

6806-33 Diploma in Site Carpentry at SCQF Level 6

September 2014 Version 1.3

ASSESSOR GUIDANCE

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Assessor guidance amendments

Amendments in version 1.1

- Page 10 Unit 307, Task 1 task duration updated.
- Page 12 Unit 207, Task 3 assessor guidance updated.
- Page 14 Unit 209, Task 4 assessor guidance updated.
- Page 15 Unit 306, Task 1 and 2 assessor guidance and resource requirements updated.
- Page 16 Unit 307, Task 1 and 2 assessor guidance and resource requirements updated.
- Page 23 Cutting list column header updated.

Amendments in version 1.2

- Page 16 Unit 307, Task 2 assessor guidance updated.

Amendments in version 1.3

- Page 3 Construction end of unit knowledge tests: Updated guidance.

Assessor guidance

Internal quality assurance

Approved centres must have effective quality assurance systems in place.

Quality assurance includes initial centre approval, qualification approval and the centre's own internal procedures for monitoring quality. Centres are responsible for internal quality assurance, and City & Guilds is responsible for external quality assurance.

Full details and guidance on the internal and external quality assurance requirements and procedures are provided in the *Centre Manual – Supporting Customer Excellence (Centre Manual)*, which can be found on the centre support pages of www.cityandguilds.com. This document also explains the tasks, activities and responsibilities of quality assurance staff.

Conditions of use (assessment materials)

City & Guilds assessment materials are protected by copyright and are supplied only to approved centres for use solely for the purpose of summative assessment.

The following conditions, which apply to City & Guilds assessment materials, are additional to

- *The Standard Copying Conditions* which can be found at <http://www.cityandguilds.com>; and
- where the City & Guilds assessment materials are dated examinations or on-line exams, the *JCQ Instructions for Conducting Examinations*.

The approved centre must:

- only use City & Guilds assessment materials in formal, summative assessment leading to the award of credit / a qualification and **not** for **any** other purpose (including, but not restricted to, teaching, revision, as practice assessments or for commercial purposes);
- handle and securely store the City & Guilds assessment materials in accordance with the following conditions
 - with the exception of practical assessments like the tasks in the Construction task manuals, City & Guilds assessment materials must be accessible to candidates only during formal assessment as governed by the assessment conditions specified for the qualification;
 - Candidate portfolios may contain assessment results referenced to the assessment taken but should not contain the City & Guilds assessment materials (such as assessment tasks or questions (unless otherwise stated));
 - the approved centre must not make public **in any format** the contents of any City & Guilds assessment materials either in part or in full;
 - City & Guilds assessment materials must be securely handled and under no circumstances shared with third party organisations or individuals
- seek permission from City & Guilds via their Qualification Consultant if they wish to convert City & Guilds assessment material for storage, retrieval and delivery into electronic form (ie using some form of e-assessment or e-learning system)
- provide access, on request, to City & Guilds to the system(s) on which the assessment materials appear.

Assessments

This qualification is assessed in a number of ways to provide a clear indication of candidate knowledge and skills. These include:

- externally marked on-line tests
- internally marked end of unit knowledge tests
- practical tasks.

The assessments are set by City & Guilds and should only be used when delivery of the unit(s) is complete and candidates are ready to undertake the summative assessments. Candidates should be aware of the standard of performance/evidence required of them in order to achieve a pass and any available grade. They are then marked and/or graded internally using the information provided and the outcomes recorded on the documents provided by City & Guilds. Assessments are subject to internal and external verification.

Unless specified, assessments can be completed in any order. Centres will be expected to organise the assessments in a logical order according to the requirements of the candidates and the course, eg with regard to work experience placements, visits etc.

As a minimum Centres are required to deliver the full breadth of the units, taking into account the levels of performance required to achieve the higher grades as described by the assessment criteria contained in the *Practical task manual*. Records of candidate coursework, lesson plans, and samples of candidate work should be kept so they are easily accessible for the Qualification Consultant for sampling to evidence the full delivery of the units.

Construction end of unit knowledge tests

These questions should be taken under supervised conditions as closed-book tests, unless specified otherwise. This means that all activities will be completed with the assessor, or other designated supervisor, present.

