# Entry 2 Skills for Working Life (4807-02)

July 2014 Version 1.0



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

# City & Guilds **Believe you can**



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Unit no	no: 259			Unit title:		cognise, use sic constructi					
not ava	<b>Guidance:</b> A selection of basic hand tools used in construction should be available. If those listed below are not available, alternatives can be used which should be indicated on the sheet against the appropriate activity under "others"										
Learnii	ng (	Outco	ome:		The	e learner will be abl	le to	use and care f	for hand tools	correctly and safely	
Asses	sor	Initi	als/D	ate							
										E	
	ı			Р	ract	ical Evidence					
					•	Recognise and we	ear p	ersonal protec	tive clothing		
					•	Recognise three	hand	tools (state w	hich tools we	re identified)	
						Tool 1:			- brick h	ammer ns and line	
						Tool 2:			- spirit le	evel	
						Tool 3:			- brickin - other (	g trowel state)	
					•	Check that tools a	are sa	afe to use			
					Use <b>three</b> tools safely to perform tasks (State the tasks performed):						
					Tool/task 1:						
						Tool/task 2:					
						Tool/task 3:					
					•	Clean tools after u	use				
					•	Apply rust prevent	ative	if appropriate			
					•	Store tools safely					
					•	Remove and store	e per	sonal protectiv	e clothing		
					•	Wash and dry har	nds				
						ledge Evidence (6	evide	nce of answer	s given to be	recorded in portfolio)	
					A reason for wearing personal protective clothing						
					A reason for checking that tools are safe to use						
					A reason for cleaning tools after use						
					A reason for applying rust preventative						
DECL	ARA	ATION				ng Outcome has be isted above	en a	chieved by sa	tisfactory perf	ormance of all the	
Date all assessments cor					plete	ed for this unit:					
Name of Assessor					S	ignature of Assess	or	Name of	Learner	Signature of Learner	

Unit	no:	: 260				Unit title: Mix cement bonding materials by Credit Value hand						
Guidance: This can be assessed in conjunction with the building of a wall in unit 497/280												
Learning Outcome:					<ul> <li>The learner will be able to:</li> <li>Recognise four bonding materials</li> <li>Mix bonding materials to the required consistency by hand correctly and safely</li> </ul>							
Asse	essor	Initi	als/D	ate								
										E 🕏		
				Р	racti	cal Evidence						
					•	Recognise f	our bond	ing materials				
						Bonding ma	nterial 1:		- lime - plastic	iser		
						Bonding ma	iterial 2:		- water	water fine aggregate coarse aggregate		
						Bonding ma	terial 3:					
						Bonding ma			- other			
				I	Recognise all of the following pieces of equipment     shovel							
					- bucket - wheelbarrow							
					- wheelbarrow - brush							
					Recognise and wear personal protective clothing							
					Check that tools are safe to use							
					Mix bonding materials by hand							
					Check that bonding material is of required consistency							
					Clean and store tools after use							
					Remove and store personal protective clothing							
					Wash and dry hands							
Kı						Knowledge Evidence (evidence of answers given to be recorded in portfolio)						
					•			ing bonding m		, ,		
					A reason for measuring out correct amounts of bonding material							
					A reason for mixing bonding material correctly							
					earning Outcome has been achieved by satisfactory performance of all the ents listed above							
						ed for this un						
N	lame	of As	sesso	or	Się	gnature of As	sessor	Name of	Learner	Signature of Learner		

