Entry 3 Skills for Working Life (4807-03)

August 2014 Version 1.0

Unit recording documents for Woodwork (Units 386-390)
**WOODWORK E3**

| Unit no: | 386 | Unit title: | Remove screws | Credit value: | 1 |

**Guidance:** For this unit, the learner will be able to remove slot head and cross head screws.

**Learning Outcome:** The Learner will be able to
- recognise different screwdrivers and types of screws and remove a slot head and a cross head screw correctly and safely

**Practical evidence**
- Choose and wear personal protective clothing
- **Recognise four** types of screwdriver:
  - slot head
  - cross head
  - hand operated
  - battery operated
- **Recognise two** types of screws:
  - slot head
  - cross head
- Check that tools are safe to use
- Recognise screw head
- Select correct screwdriver/screw bit
- Clean screw head if required
- Unscrew screw carefully
- Remove screw and dispose of correctly
- Clean tools after use safely
- Dispose of waste materials correctly
- Clean and tidy up work area
- Clean and store personal protective clothing
- Wash and dry hands

**Knowledge evidence** *(evidence of answers given to be recorded in portfolio)*
- A reason for using the correct size and type of screwdriver
- A reason for cleaning the screw head before unscrewing

Continued …
WOODWORK E3

386 Continued

| DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above |

Date all assessments completed for this unit:

<table>
<thead>
<tr>
<th>Name of Assessor</th>
<th>Signature of Assessor</th>
<th>Name of Learner</th>
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</table>
**Unit no:** 387  **Unit title:** Join wood-based materials  **Credit value:** 2

**Guidance:** For this unit, any three of the materials listed need to be joined together safely and correctly.

**Learning Outcome:** The Learner will be able to
- join three materials using glue correctly and safely

**Assessor Initials/Date**

<table>
<thead>
<tr>
<th>Practical evidence</th>
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</thead>
<tbody>
<tr>
<td>• Choose and wear personal protective clothing</td>
</tr>
<tr>
<td>• Recognise three materials to be joined:</td>
</tr>
<tr>
<td>Material 1: - softwood - plywood - hard board</td>
</tr>
<tr>
<td>Material 2: - Medium Density Fibreboard (MDF)</td>
</tr>
<tr>
<td>Material 3:</td>
</tr>
<tr>
<td>• Recognise glue as a joining material</td>
</tr>
<tr>
<td>• Recognise the following three clamping devices</td>
</tr>
<tr>
<td>- ‘G’ clamps - sash clamps</td>
</tr>
<tr>
<td>- ‘quick release’ clamps</td>
</tr>
<tr>
<td>• Check that tools are safe to use</td>
</tr>
<tr>
<td>• Check that surfaces to be joined are clean</td>
</tr>
<tr>
<td>• Spread glue evenly across surfaces to be glued</td>
</tr>
<tr>
<td>• Join the glued surfaces</td>
</tr>
<tr>
<td>• Ensure that the items to be glued are positioned correctly</td>
</tr>
<tr>
<td>• Apply clamping devices correctly</td>
</tr>
<tr>
<td>• Remove surplus glue</td>
</tr>
<tr>
<td>• Leave clamped items for sufficient time to ensure that they are securely glued</td>
</tr>
<tr>
<td>• Remove clamps</td>
</tr>
<tr>
<td>• Clean and store clamps correctly</td>
</tr>
<tr>
<td>• Dispose of waste materials correctly</td>
</tr>
<tr>
<td>• Return unused glue to store safely</td>
</tr>
<tr>
<td>• Clean and tidy up work area</td>
</tr>
<tr>
<td>• Clean and store personal protective clothing</td>
</tr>
<tr>
<td>• Wash and dry hands</td>
</tr>
</tbody>
</table>

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

- A reason for ensuring glue is spread evenly on the surfaces to be glued
- A reason for checking that the items to be glued are correctly lined up
- A reason for using clamps or cramps to hold the surfaces together
- A reason for removing surplus glue
- A reason for leaving the joined items for sufficient time
- A reason for cleaning and tidying up work area when task is finished

**DECLARATION** – The Learning Outcome has been achieved by satisfactory performance of all the components listed above

Date all assessments completed for this unit:

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<thead>
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**WOODWORK E3**

Unit no: 388  Unit title: Drill holes in wood-based materials  Credit value: 1

**Guidance:** For this unit, three different materials suitable for drilling holes in must be available.

**Learning Outcome:** The Learner will be able to
- drill holes in three materials using the correct techniques safely

<table>
<thead>
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<th>Assessor Initials/Date</th>
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**Practical evidence**

- Choose and wear personal protective clothing
- Recognise appropriate drill(s) *(indicate which were correctly recognised)*:
  - hand drill
  - hand brace
  - electrically operated (mains) hand held drill
  - electrically operated (cordless) hand held drill
  - pillar drill
  - drill bits for hand brace
  - drill chuck
- Recognise three materials to be drilled *(indicate which were correctly recognised)*:
  - softwood
  - plywood
  - hard board
  - Medium Density Fibreboard (MDF)
- Check that material to be drilled is secure
- Check with supervisor that drill bit diameter is correct
- Check that drill bit is secure in the chuck *(assistance may be required to tighten the chuck)*
- Operate the drill correctly
- Drill hole to the required depth
- Withdraw drill bit from the hole
- Repeat the operation until the specified number of holes have been drilled
- Clean and store equipment safely
- Return surplus material to store
- Dispose of waste correctly
- Clean and tidy up work area
- Clean and store personal protective clothing
- Wash and dry hands

