

Entry 3 Skills for Working Life (4807-03)

August 2014 Version 1.0



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August 2014
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**Unit recording documents for
Construction (Units 380-385)**

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CONSTRUCTION E3

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|---|--|--|--|--|--|-------------------|--|--|--|------------------------|--|--|--|--|
| Unit no: 380 | | | | | Unit title: Recognise and use hand tools and materials used in construction | | | | | Credit value: 2 | | | | |
| <p>Guidance: a range of common hand tools and materials should be available for this unit. Where those listed are not available, alternatives can be used. This should be indicated on this sheet under “other”.</p> <p>Learning Outcome: The Learner will be able to:</p> <ul style="list-style-type: none"> Recognise and use hand tools and materials correctly and safely | | | | | | | | | | | | | | |
| Assessor Initials/Date | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | |
| Practical evidence | | | | | | | | | | | | | | |
| | | | | | <ul style="list-style-type: none"> Choose and wear personal protective clothing | | | | | | | | | |
| | | | | | <ul style="list-style-type: none"> Recognise six hand tools (<i>indicate which tools were recognised</i>): | | | | | | | | | |
| | | | | | Tool 1: | - Spirit level | | | | | | | | |
| | | | | | Tool 2: | - Bricking trowel | | | | | | | | |
| | | | | | Tool 3: | - Brick hammer | | | | | | | | |
| | | | | | Tool 4: | - Lump hammer | | | | | | | | |
| | | | | | Tool 5: | - Bolster | | | | | | | | |
| | | | | | Tool 6: | - Tape | | | | | | | | |
| | | | | | | - Line pins | | | | | | | | |
| | | | | | | - Gauge rod | | | | | | | | |
| | | | | | | - Shovel | | | | | | | | |
| | | | | | | - Brush | | | | | | | | |
| | | | | | | - other (state) | | | | | | | | |
| | | | | | Recognise one type of brick (<i>indicate which was recognised</i>): | | | | | | | | | |
| | | | | | Brick type: | - Common | | | | | | | | |
| | | | | | | - Facing | | | | | | | | |
| | | | | | Recognise two types of block (<i>indicate which were recognised</i>): | | | | | | | | | |
| | | | | | Block type 1: | - Concrete | | | | | | | | |
| | | | | | | - Hollow | | | | | | | | |
| | | | | | | - Solid | | | | | | | | |
| | | | | | Block type 2: | - Insulation | | | | | | | | |
| | | | | | | - Other (specify) | | | | | | | | |
| | | | | | <ul style="list-style-type: none"> Choose and check that tools and equipment are safe to use | | | | | | | | | |
| | | | | | <ul style="list-style-type: none"> Use hand tools to perform a task | | | | | | | | | |
| | | | | | <ul style="list-style-type: none"> Clean tools after use | | | | | | | | | |
| | | | | | <ul style="list-style-type: none"> Apply rust preventative if appropriate | | | | | | | | | |
| | | | | | <ul style="list-style-type: none"> 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...

CONSTRUCTION E3

380 Continued...

| | | | |
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| 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 cleaning tools after use | | | |
| • A reason for applying rust preventative before storing | | | |
| 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 |
| | | | |

CONSTRUCTION E3

381 Continued...

| Knowledge evidence (<i>evidence of answers given to be recorded in portfolio</i>) | | | |
|--|-----------------------|---|----------------------|
| | | • A reason for wearing personal protective clothing | |
| | | • A reason for supporting and securing material to be cut | |
| | | • A reason for ensuring that cutting edges are sharp | |
| 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 |
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CONSTRUCTION E3

Unit no: **382** Unit title: **Mix bonding materials using a mixer** Credit value: **2**

Guidance: A working “cement mixer” must be available for this unit. Guidance should be given to the learner to get the correct mix quantities and ratio.