Unit	no:	261	1				cognise and u		cut Credit Value 1		
Guid	dance	e: Thi	s unit	is for	the		-		cutting rather than power		
	tools. Assistance should be given if materials are being cut to a specification to ensure accuracy.										
Lear	ning	Outco	ome:			The learner will b	e able to:				
					<ul> <li>Use a lump hammer and bolster to cut any TWO building materials correctly and safely</li> </ul>						
Asse	essor	Initi	als/Da	ate		ourselly and call	.,				
					at	aal Eridanaa			E M		
				Р	racti	cal Evidence Recognise two cutt	ing tools				
T T							ing tools				
						- lump hammer					
					- bolster chisel						
					•	Recognise and wea	<u> </u>	ective clothin	9		
					Check that tools are safe to use						
					Use a lump hammer and bolster to cut <b>two</b> building materials (indicate which materials were cut):						
						Material 1:	,	- Brick			
					Material 2:			<ul><li>Insulation</li><li>Concrete</li></ul>			
					Clean and store tools after use						
					Remove and store personal protective clothing						
					•	Wash and dry hand	 S				
!			<u>                                     </u>	K	now	ledge Evidence (ev	idence of answe	ers given to k	pe recorded in portfolio)		
						A reason for wearing eye protection					
					A reason for using tools correctly						
					A reason for cutting materials						
DECLARATION - The Learning Outcome has been achieved by satisfactory performance of all the							erformance of all the				
components listed above  Date all assessments completed for this unit:											
Name of Assessor						gnature of Assessor	Name of	Learner	Signature of Learner		
7.0					, O.,	9.10.000			e.g. atalo eeae.		
					1		_I				

Unit	no:	262	2		Unit title: Recognise and use masonry building Credit Valumaterials				ilding Credit Value 2		
	<b>Guidance:</b> learners are required to construct a wall using a chosen building material. There is no required specification for size or type.										
Logi	nina	Outco	omo:		_						
Leai	ning	Outce	Jille.		The	e learner will					
					•	_		erial correctly			
					•	Build a wall from ONE type of brick or block					
Asse	essor	Initi	als/D	ate							
									E M		
				Р	ract	ical Evidenc		fallanda a aratadalar			
					•	Recognise	all of the	following materials:			
						- common b	oricks				
						- facing brid	ks				
					- insulation blocks						
						- concrete b	olocks				
					- bonding						
					Recognise all of the following tools						
					- spirit level						
					- bricking trowel						
					- brick hammer						
					- bolster						
					- line pins						
					Recognise and wear personal protective clothing						
					Check that tools are safe to use						
	Use materials safely to build a wall										
					•	Clean and	store tools	s after use			
					•	Remove an	d store p	ersonal protective clothing			
				•	Wash and dry hands						
				K	now	ledge Evide	nce (evid	dence of answers given to b	pe recorded in portfolio)		
					A reason for checking that tools are safe to use						
					A reason for recognising building materials						
					A reason for building a wall correctly						
DECLARATION – The Learning Outcome has been achieved components listed above							achieved by satisfactory pe	erformance of all the			
Date	all a	ssess				ed for this un	it:				
						gnature of A		Name of Learner	Signature of Learner		
Name of Assessor						-					

Unit no:	263	Unit title: Mix and lay cond	crete Credit Value 2				
	part of a lands	a suitable area in which the learner can lay caping project (path, hard standing etc) or s					
Learning	Outcome:	The learner will be able to:  Mix and lay concrete correctly and safely					
Assessor	Initials/Date						
			E M 👍				
		Practical Evidence	- ··· • • )				
		Recognise and wear personal protein	ctive clothing				
		Check that tools and equipment are					
		Recognise all of the following tools					
		- shovel					
		- wheelbarrow					
		- brush					
	<u> </u>		Recognise <b>five</b> of the following concreting materials (indicate which were correctly recognised):				
		Type 1:	- lime				
		Type 2:	- plasticiser - water				
		Type 3:	- screeding board				
		Type 4:	- fine aggregate - coarse aggregate				
		Type 5:	- cement				
		Use tools and materials to lay concr	rete				
		Recognise work area					
		Measure out dry material					
		Mix dry material thoroughly					
		Add water and continue mixing until	the correct consistency is achieved				
		Lay concrete					
		Clean and store tools after use					
		Remove and store personal protection	ive clothing				
		Wash and dry hands					
		•					

Continued.....

Unit 263: Mix and Lay concrete Continued...

