



**City & Guilds Level 2 Extended
Technical Occupational Entry
in Painting and Decorating
(Diploma)
(7255-72)**

Version 1.1 (October 2025)

**Practical Assignment 7255-263 -
Candidate
(Sample)**

Version and date	Change detail	Section
V1.0 February 2025	Initial version	All
V1.1 October 2025	Grammatical amendment to Controlled conditions text	4. Tasks - Task 1 – Planning

SAMPLE

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SAMPLE

1. Assessment overview

This assessment is for the Level 2 Extended Technical Occupational Entry in Painting and Decorating (Diploma). This pack consists of a practical assignment brief that you will need to complete your assessment tasks.

SAMPLE

2. Assignment guidance

General task 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, ie, clarification of the task instructions. However, general advice will not:

- include any specific advice on how to improve work to meet the required standard
- provide feedback on anything missing from your work
- intervene in any way 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 the sources used and clearly reference any information taken from them (eg providing as a minimum a list of web addresses / books / articles etc 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 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 on 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, legible, and appropriate to the task and evidence required for submission.

You should make sure that each piece of evidence, including any forms, is 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 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, 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 eg you must not share or discuss your work with other candidates.
- **What must be produced for grading:** This describes the evidence you must submit when the task is completed. Be aware failure to submit any evidence requested can adversely affect your overall grade for the assessment.
- **Additional evidence for this task:** This describes other forms of evidence that will be collected by the assessor to support the grading of your performance. This will often include but is not limited to photographic and video evidence.

3. Assignment brief

You have been awarded a contract to decorate a restaurant in a 1930s-style building. Prior to starting any practical work, the customer has requested the completion of three sample pieces mentioned in the specification below. In addition, the customer would like a test wall completed to establish if they are satisfied with the choice of colours and paper selection.

The customer wants a monochromatic colour scheme and would like the skirting board and dado rail to be completed in a water-based gloss that will complement the door colour (BS08C37).

The wall area and reveal above the dado requires lining and a free match vinyl wallcovering, applied over the top.

The wall area and reveal (dado panel) below the dado rail requires lining and painting with an acrylic-based eggshell.

The ceiling requires two coats of a white vinyl matt emulsion.

You must use the drawings and specifications provided to plan your work accordingly.

Note: You must select colours and wallcoverings suitable for the brief and refer to drawings provided by your Assessor.

Specification

Floors:

All floors have to be sheeted and protected using a suitable sheeting method.

Wall:

- Clean down, fill, and abrade
- Size the wall
- Apply lining paper horizontally above and below dado rail
- Apply two coats of acrylic eggshell to the dado panel
- Apply a free match vinyl wallcovering to the wall and reveal above the dado rail

Ceiling:

- Clean down, fill, and abrade
- Apply two coats of vinyl matt emulsion

Skirting board and dado rail:

- Wet flat and fill where required
- Apply one coat of water-based undercoat
- Apply one coat of water-based gloss

Door:

- Wet flat and fill where required
- Apply one coat of oil-based undercoat
- Apply one coat of oil-based gloss (BS08C37)

Samples:

Previously defective painted skirting board

- Strip using hot air
- Abrade

Skirting board (bare/new timber)

- Apply knotting solution
- Apply one coat of water-based primer
- Abrade

Plasterboard skimmed finish

- Prepare
- Apply filler
- Abrade
- Apply two coats of white vinyl matt emulsion

Note: Clean all the work area and return the tools on completion of the task.

This assignment has a time allocation of **15 hours**.

4. Tasks

Task 1 – Planning

The purpose of this task is to plan a painting and decorating project.

You must read and follow the assignment brief and refer to Figures 1–3 provided to you then:

- a) Produce a tools and resource list giving reasons for your selections.
- b) Produce a method statement to include:
 - activities/tasks to undertake
 - any risks/hazards or safety concerns to consider
 - the PPE and RPE required for each element of the task.
- c) Produce a colour scheme.

