboards using direct bond method to a background area with a window opening and a pier.	P/M/D		

End of unit knowledge test	P/X		
<b>Total</b>			
Assessor signature and date:	For graded tasks, divide total points by total of weightings		÷
	Average =		
	<b>Overall grade</b> (see conversion chart)		

## Unit 258 Apply taping and jointing systems to plasterboard

Task	Grade for task†	Weighting for task (if appropriate)	Weighted Points (graded tasks)
1 Prepare to apply and finish taping and jointing systems to a background area with a window opening and a pier or a junction partition.	P/X		
2 Apply and finish taping and jointing systems to a background area with a window opening and a pier or a junction partition.	P/M/D		

End of unit knowledge test	P/X		
<b>Total</b>			
Assessor signature and date:	For graded tasks, divide total points by total of weightings		÷
	Average =		
	<b>Overall grade</b> (see conversion chart)		

## Unit 260 Apply finishing plaster to plasterboard

Task	Grade for task†	Weighting for task (if appropriate)	Weighted Points (graded tasks)
1 Prepare to apply finishing plaster to a background area with a window opening and a pier or a junction partition.	P/X		
2 Apply finishing plaster to a background area with a window opening and a pier or a junction partition.	P/M/D		

End of unit knowledge test	P/X		
<b>Total</b>			
Assessor signature and date:	For graded tasks, divide total points by total of weightings		÷
	Average =		
	<b>Overall grade</b> (see conversion chart)		

## Unit 261 Apply and finish sprayed plasters to plasterboard

Task	Grade for task†	Weighting for task (if appropriate)	Weighted Points (graded tasks)
1 Prepare to operate spray machine, mix, apply and finish sprayed setting plaster to a background area with a window opening and a pier or a junction partition.	P/X		
2 Operate spray machine, mix and apply and finish sprayed setting plaster to a background area with a window opening and a pier or a junction partition.	P/M/D		

End of unit knowledge test	P/X		
		<b>Total</b>	
Assessor signature and date:		For graded tasks, divide total points by total of weightings	÷
		Average =	
		<b>Overall grade</b> (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).

# Generic forms

## Unit feedback and action planning form



<b>Unit title</b>	
<b>Candidate name</b>	

Task reference	Unit feedback		
Task reference	Action plan	Target date	Achievement date

This unit feedback and action plan has been agreed by:

Role	Print name	Signed	Date
Candidate			
Assessor			
Internal QA			

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