



**City & Guilds Level 2  
Extended Technical  
Occupational Entry in  
Maintenance Operations  
(Diploma)  
(7255-92)**

Version 1.0 (November 2024)

**Assignment Pack 7255-92**

**Candidate (sample) 265**

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# Contents

<b>Contents</b>	<b>3</b>
<b>1. Assessment overview</b>	<b>4</b>
<b>2. Assignment guidance</b>	<b>5</b>
<b>3. Assignment brief</b>	<b>7</b>
<b>4. Tasks</b>	<b>8</b>
Task 1 – Planning of work .....	8
Task 2 – Carry out repairs to plastering and rendered surfaces.....	9
Task 3 – Carry out carpentry repairs and refurbishment. ....	11
Task 4 – Prepare surfaces and the work area for remedial painting and decoration and apply required finish.....	13

## **1. Assessment overview**

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

## 2. Assignment guidance

### General task guidance

Please read **all** information carefully before completing the assignment.

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
- providing feedback on anything missing from your work
- intervening 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 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 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 on a new time for the assessment to take place. Any changes will be at the discretion of the assessor and agreed upon 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 must include 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, 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 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 a maintenance operative, working for a housing association. You have been allocated a job sheet with the following information.

The job sheet provided states the following:

- Damage has been reported by the customer to a plasterboard wall and door frame.

The extent of the damage has not been specified by the customer; however, the allocated task requires you to replace and plaster the area of plasterboard that needs repair:

- Replace the damaged area of door frame.
- Prepare the plaster and door frame for painting.
- Paint both areas to match with current decorative finish.

You will have access to the area that needs to be repaired so that you can assess the work required.

This assignment has a time allocation of **10.5 hours**.

## 4. Tasks

### Task 1 – Planning of work

Prior to completing Task 1, you will have access to the work area/s for all tasks. You can then assess and inspect the area/s and take any required measurements to ensure that you are able to complete the planning work in Task 1.

You are required to plan for the work specified in the brief. Using the templates provided, you must:

- Complete a risk assessment.
- Complete a method statement, including a list of the required tools and materials.

### Conditions of assessment

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

### Controlled conditions

- You must only work on your task in the allocated time.
- Assessment evidence must be handed in at the end of each session for secure storage which cannot be accessed.
- You must not share or discuss your work with other candidates.
- You are not permitted to bring any materials into this part of the assessment.

### What must be produced for grading

- Completed risk assessment
- Completed method statement

### Additional evidence for this task

n/a

### Resources

- Risk assessment template
- Method statement template
- Measuring equipment
- Access to the area that needs to be repaired
- A list of the tools and equipment available to complete the task
- Appropriate personal protective equipment (PPE)



## **Task 2 – Carry out repairs to plastering and rendered surfaces.**

You are now required to repair the area of damaged plasterboard and plaster.

You must:

- Remove a damaged section of plaster from a stud partition wall.
- Replace the plasterboard and make good, using finishing plaster.
- Clean, check and store tools, equipment and materials after use.
- Dispose of waste materials safely and sustainably.

### **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.

### **Controlled conditions**

- You must not share or discuss your work with other candidates.
- You must only work on your task in the allocated time.
- You are only permitted to use 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**

n/a

### **Additional evidence for this task**

- Completed section of the Assessor Observation Record Form (AORF)
- Assessor photographs, capturing the task in progress and at completion

### **Resources**

- Completed risk assessment from Task 1
- Completed method statement from Task 1
- Timber stud partition to be a minimum size of 2 m<sup>2</sup>
- 12.5 mm board and skimmed stud partition wall for pre-boarding
- 9.5 mm plasterboard to allow for two-coat work for repair
- Self-adhesive jointing tape
- Fixings
- Bonding coat plaster
- Setting coat plaster
- Appropriate tools

- Appropriate PPE

### **Task 3 – Carry out carpentry repairs and refurbishment.**

You are now required to repair the area of defective timber and replace the defective ironmongery.

You must:

- Remove and repair the defective/damaged timber.
- Splice in a repair to the doorframe. You are not permitted to use the removed section as the replacement section.
- Prepare the replaced section for finishing.
- Replace the defective ironmongery.
- Clean, check and store tools, equipment and materials after use.
- Dispose of waste materials safely and sustainably.

#### **Conditions of assessment**

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

#### **Controlled conditions**

- You must not share or discuss your work with other candidates.
- You must only work on your task in the allocated time.
- You are only permitted to use 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**

n/a

#### **Additional evidence for this task**

- Completed section of the AORF
- Assessor photographs, capturing the task in progress and at completion

#### **Resources**

- Completed risk assessment from Task 1
- Completed method statement from Task 1
- Replacement section of splice
- Long and short mortice locks – left- and right-handed
- Appropriate tools

- Appropriate PPE

## **Task 4 – Prepare surfaces and the work area for remedial painting and decoration and apply required finish.**

You are now required to prepare the surfaces and paint the repaired area of plasterboard and timber to match with existing finishes.

You must:

- Prepare the surfaces for painting.
- Protect the area prior to painting.
- Paint the repaired wall area with water-based paints by brush and roller.
- Paint the timber with undercoat and gloss paint by brush.
- Clean, check and store tools, equipment and materials after use.
- Dispose of waste materials safely and sustainably.

### **Conditions of assessment**

- The time allocated for this task is 2 hours (excluding drying time).
- You must carry out the task on your own, under controlled conditions.

### **Controlled conditions**

- You must not share or discuss your work with other candidates.
- You must only work on your task in the allocated time.
- You are only permitted to use 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**

n/a

### **Additional evidence for this task**

- Completed section of the AORF
- Assessor photographs, capturing the task in progress and at completion

### **Resources**

- Completed risk assessment from Task 1
- Completed method statement from Task 1
- Materials – water-based paint, undercoat paint and gloss paint
- Appropriate tools and equipment
- Appropriate PPE