

Entry 2 Skills for Working Life (4807-02)

October 2017 Version 1.1



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**Assessment recording documents for
Painting and decorating (Units 279-283)**

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PAINTING AND DECORATING E2

Unit no: 279	Unit title: Prepare a work area ready to commence decorating	Credit value 1
<p>Guidance: For this unit, any area that is suitable for painting and decorating may be used.</p>		
Learning Outcome:	<p>The learner will be able to:</p> <ul style="list-style-type: none"> Safely prepare a work area so that it is ready for commencing painting and decorating work 	
Assessor Initials/Date		
Practical Evidence		
		<ul style="list-style-type: none"> Recognise safety signs that may need to be displayed
		<ul style="list-style-type: none"> Recognise two methods of ventilation (<i>indicate which were correctly recognised</i>)
	Method of ventilation 1:	<ul style="list-style-type: none"> - Extraction systems - Open window - Extractor fan
	Method of ventilation 2:	
		<ul style="list-style-type: none"> Recognise all three aesthetic protective coverings for decorative areas
		- Dustsheet
		- Masking tape
		- Polythene sheeting
		<ul style="list-style-type: none"> Recognise and wear personal protective clothing
		<ul style="list-style-type: none"> Prepare an allocated area for painting or decorating
		<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 protecting the work area
		<ul style="list-style-type: none"> A reason for ventilating the work area
		<ul style="list-style-type: none"> A reason for using safety signs
<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

PAINTING AND DECORATING E2

Unit no: 280	Unit title: Recognise and care for painting tools	Credit value 1
<p>Guidance: For this unit, all four paint applicators need to be correctly recognised. If there are other tools used in painting that were recognised and are not on the list, add these in under 'other' (specify).</p>		
<p>Learning Outcome: The learner will be able to:</p> <ul style="list-style-type: none"> Select, use, clean and carefully store painting tools after use. 		
Assessor Initials/Date		
Practical Evidence		
<ul style="list-style-type: none"> Recognise all four paint applicators 		
		- Brush
		- Roller
		- Pad
		- Spray gun
<ul style="list-style-type: none"> Recognise two other tools used in painting (<i>indicate which were correctly recognised</i>) 		
	Tool 1:	- Paint kettle
		- Paint stirrer
	Tool 2:	- Others (specify)
<ul style="list-style-type: none"> Ensure work area is adequately ventilated 		
<ul style="list-style-type: none"> Recognise and wear personal protective clothing 		
<ul style="list-style-type: none"> Recognise and use protective covers/equipment 		
<ul style="list-style-type: none"> Clean tools with the appropriate solvents safely and correctly 		
<ul style="list-style-type: none"> Dry brushes, pads and rollers in the appropriate way 		
<ul style="list-style-type: none"> Store tools after use correctly and safely 		
<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"> Two hazards involved with using cleaning solvents and detergents 		
<ul style="list-style-type: none"> One reason for cleaning tools after 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

