

Entry 2 Skills for Working Life (4807-02)

July 2014 Version 1.0



www.cityandguilds.com
July 2014
Version 1.0


**Assessment recording documents for
Woodwork (Units 264-268)**

City & Guilds
Believe you can



www.cityandguilds.com

WOODWORK E2

Unit no:	264	Unit title:	Recognise, use and care for woodworking hand tools	Credit Value 1
<p>Guidance: For this unit, the learner should be able to saw through an appropriate piece of softwood correctly and safely.</p>				
<p>Learning Outcome:</p> <ul style="list-style-type: none"> The learner will be able to recognise use and care for hand tools correctly and safely 				
Assessor Date		Initials/		
EM 				
Practical Evidence				
				<ul style="list-style-type: none"> Recognise and wear personal protective clothing
				<ul style="list-style-type: none"> Recognise all four hand tools:
				- Hand saw
				- 'G' clam
				- Tape measure/measuring rod
				- Tri-square
				<ul style="list-style-type: none"> Recognise both marking devices:
				- Pencil
				- Scriber
				<ul style="list-style-type: none"> Recognise softwood
				<ul style="list-style-type: none"> Check that tools are safe to use
				<ul style="list-style-type: none"> Use each tool and marking device to perform appropriate tasks
				<ul style="list-style-type: none"> Mark out wood as instructed
				<ul style="list-style-type: none"> Secure wood correctly
				<ul style="list-style-type: none"> Saw safely and accurately
				<ul style="list-style-type: none"> Finish sawing with light short strokes
				<ul style="list-style-type: none"> Clean tools after use
				<ul style="list-style-type: none"> Store tools safely
				<ul style="list-style-type: none"> Dispose of waste material 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"> A reason for securing the wood to be sawn
				<ul style="list-style-type: none"> A reason for marking out the wood correctly
				<ul style="list-style-type: none"> A reason for cleaning tools after use
				<ul style="list-style-type: none"> A reason for tidying up the work area
				<ul style="list-style-type: none"> A reason for disposing of waste material


Continued.....

WOODWORKE2

Unit 264: Recognise, use and care for Woodworking hand tools

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

WOODWORK E2

Unit no:	265	Unit title:	Recognise and cut wood-based materials	Credit Value	2				
<p>Guidance: For this unit, the learner will need to cut three materials correctly and safely.</p>									
<p>Learning Outcome:</p> <ul style="list-style-type: none"> The learner will be able to recognise and cut three materials correctly and safely 									
<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Assessor Initials/Date</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>						Assessor Initials/Date			
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 all three types of wood: 				
					- Softwood				
					- Plywood				
					- Hardboard				
					<ul style="list-style-type: none"> Recognise all three tools: 				
					- Handsaw				
					- Tenon saw				
					- "Stanley" knife				
					<ul style="list-style-type: none"> Check that tools are safe to use 				
					<ul style="list-style-type: none"> Check that material to be cut is secure 				
					<ul style="list-style-type: none"> Use appropriate tools to cut each material as instructed (<i>state which were used correctly</i>): 				
					Tool/material 1:				
					Tool/material 2:				
					Tool/material 3:				
					<ul style="list-style-type: none"> Clean tools after use 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 wearing personal protective equipment 				
					<ul style="list-style-type: none"> A reason for recognising tools to be used 				
					<ul style="list-style-type: none"> A reason for recognising materials to be used 				
					<ul style="list-style-type: none"> A reason for checking that tools are safe to use 				
					<ul style="list-style-type: none"> A reason for being careful when using cutting tools 				

Continued.....

WOODWORKE2

Unit 265: Recognise and cut wood-based materials

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

WOODWORK E2

Unit no: 266 Unit title: **Use a hammer and nails in wood-based materials** Credit Value 1

Guidance: For this unit, learners will need to recognise all four materials listed, but will be required to insert suitable nails into one type of material correctly and safely.

Learning Outcome:

- The learner will be able to use a hammer and nails correctly and safely

Assessor Initials/Date				



Practical Evidence					
					<ul style="list-style-type: none"> Recognise and wear personal protective clothing
					<ul style="list-style-type: none"> Recognise both of the following tools:
					- Claw hammer
					- Flat pein hammer
					<ul style="list-style-type: none"> Recognise all of the following nails:
					- Oval headed
					- Flat headed
					- Panel pins
					<ul style="list-style-type: none"> Recognise all of the following materials:
					- Softwood
					- Plywood
					- Hardboard
					- Medium density fibreboard (MDF)
					<ul style="list-style-type: none"> Check that tools are safe to use
					<ul style="list-style-type: none"> Secure items to be joined
					<ul style="list-style-type: none"> Hold nail or panel pin in pre-drilled pilot hole
					<ul style="list-style-type: none"> Tap nail or panel pin lightly until firm
					<ul style="list-style-type: none"> Hammer nail or panel pin until head is flush with surface
					<ul style="list-style-type: none"> Clean and store hammer after use safely
					<ul style="list-style-type: none"> Return surplus nails and pins to store
					<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 checking the hammer is safe to use
					<ul style="list-style-type: none"> A reason for recognising materials to be used
					<ul style="list-style-type: none"> A reason for 'pre-drilling' holes

Continued.....

