

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

October 2017 Version 1.1



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**Assessment recording documents for  
Metalwork (Units 274-278)**

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## METALWORK E2

Unit no: 274	Unit title: <b>Recognise use and care for hand tools used in metalwork</b>	<b>Credit value 1</b>										
<p><b>Guidance:</b> For this unit a range of hand tools (as listed below) must be available. The recognition can be done using pictures or diagrams if required. Please indicate which tools have been used. The learner is required to use just three tools to carry out appropriate tasks (eg measuring, marking and cutting).</p>												
<p>Learning Outcome:</p> <ul style="list-style-type: none"> <li>The learner will be able to recognise, use and care for hand tools correctly and safely</li> </ul>												
<table border="1"> <tr> <th colspan="5">Assessor Initials/Date</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>			Assessor Initials/Date									
Assessor Initials/Date												
<b>E M</b>												
<b>Practical Evidence</b>												
		<ul style="list-style-type: none"> <li>Recognise and wear personal protective clothing</li> </ul>										
		<ul style="list-style-type: none"> <li>Recognise <b>all</b> of the following hand tools:</li> </ul>										
		- Hacksaw										
		- Shears										
		- 'G' clamp										
		- Tape measure or measuring device										
		- Tri-square										
		<ul style="list-style-type: none"> <li>Recognise <b>all</b> of the following marking devices:</li> </ul>										
		- Pencil										
		- French chalk stick										
		- Scriber										
		<ul style="list-style-type: none"> <li>Recognise mild steel sheet</li> </ul>										
		<ul style="list-style-type: none"> <li>Check that tools are safe to use</li> </ul>										
		<ul style="list-style-type: none"> <li>Use <b>three</b> different hand tools correctly and safely (indicate which tools used/tasks carried out) e.g:</li> </ul>										
		Tool used/task completed:										
		Tool used/task completed:										
		Tool used/task completed:										
		<ul style="list-style-type: none"> <li>Clean tools after use</li> </ul>										
		<ul style="list-style-type: none"> <li>Store tools safely</li> </ul>										
		<ul style="list-style-type: none"> <li>Dispose of waste material safely</li> </ul>										
		<ul style="list-style-type: none"> <li>Remove and store personal protective clothing</li> </ul>										
		<ul style="list-style-type: none"> <li>Wash and dry hands</li> </ul>										
<b>Knowledge Evidence</b> <i>(evidence of answers given to be recorded in portfolio)</i>												
		<ul style="list-style-type: none"> <li>A reason for securing the metal to be worked on</li> </ul>										
		<ul style="list-style-type: none"> <li>A reason for marking out the metal correctly</li> </ul>										
		<ul style="list-style-type: none"> <li>A reason for cleaning tools after use</li> </ul>										

**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

## METALWORK E2

Unit no: 275		Unit title: <b>Recognise and cut metal</b>		<b>Credit value 2</b>	
<p><b>Guidance:</b> For this unit a range of metal materials must be available and appropriate tools for cutting each type. The learner will need to mark up and make a cut in each of the metal types listed.</p>					
Learning Outcome:		<ul style="list-style-type: none"> <li>The learner will be able to recognise and cut metal materials correctly and safely</li> </ul>			
<b>Assessor Initials/Date</b>					
					<b>E M</b>
<b>Practical Evidence</b>					
					<ul style="list-style-type: none"> <li>Recognise and wear personal protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>Recognise <b>all</b> of the following materials:</li> </ul>
					- Mild steel sheet
					- Mild steel bar (round or flat)
					- Copper sheet
					- Copper pipe
					<ul style="list-style-type: none"> <li>Recognise <b>all</b> of the following tools:</li> </ul>
					- Hacksaw
					- Hand shears
					- Pipe cutters
					<ul style="list-style-type: none"> <li>Check that tools are safe to use</li> </ul>
					<ul style="list-style-type: none"> <li>Check that material to be cut is secure</li> </ul>
					<ul style="list-style-type: none"> <li>Mark out metal correctly</li> </ul>
					<ul style="list-style-type: none"> <li>Use appropriate tool to cut each piece of metal (listed above)</li> </ul>
					<ul style="list-style-type: none"> <li>Clean tools after use</li> </ul>
					<ul style="list-style-type: none"> <li>Clean and tidy up work area</li> </ul>
					<ul style="list-style-type: none"> <li>Remove and store personal protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>Wash and dry hands</li> </ul>
<b>Knowledge Evidence</b> <i>(evidence of answers given to be recorded in portfolio)</i>					
					<ul style="list-style-type: none"> <li>A reason for being careful when using cutting tools</li> </ul>
<b>DECLARATION</b> – 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	

