

Entry 2 Skills for Working Life (4807-02)

July 2014 Version 1.0



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**Assessment recording documents for
Construction (Units 237, 259-263)**

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CONSTRUCTION E2

Unit no:	261	Unit title:	Recognise and use tools to cut masonry building materials	Credit Value 1
<p>Guidance: This unit is for the use of a hammer and bolster chisel type tools for cutting rather than power tools. Assistance should be given if materials are being cut to a specification to ensure accuracy.</p>				
Learning Outcome:		<p>The learner will be able to:</p> <ul style="list-style-type: none"> • Use a lump hammer and bolster to cut any TWO building materials correctly and safely 		
E M				
Practical Evidence				
		<ul style="list-style-type: none"> • Recognise two cutting tools 		
		- lump hammer		
		- bolster chisel		
		<ul style="list-style-type: none"> • Recognise and wear personal protective clothing 		
		<ul style="list-style-type: none"> • Check that tools are safe to use 		
		<ul style="list-style-type: none"> • Use a lump hammer and bolster to cut two building materials (<i>indicate which materials were cut</i>): 		
		Material 1:	<ul style="list-style-type: none"> - Brick - Insulation block - Concrete block 	
		Material 2:		
		<ul style="list-style-type: none"> • Clean and store tools after use 		
		<ul style="list-style-type: none"> • Remove and store personal protective clothing 		
		<ul style="list-style-type: none"> • Wash and dry hands 		
Knowledge Evidence (<i>evidence of answers given to be recorded in portfolio</i>)				
		<ul style="list-style-type: none"> • A reason for wearing eye protection 		
		<ul style="list-style-type: none"> • A reason for using tools correctly 		
		<ul style="list-style-type: none"> • A reason for cutting materials 		
<p>DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above</p>				
Date all assessments completed for this unit:				
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner	

CONSTRUCTION E2

Unit no: 262	Unit title: Recognise and use masonry building materials	Credit Value 2										
<p>Guidance: learners are required to construct a wall using a chosen building material. There is no required specification for size or type.</p>												
<p>Learning Outcome: The learner will be able to:</p> <ul style="list-style-type: none"> Recognise each material correctly Build a wall from ONE type of brick or block 												
<table border="1"> <thead> <tr> <th colspan="5">Assessor Initials/Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Assessor Initials/Date									
Assessor Initials/Date												
E M												
Practical Evidence												
<ul style="list-style-type: none"> Recognise all of the following materials: 												
- common bricks												
- facing bricks												
- insulation blocks												
- concrete blocks												
- bonding												
<ul style="list-style-type: none"> Recognise all of the following tools 												
- spirit level												
- bricking trowel												
- brick hammer												
- bolster												
- line pins												
<ul style="list-style-type: none"> Recognise and wear personal protective clothing Check that tools are safe to use Use materials safely to build a wall Clean and store tools after use Remove and store personal protective clothing Wash and dry hands 												
Knowledge Evidence <i>(evidence of answers given to be recorded in portfolio)</i>												
<ul style="list-style-type: none"> A reason for checking that tools are safe to use A reason for recognising building materials A reason for building a wall correctly 												
<p>DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above</p>												
Date all assessments completed for this unit:												
Name of Assessor	Signature of Assessor	Name of Learner										
		Signature of Learner										

CONSTRUCTION E2

Unit 263: Mix and Lay concrete

Continued...

Knowledge Evidence (<i>evidence of answers given to be recorded in portfolio</i>)			
		• A reason for measuring out dry materials	
		• A reason for mixing materials whilst dry	
		• A reason for adding correct amounts of water	
		• A reason for mixing materials to achieve the correct consistency	
		• A reason for laying concrete	
DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above			
Date all assessments completed for this unit:			
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

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 the **Centres and Training Providers homepage** on www.cityandguilds.com.

Centre Manual - Supporting Customer Excellence contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

Our Quality Assurance Requirements encompasses all of the relevant requirements of key regulatory documents such as:

- Regulatory Arrangements for the Qualifications and Credit Framework (2008)
- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

Access to Assessment & Qualifications 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 homepage** section of the City & Guilds website also contains useful information on such things as:

- **Walled Garden:** how to register and certificate candidates on line
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

Useful contacts

UK learners General qualification information	T: +44 (0)844 543 0033 E: learnersupport@cityandguilds.com
International learners General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413 E: intcg@cityandguilds.com
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: centresupport@cityandguilds.com
Single subject qualifications Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: singlesubjects@cityandguilds.com
International awards Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com
Walled Garden Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: walledgarden@cityandguilds.com
Employer Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	T: +44 (0)121 503 8993 E: business@cityandguilds.com
Publications Logbooks, Centre documents, Forms, Free literature	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

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City & Guilds Group

The City & Guilds Group operates from three major hubs: London (servicing Europe, the Caribbean and Americas), Johannesburg (servicing Africa), and Singapore (servicing Asia, Australia and New Zealand). The Group also includes the Institute of Leadership & Management (management and leadership qualifications), City & Guilds Licence to Practice (land-based qualifications), the Centre for Skills Development (CSD works to improve the policy and practice of vocational education and training worldwide) and Learning Assistant (an online e-portfolio).

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City & Guilds

1 Giltspur Street

London EC1A 9DD

T +44 (0)844 543 0000

F +44 (0)20 7294 2413

www.cityandguilds.com