Resources

- Figures 1–3
- Tools and resource list proforma
- Method statement proforma
- BS4800 Colour cards
- Colour scheme proforma

Conditions of assessment

- The time allocated for this task is **2.5 hours**.
- You must carry out the task on your own, under controlled conditions while being observed.

Controlled conditions

- You must only work on your task in the allocated time.
- Your assessment evidence must be handed in at the end of each session for secure storage which cannot be accessed between sessions by candidates.
- You must not share or discuss your work with other candidates.
- You are not permitted to bring any materials into the assessment session apart from the resources listed.
- You must complete the task under supervision with no assistance.

What must be produced for grading

- A completed tools and resource list
- A completed method statement for the given project

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- A completed colour scheme proforma

Task 2 – Preparing samples

The purpose of this task is to prepare three sample pieces for the customer. You are required to undertake quality review checks of your work as part of this task.

You must:

- Select resources.
- Remove existing defective paint using hot air from 500 mm of skirting board.
- Abrade and clean down 500 mm of skirting board (bare/new timber).
- Apply knotting solution.
- Apply water-based primer.
- Prepare a crack on a 450 mm² of pre-skimmed plasterboard.
- Apply filler.
- Abrade to a smooth surface.
- Apply two coats of white vinyl matt emulsion using a brush.
- Undertake quality review checks of each stage of the sample preparation work.

A quality review check proforma has been provided for you to detail the outcomes of your quality checks for this task.

Resources

- Completed planning documents from Task 1
- A quality review check proforma
- A range of appropriate tools, equipment and materials
- 500 mm of previously painted skirting board
- 500 mm of skirting board (bare/new timber)
- 450 mm² pre-plastered plasterboard with premade minimum one crack

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 only work on your task in the allocated time.
- Your assessment evidence must be kept secure in the workshop/handed in at the end of each session for secure storage which cannot be accessed between sessions by you or other candidates.
- You must not share or discuss your work with other candidates.
- You are permitted to use your planning documents from Task 1 during the assessment session.
- You must complete the task under supervision with no assistance.

What must be produced for grading

- A prepared work area
- A stripped piece of skirting board
- A primed piece of skirting board
- An emulsion painted piece of plasterboard
- A completed quality review section for this task

Additional evidence for this task

- Completed section of Assessor Observation Form (AOF)
- Six assessor photographs, capturing the task in progress and at completion. Images can support judgements of quality which could affect the Pass/Fail decision.
 - 1st photograph showing stripping of skirting board and the wearing of PPE
 - 2nd photograph showing stripped piece of skirting board showing all paint removed
 - 3rd photograph showing application of knotting to the skirting board
 - 4th photograph showing application of primer to the skirting board
 - 5th photograph showing repair of crack in plasterboard
 - 6th photograph showing painted plasterboard

Task 3 – Preparation of surfaces

The purpose of this task is to prepare all surfaces to be decorated. You are required to quality review your work as part of this task.

Refer to Figures 1–3.

You must:

- Select resources.
- Abrade and clean down all surfaces.
- Fill and prepare all surfaces.
- Size and apply lining paper to the sample wall and internal angle.
- Undertake quality review checks of each stage of preparation of surfaces work.

A quality review check proforma has been provided for you to detail the outcomes of your quality checks for this task.

Resources

- Figures 1–3
- Completed planning documents from Task 1
- A quality review check proforma
- A range of appropriate tools, equipment and materials

Conditions of assessment

- The time allocated for this task is **4 hours**.
- You must carry out the task on your own, under controlled conditions while being observed.

Controlled conditions

- You must only work on your task in the allocated time.
- Your assessment evidence must be kept secure in the workshop which cannot be accessed between sessions by you or other candidates.
- You must not share or discuss your work with other candidates.
- You are permitted to use your planning documents from Task 1 during the assessment session.
- You must complete the task under supervision with no assistance.

