

# **Entry 3 Skills for Working Life (4807-03)**

**August 2014 Version 1.0**



[www.cityandguilds.com](http://www.cityandguilds.com)  
August 2014  
Version 1.0

**Unit recording documents for  
Pottery (Units 391-395)**

City & Guilds  
**Believe you can**



[www.cityandguilds.com](http://www.cityandguilds.com)

## POTTERY E3

Unit no: **391** Unit title: **Make a coil vase or cylinder** Credit value: **3**

**Guidance:** For this unit, a coil vase or container should be produced by the learner.

Learning Outcome: 

- The Learner will be able to prepare clay and produce a coil vase or cylinder correctly and safely

Assessor Initials/Date				

E 

Practical evidence				
				<ul style="list-style-type: none"> <li>Choose and wear personal protective clothing</li> </ul>
				<ul style="list-style-type: none"> <li>Recognise <b>all</b> of the following tools:</li> </ul>
				<ul style="list-style-type: none"> <li>- rolling pin</li> </ul>
				<ul style="list-style-type: none"> <li>- rolling board</li> </ul>
				<ul style="list-style-type: none"> <li>- rolling pin guides</li> </ul>
				<ul style="list-style-type: none"> <li>- cheese wire</li> </ul>
				<ul style="list-style-type: none"> <li>- potters knife</li> </ul>
				<ul style="list-style-type: none"> <li>Recognise a clay extruder</li> </ul>
				<ul style="list-style-type: none"> <li>Check that tools and equipment are safe to use</li> </ul>
				<ul style="list-style-type: none"> <li>Collect tools and equipment required</li> </ul>
				<ul style="list-style-type: none"> <li>Collect and prepare clay</li> </ul>
				<ul style="list-style-type: none"> <li>Divide clay as appropriate</li> </ul>
				<ul style="list-style-type: none"> <li>Roll out clay into coils of the correct thickness as instructed</li> </ul>
				<ul style="list-style-type: none"> <li>Use a clay extruder to produce lengths of clay</li> </ul>
				<ul style="list-style-type: none"> <li>Place coils correctly and join inside and out</li> </ul>
				<ul style="list-style-type: none"> <li>Smooth out inside and outside of vase/cylinder to desired thickness and shape</li> </ul>
				<ul style="list-style-type: none"> <li>Place completed pot to dry</li> </ul>
				<ul style="list-style-type: none"> <li>Store surplus clay safely</li> </ul>
				<ul style="list-style-type: none"> <li>Clean and store tools and equipment safely</li> </ul>
				<ul style="list-style-type: none"> <li>Clean and tidy up work area</li> </ul>
				<ul style="list-style-type: none"> <li>Clean and store personal protective clothing</li> </ul>
				<ul style="list-style-type: none"> <li>Wash and dry hands</li> </ul>
Knowledge evidence <i>(evidence of answers given to be recorded in portfolio)</i>				
				<ul style="list-style-type: none"> <li><b>Three</b> causes of work distorting or cracking before finishing</li> </ul>
				<ul style="list-style-type: none"> <li><b>One</b> method of ensuring that pots do not dry out too quickly before firing and dry out evenly before firing</li> </ul>
				<ul style="list-style-type: none"> <li>A reason for preparing clay before use</li> </ul>

Continued....

**POTTERY E3**

391 Continued

<b>DECLARATION-</b> 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

**POTTERY E3**

Unit no: **392** Unit title: **Cast a pot** Credit value: **3**

**Guidance:** For this unit, any type of pot may be produced by the learner.

Learning Outcome: The Learner will be able to prepare slip and cast a pot in a mould correctly and safely