If a candidate requires a scribe then the responses can be recorded on audio file, it is not compulsory to produce a written transcript. In this case:

- scribe and candidate must identify themselves as part of the transcript or at the start of the recording
- the candidate's responses must be clearly recorded
- if the candidate is using a reader, the questions asked must also be recorded
- audio files must be saved and filed in a manner that assures their security and ease of retrieval for verification purposes
- the centre's Qualification Consultant must be informed of this arrangement.

More information on access arrangements, including the evidence requirements for permitting a reader or scribe, is available on our website in the centre document library.

Practical tasks

Assessors should schedule the practical tasks such that candidates will have completed the related learning and gained sufficient practice in order to fairly attempt the task to the best of their ability.

They cannot be used for training or practice. See also the 'Opportunities to repeat assessments' section below.

All of the practical tasks for the programme are contained in the *Practical task manual*. This manual contains candidate records for each task and must therefore be held securely by the centre between assessments and for 3 years following certification (see the *Centre Manual* for details).

These tasks require candidates to demonstrate their practical skills. Most practical tasks are assessed by observation of the candidate carrying out the tasks and/or an assessment of the final outcome/product. Details of how to mark and grade each practical task are contained within the assessment criteria and grading rules contained in the *Practical task manual*. Further information about the delivery of these tasks is contained in this *Assessor guidance* document.

Centres may deliver the assessments in any order and timeframe that is meaningful and practical. These tasks should only be provided to the candidates once it is evident that they are ready to take the summative assessment. Recommended timings are given for each task for guidance purposes. Where these try to indicate, for example material drying time, to support planning, it is recognised that local conditions and choice of materials will make these inaccurate and assessors are encouraged to use their expert judgement to make suitable arrangements as necessary. Additional time may be given at the centre's discretion. Grading of the task may include references to efficiency of working, but this judgement should be made based on the candidate's way of working rather than by comparing the candidate's time against the durations given.

Introducing the tasks to candidates

The assessor should make sure the candidates fill in the 'Candidate details' page in the practical task manual before beginning any tasks. They should introduce each task, making sure that the candidates understand what is required of them. It will be beneficial to take the candidates through what is required and the way in which each task will be graded as candidates need to know what is expected of them to get each grade.

Opportunities to repeat assessments

The tasks are summative assessments and other than to gain a Pass, candidates may not retake tasks to improve grades. It is therefore essential that the tasks are not used for formative purposes and the candidates only attempt them when they are judged to be fully ready. A candidate should not be allowed to repeat until it is evident that they are suitably prepared to reattempt the task.

Unless specified, for end of unit knowledge tests candidates will need to retake the full set of questions again and where provided a different version of the questions should be used. For observations, candidates will need to retake the full task.

Support, guidance and feedback

The candidate's work must be their own, so the amount of support and guidance given during the assessment needs to be minimal.

Support in helping the candidate understand the task or to safely manually handle large pieces of equipment **is** appropriate. Any further guidance needs to be recorded and may be taken into account in making grading decisions.

As a guide:

- When a candidate asks for support that would enable them to achieve a pass criterion that they would otherwise fail, the assessor should **not** give the support. The reason should be explained to the candidate and the candidate allowed to continue the task independently.

- If the support requested may have an adverse affect on the candidate achieving a merit or distinction, the candidate should be made aware of this risk before the support is provided. The candidate may then choose to attempt the task independently or to take the support and risk the higher grade.
- At Level four, the level descriptors allow that the candidates will be working under overall guidance (for example; under supervision in the workplace). As such, some minimal prompting is allowed, although the task should be at a level that allows the candidate to be able to attempt it independently. Any prompting is therefore likely to be to simply draw the candidate back to the task instructions. Any support will affect the grade.

A unit feedback sheet has been provided for use after each task has been completed. Although some feedback may be given verbally, this is often forgotten by the candidate after the assessment, so assessors should complete the feedback sheet for each candidate, showing the key information given to the candidate. This will also serve as an action plan for candidates who are unsuccessful in a task and need to do further work before taking the task again.

