



**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) 267**

Version and date	Change detail	Section
V1.0 November 2024	Initial version	All

---

---

# 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 external property areas.	9
Task 3 – Carry out safe isolation of an electrical appliance	10
Task 4 – Electrical and appliance periodic testing .....	11

## **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:

- An area of a wall has been reported as having some damaged/defective bricks.
- The area of bricks needs to be removed and replaced.
- The replaced brickwork must be finished with joints which match the existing brickwork.

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

Whilst in the area, you have been allocated a further task: to isolate a plug socket so that some repair work can be completed by a colleague on site. You also have to provide support with some visual and functionality checks on some portable electrical appliances.

This assignment has a time allocation of **6.5 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

### **Resources**

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



## **Task 2 – Carry out repairs to external property areas.**

You are now required to remove and repair the area of defective masonry.

You must:

- Remove and replace defective/damaged bricks.
- Use a joint finish to match existing brickwork.
- 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.
- 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
- Materials – sand and cement, and bricks
- Appropriate tools
- Appropriate PPE

### **Task 3 – Carry out safe isolation of an electrical appliance.**

You are now required to safely isolate a plug socket.

You must:

- Complete safe isolation of the plug socket.

#### **Conditions of assessment**

- The time allocated for this task is 1 hour.
- 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
- Appropriate tools and equipment
- Appropriate PPE

## **Task 4 – Electrical and appliance periodic testing**

You now need to test the three electrical appliances provided.

You must:

- Visually check the appliance for faults.
- Check that the appliance functions correctly.
- Record the outcomes of the checks on the template provided.

### **Conditions of assessment**

- The time allocated for this task is 1.5 hours.
- You must carry out the task on your own, while being observed.

### **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**

- Record of outcomes of the checks

### **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
- Electrical appliance inspection template
- Appropriate PPE