



City & Guilds Level 2 Extended Technical Occupational Entry in Wood Occupations (Diploma) - Site Carpentry (7255-62)

Version 1.0 (July 2025)

Assignment Pack 7255-261
Candidate (sample)

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1. Assessment overview

This assessment is for the City & Guilds Level 2 Extended Technical Occupational Entry in Wood Occupations (Diploma) – Site Carpentry qualification. This pack consists of a practical assignment brief that you will need to use to complete your assessment tasks.

2 Assignment guidance

General guidance

Please read **ALL** information carefully before the assessment.

This is a formal assessment that you will be graded on. You will be graded on the quality and accuracy of the work you produce. It is therefore important that you carry out your work to the highest standard you can.

Plagiarism

Plagiarism is the failure to acknowledge sources properly and/or the submission of another person's work as if it were your own. Plagiarism is **not** allowed in this assignment.

This assignment is an assessment of your abilities, so the work submitted must be all your own and carried out under the conditions stated. You will be asked to sign a declaration that you have not had any help with the assignment. Your assessor is allowed to give you general advice, such as clarification of the task instructions. However, general advice will not include:

- any specific advice on how to improve work to meet the required standard
- feedback on anything missing from your work
- any intervention that improves the standard or presentation of work.

If there is a need to provide more than general advice, your assessor will need to record the advice they have given and take it into account when marking the submitted work.

Where research is allowed, your assessor must be able to identify which work you have done yourself and what you have found from other sources. It is therefore important to make sure you acknowledge sources used and clearly reference any information taken from them (eg providing, as a minimum, a list of web addresses, books, articles etc that you used).

Timings and planning

You are advised to study the details of the assessment before starting.

You should check with your assessor that you have all the relevant materials, equipment and information/data sources that you need before starting the assessment.

You should take care when planning to make sure you have divided the time available between parts of the assignment tasks appropriately. Timings for tasks are provided within this pack to support with planning and time allocation.

If you have a good reason for needing more time, you will need to explain the reasons to your assessor and agree a new time for the assessment to take place. Any changes will be at the discretion of the assessor and agreed by City & Guilds.

Health and safety

You must always work safely while you are carrying out practical tasks.

You must always follow any relevant health and safety regulations, risk assessments and codes of practice in line with centre requirements.

If your assessor sees you working in a way that is unsafe for yourself or others, they will highlight the issue and ask you to stop the task immediately.

Presentation of work

Presentation of work must be neat and legible. It must be appropriate to the task and the evidence required for submission.

You should make sure that each piece of evidence, including any forms, are clearly labelled with your name and the project reference.

Calculations should be set out clearly, with all working shown, as well as any assumptions made. You should use appropriate units at all times, consistent with the requirements of the assignment.

Instructions for this assignment

Ensure you read all the provided assessment information issued by the assessor.

You must work independently and not share your work with any other candidates in these supervised assessment sessions.

Your work will be kept secure during any supervised breaks that are taken.

Internet access is **not** allowed, unless otherwise stated in the task.

You will not be permitted any additional notes, such as printed resources and textbooks, unless otherwise stated in the conditions for assessment.

You must complete all the tasks and present all evidence that is detailed in each task. This candidate pack contains the assignment brief.

Any additional documents/templates needed for the task will be provided to you by the assessor.

Within each task you will find the following:

- **Resources:** This provides a list of equipment, documents or tools that you will have access to in order to complete the task.
- **Conditions of assessment:** This will tell you the duration and rules you must follow when completing a task.
- **Controlled conditions:** This will tell you the rules you must follow when completing each task. For example, you must not share or discuss your work with other candidates.
- **What must be produced for marking:** This describes the evidence you must submit when the task is completed. Be aware that failure to submit any evidence requested can adversely affect your overall mark for the assessment.
- **Additional evidence for this task:** This describes other forms of evidence that will be collected by the assessor to support the marking of your performance. This will often include, but is not limited to, photographic and video evidence.

3. Assignment brief

You are working on site for Peter Scout Builders. A client has requested a room be divided with a stud partition and new door, as part of a refurbishment project.

You have been asked to construct the wall, fix the lining and hang the door, including door stop, latch and handles.

Specification

The wall will be constructed and the door hung as per the drawing and information provided.