Learning Outcome: The Learner will be able to:

- Mix bonding materials correctly and safely

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| Assessor Initials/Date | | | | |
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| Practical evidence | | | | | |
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| | | | | | <ul style="list-style-type: none"> • Choose and wear personal protective clothing |
| | | | | | <ul style="list-style-type: none"> • Choose and check that tools and mixer are safe to use |
| | | | | | <ul style="list-style-type: none"> • Recognise three tools for the task (<i>indicate which were correctly recognised</i>): |
| | | | | | Tool 1: - Shovel |
| | | | | | Tool 2: - Hose/watering can |
| | | | | | Tool 3: - Measuring container - Wheelbarrow |
| | | | | | <ul style="list-style-type: none"> • Recognise three bonding materials (<i>indicate which were correctly recognised</i>): |
| | | | | | Material 1: - Cement |
| | | | | | Material 2: - Coarse aggregate |
| | | | | | Material 3: - Fine aggregate - Sand |
| | | | | | <ul style="list-style-type: none"> • Place mixer in correct position |
| | | | | | <ul style="list-style-type: none"> • Check that mixer drum is positioned correctly for filling |
| | | | | | <ul style="list-style-type: none"> • Measure out quantities of materials correctly |
| | | | | | <ul style="list-style-type: none"> • Load half the dry materials into mixer |
| | | | | | <ul style="list-style-type: none"> • Start mixer to mix dry materials |
| | | | | | <ul style="list-style-type: none"> • Add the correct amount of clean water |
| | | | | | <ul style="list-style-type: none"> • Mix wet materials to required consistency |
| | | | | | <ul style="list-style-type: none"> • Load remaining half of dry materials |
| | | | | | <ul style="list-style-type: none"> • Mix until required consistency is reached |
| | | | | | <ul style="list-style-type: none"> • Empty mixer drum |
| | | | | | <ul style="list-style-type: none"> • Store unused materials safely |
| | | | | | <ul style="list-style-type: none"> • Wash and clean mixer |
| | | | | | <ul style="list-style-type: none"> • Clean and store tools correctly |
| | | | | | <ul style="list-style-type: none"> • Clean and tidy up work area |
| | | | | | <ul style="list-style-type: none"> • Clean and store personal protective clothing |
| | | | | | <ul style="list-style-type: none"> • Wash and dry hands |


Continued...

CONSTRUCTION E3

382 Continued...

| Knowledge evidence <i>(evidence of answers given to be recorded in portfolio)</i> | | | |
|--|--|-----------------|----------------------|
| | • Two requirements of a suitable cement mixer | | |
| | • A reason why it is important to achieve the correct consistency in the mixer | | |
| | • A reason why it is important to mix dry materials thoroughly | | |
| | • A reason why care should be taken to avoid getting water in the electrics of an electrically driven cement mixer | | |
| 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 |
| | | | |

