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**Level 3 Advanced Technical Diploma in Painting and Decorating**

**(7907-30)**

**2021 Synoptic Assignment Recording Forms**

**Candidate Recording Forms**

**Resource List**

This must be completed before the start of the practical activity.

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| **Equipment/Materials** | **Quantity** | **Reason for choice** |
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| **Method Statement Template** |
| **Candidate Name** |  | **Date**  |  |
| **Step by step description of each stage of the process** |
| 1. Start of works |
| 2. Preparation of surfaces |
| 3. Ceiling |
| 4. Feature wall |
| 5. Application of water based paints to fireplace |
| 6. Application of water based paints to door and skirting |
| 7. Finishing Off |

**Risk Assessment**

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| Task 2 |
| Hazard | Risk | Control |
|  |  |  |
| Task 3 |
| Hazard | Risk | Control |
|  |  |  |
| Task 4 |
| Hazard | Risk | Control |
|  |  |  |
| Task 5 |
| Hazard | Risk | Control |
|  |  |  |

**Reflective exercise form**

Complete the following form to show what went well and what could be improved.

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| **Reflective exercise Template** |
| **Candidate Name** |  | **Date**  |  |
| **What went well** | **What could be improved** |
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**Centre Recording Forms**

**7907-004 Practical Observation Form (PO)**

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| --- | --- |
| **Candidate name** | **Candidate number** |
|  |  |
| **Assessor Name** | **Assessor Signature** |
|  |  |
| **Centre name and number** | **Date** |
|  |  |

This form should be used to capture the tutor/assessor’s observations of the candidate carrying out any practical activities. Due to the practical nature of some activities within this assignment, this document should be used as evidence to support assessors in making overall judgements of marks against the marking grid and also the moderation of those marks.

This form should only be used for Tasks 2, 3, 4, 5 and 6 as these are the tasks containing practical activities. All other tasks produce other evidence such as documentation that can be used for marking and moderation.

When completing the observation record the assessor should consider all five assessment objectives. The form should be used to record what went well and any areas of weakness, which may have caused the candidate to lose marks.Assessor’s should make detailed, accurate and differentiating notes that identify areas of strength and weakness which are necessary to distinguish between qualities of performance, and to facilitate accurate allocation of marks once all evidence has been submitted.

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| --- | --- | --- |
| **Stages during Task 2** | What went well | Weaknesses Identified |
| Preparation and protection of surrounding area |  |  |
| Hang lining paper to wall  |  |  |
| **Stages during Task 2** | What went well | Weaknesses Identified |
| Hang a drop pattern wallpaper to wall area. |  |  |
|  |  |  |
| Painting 2 coats of water borne gloss on the skirting board |  |  |
| Finish off wall |  |  |

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| --- | --- | --- |
| **Stages during Task 3** | What went well | Weaknesses Identified |
| **Decorate fire surround** |
| Preparation and protection of surrounding area |  |  |
| Application of appropriate ground coat |  |  |
| Graining process |  |  |
| Application of varnish |  |  |
| **Application of Colour B to fireplace back panel** |
| Application of coat |  |  |
| Finish of fireplace |  |  |

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| --- | --- | --- |
| **Stages during Task 4 HVLP spray finish to four panelled door** | What went well | Weaknesses Identified |
| Preparation and protection of surrounding area (selection of PPE) |  |  |
| Setting up of equipment |  |  |
| Application of spray |  |  |
| Finish of product |  |  |

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| --- | --- | --- |
| **Stages during Task 5 Gilding of 2 panel mouldings.** | What went well | Weaknesses Identified |
| Preparation and protection of surrounding area (selection of PPE) |  |  |
| Application of gold size |  |  |
| Application of loose leaf |  |  |
| Finish/ burnishing of moulding |  |  |

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| --- | --- | --- |
| **Stages during Task 6 Reflective account** | What went well | What could be improved |
| Did candidate meet the recommended word count and was the account reflective from the assessor’s view |  |  |

**Candidate Record Form**

**7907 Level 3 Painting and Decorating Synoptic Assignment**

|  |  |
| --- | --- |
| **Candidate name** | **Candidate number** |
|  |  |
| **Centre name** | **Centre number** |
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***Marker Notes*** *– Please always refer to the relevant marking grid for guidance on allocating marks and make notes which describe the quality of the evidence and justification of marks. Expand boxes as required*

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| **AO1 – Recall -** Breadth, depth, accuracy  |
| 10% | **1** | **2** | **3** | **4** | **5** | **6** |
| AO1 Mark | Notes & justification  |
| **AO2 – Understanding -** Security of concepts, causal links  |
| 15% | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** |
| AO2 Mark | Notes & justification |
| **AO3 - Practical skill -** Dexterity, fluidity, confidence, ease of application  |
| 35% | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** |
| AO3 Mark | Notes & justification |
| **AO4 – Bringing it together -** use of knowledge to apply skills in new context |
| 20% | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| AO4 Mark | Notes & justification |
| **AO5 - Attending to detail / perfecting -** Repeated checking, perfecting, noticing, engaged |
| 20% | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| AO5 Mark | Notes & justification |

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| **Tutor signature** | **Date**  |  | **Total** |
|  |  |  |  |

**Declaration of authenticity**

**Technical qualifications**

|  |  |
| --- | --- |
| **Assessment ID** | **Qualification number** |
|  |  |
| **Candidate name** | **Candidate number** |
|  |  |
|  **Centre name** | **Centre number** |
|  |  |

**Candidate:**

*I confirm that all work submitted is my own, and that I have acknowledged all sources I have used.*

|  |  |
| --- | --- |
| **Candidate signature** | **Date**  |
|  |  |

**Tutor:**

*I confirm that all work was conducted under conditions designed to assure the authenticity of the candidate’s work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the candidate.*

|  |  |
| --- | --- |
| **Tutor signature** | **Date**  |
|  |  |

**Additional Help**

Has the candidate received any additional help in the production of this work?

**No  Yes ** (Please tick appropriate)

If yes, give details below including any impact to marks (use an additional sheet if necessary).

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Note: Where the candidate and/or tutor is unable to, or does not confirm authenticity through signing this declaration form, the work will not be accepted at moderation and a mark of zero will be given. If any question of authenticity arises, the tutor may be contacted for justification of authentication.