

**City & Guilds Level 3  
Technical Occupational  
Entry in Wood Occupations  
(Site Carpentry) (Diploma)  
(7255-63)**

Version 1.0 (January 2026)

**Assignment Pack Candidate  
(Sample) 7255-361**

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## **1. Assessment overview**

This assessment is for the Level 3 Technical Occupational Entry in Wood Occupations (Site Carpentry) qualification. This pack consists of a practical assignment brief that you will need to use to complete the 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 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
- provide feedback on anything missing from your work
- 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 used).

### Use of appendices

A number of appendices have been provided for you to use to capture evidence for each of the tasks. These are highlighted within the task instructions. Your assessor will provide you access to these appendices in both paper and electronic formats, and you are permitted to use either format to complete these appendices. Where an electronic format is used, your assessor will provide guidance on where saved files should be stored securely.

### 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, legible and appropriate to the task, as well as any 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 e.g. do 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 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

#### Scenario

You are a site carpenter, working on-site for a company that installs complex carpentry components.

A client has asked the company that you work for to complete a series of tasks around the site. The job list includes:

- constructing a timber stud partition to form a spandrel frame and door opening
- installing a pair of double doors with associated ironmongery
- installing complex mouldings using a range of joints
- constructing roofing components to form a traditional hip structure
- repairing a sash cord in a sliding sash window

You must use the drawings (Figures 1–5) and specification provided to plan your work accordingly.