WOODWORKE2

Unit 266: Use a hammer and nails in wood-based materials

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

WOODWORK E2

Unit no:	267	Unit title:	Use a screwdriver for joining wood-based materials	Credit Value 1
<p>Guidance: For this unit, the learner will be able to insert screws safely and correctly into all of the materials listed correctly and safely.</p>				
<p>Learning Outcome:</p> <ul style="list-style-type: none"> The learner will be able to use a screwdriver to insert screws correctly and safely into each material listed 				
Assessor Initials/Date				
Practical Evidence				
				<ul style="list-style-type: none"> Recognise and wear personal protective clothing:
				<ul style="list-style-type: none"> Recognise all of the following types of screwdriver:
				- Slot head
				- Cross head
				- Hand operated
				- Battery operated
				<ul style="list-style-type: none"> Recognise both of the following screws:
				- Slot head
				- Cross head
				<ul style="list-style-type: none"> Recognise all of the following materials
				- Softwood
				- Plywood
				- Hard board
				- M D F
				<ul style="list-style-type: none"> Check that tools are safe to use
				<ul style="list-style-type: none"> Secure items to be joined
				<ul style="list-style-type: none"> Insert screw in pre-drilled pilot hole
				<ul style="list-style-type: none"> Hold screw in pre-drilled hole
				<ul style="list-style-type: none"> Use screwdriver to drive in screw to required depth
				<ul style="list-style-type: none"> Clean and store tools after use safely
				<ul style="list-style-type: none"> Return surplus materials to store
				<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


Continued.....

WOODWORK E2

Unit 267: Use a screwdriver for joining wood-based materials

Knowledge Evidence <i>(evidence of answers given to be recorded in portfolio)</i>			
		• A reason for checking that tools are safe to use	
		• A reason for 'pre-drilling' holes	
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

WOODWORK E2

Unit no:	268	Unit title:	Use sandpaper on wood-based materials	Credit Value	1
Guidance: The learner will need to sand down wood safely and correctly.					
Learning Outcome:		The learner will be able to:			
		<ul style="list-style-type: none"> Use sandpaper correctly and safely 			
Assessor Initials/Date					
					
Practical Evidence					
					<ul style="list-style-type: none"> Recognise and wear personal protective clothing
<ul style="list-style-type: none"> Recognise all three types of sandpaper: 					
					- Coarse grade
					- Medium grade
					- Fine grade
<ul style="list-style-type: none"> Recognise both types of equipment: 					
					- electric sander
					- sanding block
<ul style="list-style-type: none"> Recognise both types of material: 					
					- Softwood
					- Plywood
					<ul style="list-style-type: none"> Check that equipment is safe to use
					<ul style="list-style-type: none"> Recognise material/item to be sanded
					<ul style="list-style-type: none"> Secure material item as instructed
					<ul style="list-style-type: none"> Use grade of sandpaper as instructed
					<ul style="list-style-type: none"> Sand material/item as instructed
					<ul style="list-style-type: none"> Finish the material/item as instructed
					<ul style="list-style-type: none"> Clean and store equipment safely
					<ul style="list-style-type: none"> Return surplus materials to store
					<ul style="list-style-type: none"> Dispose of waste 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 using different grades of sandpaper
					<ul style="list-style-type: none"> A reason for securing items to be sanded
					<ul style="list-style-type: none"> A reason for wearing personal protective clothing

Continued.....

WOODWORKE2

Unit 268: Use sandpaper on Wood-based materials

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

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
- **Qualifications and Credit Framework** : general guidance about the and how qualifications will change, as well as information on the IT systems needed and FAQs
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

City & Guilds
Believe you can



www.cityandguilds.com

UK learners

General qualification

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

Centres

Exam entries, Certificates,
Registrations/enrolment, Invoices,
Missing or late exam materials,

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

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

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,

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

E: walledgarden@cityandguilds.com

Employer

Employer solutions, Mapping,
Accreditation, Development Skills,

T: +44 (0)121 503 8993

E: business@cityandguilds.com

Publications

Logbooks, Centre documents,

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

If you have a complaint, or any suggestions for improvement about any of the services that we provide, email:

feedbackandcomplaints@cityandguilds.com

About City & Guilds

As the UK's leading vocational education organisation, City & Guilds is leading the talent revolution by inspiring people to unlock their potential and develop their skills. We offer over 500 qualifications across 28 industries through 8500 centres worldwide and award around two million certificates every year. City & Guilds is recognised and respected by employers across the world as a sign of quality and exceptional training.

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).

Copyright

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute and may not be copied, reproduced or distributed without prior written consent. However, approved City & Guilds centres and candidates studying for City & Guilds qualifications may photocopy this document free of charge and/or include a PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching candidates working towards a City & Guilds qualification, or for internal administration purposes
- candidates may copy the material only for their own use when working towards a City & Guilds qualification

The *Standard Copying Conditions* (see the City & Guilds website) also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Published by City & Guilds, a registered charity established to promote education and training

City & Guilds

1 Giltspur Street

London EC1A 9DD

T +44 (0)844 543 0000

F +44 (0)20 7294 2413

www.cityandguilds.com