What must be produced for grading

- A prepared work area that is protected, clean, filled, and abraded
- A wall that is sized, with lining paper applied
- A completed quality review section for this task

Additional evidence for this task

- Completed section of Assessor Observation Form (AOF)
- Five assessor photographs, capturing the task in progress and at completion. Images can support judgements of quality which could affect the Pass/Fail decision.
 - 1st photograph showing sheeted work area
 - 2nd and 3rd photographs showing the cleaning down of the wall and ceiling surface areas, use of tools and abrasives and the wearing of PPE and the correct RPE
 - 4th photograph showing the application of lining paper to the wall areas
 - 5th photograph showing completed lined wall areas showing joints

Task 4 – Application of paint

The purpose of this task is to apply paint by brush and roller. You are required to quality review your work as part of this task.

Refer to Figures 1–3.

You must:

- Select resources.
- Apply water-based undercoat to skirting and dado rail.
- Apply solvent-based undercoat to the door.
- Apply emulsion paint to the ceiling.
- Apply acrylic eggshell to the dado panel.
- Apply water-based gloss to the skirting and dado rail.
- Apply solvent-based gloss to the door.
- Undertake quality review checks of each stage of the application of paint work.

A quality review check proforma has been provided for you to detail the outcomes of your quality checks for this task.

Resources

- Figures 1–3
- Completed planning documents from Task 1
- A quality review check proforma
- A range of appropriate tools, equipment, and materials

Conditions of assessment

- The time allocated for this task is **3 hours**.
- You must carry out the task on your own, under controlled conditions while being observed.

Controlled conditions

- You must only work on your task in the allocated time.
- Your assessment evidence must be kept secure in the workshop which cannot be accessed between sessions by you or other candidates.
- You must not share or discuss your work with other candidates.
- You are permitted to use your planning documents from Task 1 during the assessment session.
- You must complete the task under supervision with no assistance.

What must be produced for grading

- Emulsion painted ceiling
- Gloss finished skirting and dado rail
- Eggshell painted dado panel
- Gloss finished painted door
- A completed quality review section for this task

Additional evidence for this task

- Completed section of Assessor Observation Form (AOF)
- Eight assessor photographs, capturing the task in progress and at completion. Images can support judgements of quality which could affect the Pass/Fail decision.
 - 1st photograph showing the application of paint to ceiling area
 - 2nd photograph showing the application of eggshell to dado panel
 - 3rd photograph showing the application of undercoat to skirting or dado rail showing cutting in
 - 4th photograph showing the application of water-based gloss to skirting or dado rail showing cutting in
 - 5th photograph showing the starting point of application of solvent-based undercoat to door
 - 6th photograph showing the end point of application of solvent-based gloss to door
 - 7th photograph showing the finished ceiling and dado panel
 - 8th photograph showing finished door

Task 5 – Application of wallcovering

The purpose of this task is to apply wallcovering. You are required to quality review your work as part of this task.

Refer to Figure 1.

You must:

- Select resources.
- Apply free match vinyl wallcovering to the wall above the dado rail.
- Undertake quality review checks of each stage of the application of wallcovering work.

A quality review check proforma has been provided for you to detail the outcomes of your quality checks.

Resources

- Completed planning documents from Task 1
- A quality review check proforma
- A range of appropriate tools, equipment and materials

Conditions of assessment

- The time allocated for this task is **3.5 hours**.
- You must carry out the task on your own, under controlled conditions while being observed.

Controlled conditions

- You must only work on your task in the allocated time.
- Your assessment evidence must be kept secure in the workshop which cannot be accessed between sessions by you or other candidates.
- You must not share or discuss your work with other candidates.
- You are permitted to use your planning documents from Task 1 during the assessment session.
- You must complete the task under supervision with no assistance.

What must be produced for grading

- A vinyl papered wall
- A completed quality review section for this task

Additional evidence for this task

- Completed section of Assessor Observation Form (AOF)
- Four assessor photographs, capturing the task in progress and at completion. Images can support judgements of quality which could affect the Pass/Fail decision.
 - 1st and 2nd photographs showing application of paste to vinyl wallcovering and folding techniques
 - 3rd photograph showing application of vinyl wallcovering and the joints
 - 4th photograph showing finished wall area and reveal