Figure Drawings

Figure 1

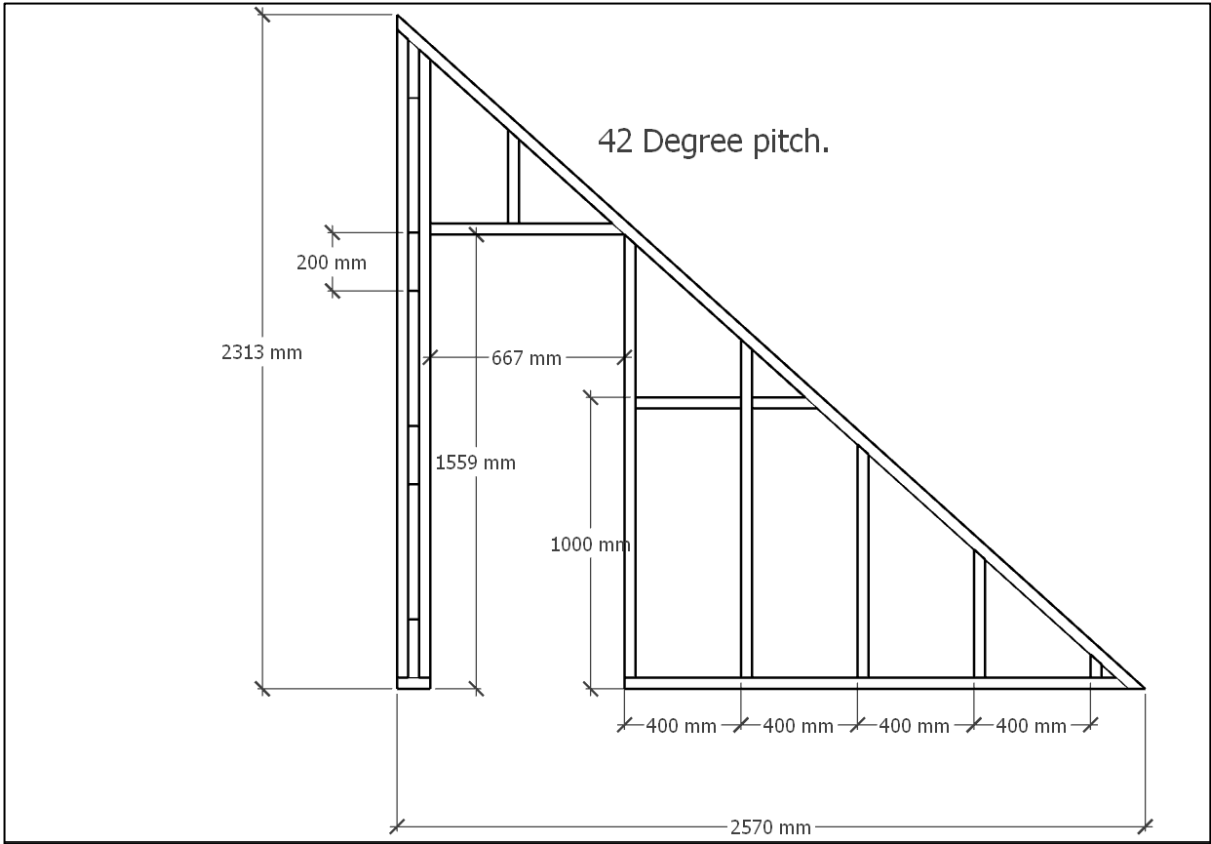
