

Entry 3 Skills for Working Life (4807-03)

August 2014 Version 1.0



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

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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

Assessor Initials/Date				



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:			
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

WOODWORK E3

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				



Practical evidence

					<ul style="list-style-type: none"> • Choose and wear personal protective clothing
					<ul style="list-style-type: none"> • Recognise three materials to be joined:
				Material 1:	<ul style="list-style-type: none"> - softwood - plywood - hard board - Medium Density Fibreboard (MDF)
				Material 2:	
				Material 3:	
					<ul style="list-style-type: none"> • Recognise glue as a joining material
					<ul style="list-style-type: none"> • Recognise the following three clamping devices
					- 'G' clamps
					- sash clamps
					- 'quick release' clamps
					<ul style="list-style-type: none"> • Check that tools are safe to use
					<ul style="list-style-type: none"> • Check that surfaces to be joined are clean
					<ul style="list-style-type: none"> • Spread glue evenly across surfaces to be glued
					<ul style="list-style-type: none"> • Join the glued surfaces
					<ul style="list-style-type: none"> • Ensure that the items to be glued are positioned correctly
					<ul style="list-style-type: none"> • Apply clamping devices correctly
					<ul style="list-style-type: none"> • Remove surplus glue
					<ul style="list-style-type: none"> • Leave clamped items for sufficient time to ensure that they are securely glued
					<ul style="list-style-type: none"> • Remove clamps
					<ul style="list-style-type: none"> • Clean and store clamps correctly
					<ul style="list-style-type: none"> • Dispose of waste materials correctly
					<ul style="list-style-type: none"> • Return unused glue to store safely
					<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 ...

WOODWORK E3

387 Continued

Knowledge evidence (<i>evidence of answers given to be recorded in portfolio</i>)			
		• 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:			
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

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

**Assessor
Initials/Date**



Practical evidence

						<ul style="list-style-type: none"> • Choose and wear personal protective clothing
						<ul style="list-style-type: none"> • Recognise appropriate drill(s) (<i>indicate which were correctly recognised</i>):
					Drill(s):	<ul style="list-style-type: none"> - 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
						<ul style="list-style-type: none"> • Recognise three materials to be drilled (<i>indicate which were correctly recognised</i>)
					Materials:	<ul style="list-style-type: none"> - softwood - plywood - hard board - Medium Density Fibreboard (MDF)
						<ul style="list-style-type: none"> • Check that material to be drilled is secure
						<ul style="list-style-type: none"> • Check with supervisor that drill bit diameter is correct
						<ul style="list-style-type: none"> • Check that drill bit is secure in the chuck (assistance may be required to tighten the chuck)
						<ul style="list-style-type: none"> • Operate the drill correctly
						<ul style="list-style-type: none"> • Drill hole to the required depth
						<ul style="list-style-type: none"> • Withdraw drill bit from the hole
						<ul style="list-style-type: none"> • Repeat the operation until the specified number of holes have been drilled
						<ul style="list-style-type: none"> • Clean and store equipment safely
						<ul style="list-style-type: none"> • Return surplus material to store
						<ul style="list-style-type: none"> • Dispose of waste 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...

WOODWORK E3

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Knowledge evidence <i>(evidence of answers given to be recorded in portfolio)</i>			
	• A reason for using a hand drill		
	• A reason for using a hand brace		
	• A reason for using an electrically operated (mains) hand held drill		
	• A reason for using an electrically operated (cordless) hand held drill		
	• A reason for using a pillar drill		
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 E3

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

Assessor Initials/Date				



Practical evidence					
					<ul style="list-style-type: none"> Choose and wear personal protective clothing
					<ul style="list-style-type: none"> Recognise three finishing materials (sandpaper)
					- coarse grade
					- medium grade
					- fine grade
					<ul style="list-style-type: none"> Recognise three finishing materials (wire wool)
					- coarse grade
					- medium grade
					- fine grade
					<ul style="list-style-type: none"> Recognise three surfaces (<i>state which were correctly recognised</i>)
					Surface 1: <ul style="list-style-type: none">- softwood
					Surface 2: <ul style="list-style-type: none">- plywood
					Surface 3: <ul style="list-style-type: none">- hard board- Medium Density Fibreboard (MDF)
					<ul style="list-style-type: none"> Recognise three pieces of equipment
					Equipment 1: <ul style="list-style-type: none">- scraper
					Equipment 2: <ul style="list-style-type: none">- sanding block
					Equipment 3: <ul style="list-style-type: none">- orbital sander- belt sander
					<ul style="list-style-type: none"> Choose and check that equipment is safe to use
					<ul style="list-style-type: none"> Check the surface to be finished is free from dirt and grease
					<ul style="list-style-type: none"> Check that fixing materials - nails, screws are sunk below the surface
					<ul style="list-style-type: none"> Ensure that surfaces to be finished are secure
					<ul style="list-style-type: none"> Finish the surface using materials and equipment
					<ul style="list-style-type: none"> Remove dust from the finished surface
					<ul style="list-style-type: none"> Store the finished item correctly
					<ul style="list-style-type: none"> Clean and store equipment safely
					<ul style="list-style-type: none"> Clean and tidy up work area
					<ul style="list-style-type: none"> Dispose of waste material correctly
					<ul style="list-style-type: none"> Clean and store personal protective clothing
					<ul style="list-style-type: none"> Wash and dry hands

Continued....

WOODWORK E3

389 Continued

Knowledge evidence (<i>evidence of answers given to be recorded in portfolio</i>)			
		• 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			
Date all assessments completed for this unit:			
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

WOODWORK E3

Unit no: 390 Unit title: **Apply finishing material to wood-based surfaces** Credit value: **2**

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

Assessor Initials/Date				



Practical evidence				
<ul style="list-style-type: none"> Choose and wear personal protective clothing 				
<ul style="list-style-type: none"> Recognise three surfaces (<i>indicate which were correctly recognised</i>) 				
<ul style="list-style-type: none"> Recognise five finishing materials (<i>indicate which were correctly recognised</i>) 				
<ul style="list-style-type: none"> Recognise <u>at least one</u> means of application as appropriate (<i>indicate which was correctly recognised</i>) 				
<ul style="list-style-type: none"> Check that surface is free from all of the following 				
<ul style="list-style-type: none"> Check that fixing materials - nails, screws are sunk below the surface 				
<ul style="list-style-type: none"> Prepare the finishing material as appropriate 				
<ul style="list-style-type: none"> Apply finishing material correctly 				

Continued....

WOODWORK E3

390 Continued

					<ul style="list-style-type: none"> • Store finished surface as appropriate
					<ul style="list-style-type: none"> • Protect freshly finished surface from contact
					<ul style="list-style-type: none"> • Clean and store equipment safely
					<ul style="list-style-type: none"> • Clean and tidy up work area
					<ul style="list-style-type: none"> • Dispose of waste material correctly
					<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 painting woodwork
					<ul style="list-style-type: none"> • A reason for preparing surfaces before finishing
					<ul style="list-style-type: none"> • A reason for ensuring all surfaces for finishing are clean
					<ul style="list-style-type: none"> • A reason for cleaning brushes after use
					<ul style="list-style-type: none"> • A reason for applying preservative to a surface
					<ul style="list-style-type: none"> • A reason for taking care when handling solvents and preservatives
					<ul style="list-style-type: none"> • A reason for wearing personal protective clothing
					<ul style="list-style-type: none"> • 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					
Date all assessments completed for this unit:					
Name of Assessor		Signature of Assessor		Name 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.

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