

Entry 2 Skills for Working Life (4807-02)

October 2017 Version 1.1



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Assessment recording documents for
Pottery (Units 269-273)

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POTTERY E2

Unit no:	269	Unit title:	Prepare pottery clay for use	Credit Value	1						
<p>Guidance: For this unit, one type of clay needs to be prepared using one of the methods.</p>											
<p>Learning Outcome:</p> <ul style="list-style-type: none"> The learner will be able to prepare clay for use correctly and safely 											
<p>Assessor Initials/Date</p> <table border="1" style="width: 100%; height: 60px;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>											
Practical Evidence											
<ul style="list-style-type: none"> Recognise and wear personal protective clothing 											
<ul style="list-style-type: none"> Recognise one of the following (<i>indicate which one was correctly recognised</i>): 											
<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Clay type:</td> <td>- Earthenware clay - Stoneware clay</td> </tr> </table>						Clay type:	- Earthenware clay - Stoneware clay				
Clay type:	- Earthenware clay - Stoneware clay										
<ul style="list-style-type: none"> Clear and clean work area 											
<ul style="list-style-type: none"> Collect clay 											
<ul style="list-style-type: none"> Cut the clay using cheese wire 											
<ul style="list-style-type: none"> Prepare the clay correctly by one of the following methods (<i>indicate which method was used</i>): 											
<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Method:</td> <td>- wedging - kneading</td> </tr> </table>						Method:	- wedging - kneading				
Method:	- wedging - kneading										
<ul style="list-style-type: none"> Store the prepared clay 											
<ul style="list-style-type: none"> Clean and tidy up work area 											
<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 personal protective clothing 											
<ul style="list-style-type: none"> A reason for recognising different types of clay 											
<ul style="list-style-type: none"> A reason for using the correct tools 											
<ul style="list-style-type: none"> A reason for preparing clay before use 											
<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								

POTTERY E2

Unit no: 270	Unit title: Press-mould clay	Credit Value 2					
<p>Guidance: For this unit clay, the tools and equipment used need to be listed on the Assessment Record Sheet as appropriate to the activity undertaken.</p> <p>Learning Outcome: <ul style="list-style-type: none">The learner will be able to produce an item of pottery by press-moulding clay correctly and safely</p>							
<p>Assessor Initials/Date</p> <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td> </tr> </table>							E M
Practical Evidence							
		<ul style="list-style-type: none"> Recognise and wear personal protective clothing 					
		<ul style="list-style-type: none"> Recognise tools (<i>indicate which were correctly recognised</i>): 					
<p>Tools:</p> <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td> </tr> </table>							<ul style="list-style-type: none"> - rolling board - rolling pin - guide sticks - potters knife - other (specify)
		<ul style="list-style-type: none"> Recognise equipment (<i>indicate which was correctly recognised</i>): 					
<p>Equipment:</p> <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td> </tr> </table>							<ul style="list-style-type: none"> - straight edge - press moulds
		<ul style="list-style-type: none"> Clear and clean work area 					
		<ul style="list-style-type: none"> Collect appropriate amount of clay 					
		<ul style="list-style-type: none"> Set out guide sticks 					
		<ul style="list-style-type: none"> Roll out quantity of clay to required thickness 					
		<ul style="list-style-type: none"> Place rolled out clay into press mould 					
		<ul style="list-style-type: none"> Mould clay as appropriate 					
		<ul style="list-style-type: none"> Remove surplus clay 					
		<ul style="list-style-type: none"> Remove moulded object from mould when ready 					
		<ul style="list-style-type: none"> Store moulded object in appropriate place 					
		<ul style="list-style-type: none"> Clean and store tools and equipment safety 					
		<ul style="list-style-type: none"> Clean and tidy up work area 					
		<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 recognising tools and equipment 					
		<ul style="list-style-type: none"> A reason for rolling out clay to the correct thickness 					
		<ul style="list-style-type: none"> A reason for removing surplus clay 					
		<ul style="list-style-type: none"> A reason for cleaning and tidying the work area 					
<p>DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above</p>							
<p>Date all assessments completed for this unit:</p>							
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner				