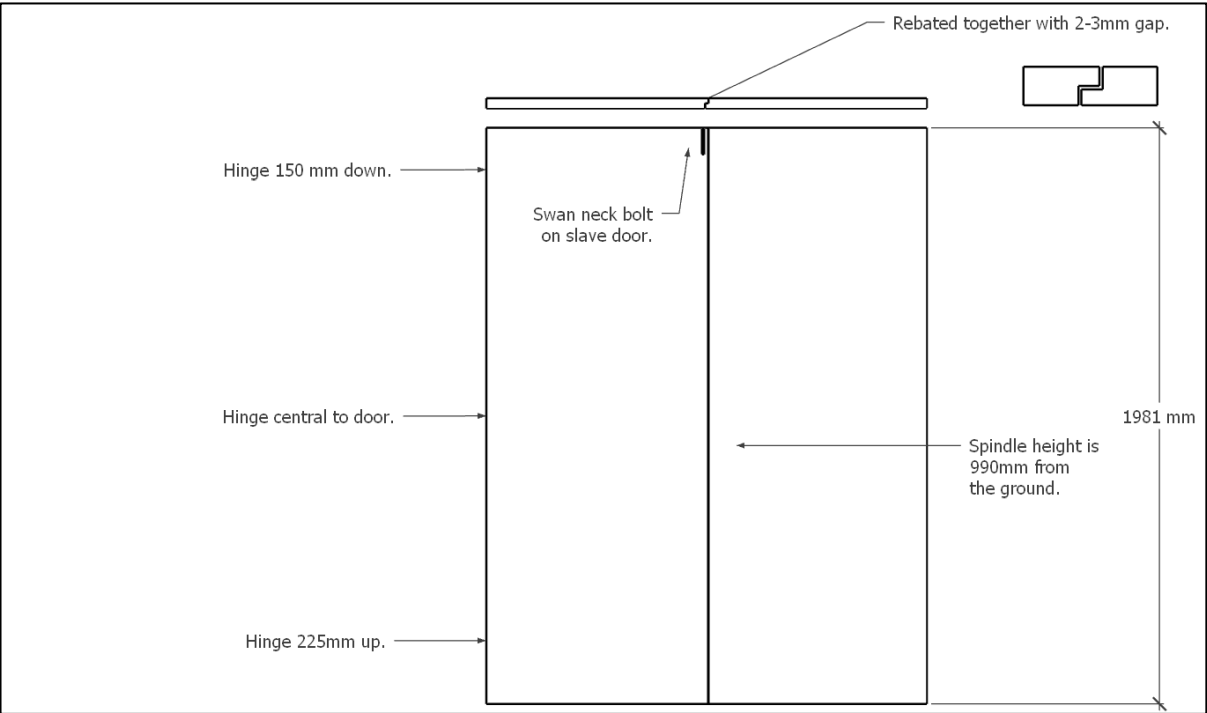
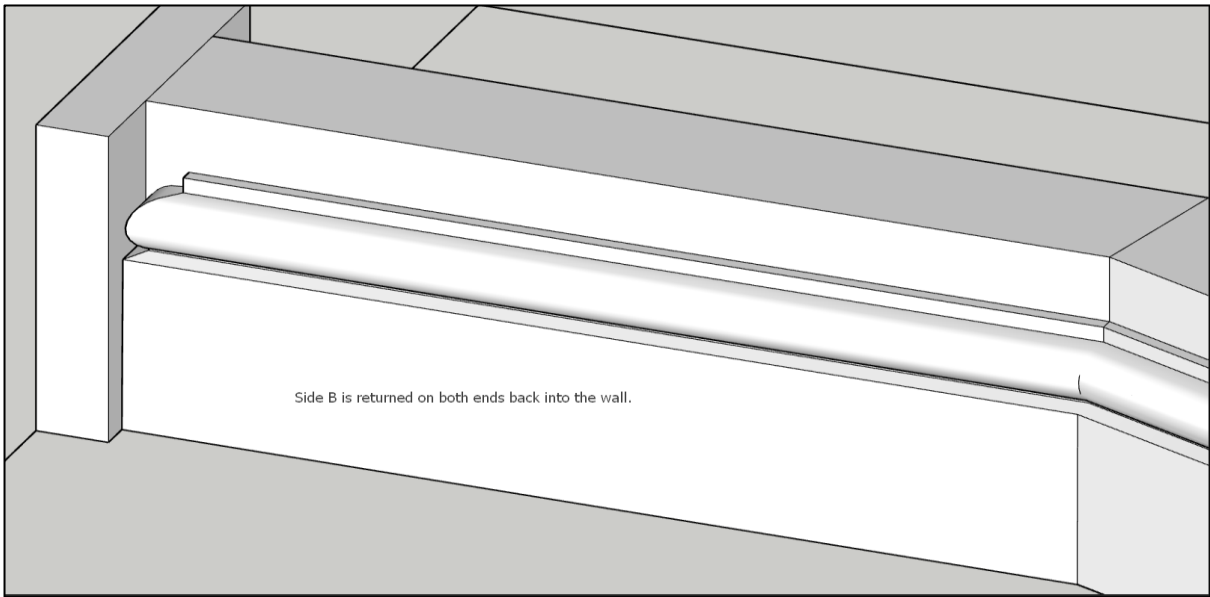