Notes on using the observation checklists and grading rules

Only the knowledge and skills required by the unit(s) may be considered for marking and grading. Any additional skills displayed but which are not required for the unit or indicated in the assessment criteria for grading (eg high levels of presentation of written work, IT, communication etc) should not influence the marking or grading.

The tasks must be marked by the centre using the observation checklists and grading rules provided by City & Guilds. For internally marked questions, answers will be provided. The answers must be held securely by centres and not made available to candidates. Assessors must use the observation checklists and grading rules along with the answers provided for the tests to award marks or grades, as appropriate.

Recognition of Prior Learning (RPL)

These summative assessments assess all candidate learning, including recognition of prior learning. RPL can only be used to make a judgement on whether a candidate is already prepared to take an assessment; it cannot be used in place of any of the assessments for this qualification.

Health and safety / Codes of practice

The importance of safe working practices, the demands of the Health and Safety at Work etc Act and the codes of practice associated with the industry **must** be adhered to at all times.

The requirement to follow safe working practices is an integral part of all City & Guilds qualifications and assessments, and it is the responsibility of centres to ensure that all relevant health and safety requirements are in place before candidates start practical assessments.

Should a candidate behave unsafely during an assessment, they must be stopped, warned and monitored. Should a candidate fail to follow correct health and safety practices and procedures during practical assessment, the assessment **must be stopped** and the candidate advised of the reasons why. The candidate should be informed that they have not reached the standard of assessment required. At the discretion of the centre, candidates may retake the assessment at a later date when they are able to work safely. In any cases of doubt, guidance should be sought from the Qualification Consultant.

Centres may use their own risk assessment forms without prior agreement from their Qualification Consultant as long as the forms require the same process of the candidate. If the centre's forms are more complex, this should be taken into account during assessment. If there is any doubt, please either use the form provided or check with your Qualification Consultant before carrying out assessment. The candidate's completed Risk Assessment is not intended to replace the centre's own Risk Assessment.

Important: for all tasks, centres and assessors must ensure that candidates follow a safe system of work that is in accordance with the centre's own risk assessments and (where applicable) method statements.

Where hand or power tools and/or machines are used, appropriate training must have been provided prior to the assessment.

Quality assurance of assessments

Centres must use the provided documentation, unless otherwise agreed with City & Guilds, to ensure that Qualification Consultants can check that evidence for an assessment is complete and ensure that the assessment decision is fair and beyond dispute. Centres may devise additional documentation/forms to support those provided by City & Guilds.

Supporting evidence

In order for City & Guilds Quality Consultants to be able to independently assure that the assessment judgements of centre assessors are consistent across centres, it is recommended good practice that they be able to access supporting evidence for the assessor's decision in addition to the observation checklists. This evidence can also be used internally to support standardisation of assessors and internal QA processes.

Supporting evidence should be in a format that allows the IQA and QC to make an independent judgement as to whether they are able to support the assessor's decision.

- For practical tasks this is likely to be, but not limited to, photographic, video or audio evidence and may be held in electronic format.
- For end of unit knowledge tests this will be the candidates' marked, signed and dated multiple choice answer sheets.

All evidence should be suitably stored and identified to ensure it clearly relates to the specific candidate's work.

If a candidate's work is selected for external quality assurance sampling, samples of work or appropriate supporting evidence should be made available to the appointed Qualification Consultant who will ensure that

- the quality assurance co-ordinator is undertaking his/her responsibilities
- the quality assurance co-ordinator is given prompt, accurate and constructive feedback on centre operations
- a report is written on centre activities for City & Guilds.

Retention of evidence

In order to fully support candidates, centres are required to retain candidates' evidence until the next Qualification Consultant sampling activity. However where this is not practical the centre must keep all the relevant assessment records in place to show progress of the candidate throughout their qualification. Candidate assessment records (see the *Centre Manual* for details) must be retained for **three years** after certification.

Entry for assessment and certification

Entry for assessment and certification is as specified in the Qualification handbook and the Walled Garden.

