

Entry 3 Skills for Working Life (4807-03)

August 2014 Version 1.0



www.cityandguilds.com
August 2014 Version
1.1 (September 2014)

**Unit recording documents for
Recycling (Units 356-357 & 377-379)**

City & Guilds
Believe you can



www.cityandguilds.com

RECYCLING E3

Unit no: **356**

Unit title: **Construct a composter**

Credit value: **2**

Guidance: For this unit, the appropriate tools for the task need to be listed on this document. One type of composter needs to be constructed, with assistance if required.

Learning Outcome:

The learner will be able to:

- construct a composter correctly and safely

Assessor Initials/Date

 **EM**

Practical evidence

					<ul style="list-style-type: none"> • Choose and wear personal protective clothing
					<ul style="list-style-type: none"> • Recognise suitable area for composting making sure that the area is:
					- level
					- accessible position
					<ul style="list-style-type: none"> • Choose suitable tools to prepare site as appropriate (<i>indicate which were chosen</i>)
				Tools:	<ul style="list-style-type: none"> - spade - fork - pick - rake - shovel
					<ul style="list-style-type: none"> • Choose suitable tools for construction as appropriate (<i>indicate which were chosen</i>)
				Tools:	<ul style="list-style-type: none"> - tape measure - timber saw - brace and bit - nails or screws - hammer - sledge hammer - maul - drivall
					<ul style="list-style-type: none"> • Choose suitable materials as appropriate (<i>indicate which were chosen</i>)
				Materials:	<ul style="list-style-type: none"> - well preserved timber for section posts - well preserved timber for sawn boards - sheets of wire mesh metal - heavy gauge polythene netting
					<ul style="list-style-type: none"> • Choose a type of compost bin to be constructed (with assistance if required)
					<ul style="list-style-type: none"> • Measure and mark out site for composter with assistance

Continued...

RECYCLING E3

356 Continued

					<ul style="list-style-type: none"> • Check section posts are secure for cutting
					<ul style="list-style-type: none"> • Measure and cut section posts to a suitable length safely and correctly
					<ul style="list-style-type: none"> • Position and secure section posts safely
					<ul style="list-style-type: none"> • Measure and mark suitable lengths of sawn board/wire mesh/polythene netting safely (ensuring all materials are secured for cutting)
					<ul style="list-style-type: none"> • Position and fix boards/mesh/polythene to section posts safely
					<ul style="list-style-type: none"> • Transport waste vegetable matter to composter and place appropriately
					<ul style="list-style-type: none"> • Clean tools and equipment
					<ul style="list-style-type: none"> • Store tools and surplus material safely
					<ul style="list-style-type: none"> • Dispose of waste materials correctly and safely
					<ul style="list-style-type: none"> • Clean 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 well preserved timber in the construction process
					<ul style="list-style-type: none"> • A reason for allowing air into the composter
					<ul style="list-style-type: none"> • A reason for composting materials
					<ul style="list-style-type: none"> • A reason for washing and drying hands
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	

RECYCLING E3

377 Continued

					<ul style="list-style-type: none"> • Store sorted wiping cloths appropriately to be kept clean and dry
					<ul style="list-style-type: none"> • Recognise and dispose of waste material appropriately
					<ul style="list-style-type: none"> • Clean and store tools and equipment safely
					<ul style="list-style-type: none"> • Clear 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 selecting strong textured rags
					<ul style="list-style-type: none"> • A reason for storing materials in plastic bags
					<ul style="list-style-type: none"> • A reason for having different grades of wiping cloths
					<ul style="list-style-type: none"> • A reason for washing and drying hands
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					

RECYCLING E3

Unit no: **357** Unit title: **Shred waste vegetation** Credit value: **2**

NOTE: This unit is unsuitable for pre-16 learners

Guidance: For this unit, a suitable shredder in good, safe working order should be available.