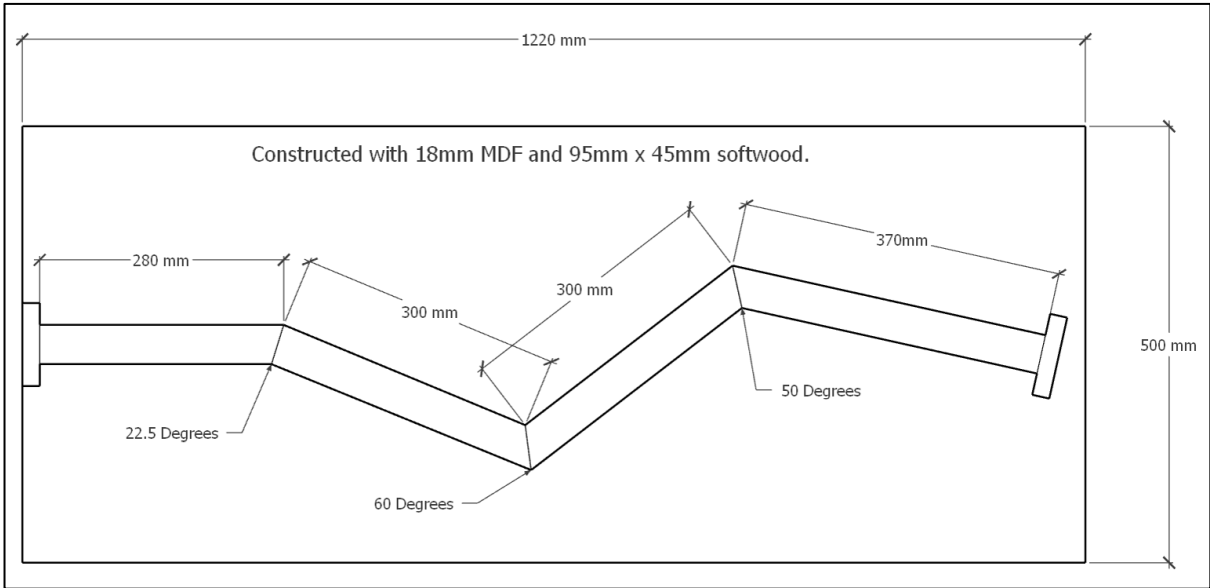
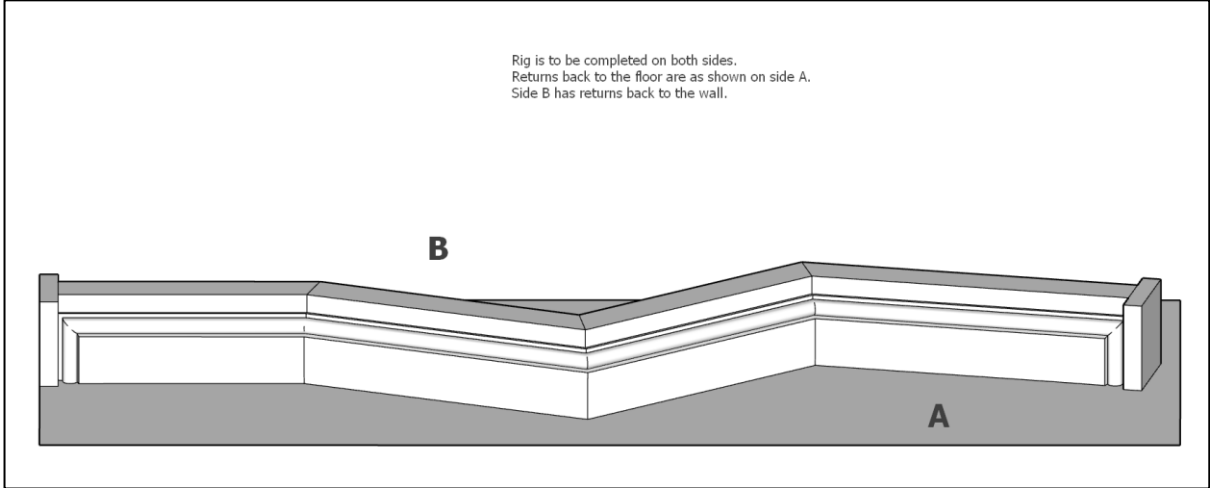