Grade profile

Purpose and use of this qualification grade profile

City & Guilds has taken the decision to grade the individual practical assessments included in this qualification, and provide a grade associated with each unit. This decision is based on market research with employers and colleges that suggest grading can be of use both as a motivational tool within the learning environment, and also to candidates presenting evidence of their skills to prospective employers.

For this reason the practical tasks have been developed to extend candidates beyond the minimum required for pass. As a basis for developing the tasks and their related grading criteria, City & Guilds consulted a number of stakeholders to discover what the grades at each level should mean in practice, and how they might be used. The following descriptors are based on that consultation.

The descriptors were used in the development of the task grading criteria and should be used by assessors to understand the intended outcomes of the grading.

They should be referred to during the centre's standardising exercises in addition to the specific grading criteria for the unit to support a consistent understanding of the standard across units, centres and assessors.

Aims

The Construction suite of qualifications have been developed at SCQF levels 4, 5 and 6 to support the development of the skills and knowledge required for entry into the Construction Industry.

The qualifications have been developed closely with both industry and the deliverers of learning in order to ensure fitness for purpose.

Levels

SCQF Level 4 At this level, candidates may be 'tasting' a number of different trades to help decide on their best progression to SCQF Level 5. They are developing their hand/eye coordination in relation to clearly directed routine tasks and their familiarity with the tools of the trade. They are learning the behaviours necessary for working in the industry such as reliability, time keeping and staying on task.

SCQF Level 5 At this level, candidates are likely to have settled on a chosen trade, and may also be gaining some experience in the workplace in order to develop skills and knowledge to become employable in this area. They are becoming skilled in the use of the wider range of tools including power tools and have a growing understanding of materials and the importance of housekeeping. They are taking more responsibility for carrying out well defined tasks, making choices about the methods that are appropriate and dealing with straight forward problems.

SCQF Level 6 Candidates are likely to be gaining experience in the workplace as well as developing their skills and understanding of the more complex aspects of the job, through well defined tasks with problems that are non-routine and complex. They are expected to be able to plan and carry out large tasks with minimal instruction. There may be opportunities arising to progress to HE or into training for SkillBuild or World Skills.

Delivery of learning

Learning is delivered by approved colleges and training providers in simulated learning environments, not in the workplace. Candidates, especially at levels 5 & 6, will however have access to real work environments in which to further develop the breadth of their skills and their experience through work placements and apprenticeships.

Assessment

Assessment is of three types. For each level:

- an externally set and marked knowledge test for each of the core units (either paper based or online)
- externally set, internally marked and externally quality assured tests covering the knowledge in each practical unit
- externally set, internally marked and externally quality assured practical tasks for each practical unit.

The assessments have all been developed with input from experts in the industry.

Grading

The on-line tests of Construction Principles and the majority of the practical tasks are graded pass/merit/distinction. Pass reflects the minimum requirements that are expressed in the unit, with merit and distinction showing progression in skills and knowledge as well as recognising behaviours important to the industry.