Learning Outcome: The learner will be able to:

- Shred waste vegetable matter correctly and safely

Assessor Initials/Date				



Practical evidence

					• Choose and wear personal protective clothing
					• Recognise all components of shredding machine:
					- electric cable
					- entry port
					- exit port
					- knives
					- on/off switch
					• Check shredder is safe for use (all of the following):
					- electric cut out connected
					- nuts, bolts and screws secure
					- machine located on firm level base
					- identify shutdown procedure
					• Recognise safe method of loading material into shredder
					• Recognise correct operation and malfunction of shredder
					• Recognise safe method of recovery of shredded material
					• Collect waste vegetable matter
					• Transport to appropriate site
					• Shred material correctly
					• Monitor shredding from safe position to check for correct operation
					• Recover shredded material
					• Transport shredded material to composting area or add to ground surface as a mulch
					• Clean and store equipment correctly
					• Clean work area
					• Remove and store personal protective clothing
					• Wash and dry hands

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

					• A reason for shredding waste vegetable material
					• A reason for checking the shredder is safe to use
					• A reason for loading material safely into the shredder
					• A reason for recovering shredded material safely

Continued...

RECYCLING E3

357 Continued

DECLARATION- The Learning Outcome has been achieved by satisfactory performance of all the components listed above			
Date all assessments completed for this unit:			
Naame of Assessor	Signature of Assessor	Naame of Learner	Signature of Learner

RECYCLING E3

Unit no: **378** Unit title: **Refurbish furniture** Credit value: **2**

Guidance: For this unit, tools and materials appropriate to the item of furniture being re-furnished should be selected and these need to be stated on the Assessment Record Sheet. The type of protective surface needs to be appropriate to the item, and this should be identified on the Assessment Record Sheet.

Learning Outcome: The learner will be able to:

- Refurbish furniture to a serviceable standard for re-use

Assessor Initials/Date				



Practical evidence

					<ul style="list-style-type: none"> • Choose and wear personal protective clothing
					<ul style="list-style-type: none"> • Collect suitable items of furniture in need of restoration
					<ul style="list-style-type: none"> • Store furniture in an appropriate area
					<ul style="list-style-type: none"> • Recognise suitable work area
					<ul style="list-style-type: none"> • Recognise and choose appropriate tools (<i>indicate which tools were chosen</i>)
					<p>Tools:</p> <ul style="list-style-type: none"> - tape measure - tri square - screwdrivers - hammer - mallet - drill and drill bits - panel saw - coping saw - jig saw - clamps - chisels - other (specify)
					<ul style="list-style-type: none"> • Recognise and choose appropriate materials (<i>indicate which were chosen</i>)
					<ul style="list-style-type: none"> - graded sand papers - graded steel wool - solvent - screws and nails - wood glue - cloths - paint brushes - other (specify)
					<ul style="list-style-type: none"> • Repair joints correctly with glue, screws, dowels, biscuit joints

Continued.....

RECYCLING E3

378 Continued

					<ul style="list-style-type: none"> • Clean and disassemble item as necessary
					<ul style="list-style-type: none"> • Remove surface material as necessary
					<ul style="list-style-type: none"> • Recognise joints requiring repair
					<ul style="list-style-type: none"> • Recognise damaged or broken wooden fittings
					<ul style="list-style-type: none"> • Repair or replace broken wooden fittings as necessary
					<ul style="list-style-type: none"> • Recognise damaged or broken non-wooden fittings
					<ul style="list-style-type: none"> • Repair or replace non-wooden fittings as necessary
					<ul style="list-style-type: none"> • Prepare finishing surfaces with suitable grade of sandpaper or wire wool
					<ul style="list-style-type: none"> • Recognise any area needing the application of a suitable wood stain
					<ul style="list-style-type: none"> • Apply appropriate wood stain to the area
					<ul style="list-style-type: none"> • Apply suitable protective surfaces correctly to the item as required <i>(indicate which were applied)</i>
				Surfaces:	<ul style="list-style-type: none"> - oil - wax - paint - varnish
					<ul style="list-style-type: none"> • Transport item to required location for storage or sale
					<ul style="list-style-type: none"> • Clean and store personal protective clothing
					<ul style="list-style-type: none"> • Clean and store tools and equipment safely
					<ul style="list-style-type: none"> • Store surplus material correctly
					<ul style="list-style-type: none"> • Dispose of waste safely
Knowledge evidence <i>(evidence of answers given to be recorded in portfolio)</i>					
					<ul style="list-style-type: none"> • A reason for using dowels or biscuit joints in a wood joint
					<ul style="list-style-type: none"> • A reason for using different grades of sandpaper or wire wool
					<ul style="list-style-type: none"> • A reason for applying oil, wax, paint or varnish to wood
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		