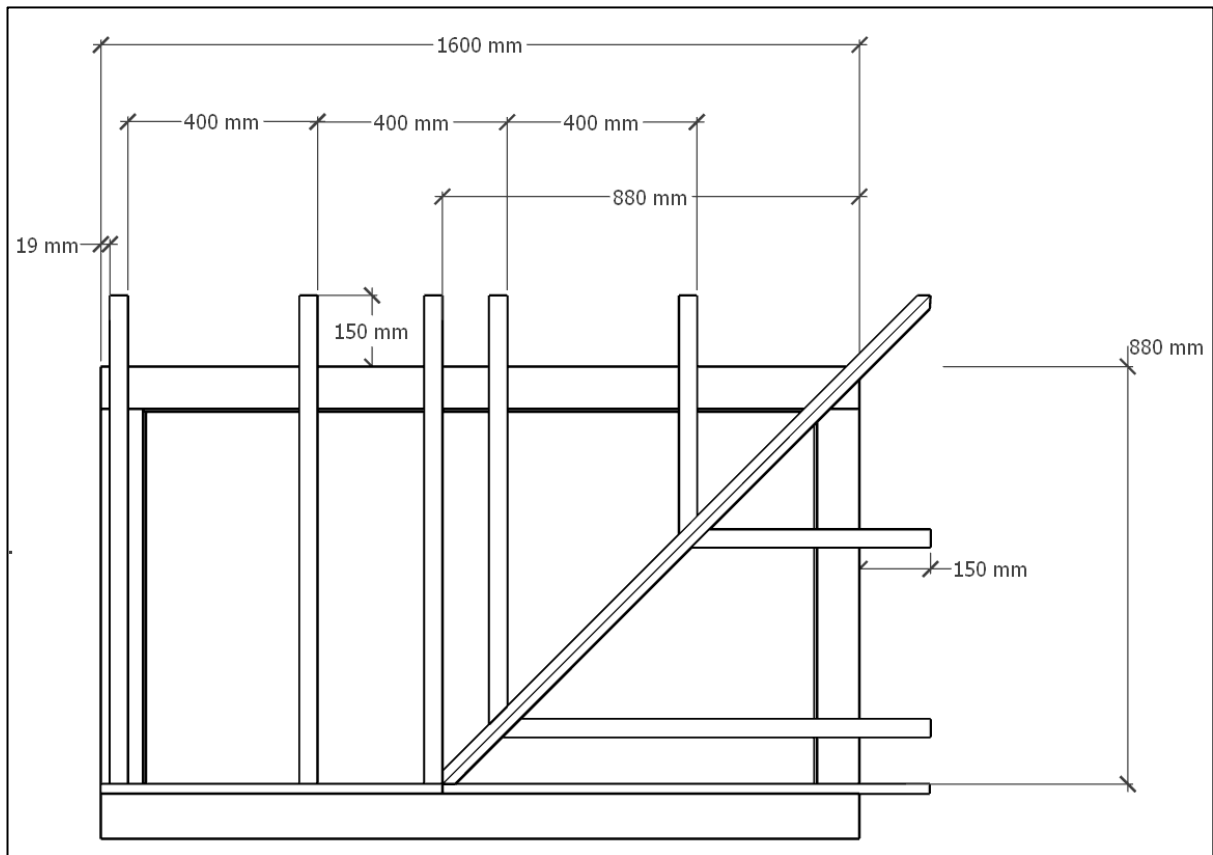
Figure 2



**Figure 3**



**Figure 4**



Pitch of common and crown rafter is 37 degrees.

Wall plate is 38mm x 89mm CLS.

Crown rafter is 20mm x 89mm softwood.