	Pass	Merit	Distinction
SCQF Level 4	<p>Candidates achieving a pass at SCQF Level 4 are capable when given well directed routine tasks. They can recognise and use the basic tools of the trade to acceptable standards for a novice.</p> <p>They are able, and will benefit from the opportunity of work experience in support of an experienced worker in the trade.</p>	<p>In addition, having achieved merit, these candidates can be expected to work efficiently and recognise their own errors. They are beginning to practise good housekeeping. They are motivated and reliable and will benefit from progression to SCQF Level 5, and from the opportunity of work experience.</p>	<p>In addition, having achieved distinction, these candidates are confidently capable at SCQF Level 4 tasks, look to learn new skills from experience in the workplace, and are consistently demonstrating good housekeeping behaviours. They are keen to progress to higher levels.</p>
SCQF Level 5	<p>Candidates achieving a pass at SCQF Level 5 are capable when carrying out well defined tasks and can handle straight forward problems.</p> <p>They can use the range of tools of the trade in a safe manner to achieve acceptable standards. They are suitable to begin employment in the trade with overall supervision.</p>	<p>In addition, having achieved merit, these candidates can be expected to demonstrate a confidence in their work, and self motivation. They are able to achieve the required standard efficiently and accurately especially for straight forward aspects of the task. Housekeeping is good.</p>	<p>In addition, having achieved distinction, these candidates are confidently capable at SCQF Level 5 tasks and are self starting and proactive in their work and their development. They have developed a high level of understanding of materials and their uses.</p> <p>Workplace behaviours are second nature, and their standard of work is accurate and skilled. They are able to achieve a high level of finish.</p>
SCQF Level 6	<p>Candidates achieving a pass at SCQF Level 6 are capable of making their own decisions and able to get on with the task at hand, being aware of commercial aspects.</p> <p>They are capable when carrying out well defined but non- routine and complex tasks and are able to rectify any mistakes to an appropriate standard. They bring value to the employer, and with experience will be able to take up a supervisory role in the</p>	<p>In addition, having achieved merit, these candidates are comfortable with occupational systems and procedures and can plan and solve problems effectively. Complex tasks can be expected to be well carried out with generally high standards and attention to detail consistent.</p>	<p>In addition, having achieved distinction, these candidates can be expected to deal confidently with stretching and complex tasks showing skills beyond that of the qualification perhaps developed through workplace opportunities. They are able to motivate others. Organisational systems and processes are followed as second nature. These candidates have the potential to develop very high class skills and understanding, and/or managerial skills given the correct</p>

	future.		progression opportunities.
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Unit assessment overview

All images and diagrams referred to in this document are available in the *Practical task manual*. These diagrams have been designed to be scalable, so can be printed at a larger size at the centre's discretion.

The following tables are designed to offer a summarised overview of the *Practical task manual*, and to show how the tasks demonstrate achievement of the assessment criteria in the units.

The task durations here are provided as a guide for planning the assessment. Where necessary they indicate where time (eg for drying) has been included, and any need for time after the assessment before the next task can begin is noted separately. This is intended to provide a rough guide for planning purposes, and to indicate where additional planning will be required. Assessors are encouraged to use their expertise to allow sufficient time for and between assessments in order to take into account local conditions.

Unit 207 Carry out first fix flooring and roofing

Task	Description	Assessment criteria	Task duration	Grading
1	Build a roof structure	2.1 – 2.6	3 hours	P / M / D / X
2	Fix verge and eave components	4.1 – 4.6	6 hours	P / M / D / X
3	Lay floor joists	6.1 – 6.6	3 hours	P / M / D / X
4	Fit and fix joist coverings	8.1 – 8.4	2 hours	P / X

Unit 209 Carry out second fixing operations

Task	Description	Assessment criteria	Task duration	Grading
1	Install doors and ironmongery	2.1 – 2.4	4 hours	P / M / D / X
2	Fix mouldings	4.1 – 4.5	3 hours	P / M / D / X
3	Fix service encasements and cladding	6.1 – 6.5	3 hours	P / X
4	Install kitchen units, worktops and fitments	8.1 – 8.8	4 hours	P / M / D / X

Unit 306 Carry out first fix roofing and stairs

Task	Description	Assessment criteria	Task duration	Grading	Weighting per task
1	Construct a traditional cut roof	2.1-2.8	18 hours	P / M / D / X	2
2	Fix a flight of stairs with a quarter turn	4.1-4.3	9 hours	P / M / D / X	1

Unit 307 Carry out second fixing double doors and mouldings

Task	Description	Assessment criteria	Task duration	Grading	Weighting per task
1	Install double doors and ironmongery	2.1-2.4	7 hours	P / M / D / X	2
2	Install curved and raking mouldings	4.1-4.8	8 hours	P / M / D / X	1

Unit 308 Set up and use fixed and transportable machinery

Task	Description	Assessment criteria	Task duration	Grading
1	Inspect, maintain and use fixed and transportable machinery efficiently and safely	2.1-2.6 4.1-4.8	6 hours	P / X

Unit 207 Carry out first fix flooring and roofing

Practical Tasks – Assessor Guidance

Task 1 Build a roof structure

The wall plates are to be clean and without marks before the start of the assessment to enable the candidate to mark out the centres accurately.