POTTERY E2

Unit no:	271	Unit title:	Make a slab-built box	Credit Value 2
Guidance: For this unit, the learner must be able to produce a slab built box safely and correctly. .				
Learning Outcome:		The learner will be able to:		
		<ul style="list-style-type: none"> • Make a slab built box correctly and safely 		
Assessor Initials/Date				
				E M
Practical Evidence				
				<ul style="list-style-type: none"> • Recognise and wear personal protective clothing
				<ul style="list-style-type: none"> • Collect tools and equipment
				<ul style="list-style-type: none"> • Clear and clean work area
				<ul style="list-style-type: none"> • Collect appropriate amount of clay
				<ul style="list-style-type: none"> • Set out guide sticks
				<ul style="list-style-type: none"> • Roll out quantity of clay to required thickness
				<ul style="list-style-type: none"> • Cut five sections to size
				<ul style="list-style-type: none"> • Place sections to dry
				<ul style="list-style-type: none"> • Establish that sections are sufficiently dry – “leatherhard”
				<ul style="list-style-type: none"> • Score joins and paste with slip
				<ul style="list-style-type: none"> • Make a thin coil of clay
				<ul style="list-style-type: none"> • Make box by joining sections – add thin coil of clay if required
				<ul style="list-style-type: none"> • Smooth down seams
				<ul style="list-style-type: none"> • Store box to dry
				<ul style="list-style-type: none"> • Clean and store tools and equipment safely
				<ul style="list-style-type: none"> • Clean and tidy up work area
				<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 setting out guide sticks
				<ul style="list-style-type: none"> • A reason for smoothing down seams
				<ul style="list-style-type: none"> • A reason for leaving the rolled out clay sections to dry
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	

POTTERY E2

Unit no:	272	Unit title:	Hand model a shape in clay	Credit Value	2
<p>Guidance: For this unit. The learner will need to produce any two shapes from the list below.</p>					
Learning Outcome:		<ul style="list-style-type: none"> The learner will be able to hand model two shapes correctly and safely 			
Assessor Initials/Date					
					E M
Practical Evidence					
					<ul style="list-style-type: none"> Recognise and wear personal protective clothing
					<ul style="list-style-type: none"> Recognise a potters knife
					<ul style="list-style-type: none"> Recognise a rolling board
					<ul style="list-style-type: none"> Collect tools and equipment
					<ul style="list-style-type: none"> Collect quantity of prepared clay
<ul style="list-style-type: none"> Produce two of the following shapes by hand modelling: 					
				Shapes:	<ul style="list-style-type: none"> - sphere - cube - thumb or pinch pot
					<ul style="list-style-type: none"> Store item produced
					<ul style="list-style-type: none"> Leave to dry until "leather hard"
					<ul style="list-style-type: none"> Store surplus clay
					<ul style="list-style-type: none"> Clean and store tools and equipment safely
					<ul style="list-style-type: none"> Clean and tidy up work area
					<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 leaving the prepared item to become 'leather hard'
					<ul style="list-style-type: none"> A reason for cleaning and tidying up the work area
					<ul style="list-style-type: none"> A reason for cleaning and storing tools and equipment safely
					<ul style="list-style-type: none"> A reason for washing and drying hands
<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		

POTTERY E2

Unit no:	273	Unit title:	Glaze a pot	Credit Value	1
<p>Guidance: For this unit, a pot that has already been prepared (either by the learner or another person) needs to be glazed. The glaze also needs to be pre-prepared by the supervisor or other suitable person.</p>					
Learning Outcome:		<ul style="list-style-type: none"> The learner will be able to glaze a pot using a prepared glaze correctly and safely 			
Assessor Initials/Date					
E 					
Practical Evidence					
					<ul style="list-style-type: none"> Recognise and wear personal protective clothing
					<ul style="list-style-type: none"> Recognise prepared glazes
					<ul style="list-style-type: none"> Recognise suitable container
					<ul style="list-style-type: none"> Recognise pot to be glazed
					<ul style="list-style-type: none"> Clean and clear work area
					<ul style="list-style-type: none"> Collect glaze and pot
					<ul style="list-style-type: none"> Examine surface of pot – clean if necessary
					<ul style="list-style-type: none"> Place prepared glaze in suitable container
					<ul style="list-style-type: none"> Stir liquid glaze as required
					<ul style="list-style-type: none"> Apply glaze to inside of pot
					<ul style="list-style-type: none"> Apply glaze to outside of pot
					<ul style="list-style-type: none"> Wipe off foot of pot
					<ul style="list-style-type: none"> Store glazed pot in suitable place
					<ul style="list-style-type: none"> Dispose of surplus glaze safely
					<ul style="list-style-type: none"> Clean out and store container
					<ul style="list-style-type: none"> Clean and tidy up work area
					<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 cleaning the surface of a pot
					<ul style="list-style-type: none"> A reason for stirring the liquid glaze
					<ul style="list-style-type: none"> A reason for glazing a pot
					<ul style="list-style-type: none"> A reason for storing a glazed pot
					<ul style="list-style-type: none"> A reason for disposing of surplus glaze correctly
					<ul style="list-style-type: none"> A reason for wiping off the foot of the pot

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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