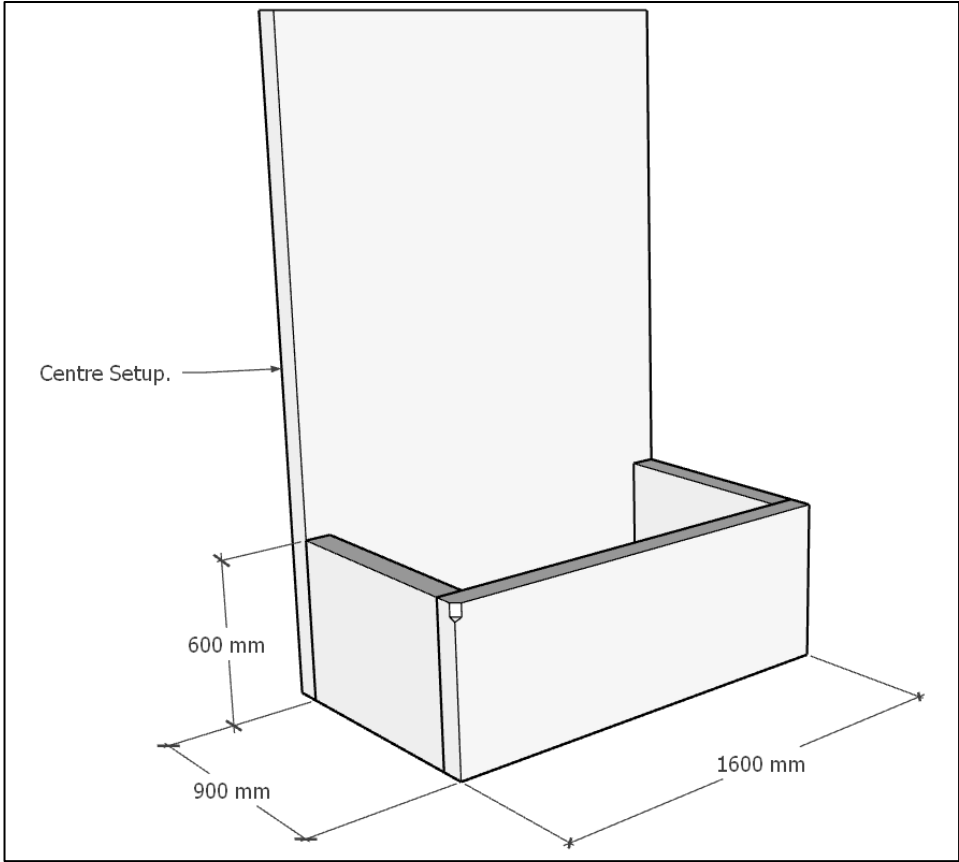
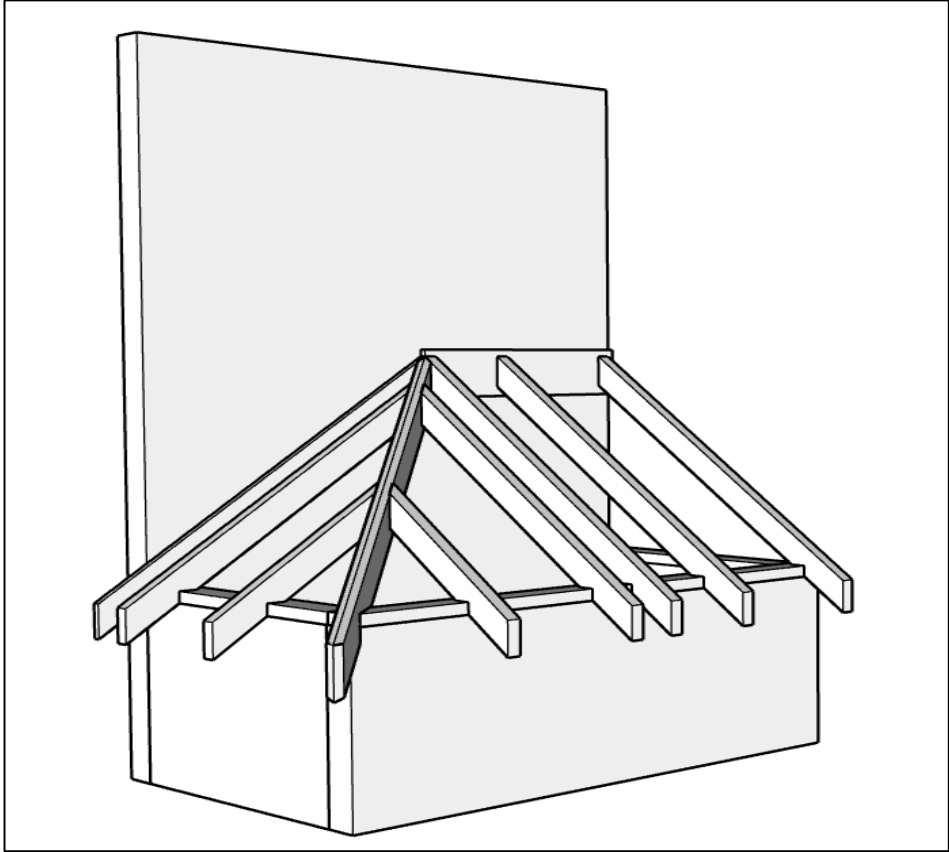
Ridgeboard is 20mm x 170mm softwood.

Common and jack rafters are 38mm x 89mm CLS.