CONSTRUCTION E3

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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Unit no: 383 | | | | | Unit title: Build a straight section of wall | | | | | Credit value: 3 | | | | |
| <p>Guidance: Learners are required to construct a wall using a chosen building material. The wall can be of any length and may be part of an existing landscaping project or a simulated section of wall specifically for the assessment.</p> <p>Learning Outcome: The Learner will be able to:</p> <ul style="list-style-type: none"> Build a straight section of wall maintaining the bonds as required correctly and safely | | | | | | | | | | | | | | |
| Assessor Initials/Date | | | | | | | | | | | | | | |
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| Practical evidence | | | | | | | | | | | | | | |
| | | | | | <ul style="list-style-type: none"> Choose and wear personal protective clothing | | | | | | | | | |
| | | | | | <ul style="list-style-type: none"> Choose and check that five of the following tools are safe to use (<i>indicate which were checked</i>): | | | | | | | | | |
| | | | | | Tool 1: | | | | | <ul style="list-style-type: none"> - Trowel - Spirit level - Lump hammer - Bolster - Line and pins - Wheelbarrow - Shovel | | | | |
| | | | | | Tool 2: | | | | | | | | | |
| | | | | | Tool 3: | | | | | | | | | |
| | | | | | Tool 4: | | | | | | | | | |
| | | | | | Tool 5: | | | | | | | | | |
| | | | | | <ul style="list-style-type: none"> Recognise one material to be used (<i>indicate which material was used</i>): | | | | | | | | | |
| | | | | | Material: | | | | | <ul style="list-style-type: none"> - Bricks - Hollow blocks - Solid blocks | | | | |
| | | | | | <ul style="list-style-type: none"> Transport building material to site | | | | | | | | | |
| | | | | | <ul style="list-style-type: none"> Set up line and pins | | | | | | | | | |
| | | | | | <ul style="list-style-type: none"> Lay bonding material | | | | | | | | | |
| | | | | | <ul style="list-style-type: none"> “Butter” the lead of each brick or block with mortar | | | | | | | | | |
| | | | | | <ul style="list-style-type: none"> Lay brick or block in position correctly | | | | | | | | | |
| | | | | | <ul style="list-style-type: none"> Scoop off excess mortar | | | | | | | | | |
| | | | | | <ul style="list-style-type: none"> Check that bricks/blocks are level, plumb and in line | | | | | | | | | |
| | | | | | <ul style="list-style-type: none"> Raise line and pins as required | | | | | | | | | |
| | | | | | <ul style="list-style-type: none"> Lay the next course of bricks/blocks | | | | | | | | | |
| | | | | | <ul style="list-style-type: none"> Cut bricks/blocks in half | | | | | | | | | |
| | | | | | <ul style="list-style-type: none"> Use half brick/block to break the bond | | | | | | | | | |
| | | | | | <ul style="list-style-type: none"> Brush off excess bonding material when dry from face of bricks/blocks | | | | | | | | | |
| | | | | | <ul style="list-style-type: none"> Clean and tidy up site | | | | | | | | | |
| | | | | | <ul style="list-style-type: none"> Clean and store tools safely | | | | | | | | | |
| | | | | | <ul style="list-style-type: none"> Clean and store personal protective clothing | | | | | | | | | |
| | | | | | <ul style="list-style-type: none"> Wash and dry hands | | | | | | | | | |


Continued...

CONSTRUCTION E3

383 Continued...

| Knowledge evidence <i>(evidence of answers given to be recorded in portfolio)</i> | | | |
|--|--|-----------------|----------------------|
| | • A reason why most walls are built in a “stretcher bonded” design | | |
| | • Two reasons why it is important to check regularly that bricks/blocks in a course are level and that the wall is plumb | | |
| 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 |
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CONSTRUCTION E3

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|--|--|--|--|------------------------|---|
| Unit no: 384 | | Unit title: Lay a concrete path | | Credit value: 2 | |
| <p>Guidance: For this unit, the learner is required to assist in laying a length of concrete path. There is no specification as to dimensions of the area laid.</p> <p>Learning Outcome: The Learner will be able to:</p> <ul style="list-style-type: none"> Assist with laying an area of path safely and correctly | | | | | |
| Assessor Initials/Date | | | | | |
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| Practical evidence | | | | | |
| | | | | | <ul style="list-style-type: none"> Choose and wear personal protective clothing |
| | | | | | <ul style="list-style-type: none"> Recognise and use at least six tools as appropriate (<i>indicate which were correctly recognised</i>): |
| | | | | Tool 1: | <ul style="list-style-type: none"> - Shovel - Spirit level - Claw hammer - Lump hammer - Tape or measuring gauge - Iron bar - Line and pins - Wheelbarrow - Brush |
| | | | | Tool 2: | |
| | | | | Tool 3: | |
| | | | | Tool 4: | |
| | | | | Tool 5: | |
| | | | | Tool 6: | |
| | | | | | <ul style="list-style-type: none"> Recognise and use at least six materials as appropriate (<i>indicate which were correctly recognised</i>): |
| | | | | Material 1: | <ul style="list-style-type: none"> - Nails - Shuttering material - Pegs - Screeding board - Fine aggregate - Coarse aggregate - Cement - Lime - Plasticiser - Water |
| | | | | Material 2: | |
| | | | | Material 3: | |
| | | | | Material 4: | |
| | | | | Material 5: | |
| | | | | Material 6: | |
| | | | | | <ul style="list-style-type: none"> Choose and check that tools are safe to use |
| | | | | | <ul style="list-style-type: none"> Erect shuttering material correctly |
| | | | | | <ul style="list-style-type: none"> Secure shuttering materials to pegs |
| | | | | | <ul style="list-style-type: none"> Mix concrete |
| | | | | | <ul style="list-style-type: none"> Screed and compact concrete |
| | | | | | <ul style="list-style-type: none"> Finish surface |
| | | | | | <ul style="list-style-type: none"> Protect freshly laid concrete |
| | | | | | <ul style="list-style-type: none"> Clean and return tools to store safely |
| | | | | | <ul style="list-style-type: none"> Clean and store personal protective clothing |
| | | | | | <ul style="list-style-type: none"> Wash and dry hands |


Continued...