RECYCLING E3

Unit no: **379** Unit title: **Re-furbish or re-use discarded item** Credit value: **2**

Guidance: To enable learners to demonstrate their ability to re-furbish a discarded item so that it is in a useable state or re-use a discarded item to create a new item

Learning Outcome: The learner will be able to:

- Re-furbish a discarded item so that it is in a useable state or re-use a discarded item to create a new item, safely and correctly.

Assessor Initials/Date				



Practical evidence

					<ul style="list-style-type: none"> • Choose and wear personal protective clothing
					<ul style="list-style-type: none"> • Recognise discarded item to be re-furbished or re-used (<i>indicate which item</i>)
				Item:	<ul style="list-style-type: none"> - Bicycle - Old tools - Pallets - Other item (specify)
					<ul style="list-style-type: none"> • Recognise materials required (<i>indicate which materials</i>)
				Materials:	<ul style="list-style-type: none"> - Adhesive - Sandpaper/steel wool - Paint/varnish/preservative - Nails/screws/bolts - Spare parts - Other (specify)
					<ul style="list-style-type: none"> • Recognise equipment required (<i>indicate which equipment</i>)
				Equipment:	<ul style="list-style-type: none"> - Hammer - Screw driver - Paintbrush - Spanners - Files - Saw - Other (specify)
					<ul style="list-style-type: none"> • Prepare work area
					<ul style="list-style-type: none"> • Carry out all work safely
					EITHER (<i>indicate whether an item was refurbished or re-constructed</i>)
					<ul style="list-style-type: none"> • Re-furbish an item
					<ul style="list-style-type: none"> - Break down item into component parts as required
					<ul style="list-style-type: none"> - Clean (remove rust/old nails etc.) safely as required

Continued...

RECYCLING E3

379 Continued

					- Identify spare parts or repairs required
					- Complete repairs safely and effectively
					- Re-furbish item to useable standard safely
					OR
					• Re-construct item into useable product
					- Break down into component parts as required
					- Clean (remove nails/rust) safely as required
					- identify additional parts required
					- use re-claimed materials to make a new useable product safely
					• Prepare item surfaces for finishing material as appropriate
					• Apply finishing material(s) as required (<i>indicate which were applied</i>):
				Material:	<ul style="list-style-type: none"> - paint - preservative - linseed oil - varnish - other (specify)
					• Clean and store equipment safely
					• Clear work area
					• Dispose of waste material safely
					• Clean and store personal protective clothing
					• Wash and dry hands
Knowledge evidence (<i>evidence of answers given to be recorded in portfolio</i>)					
					• A reason for re-furbishing or re-using discarded items
					• A reason for removing old nails and/or rust
					• A reason for applying finishing 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 information

International learners

General qualification information

Centres

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

Single subject qualifications

Exam entries, Results, Certification,
Missing or late exam materials,
Incorrect exam papers, Forms
request (BB, results entry), Exam

International awards

Results, Entries, Enrolments,
Invoices, Missing or late exam

Walled Garden

Re-issue of password or username,
Technical problems, Entries,
Results, e-assessment, Navigation,

Employer

Employer solutions, Mapping,
Accreditation, Development Skills,

Publications

Logbooks, Centre documents,

T: +44 (0)844 543 0000

E: learnersupport@cityandguilds.com

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

E: centresupport@cityandguilds.com

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

F: +44 (0)20 7294 2404 (BB forms)

E: singlesubjects@cityandguilds.com

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

E: intops@cityandguilds.com

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

E: walledgarden@cityandguilds.com

T: +44 (0)121 503 8993

E: business@cityandguilds.com

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