The candidate's work is to be their own, with assistance for manual handling only if required. Power tools can be used as required.

Candidates should complete resource checklist A as part of this task.

Sizes are minimum sizes.

Resource requirements	<p>Roof jig as shown in the Figures, conforming to the minimum dimensions indicated. If the centre has a larger jig available, this may be used for the assessment instead.</p> <p>Minimum of 4 roof trusses as per the Figures.</p> <p>Bracing to be a minimum size of 50 mm x 25 mm sawn.</p> <p>Tools as per unit range.</p> <p>Fixings as required.</p> <p>Access equipment as appropriate.</p>
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Task 2 Fix verge and eave components

Barge board to be mitred into the fascia board.

Ventilation is not required.

Candidates should complete resource checklist A as part of this task.

Sizes are minimum sizes.

Resource requirements	<p>Fascia and barge to be 150 mm x 22 mm nominal or equivalent, planed or sawn with minimal cupping or 18 mm plywood.</p> <p>63 x 38 CLS or equivalent to make the gable ladders.</p> <p>Soffit to be a minimum 6 mm sheet material.</p> <p>Tools as per unit range.</p> <p>Fixings as required.</p> <p>Access equipment as appropriate.</p>
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Task 3 Lay floor joists

The wall plates are to be clean without marks before the start of the assessment to enable the candidate to mark out the centres accurately.

Screws can be used to enable hangers and joists to be reused.

Joists are to be cut to length by the candidate. Bridging joists can be re-used for the trimmed section.

Trimmed joists minimum length 600 mm.

Opening size to be a minimum of 400 mm wide x 724 mm increasing by 50 mm (width) increments for each successive candidate, to allow for re-cutting of the trimmed joist to minimise material use. The opening size must be given to candidates before commencing the assessment and should be measured from the inside and not from the outside of the jig.

Candidates should complete resource checklist B as part of this task.

Sizes are minimum sizes.

Resource requirements	38 x 140 CLS joists or sawn equivalent. Joist hangers. Fixings as appropriate. Tools as per unit range. Power tools can be used as appropriate.
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Task 4 Fit and fix joist coverings

Own materials may be selected. The same jig as is used in Task 3 may be used by the candidate for this Task.

Candidates should complete resource checklist B as part of this task.

Sizes are minimum sizes.

Resource requirements	18 mm sheet material or timber. Screws or nails. Tools as per unit range.
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Unit 209 Carry out second fixing operations

Practical Tasks – Assessor Guidance

Task 1 Install doors and ironmongery

The lining must be clean and without hinge recesses. The door can be hung in the lining fixed during Task 2 in the first fix assignment (6706-208). If the door is to be fitted to another lining, this lining must be fixed to the standards outlined in 6706-208.

The lock to be fitted is a 3 lever sash deadlock, with lever handles. Hinges are to be 75 mm steel butts, to be housed into door and lining.

Centres may use a 'skeleton' door with a replaceable lock block for this task in order to reduce wastage.

Sizes are minimum sizes.

Resource requirements	Hollow core or skeleton door with replaceable lock block, door stops, locks, handles, brads for door stop/lathe. Tools as per unit range.
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Task 2 Fix mouldings

The skirting assessment can be carried out on the jig as shown, or on any other jig as long as it is performed at floor level and the minimum sizes and joints are complied with. The skirting must have a torus/ogee moulding. No return is to be less than 300 mm. Each candidate is to determine their own bisection angles for the obtuse scribe and mitre. Masking tape or similar can be used to keep the base of the jig free from pencil marks, which could provide assistance to other candidates.

The architrave can be carried out on the lining from Task 2 in assignment 6706-208. If it is not, then a lining must be set up to the same standard as the assessment.

Sizes are minimum sizes.

Resource requirements	Skirting jig or similar. Fitted door lining. EX 100 mm skirting, EX 50 mm architrave, all softwood or MDF. Nails for fixing. Tools as per unit range.
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Task 3 Fix service encasements and cladding

A 110 mm soil pipe is to be set up in a corner for the candidate to box around.