<b>Assessor Initials/Date</b>				

E M 

**Practical evidence**

					<ul style="list-style-type: none"> <li>Choose and wear personal protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>Recognise <b>all</b> of the following tools:</li> </ul>
					<ul style="list-style-type: none"> <li>- potters knife</li> </ul>
					<ul style="list-style-type: none"> <li>- sieve</li> </ul>
					<ul style="list-style-type: none"> <li>- stirrer</li> </ul>
					<ul style="list-style-type: none"> <li>- mould</li> </ul>
					Recognise a container for producing slip
					<ul style="list-style-type: none"> <li>Recognise <b>both</b> of the following materials:</li> </ul>
					<ul style="list-style-type: none"> <li>- Clay</li> </ul>
					<ul style="list-style-type: none"> <li>- Water</li> </ul>
					<ul style="list-style-type: none"> <li>Check that tools and equipment are safe to use</li> </ul>
					<ul style="list-style-type: none"> <li>Collect materials, tools and equipment</li> </ul>
					<ul style="list-style-type: none"> <li>Clean and clear work area</li> </ul>
					<ul style="list-style-type: none"> <li>Weigh out/measure quantity of clay correctly</li> </ul>
					<ul style="list-style-type: none"> <li>Measure out quantity of water required</li> </ul>
					<ul style="list-style-type: none"> <li>Mix required amount of clay and water to prepare slip</li> </ul>
					<ul style="list-style-type: none"> <li>Check that mould is clean and safe to use</li> </ul>
					<ul style="list-style-type: none"> <li>Pour slip quickly and evenly into mould</li> </ul>
					<ul style="list-style-type: none"> <li>Top up mould with slip</li> </ul>
					<ul style="list-style-type: none"> <li>When ready empty surplus slip from mould</li> </ul>
					<ul style="list-style-type: none"> <li>Store mould until cast is hard</li> </ul>
					<ul style="list-style-type: none"> <li>Remove mould from cast</li> </ul>
					<ul style="list-style-type: none"> <li>Fettle cast to finish edges correctly</li> </ul>
					<ul style="list-style-type: none"> <li>Store cast to dry until ready for firing</li> </ul>
					<ul style="list-style-type: none"> <li>Store surplus slip safely</li> </ul>
					<ul style="list-style-type: none"> <li>Clean and store tools and equipment safely</li> </ul>
					<ul style="list-style-type: none"> <li>Clean and tidy work area</li> </ul>
					<ul style="list-style-type: none"> <li>Clean and store personal protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>Wash and dry hands</li> </ul>


Continued....

## POTTERY E3

392 Continued

<b>Knowledge evidence</b> ( <i>evidence of answers given to be recorded in portfolio</i> )			
	• <b>Three</b> reasons for the slip cast distorting or cracking before firing		
	• <b>One</b> reason why slip needs to be sieved		
<b>DECLARATION</b> – 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

**POTTERY E3**

Unit no: 393		Unit title: <b>Decorate greenware</b>		Credit value: <b>2</b>	
<p><b>Guidance:</b> For this unit, the learner needs to decorate greenware safely and correctly using two different methods, as appropriate to the tools, equipment and materials available.</p>					
Learning Outcome:		<ul style="list-style-type: none"> <li>The Learner will be able to decorate greenware correctly and safely using two methods</li> </ul>			
<b>Assessor Initials/Date</b>					
<b>E</b> 					
<b>Practical evidence</b>					
					<ul style="list-style-type: none"> <li>Choose and wear personal protective clothing</li> </ul>
		<ul style="list-style-type: none"> <li>Recognise the appropriate clay tools (<i>indicate which were correctly recognised</i>):</li> </ul>			
				Tools recognised:	<ul style="list-style-type: none"> <li>- Blunt pointed object</li> <li>- Sharp pointed object</li> <li>- Needle, tool, small scraper</li> <li>- Brush</li> <li>- Spoon/ smooth object</li> <li>- Potters knife</li> </ul>
		<ul style="list-style-type: none"> <li>Recognise the appropriate equipment(<i>indicate which were correctly recognised</i>):</li> </ul>			
				Equipment recognised:	<ul style="list-style-type: none"> <li>- Decorative stamp or disc</li> <li>- Sponge</li> </ul>
		<ul style="list-style-type: none"> <li>Recognise the appropriate materials(<i>indicate which were correctly recognised</i>):</li> </ul>			
				Materials recognised:	<ul style="list-style-type: none"> <li>- Embossing material</li> <li>- Glaze</li> <li>- Slip</li> <li>- Plant material</li> <li>- Relief decoration</li> <li>- Paint</li> </ul>
					<ul style="list-style-type: none"> <li>Check that tools and equipment are safe to use</li> </ul>
					<ul style="list-style-type: none"> <li>Collect tools and equipment</li> </ul>
					<ul style="list-style-type: none"> <li>Clean and clear work area</li> </ul>
					<ul style="list-style-type: none"> <li>Slip the pot</li> </ul>

Continued....