Continued...
**WOODWORK E3**

388 Continued

<table>
<thead>
<tr>
<th>Knowledge evidence (evidence of answers given to be recorded in portfolio)</th>
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</thead>
<tbody>
<tr>
<td>• A reason for using a hand drill</td>
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<tr>
<td>• A reason for using a hand brace</td>
</tr>
<tr>
<td>• A reason for using an electrically operated (mains) hand held drill</td>
</tr>
<tr>
<td>• A reason for using an electrically operated (cordless) hand held drill</td>
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<tr>
<td>• A reason for using a pillar drill</td>
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</table>
Unit no: 389  Unit title: **Finish wood-based surfaces**  Credit value: 2

**Guidance:** For this unit, three types of surfaces need to be available.

**Learning Outcome:**
- The Learner will be able to finish three surfaces correctly and safely

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**Practical evidence**

- Choose and wear personal protective clothing
- **Recognise three** finishing materials (sandpaper)
  - coarse grade
  - medium grade
  - fine grade
- **Recognise three** finishing materials (wire wool)
  - coarse grade
  - medium grade
  - fine grade
- **Recognise three** surfaces *(state which were correctly recognised)*
  - Surface 1: softwood
  - Surface 2: plywood, hard board
  - Surface 3: Medium Density Fibreboard (MDF)
- **Recognise three** pieces of equipment
  - Equipment 1: scraper
  - Equipment 2: sanding block, orbital sander, belt sander
  - Equipment 3: 
- Choose and check that equipment is safe to use
- Check the surface to be finished is free from dirt and grease
- Check that fixing materials - nails, screws are sunk below the surface
- Ensure that surfaces to be finished are secure
- Finish the surface using materials and equipment
- Remove dust from the finished surface
- Store the finished item correctly
- Clean and store equipment safely
- Clean and tidy up work area
- Dispose of waste material correctly
- Clean and store personal protective clothing
- Wash and dry hands

Continued....
### Knowledge evidence (evidence of answers given to be recorded in portfolio)

- A reason for wearing items of personal protective clothing
- A reason for using different grades of sandpaper
- A reason for using different grades of wire wool
- A reason for using different surfaces of materials
- A reason for using different items of equipment

**DECLARATION** – The Learning Outcome has been achieved by satisfactory performance of all the components listed above.

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**WOODWORK E3**

<table>
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<tr>
<th>Unit no: 390</th>
<th>Unit title: <strong>Apply finishing material to wood-based surfaces</strong></th>
<th>Credit value: 2</th>
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**Guidance:** For this unit, three surfaces will need to be finished using materials as appropriate.

**Learning Outcome:**
- The Learner will be able to apply finishing material to three surfaces correctly and safely

### Practical evidence

- Choose and wear personal protective clothing

- **Recognise three surfaces** *(indicate which were correctly recognised)*
  - softwood
  - plywood
  - hard board
  - Medium Density Fibreboard (MDF)

- **Recognise five finishing materials** *(indicate which were correctly recognised)*
  - paint
  - primer
  - undercoat
  - gloss
  - matt
  - preservative
  - varnish
  - wax

- **Recognise at least one means of application as appropriate** *(indicate which was correctly recognised)*
  - brush
  - cloth
  - wire wool

- **Check that surface is free from all of the following***
  - dirt
  - grease
  - dust

- Check that fixing materials - nails, screws are sunk below the surface
- Prepare the finishing material as appropriate
- Apply finishing material correctly

*Continued…*
• Store finished surface as appropriate
• Protect freshly finished surface from contact
• Clean and store equipment safely
• Clean and tidy up work area
• Dispose of waste material correctly
• Clean and store personal protective clothing
• Wash and dry hands

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

• A reason for painting woodwork
• A reason for preparing surfaces before finishing
• A reason for ensuring all surfaces for finishing are clean
• A reason for cleaning brushes after use
• A reason for applying preservative to a surface
• A reason for taking care when handling solvents and preservatives
• A reason for wearing personal protective clothing
• A reason for taking action if preservative splashes into eyes

**DECLARATION** – The Learning Outcome has been achieved by satisfactory performance of all the components listed above

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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.
<table>
<thead>
<tr>
<th>Section</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td><strong>UK Qualifications</strong></td>
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<td>General qualification</td>
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<td>E: <a href="mailto:centresupport@cityandguilds.com">centresupport@cityandguilds.com</a></td>
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<td>Missing or late exam materials,</td>
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<tr>
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<tr>
<td>Missing or late exam materials,</td>
<td>F: +44 (0)20 7294 2404 (BB forms)</td>
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<td>request (BB, results entry), Exam</td>
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<td>Results, Entries, Enrolments,</td>
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<tr>
<td>Invoices, Missing or late exam</td>
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<td>Re-issue of password or username,</td>
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<td>Technical problems, Entries,</td>
<td>E: <a href="mailto:walledgarden@cityandguilds.com">walledgarden@cityandguilds.com</a></td>
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<td>Results, e-assessment, Navigation,</td>
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<tr>
<td>Employer solutions, Mapping,</td>
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