

# Level 1 Certificate in Design and Craft

**7716-83 3D Studies (Woodwork)**  
Qualification handbook



**Candidate name**

**City & Guilds registration number**

**Centre name**

**Centre number**

**Date candidate enrolled with centre for this qualification**

**Date candidate registered with City & Guilds for this qualification**

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# Level 1 Certificate in Design and Craft

7716-83 3D Studies (Woodwork)



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# Introduction: City & Guilds Level 1 Certificate in Design and Craft

Welcome to the Design and Craft suite of qualifications.

This handbook is designed to provide you with the information you require for this course.

You will find a copy of the syllabus you are undertaking, presented as two units.

**Unit 1 – Design for Craft** is a common unit for all qualifications at this level. It introduces you to simple design ideas which you can then take forward into your chosen craft.

**Unit 2 – Craft** is a specific craft unit for the subject you have chosen to study. The syllabus gives details of what you have to produce as evidence that you have achieved the outcomes listed. You will gain skills in the practice of the craft and in the knowledge of materials, techniques and processes applicable to this level of work.

At the end of each unit, there is an assessment record sheet to be completed by your tutor/assessor, in discussion with you, as you achieve each of the outcomes.

In addition to this, your tutor/assessor will keep other records of your progress which you can see, as required.

Your tutor/assessor is the person who makes ongoing decisions about your achievement.

Each City & Guilds centre is also required to have an Internal Verifier who checks a sample of the work of each candidate to ensure that it has been correctly assessed and that records show a clear route to progression.

A City & Guilds External Verifier is allocated to your centre to monitor that all these activities are carried out in accordance with the regulations, laid down nationally, for these qualifications.

As a student of your centre and a candidate of City & Guilds, you too have responsibilities. They include regular and timely attendance, following the syllabus guidelines and presenting your work, as required, for assessment, internal and external verification.

The Design and Craft suite of qualifications is a series through which a candidate can progress as a craftsman or take the level best suited to their skills and requirements.

All skills and supporting knowledge gained can be used in their own right or can form a foundation for the next level of qualification. This award, the 7716 Level 1 Certificate in Design and Craft is designed to allow a progression onto 7716 Level 2 Certificate, 7716 Level 3 Certificate and 7716 Level 3 Diploma.



Candidate name \_\_\_\_\_

Assessment record year \_\_\_\_\_

Qualification \_\_\_\_\_

Qualification number \_\_\_\_\_

<b>Outcome 1 Select and use simple colours based on colour theory</b>		<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Select simple colour schemes using no more than three hues from printed sources.		
	2 Select images of the three hues from printed sources and make a collage for each hue.		
	3 Produce a colour scheme, showing the effect created with and without accent colours.		
Underpinning knowledge	1 Identify the hues – red , yellow, blue, orange, green and violet.		
	2 In terms of colour theory, describe the effects achieved when using three hues in one colour scheme.		
	3 Describe the effects achieved when one colour is used as an accent with two others, in a scheme of three hues.		
<b>Outcome 2 Use different types of line – heavy, curved and straight</b>		<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Use a variety of craft materials to produce contrasting lines - heavy, curved and straight lines.		
	2 Experiment with a variety of craft mediums and materials to develop qualities of line.		
Underpinning knowledge	1 Identify for future reference, various craft materials which produce heavy, curved and straight lines.		
	2 Describe the effects achieved when different qualities of line are used to provide contrast.		
	3 Compare and note the results and effects in lines produced by different mediums and materials.		

<b>Outcome 3 Select materials in two contrasting textures – rough and smooth</b>		<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Explore a variety of rough and smooth textures in basic craft materials and mediums.		
	2 Experiment with a variety of basic materials and mediums to discover qualities and effects obtainable in textures.		
	3 Select for application a variety of materials and mediums to explore the potential of techniques which can be applied.		
Underpinning knowledge	1 List a variety of basic craft materials which show rough and smooth texture.		
	2 Develop a reference describing the textural qualities of basic craft materials.		

# Unit 2                      Woodwork

## Overview

### Unit rationale

#### Aims

This unit provides the practical skills and knowledge needed to make a basic craft item or a set of samples.

The unit aims to develop simple practical skills in preparing and using a range of materials and to present the finished craft item/samples.

#### Outcomes

There are **four** outcomes for this unit. The candidate will be able to:

- 1            use the basic elements of design in making a simple craft item or set of samples for assessment
- 2            prepare to make a basic craft item or a set of samples
- 3            work safely, using materials, tools and equipment applicable to this craft correctly
- 4            make a basic craft item or a set of samples.

#### Assessment

During this 30 hour course, you will produce for assessment:

- a small item of woodwork using at least **two** of the following joints – mitre, dowel, bridle, half lap, cross halving, butt, housing
- a folder of essential notes, including Health and Safety advice relevant to the subject

Items may be made of hardwood or softwood and may include man-made board material. Items must be glued using a suitable adhesive.

Screws or other fixings may be used, as appropriate.

When your course is complete, present your work for assessment.

## Unit 2                      Woodwork

### The course

During the course you will:

- recognise and follow the particular Health and Safety issues which apply to wood and wood adhesives
- select and prepare solid timber for a chosen design(s)
- measure and mark out the timber
- identify and cut/make appropriate joints
- clean and dry assembly the item
- identify and use suitable adhesive/fixings
- cramp and test for square/true/flat
- prepare assessment item surfaces for an appropriate finish
- recognise a variety of surface finishes appropriate to the item made.

# Level 1 Certificate in Design and Craft

Unit 2

Woodwork



Candidate name \_\_\_\_\_

Assessment record year \_\_\_\_\_

Qualification \_\_\_\_\_

Qualification number \_\_\_\_\_

<b>Outcome 1 Use the basic elements of design in making a simple craft item or set of samples</b>		<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Use colour, line and texture in the materials of the craft.		
Underpinning Knowledge	1 List Health & Safety factors in use of basic materials applicable to the craft.		
<b>Outcome 2 Prepare to make a basic craft item or a set of samples</b>		<b>Evidence</b>	<b>Tutor / Assessor sign and date</b>
Practical Activities	1 Select and obtain basic materials for the craft item or set of samples to be made.		
	2 Use basic techniques and processes to prepare the materials for use.		
	3 Estimate/measure and record sizes accurately.		
Underpinning Knowledge	1 Collate brief notes, given and self-produced, on the basic materials, techniques and processes.		
<b>Outcome 3 Work safely, using materials, tools and equipment applicable to this craft correctly</b>		<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Use basic tools and equipment safely and effectively.		
	2 Use basic materials safely and effectively		
Underpinning Knowledge	1 List Health & Safety factors in the use of tools and equipment applicable to the craft at this level.		
	2 List Health & Safety factors in the use of materials applicable to the craft at this level.		

<b>Outcome 4 Make a basic craft item or a set of samples</b>		<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Make minor adjustments during the making process.		
	2 Use basic materials, techniques and processes, safely and correctly.		
	3 Use colour, line and texture in the materials of the craft.		
	4 Make, finish and present the basic craft item or a set of samples correctly.		
Underpinning Knowledge	1 Record the order of work, costs and timescale for making the item or a set of samples.		
	2 Record the strengths and weaknesses of the item or set of samples produced.		



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