## POTTERY E3

393 Continued

					<ul style="list-style-type: none"> <li>Decorate greenware using <b>two</b> appropriate methods (<i>indicate which methods were used</i>):</li> </ul>
				Methods used:	<ul style="list-style-type: none"> <li>- Embossing</li> <li>- Sponge painting</li> <li>- Sgraffito</li> <li>- Reserve</li> <li>- Relief</li> </ul>
					<ul style="list-style-type: none"> <li>Store completed greenware to dry</li> </ul>
					<ul style="list-style-type: none"> <li>Glaze greenware</li> </ul>
					<ul style="list-style-type: none"> <li>Store glazed pots to dry</li> </ul>
					<ul style="list-style-type: none"> <li>Dispose of waste material safely</li> </ul>
					<ul style="list-style-type: none"> <li>Clean and store tools and equipment safely</li> </ul>
					<ul style="list-style-type: none"> <li>Clean and tidy up work area</li> </ul>
					<ul style="list-style-type: none"> <li>Clean and store personal protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>Wash and dry hands</li> </ul>
<b>Knowledge evidence</b> ( <i>evidence of answers given to be recorded in portfolio</i> )					
					<ul style="list-style-type: none"> <li>One problem encountered when impressing patterns in clay</li> </ul>
					<ul style="list-style-type: none"> <li>One place where it would be appropriate to use heavy texturing or embossing</li> </ul>
<b>DECLARATION</b> – The Learning Outcome has been achieved by satisfactory performance of all the components listed above					
Date all assessment completed for this unit:					
Name of Assessor		Signature of Assessor		Name of Learner	
				Signature of Learner	



**POTTERY E3**

Unit no: 394					Unit title: <b>Slip decorate and glaze a pot</b>					Credit value: 3					
<p><b>Guidance:</b> For this unit, tools and materials should be selected as appropriate to the activity and one pot needs to be decorated with white or coloured slip and clear or coloured glaze.</p>															
Learning Outcome:					<ul style="list-style-type: none"> <li>The Learner will be able to decorate a pot using white or coloured slip and glaze a pot using clear or coloured glaze correctly and safely.</li> </ul>										
<b>Assessor Initials/Date</b>															
															E 
<b>Practical evidence</b>															
					<ul style="list-style-type: none"> <li>Choose and wear personal protective clothing</li> </ul>										
					<ul style="list-style-type: none"> <li>Recognise tools (<i>indicate which were correctly recognised</i>): :</li> </ul>										
					Tools:					<ul style="list-style-type: none"> <li>- Trailed slip bulb</li> <li>- Brushes</li> <li>- Whirler</li> </ul>					
					<ul style="list-style-type: none"> <li>Check that tools are safe to use</li> </ul>										
					<ul style="list-style-type: none"> <li>Collect tools</li> </ul>										
					<ul style="list-style-type: none"> <li>Clean and clear work area</li> </ul>										
					<ul style="list-style-type: none"> <li>Recognise materials (<i>indicate which were correctly recognised</i>):</li> </ul>										
					Materials:					<ul style="list-style-type: none"> <li>- White slip</li> <li>- Coloured slip</li> <li>- Clear glaze</li> <li>- Coloured glaze</li> </ul>					
					<ul style="list-style-type: none"> <li>Prepare materials correctly</li> </ul>										
					<ul style="list-style-type: none"> <li>Recognise item(s) to be decorated</li> </ul>										
					<ul style="list-style-type: none"> <li>Decorate greenware by using white or coloured slip using <b>at least one</b> method (<i>indicate which were correctly used</i>) :</li> </ul>										
					Method:					<ul style="list-style-type: none"> <li>- Trailing</li> <li>- Dipping</li> <li>- Pouring</li> <li>- Brushing</li> <li>- Marbling</li> </ul>					
					<ul style="list-style-type: none"> <li>Glaze the slipped pot using a clear or coloured glaze (<i>indicate which were correctly used</i>):</li> </ul>										
					Method:					<ul style="list-style-type: none"> <li>- Dipping</li> <li>- Brushing</li> <li>- Wax resist</li> </ul>					


Continued....

## POTTERY E3

394 Continued

					<ul style="list-style-type: none"> <li>• Store glazed pot to dry</li> </ul>
					<ul style="list-style-type: none"> <li>• Dispose of waste material safely</li> </ul>
					<ul style="list-style-type: none"> <li>• Clean and store tools and equipment safely</li> </ul>
					<ul style="list-style-type: none"> <li>• Clean and tidy up work area</li> </ul>
					<ul style="list-style-type: none"> <li>• Clean and store personal protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>• Wash and dry hands</li> </ul>
<b>Knowledge Evidence</b> <i>(evidence of answers given to be recorded in portfolio)</i>					
					<ul style="list-style-type: none"> <li>• A reason for kneading clay before use</li> </ul>
					<ul style="list-style-type: none"> <li>• A reason for expelling air bubbles</li> </ul>
					<ul style="list-style-type: none"> <li>• A reason for a glaze not sticking to a pot</li> </ul>
					<ul style="list-style-type: none"> <li>• A reason for ensuring that the glaze is of the correct constituency</li> </ul>
					<ul style="list-style-type: none"> <li>• A reason for ensuring that the pot is dry before glazing</li> </ul>
<b>DECLARATION</b> – 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	