CONSTRUCTION E3

384 continued...

| Knowledge evidence (<i>evidence of answers given to be recorded in portfolio</i>) | | | |
|--|--|-----------------|----------------------|
| | • A reason for tamping down | | |
| | • A reason for covering concrete after laying | | |
| | • A reason why concrete should be correctly levelled | | |
| 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 |
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CONSTRUCTION E3

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|--|--|------------------------------|--|--|---|
| Unit no: 385 | | Unit title: Lay slabs | | Credit value: 2 | |
| Guidance: For this unit, four or more slabs need to be laid, correctly and safely. | | | | | |
| Learning Outcome: The Learner will be able to: | | | | | |
| <ul style="list-style-type: none"> Assist with laying an area of slabs correctly and safely | | | | | |
| Assessor Initials/Date | | | | | |
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| Practical evidence | | | | | |
| | | | | | <ul style="list-style-type: none"> Choose and wear personal protective clothing |
| | | | | <ul style="list-style-type: none"> Recognise six tools as appropriate (<i>indicate which tools were correctly recognised</i>): | |
| | | | | Tool 1: | <ul style="list-style-type: none"> - Spirit level - Trowel - Bolster - Shovel - Lump hammer - Line and pins - Pointing trowel - Joining iron - Lifting tongs - Maul - Wheelbarrow - Bucket - Brush |
| | | | | Tool 2: | |
| | | | | Tool 3: | |
| | | | | Tool 4: | |
| | | | | Tool 5: | |
| | | | | Tool 6: | |
| | | | | <ul style="list-style-type: none"> Recognise two materials as appropriate (<i>indicate which were correctly recognised</i>): | |
| | | | | Material 1: | <ul style="list-style-type: none"> - Paving slabs - Cement - Fine aggregate |
| | | | | Material 2: | |
| | | | | | <ul style="list-style-type: none"> Choose and check that tools are safe to use |
| | | | | | <ul style="list-style-type: none"> Mix bedding materials as instructed |
| | | | | | <ul style="list-style-type: none"> Transport and lay bedding materials |
| | | | | | <ul style="list-style-type: none"> Screed and level bed |
| | | | | | <ul style="list-style-type: none"> Lay slabs on bedding material and firm up |
| | | | | | <ul style="list-style-type: none"> Check that slabs are level and firm |
| | | | | | <ul style="list-style-type: none"> Finish joints between slabs with bonding material |
| | | | | | <ul style="list-style-type: none"> Clean off slabs |
| | | | | | <ul style="list-style-type: none"> Store unused material safely |
| | | | | | <ul style="list-style-type: none"> Clean and tidy up work area |
| | | | | | <ul style="list-style-type: none"> Dispose of waste |

Continued...

CONSTRUCTION E3

385 Continued...

| | | | | | |
|--|--|-----------------------|--|-----------------|---|
| | | | | | <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 |
| Knowledge evidence <i>(evidence of answers given to be recorded in portfolio)</i> | | | | | |
| | | | | | <ul style="list-style-type: none"> • A reason for wearing safety boots with steel toe caps |
| | | | | | <ul style="list-style-type: none"> • A reason for using lifting tongs |
| | | | | | <ul style="list-style-type: none"> • A reason for lifting and handling slabs correctly |
| | | | | | <ul style="list-style-type: none"> • A reason for ensuring that slabs are level in more than one direction |
| | | | | | <ul style="list-style-type: none"> • A reason for filling the joints between the slabs |
| 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 | |
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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
- **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.

Useful contacts

| | |
|---|---|
| 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 |

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