If a candidate has successfully completed Task 1 in 6706-208 (construct a stud partition) and completed Task 4 in 6706-207 (lay flooring) then evidence can be inferred and this task does not need to be taken.

Sizes are minimum sizes.

Resource requirements	Ex50 mm x 50 mm softwood carcassing for framing. Minimum 6 mm sheet cladding. Cups and screws. Tools as per unit range.
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Task 4 Install kitchen units, worktops and fitments

The wall unit must be fitted centrally above the base unit as per Figure 1.

Rigid units are to be supplied to the candidate with the doors supplied loose.

The worktop is to have three biscuits and two bolts. The candidate is required to assemble both sections of the worktop (the longer section for the double unit and shorter section for the single unit). The female joint is to be pre-cut by the centre but the male joint is to be cut and prepared by the candidate. The bolt recesses on the underside of the short section are to be cut by the candidate, to match the ones already pre-cut into the longer section.

After the assessment, the longer section of worktop can be re-used by the centre for the next candidate, in order to reduce material wastage. The smaller section cut by the candidate should be discarded.

Handles to be pre-fitted to the doors.

Candidates should complete resource checklist B as part of this task.

Sizes are minimum sizes.

Resource requirements	Kitchen base units 1000 mm and 400 mm. Kitchen wall unit 800 mm. Standard, post formed laminated worktop. Router and kitchen worktop jig. Tools as per unit range.
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Unit 306 Carry out first fix roofing and stairs

Practical Tasks – Assessor Guidance

Task 1 Construct a traditional cut roof

Reference to specification and working drawings.

The roof will have a minimum 40° pitch. The assessor must state a given rise for each candidate before beginning the assessment, which will then be marked.

Candidate must calculate rafter lengths, cuts and all required angles.

Resource requirements

The Level 5 roofing jig can be used (these are the minimum requirements). Additional wall plates will be used along the longer sides of the jig.

Common, crown and jack rafters and trimmers are 63 mm x 38 mm CLS or equivalent.

Hips EX 100 mm x 25 mm or equivalent.

Ridge EX 150 mm x 25 mm or equivalent.

Timber to be supplied in usable lengths but not cut to size (length).

Tools and equipment as per unit requirements (access to chop saw as appropriate).

Task 2 Fix a flight of stairs with a quarter turn

The stairs are to be fixed to a pre-installed trimmer against a wall.

Centres may use a staircase with pre-assembled flights. The top newel is to be marked out and notched by the candidate. This can be a replaceable piece but must be as shown in the drawing. The replaceable section of newel is to be of such thickness as to ensure the candidate will cut out the correct size piece of timber to allow notching over trimmer rather than just cut out the same piece as the candidate before. The wall string must be marked out and cut by the candidate. The string ends can be replaceable and centres may use their discretion as to the method of changing the section of string, providing that candidates do their own marking out and cutting. Any previous work must be removed prior to the assessment and disposed of securely so that the candidate cannot use it as a template for their own work.

Tapered treads supplied loose. Winder glue blocks omitted for the purposes of this assessment, winder risers to be screwed to the back of the treads. A new set of risers should be supplied to each candidate for use with the winders.

Spindles are to be cut to length by the candidate. The capping rail must be free from markings. The spacings are to be determined by the candidate. This can be carried out on a jig that complies with the minimum requirements of this assessment (half a full size flight in length).

If Task 3 in unit 6706-208 has been completed, recognition of previous learning can be brought forward for this assessment.

Resource requirements

Stairs (minimum two flights, of at least 3 treads each, with minimum width 600 mm), nosing, top and bottom riser, winders/tapered treads, newels, capping rail and spindles.

Tools and equipment as per unit requirements.

Unit 307 Carry out second fixing double doors and mouldings

Practical Tasks – Assessor Guidance

Task 1 Install double doors and ironmongery

Doors to be prepared and ready as per drawing or suitable equivalent.

The door frame will be fixed in position (it is suggested to facilitate the constant recutting of hinges, the frame can be oversized so that dummy jambs can be used).

Candidates must be advised that the right hand door will open first.

Resource requirements

A pair of fully glazed French doors (without glass) and a double door frame.
All tools required to carry out this task.