**POTTERY E3**

Unit no: 395	Unit title: <b>Throw a pot</b>	Credit value: <b>3</b>		
<b>Guidance:</b> For this unit, tools need to be selected as appropriate to the activity.				
Learning Outcome: <ul style="list-style-type: none"> <li>The Learner will be able to throw a pot correctly</li> </ul>				
<b>Assessor Initials/Date</b>				
<b>E M</b> 				
<b>Practical evidence</b>				
		<ul style="list-style-type: none"> <li>Choose and wear personal protective clothing</li> </ul>		
		<ul style="list-style-type: none"> <li>Recognise tools as appropriate (<i>indicate which were correctly recognised</i>):</li> </ul>		
		<table border="0"> <tr> <td style="vertical-align: top;">Tools:</td> <td> <ul style="list-style-type: none"> <li>Bat or board</li> <li>Cheese wire</li> <li>Sponge</li> <li>Potter's knife</li> <li>Water</li> <li>Potter's wheel</li> </ul> </td> </tr> </table>	Tools:	<ul style="list-style-type: none"> <li>Bat or board</li> <li>Cheese wire</li> <li>Sponge</li> <li>Potter's knife</li> <li>Water</li> <li>Potter's wheel</li> </ul>
Tools:	<ul style="list-style-type: none"> <li>Bat or board</li> <li>Cheese wire</li> <li>Sponge</li> <li>Potter's knife</li> <li>Water</li> <li>Potter's wheel</li> </ul>			
		<ul style="list-style-type: none"> <li>Recognise clay</li> </ul>		
		<ul style="list-style-type: none"> <li>Check that potter's wheel is safe to use</li> </ul>		
		<ul style="list-style-type: none"> <li>Collect and weigh required amount of clay</li> </ul>		
		<ul style="list-style-type: none"> <li>Place clay in the centre of the wheel</li> </ul>		
		<ul style="list-style-type: none"> <li>Moisten hands with water</li> </ul>		
		<ul style="list-style-type: none"> <li>Operate the wheel at a suitable and consistent speed</li> </ul>		
		<ul style="list-style-type: none"> <li>Open up the clay</li> </ul>		
		<ul style="list-style-type: none"> <li>Pull up clay and shape to required profile and size</li> </ul>		
		<ul style="list-style-type: none"> <li>Trim foot of pot</li> </ul>		
		<ul style="list-style-type: none"> <li>Separate completed pot from wheel platform</li> </ul>		
		<ul style="list-style-type: none"> <li>Remove pot using a bat or board</li> </ul>		
		<ul style="list-style-type: none"> <li>Place pot in a suitable position to dry</li> </ul>		
		<ul style="list-style-type: none"> <li>Dispose of surplus clay correctly</li> </ul>		
		<ul style="list-style-type: none"> <li>Clean and store tools and equipment correctly</li> </ul>		
		<ul style="list-style-type: none"> <li>Clean and tidy up work area</li> </ul>		
		<ul style="list-style-type: none"> <li>Clean and store personal protective clothing</li> </ul>		
		<ul style="list-style-type: none"> <li>Wash and dry hands</li> </ul>		

Continued....

## POTTERY E3

395 Continued

<b>Knowledge Evidence</b> ( <i>evidence of answers given to be recorded in portfolio</i> )			
		• A reason for centring difficulties	
		• A reason for kneading the clay before use	
		• A reason for the pot going off centre	
		• A reason for ensuring that clay is of the correct consistency	
		• A reason for choosing the correct wheel speed	
<b>DECLARATION</b> – 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](http://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](http://www.cityandguilds.com)

---

**UK learners**

**General qualification**

T: +44 (0)844 543 0033

E: [learnersupport@cityandguilds.com](mailto: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](mailto: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](mailto: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](mailto: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](mailto:walledgarden@cityandguilds.com)

---

**Employer**

Employer solutions, Mapping,  
Accreditation, Development Skills,

T: +44 (0)121 503 8993

E: [business@cityandguilds.com](mailto: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](mailto: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](http://www.cityandguilds.com)