PAINTING AND DECORATING E2

Unit no: 281	Unit title: Prepare a surface for decorating	Credit value 2
<p>Guidance: For this unit, any surface that is suitable for painting and decorating may be used.</p> <p>Learning Outcome: The learner will be able to:</p> <ul style="list-style-type: none"> Recognise and use the appropriate tools and materials to effect a prepared surface ready for decorating. 		
Assessor Initials/Date		
Practical Evidence		
<ul style="list-style-type: none"> Recognise six preparation materials (<i>indicate which were recognised correctly</i>) 		
	Preparation material 1:	<ul style="list-style-type: none"> - Grit paper - Stopper - Filler - Detergent - Knotting solution - Caulk - PVA - Glass paper
	Preparation material 2:	
	Preparation material 3:	
	Preparation material 4:	
	Preparation material 5:	
	Preparation material 6:	
<ul style="list-style-type: none"> Recognise six basic tools/equipment (<i>indicate which were recognised correctly</i>) 		
	Tool/equipment 1:	<ul style="list-style-type: none"> - Silicon applicator - Wire brush - Scraper - Shaving hook - Dusting brush - Dust sheet - Rubbing block - Caulker
	Tool/equipment 2:	
	Tool/equipment 3:	
	Tool/equipment 4:	
	Tool/equipment 5:	
	Tool/equipment 6:	
	<ul style="list-style-type: none"> Recognise and wear personal protective clothing. 	
	<ul style="list-style-type: none"> Select materials and tools for the surface to be prepared. 	
	<ul style="list-style-type: none"> Prepare a surface. 	
	<ul style="list-style-type: none"> Use grades of abrasive paper to effect the required finish ready for painting. 	
	<ul style="list-style-type: none"> Dispose of unwanted material safely and correctly. 	
	<ul style="list-style-type: none"> Clean and tidy work area. 	
	<ul style="list-style-type: none"> Clean and store tools safely 	
	<ul style="list-style-type: none"> Remove and store personal protective clothing. 	
	<ul style="list-style-type: none"> Wash and dry hands. 	

Continued.....

PAINTING AND DECORATING E2

Unit 281: Prepare a surface for decorating

Continued.....

Knowledge Evidence (<i>evidence of answers given to be recorded in portfolio</i>)			
		• A reason for using different grades of abrasive/glass papers	
		• A reason for wearing masks and safety glasses	
		• A reason that surfaces need to be free from grease and dirt	
		• A reason for selecting the correct stopper/fillers	
		• A reason for cleaning and caring for tools after use	
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

PAINING AND DECORATING E2

Unit no: 282 Unit title: **Prepare a plastered surface for painting** Credit value 2

Guidance: For this unit, the learner will prepare a plastered surface to a smooth finish and in a condition ready for paint to be applied to it.

Learning Outcome: The learner will be able to:

- Select and use appropriate hand tools to safely and correctly prepare a plastered surface to receive paint.

Assessor Initials/Date				

Practical Evidence

					<ul style="list-style-type: none"> Recognise three tools for the task (<i>indicate which were recognised correctly</i>)
					Tool 1: - Dusting brush Tool 2: - Scraper/filler knife Tool 3: - Rubbing block - Caulker
					<ul style="list-style-type: none"> Recognise and wear personal protective clothing
					<ul style="list-style-type: none"> Prepare a safe protected work area
					<ul style="list-style-type: none"> Acquire and use all of the following materials:
					- Glass paper
					- Filler
					- Detergent
					<ul style="list-style-type: none"> Fill all cracks and indentations and smooth down
					<ul style="list-style-type: none"> Sand down the surface to a smooth unblemished finish
					<ul style="list-style-type: none"> Remove all dust and grime from the finished surface
					<ul style="list-style-type: none"> Remove dustsheets and tidy work area
					<ul style="list-style-type: none"> Appropriately discard waste materials, clean and store tools
					<ul style="list-style-type: none"> Remove and store all personal protective clothing
					<ul style="list-style-type: none"> Wash and dry hands

Knowledge Evidence (*evidence of answers given to be recorded in portfolio*)

	<ul style="list-style-type: none"> A reason for wearing a mask
	<ul style="list-style-type: none"> A reason for wearing eye protection
	<ul style="list-style-type: none"> A reason for ensuring surfaces are free from dust and grease
	<ul style="list-style-type: none"> A reason for ensuring a smooth closed finish`

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

PAINTING AND DECORATING E2

Unit 283: Paint a plastered wall to an acceptable emulsion finish

Continued.....

Knowledge Evidence (<i>evidence of answers given to be recorded in portfolio</i>)			
		• A reason for ensuring good ventilation	
		• A reason for wearing Personal Protective Equipment	
		• A reason for ensuring paint is thoroughly mixed	
		• An advantage of using a roller as opposed to a brush	
		• A reason for applying sealant prior to painting	
		• A reason for using water based paint	
		• A reason for thoroughly cleaning and laying brushes flat	
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

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