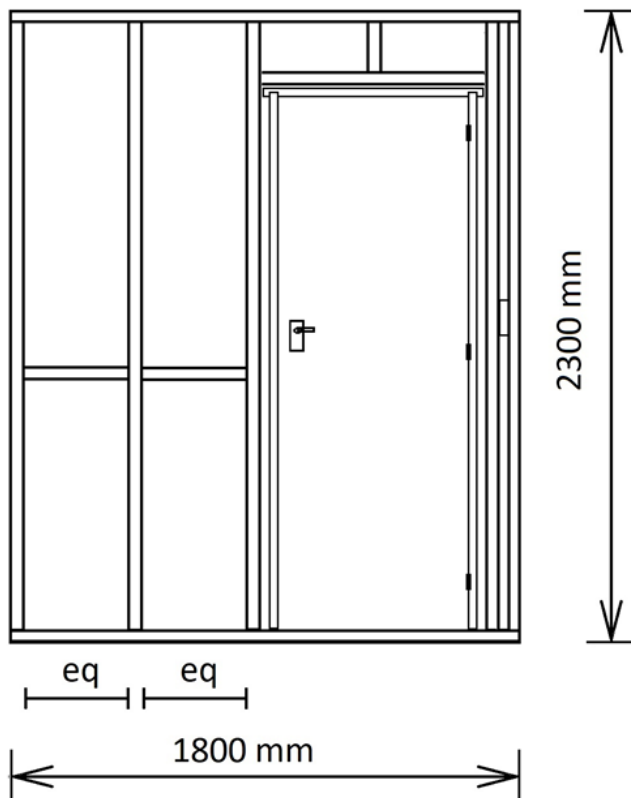


Diagram not to scale.

- Door size: 762mm x 1981mm and lining to match
- Door hung on right-hand side opening out as per diagram, complete with door stop, tubular latch and handles
- Studwork: 63mm x 38mm Canadian Lumber Standard (CLS) or equivalent
- Door lining to be fixed with a minimum of four fixings on each side

This assignment has an overall time allocation of **14 hours**.

4. Tasks

Task 1 – Resources list and risk assessment

You should refer to the brief and technical information provided and then do the following:

- produce and complete a risk assessment covering all activities in Tasks 2 and 3.
- create a list of resources for Tasks 2 and 3. This should include:
 - all materials (correct length and sizing identified)
 - fixings
 - tools and equipment.

Resources

- Risk assessment form.
- Tools and resource list.

Conditions of assessment

- The time allocated for this task is 2 hours.
- You must carry out the task on your own, under controlled conditions while being observed.

Controlled conditions

- You must work on your task in the allocated time only.
- Assessment evidence must be handed in at the end of each session for secure storage.
- You must not share or discuss your work with other candidates.
- You are permitted to use only the reference materials detailed in the resources section.
- You must complete the task under supervision with no assistance.

What must be produced for grading

- Completed risk assessment for Tasks 2 and 3.
- A list of resources required for Tasks 2 and 3.

Task 2 – Practical project (part 1)

You are now required to construct a stud wall with an opening to accept a door lining, as per the drawing.

You must:

- measure and cut all components to length using a chop saw
- assemble the stud partition as per the drawing.

Resources

- The centre's risk assessments and method statements.
- Completed resource list from Task 1.
- Materials and equipment for constructing a stud wall:
 - chop saw
 - timber and fixing as provided
 - hand and power tools.
- Appropriate personal protective equipment (PPE)

Conditions of assessment

- The time allocated for this task is 5 hours.
- You must carry out the task on your own, under controlled conditions while being observed.

Controlled conditions

- You must not share or discuss your work with other candidates.
- Assessment evidence must be handed in at the end of each session for secure storage.
- You must work on your task in the allocated time only.
- You are permitted to use only the reference materials detailed above in the resources section.
- You must complete the task under supervision, with no assistance.

What must be produced for grading

- The completed stud wall

Additional evidence that may be captured for grading for this task

- Completed section of Assessor Observation Form (AOF).
- Three assessor photographs, capturing the task in progress and at completion:
 - first photograph: measuring and cutting components to length using chop saw
 - second photograph: assembly of the stud partition
 - third photograph: completed stud wall.

- The photographs can support judgements of quality which could affect the pass/fail decision.

Task 3 – Practical project (part 2)

The purpose of this task is to fix the door lining and hang the door in the lining in three hinges, including all door furniture.

You must do the following:

1. fix the door lining
2. hang the door
3. fit the tubular latch and handle
4. work in a safe manner and segregate waste resources for reuse, recycling and disposal.

Resources

- Door lining as per specification.
- Door and hinges.
- Door furniture and latch.
- Access to hand and power tools, plus equipment suitable to undertake the task.
- Appropriate PPE

Conditions of assessment

- This is a workshop-based assessment, to be carried out individually and under controlled conditions.
- The time allocated for this task is 7 hours (not including machine waiting time).
- You must carry out the task on your own, under controlled conditions while being observed.

Controlled conditions

- You must not share or discuss your work with other candidates.
- You must work on your task in the allocated time only.
- You are permitted to use only the reference materials detailed above in the permitted reference materials section.
- You must complete the task under supervision, with no assistance.

What must be produced for grading

- The completed lining and fitted door, including all furniture/ironmongery

Additional evidence that may be captured for grading for this task

- Completed section of Assessor Observation Form (AOF).
- Four assessor photographs, capturing the task in progress and at completion:
 - first photograph: fixing the door lining

- second photograph: hanging the door
 - third photograph: fitting the tubular latch and handle
 - fourth photograph: completed lining and fitting door.
- The photographs can support judgements of quality which could affect the pass/fail decision.