## METALWORK E2

Unit no: 276		Unit title: <b>Use a screwdriver in metal</b>		Credit value <b>1</b>	
<p><b>Guidance:</b> For this unit a range of screwdrivers (slot head, cross head, hand operated or battery operated) and screws (slot head, cross head and self tapping) should be available. For the purposes of recognition, pictures may be used. The learner need only use one type of screw and screwdriver for the practical. Holes should be pre-drilled by the tutor.</p> <p>Learning Outcome: <ul style="list-style-type: none"><li>• The learner will be able to use <b>one</b> type of screwdriver to insert screws correctly and safely</li></ul></p>					
<b>Assessor Initials/Date</b>					
					<b>E M</b>
<b>Practical Evidence</b>					
					<ul style="list-style-type: none"> <li>• Recognise and wear personal protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>• Recognise <b>all</b> of the following screwdrivers:</li> </ul>
					– Slot or flat head
					– Cross head (“Philips” or “Pozi-drive”)
					– Hand operated
					– Battery operated
					<ul style="list-style-type: none"> <li>• Recognise <b>all</b> the following screw types:</li> </ul>
					– Slot head
					– Cross head (“Philips” or “Pozi-drive”)
					– Self tapping
					<ul style="list-style-type: none"> <li>• Recognise and collect the materials to be joined</li> </ul>
					<ul style="list-style-type: none"> <li>• Check that tools are safe to use</li> </ul>
					<ul style="list-style-type: none"> <li>• Secure items to be joined</li> </ul>
					<ul style="list-style-type: none"> <li>• Insert screw in pre-drilled pilot hole</li> </ul>
					<ul style="list-style-type: none"> <li>• Hold screw in pre-drilled hole</li> </ul>
					<ul style="list-style-type: none"> <li>• Use screwdriver to drive in screw to required depth</li> </ul>
					<ul style="list-style-type: none"> <li>• Clean and store tools after use safely</li> </ul>
					<ul style="list-style-type: none"> <li>• Return surplus materials to store</li> </ul>
					<ul style="list-style-type: none"> <li>• Clean and tidy up work area</li> </ul>
					<ul style="list-style-type: none"> <li>• Clean and tidy up work area</li> </ul>
					<ul style="list-style-type: none"> <li>• Remove and store personal protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>• Wash and dry hands</li> </ul>
<b>Knowledge Evidence</b> ( <i>evidence of answers given to be recorded in portfolio</i> )					
					<ul style="list-style-type: none"> <li>• A reason for securing items to be joined</li> </ul>
					<ul style="list-style-type: none"> <li>• A reason for using the correct screwdriver for the screw head</li> </ul>
<b>DECLARATION</b> – 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](http://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.

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## Useful contacts

<b>UK learners</b> General qualification information	T: +44 (0)844 543 0033 E: <a href="mailto:learnersupport@cityandguilds.com">learnersupport@cityandguilds.com</a>
<b>International learners</b> General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413 E: <a href="mailto:intcg@cityandguilds.com">intcg@cityandguilds.com</a>
<b>Centres</b> 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: <a href="mailto:centresupport@cityandguilds.com">centresupport@cityandguilds.com</a>
<b>Single subject qualifications</b> 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: <a href="mailto:singlesubjects@cityandguilds.com">singlesubjects@cityandguilds.com</a>
<b>International awards</b> 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: <a href="mailto:intops@cityandguilds.com">intops@cityandguilds.com</a>
<b>Walled Garden</b> 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: <a href="mailto:walledgarden@cityandguilds.com">walledgarden@cityandguilds.com</a>
<b>Employer</b> Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	T: +44 (0)121 503 8993 E: <a href="mailto:business@cityandguilds.com">business@cityandguilds.com</a>
<b>Publications</b> Logbooks, Centre documents, Forms, Free literature	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

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