Rebated mortice sash lock with handles and a surface fixed barrel bolt.

Tools and equipment as per unit requirements.

Task 2 Install curved and raking mouldings

Jigs to be to a minimum of that shown in the drawings. Candidates to determine the shape of raking moulding and compound mitre cut with the use of geometric drawings.

Moulding A is the given moulding. Mouldings B and C require developing geometrically to determine their true shape. The mitre angles for the raking moulding (B) will also require geometrical development.

The lower internal joint is to be butt jointed. The upper internal joint is to be mitred.

All material calculations and drawings to be destroyed or removed so candidates cannot reuse or refer to them.

Resource requirements

Jigs to minimum drawing specification. Timber ready for planing to shape and size.

Skirting material to be 95 mm x 16 mm bull nosed.

Tools and equipment as per unit requirements.

Unit 308 Set up and use fixed and transportable machinery

Practical Tasks – Assessor Guidance

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

The candidate will be supplied with a sawn length of timber 700 mm x 150 mm x 38 mm, which the candidate will then have to cut to length on the cross cut saw. This timber will be ripped, crosscut and planed to produce components A and B (650 mm x 70 mm x 32 mm).

Component A to be morticed as shown in the drawing.

Component B to be cut as per drawing.

Glue block to be produced 50 mm x 50 mm timber (using saddle supplied by the centre).

8 no. stair wedges to be cut by rip saw as per drawing (using jig supplied by the centre).

The focus of this assessment is not only on the finished product but on the correct checks and procedures carried out on the machines before, during and after use.

The centre is to supply the candidate with a template to mark out the timber.

It is acceptable for a centre to have separate machines to carry out the changing of knives.

This assessment will not need to be carried out if unit 310 Manufacture stairs with turns is completed prior to this assessment.

Resource requirements	Red wood, cross cut saw, surface planer, thicknesser, rip saw, narrow band saw, morticer and materials suitable for jigs. Tools and equipment as per unit requirements.
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Generic forms

Risk assessment form

Candidate Name	SEVERITY (S): Degree of harm which may be caused (including numbers affected) 1 = Minor Injury 2 = Major Injury 3 = Fatality	LIKELIHOOD (L): Probability that event will occur 1 = Remote 2 = Possible 3 = Likely	RISK RATING (RR): Severity x Likelihood 1-2 = Low 3-4 = Medium 6-9 = High
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Unit and task reference	Date	Activity	Hazard	Existing Controls	S (1-3)	L (1-3)	RR (S x L)	Actions needed
Unit 127, Task 1	18 July 2013	Apply materials and fix tiles to surfaces	Chemical based adhesives	PPE	1	2	2	Implement sign off sheet to ensure PPE is worn

Unit and task reference	Date	Activity	Hazard	Existing Controls	S (1-3)	L (1-3)	RR (S x L)	Actions needed

		Likelihood		
		Unlikely	Possible	Very likely
Severity	1 Slight / minor injuries / minor damage	1	2	3
	2 Medium injuries / significant damage	2	4	6
	3 Major injury / extensive damage	3	6	9

Likelihood

3 = Very likely

2 = Possible

1 = Unlikely

Severity

3 = Major injury / extensive damage

2 = Medium injury / significant damage

1 = Slight / minor damage

Key:

1 = Low risk, action should be taken to reduce the risk if reasonably practicable

2, 3, 4 = Medium risk, is a significant risk and would require an appropriate level of control measures.

6 & 9 = High risk, should not be undertaken without prior agreement.

Generic forms
Feedback and action planning form



Unit and task number	
Candidate name	

Task reference	Unit feedback

Task reference	Action plan	Target date	Achievement date

Useful contacts

UK candidates

General qualification information

T: +44 (0)844 543 0033

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Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change

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F: +44 (0)20 7294 2413

F: +44 (0)20 7294 2404 (BB forms)

E: singlesubjects@cityandguilds.com

International awards

Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports

T: +44 (0)844 543 0000

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E: intops@cityandguilds.com

Walled Garden

Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems

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E: walledgarden@cityandguilds.com

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