Hip rafter is 38mm x 140mm CLS.

Overhang of 150mm.

Figure 5



## Specification

- Timber stud partition is constructed to form a spandrel frame and door opening, ensuring quality checks are undertaken at each stage of the work.
- Timber is marked out, and components are measured and cut accurately
- Fixings that are appropriate are selected and installed
- Timber stud partition is installed, and checks for plumb, level and square are completed as well as quality checks to ensure that angles are correct.
- A pair of double doors and ironmongery is installed, ensuring quality checks are undertaken at each stage of the work.
- Skirting is installed, with a range of internal and external angles, ensuring quality checks are undertaken at each stage of the work.
- A traditional hip roof is set out, cut and pitched, ensuring quality checks are undertaken at each stage of the work.
- The sash cord in a sliding sash window is repaired, with the sash weight accurately replaced, ensuring quality checks are undertaken at each stage of the work.

To complete this task, you must:

- construct a timber stud partition to form a spandrel frame and door opening
- install a pair of double doors, ironmongery and skirting, with a range of angles
- set out, cut and pitch a traditional hip roof
- repair the sash cord and weight in a sliding sash window
- ensure quality checks are undertaken throughout

This assignment has a time allocation of **18 hours**.

## 4. Tasks

### Task 1 – Planning

The purpose of this task is to plan and prepare for the carpentry work requested by the client.

Refer to **Figures 1–5** and the **specification** provided.

You **must**,

- a) plan and prepare for the carpentry work by completing the following:
  - risk assessment for the work, including appropriate personal protective equipment (PPE)
  - completed resource list showing the quantity and cost of CSL timber required
  
- b) complete a method statement for the carpentry work to include,
  - all activities/tasks to undertake
  - any risks/hazards or safety concerns
  - PPE needed

A method statement proforma (Appendix 2), a risk assessment proforma (Appendix 3) and resource list proforma (Appendix 4) have been provided for you to complete tasks (a) and (b).

#### 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 complete the task in the allocated time.
- Your evidence must be handed in to support completion of the specified tasks.
- You must not share or discuss your work with other candidates.

#### What must be produced for grading

- A list of the requirements for the completion of the carpentry work. This should include:
  - risk assessment for the work, including appropriate PPE
  - resource list, with calculated resource and cost quantities
- Completed method statement for the carpentry work that includes:
  - activities/tasks
  - any risks/hazards and safety concerns
  - PPE required for the tasks.

## **Resources**

- Appropriate ICT equipment and word processing software.

## Task 2 – First fix

The purpose of this task is to construct a timber stud partition to form a spandrel frame and door opening, ensuring quality checks are undertaken at each stage of the work.

Refer to **Figure 1**, the **specifications** and copies of your **planning materials** from Task 1.

You **must**:

- a) Construct a timber stud partition to form a spandrel frame and door opening:
  - mark out timber
  - measure and cut components
  - select appropriate fixings
  - install partition checking for plumb, level, square and that angles are correct

### 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 complete the task in the allocated time.
- Your evidence must be handed in to support completion of the specified tasks.
- You must not share or discuss your work with other candidates.

### What must be produced for grading

- Assessor Observation Form

### Resources

- Appropriate PPE

## Task 3 – Second fix

The purpose of this task is to install a pair of double doors, ironmongery and skirting, ensuring quality checks are undertaken at each stage of the work.

Refer to **Figures 2 and 3**, the **specifications** and copies of your **planning materials** from Task 1.

You **must**:

- a) Review the following completed documents from Task 1, making any necessary amends:
  - risk assessment
  - resource list
  - method statement.
  
- b) Install a pair of double doors with associated ironmongery
  
- c) Install skirting with a range of internal and external angles

### 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 complete the task in the allocated time.
- Your evidence must be handed in to support completion of the specified tasks.
- You must not share or discuss your work with other candidates.