Knowledge Evidence (evidence of answers given to be recorded in portfolio)							
	A reason for measuring out dry materials						
	A reason for mixing m	aterials whilst dry					
	A reason for adding correct amounts of water						
	A reason for mixing m	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 com	pleted for this unit:						
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner				

Unit	no:	23	37		Unit title: Maintain a footpath Credit		Credit Value 3			
reco	<b>Guidance:</b> For this unit, if there are different tools not listed, indicate which other tools/materials were recognised by writing them in under 'other'. The path maintained should be of appropriate woodland/park type, i.e. not concrete or tarmac.									
Lea	rning	Outo	ome:		The learner will be able to:  Maintain a footpath correctly and safely					
Ass	essor	Init	tials/D	ate			,	- ,		
									♣¥E	
				F	Practical Evidence					
						gnise and wear pe	rsonal protec	tive clothing		
					• Reco	gnise and name fo	our tools (indi	icate which we	ere correctly recognised):	
					Tool	1:		- shovel		
					Tool	2:		- other	Nr. 0 m	
					Tool	3:		- brush/broom - rake - wheelbarrow		
					Tool	4:				
					Check that tools and equipment are safe to use					
					Recognise two surfacing materials (indicate which material was used):					
					Mate	rial 1:		- fine aggregate - wood chips		
					Material 2: - coarse aggregate				•	
					Collect tools and materials					
					Use hand tools safely					
					Maintain identified length of footpath					
					Remove weeds, rubbish and overhanging plants/branches					
					Recycle rubbish and compost waste					
					Return unused materials to store					
					• Clean	Clean and store tools and equipment safely				
					• Remo	ve and store pers	onal protectiv	e clothing		
					• Wash	and dry hands				
				ŀ	Cnowledge	Evidence (evider	nce of answe	rs given to be	recorded in portfolio)	
					A reas	son for maintaining	a foot path			
					A reason for removing rubbish or waste from and around the footpath					
					A reason for recycling or composting waste					
DEC	CLAR	ATIO			earning Outcome has been achieved by satisfactory performance of all the ents listed above					
Date	e all a	sses		•						
Date all assessments co  Name of Assessor						ire of Assessor	Name o	of Learner	Signature of Learner	
•					2.9				2.3 5. 2541161	

# **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)
- NVO 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	T: +44 (0)844 543 0033
General qualification	E: learnersupport@cityandguilds.com
information	T 44 (0) 0 44 F 42 0022
International learners	T: +44 (0)844 543 0033
General qualification information	F: +44 (0)2072942413
	E: intcg@cityandguilds.com
Centres	T: +44 (0)844 543 0000
Exam entries, Certificates,	F: +44 (0)2072942413
Registrations/enrolment, Invoices,	E: centresupport@cityandguilds.com
Missing or late exam materials, Nominal roll reports, Results	
Single subject qualifications	T: +44 (0)844 543 0000
Exam entries, Results, Certification,	F: +44 (0)2072942413
Missing or late exam materials,	F: +44 (0)2072942404 (BB forms)
Incorrect exam papers, Forms	E: singlesubjects@cityandguilds.com
request (BB, results entry), Exam	
date and time change	
International awards	T: +44 (0)844 543 0000
Results, Entries, Enrolments,	F: +44 (0)2072942413
Invoices, Missing or late exam	E: intops@cityandguilds.com
materials, Nominal roll reports	
Walled Garden	T: +44 (0)844 543 0000
Re-issue of password or username,	F: +44 (0)2072942413
Technical problems, Entries,	E: walledgarden@cityandguilds.com
Results, e-assessment, Navigation,	
User/menu option, Problems	
Employer	T: +44 (0)121 503 8993
Employer solutions, Mapping,	E: business@cityandguilds.com
Accreditation, Development Skills,	
Consultancy	
Publications	T: +44 (0)844 543 0000
Logbooks, Centre documents,	F: +44 (0)2072942413
Forms, Free literature	

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