### What must be produced for grading

- Assessor Observation Form

### Resources

- Appropriate PPE

## Task 4 – Roofing

The purpose of this task is to set out, cut and pitch a traditional hip roof, ensuring quality checks are undertaken at each stage of the work.

Refer to **Figures 4 and 5**, the **specifications** and copies of your **planning materials** from Task 1.

You **must**:

- a) Review the following completed documents from Task 1, making any necessary amends:
  - risk assessment
  - resource list
  - method statement
  
- b) Set out, cut and pitch a traditional hip roof

### 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 complete the task in the allocated time.
- Your evidence must be handed in to support completion of the following tasks.
- You must not share or discuss your work with other candidates.

### What must be produced for grading

- Assessor Observation Form

### Resources

- Appropriate PPE

## Task 5 – Repairs

The purpose of this task is to repair a sash cord in a sliding sash window, ensuring quality checks are undertaken at each stage of the work.

Refer to the **specifications** provided and copies of your **planning materials** from Task 1.

You **must**,

- a) Review the following completed documents from Task 1, making any necessary amends:
  - risk assessment
  - resource list
  - method statement.
  
- a) Replace the sash cord and replace the sash weight

### 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 complete the task in the allocated time.
- Your evidence must be handed in to support completion of the specified tasks.
- You must not share or discuss your work with other candidates.

### What must be produced for grading

- Assessor Observation Form

### Resources

- Appropriate PPE

## Appendix 1 – Sources of General Information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to [www.cityandguilds.com](http://www.cityandguilds.com) or click on the links below:

### **Centre handbook: quality assurance standards**

This document is for all approved centres and provides guidance to support their delivery of our qualifications. It includes information on:

- centre quality assurance criteria and monitoring activities
- administration and assessment systems
- centre-facing support teams at City & Guilds/ILM
- centre quality assurance roles and responsibilities.

The centre handbook should be used to ensure compliance with the terms and conditions of the centre contract.

### **Centre assessment: quality assurance standards**

This document sets out the minimum common quality assurance requirements for our qualifications that feature centre-assessed components.

It incorporates our expectations for centre internal quality assurance and the external quality assurance methods we use to ensure that assessment standards are met and upheld. It also details the range of sanctions that may be put in place when centres do not comply with our requirements or actions that will be taken to align centre marking/assessment to required standards. Additionally, it provides guidance on administering portfolios and controlled assessments, including a definition of supervised conditions.

### **Access arrangements: when and how applications need to be made to City & Guilds**

This provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre document library** also contains useful information on such things as:

- conducting examinations
- registering learners
- appeals and malpractice.

### **Useful contacts**

Please visit the **contact us** section of the City & Guilds website.

## City & Guilds

For almost 150 years, we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life-changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We partner with our customers to deliver work-based learning programmes that build competency to support better prospects for people, organisations and wider society. We create flexible learning pathways that support lifelong employability because we believe that people deserve the opportunity to (re)train and (re)learn again and again – gaining new skills at every stage of life, regardless of where they start.

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5 – 6 Giltspur Street  
London  
EC1A 9DE  
customersupport@cityandguilds.com

[www.cityandguilds.com](http://www.cityandguilds.com)

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### Appendix 3 – Risk assessment (proforma)

Candidate name:				Candidate number:			
Activity:				Date:			
Location:							
<b>SEVERITY (S): Degree of harm which may be caused (including numbers affected)</b> 1 Minor Injury    2 Major Injury    3 Fatality				<b>RISK RATING (RR): Severity x Likelihood</b>  1-2 Low 3-5 Medium 6-9 High			
<b>LIKELIHOOD (L): Probability that event will occur</b> 1 Remote            2 Possible            3 Likely							
Item No:	Activity	Risk/hazard/safety concern	Persons at risk	PPE required	S 1-3	L 1-3	RR

## Appendix 4 – Resource List (Proforma)

Material	Linear metreage required	Lengths required	Price per metre	Total cost
2.4m CLS Timber (38mm x 63mm)			£1.37	£

**Calculations:**

SAMPLE