

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

**August 2014 Version 1.0**



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**Unit recording documents for  
Painting and decorating (Units 401-405)**

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# PAINTING AND DECORATING E3

Unit no: **401**      Unit title: **Recognise and use hand tools and materials used in decorating**      Credit value: **1**

**Guidance:** For this unit, the assessor should select appropriate, simple task that the learner is familiar with to perform using some of the tools and materials identified.

Learning Outcome:      The learner will be able to:

- recognise hand tools and materials and use them for a specified task

Assessor Initials/Date				

### 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>eight</b> hand tools (<i>indicate which 8 tools were correctly recognised</i>):</li> </ul>
					Tool 1:      - Scraper Tool 2:      - Pasting brush Tool 3:      - Plumb bob Tool 4:      - Dusting brush Tool 5:      - Stipple brush Tool 6:      - Caulker Tool 7:      - Scissors Tool 8:      - Paper hanging brush - Filling knife - Paint kettle - Shaving hook
					<ul style="list-style-type: none"> <li>• Recognise <b>five</b> materials (<i>indicate which 5 materials were correctly recognised</i>):</li> </ul>
					Material 1:      - Aluminium oxide Material 2:      - Grit paper Material 3:      - Glass paper Material 4:      - Emulsion Material 5:      - Gloss - White Spirit - Detergent - Scumble - Universal stainer
					<ul style="list-style-type: none"> <li>• Select tools and check that they are in a suitable condition for use</li> </ul>

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## PAINTING AND DECORATING E3

401 Continued

<p><i>Assessor to select appropriate, simple task that the learner is familiar with to perform using some of the tools and materials identified.</i></p>					
					<ul style="list-style-type: none"> <li>• Use tools and materials to perform a given task</li> <li>• Clean, care for and store tools</li> <li>• Clean work area and discard waste materials appropriately</li> <li>• Clean and store personal protective clothing</li> <li>• Wash and dry hands</li> </ul>
<p><b>Knowledge evidence</b> (<i>evidence of answers given to be recorded in portfolio</i>)</p>					
<ul style="list-style-type: none"> <li>• A reason for checking tool condition</li> </ul>					
<ul style="list-style-type: none"> <li>• A reason for selecting appropriate tools for the job</li> </ul>					
<ul style="list-style-type: none"> <li>• A reason for using correct materials and in the correct sequence</li> </ul>					
<ul style="list-style-type: none"> <li>• A reason for cleaning and caring for tools after use</li> </ul>					
<p><b>DECLARATION</b> – The Learning Outcome has been achieved by satisfactory performance of all the components listed above</p>					
<p>Date all assessments completed for this unit:</p>					
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner		

## PAINTING AND DECORATING E3

Unit no: **402**      Unit title: **Restore a metal surface to a painted finish**      Credit value: **2**

**Guidance:** For this unit, any suitable metal surface may be restored.

Learning Outcome:      The learner will be able to:

- Restore a metal surface to a painted finish, using appropriate tools and equipment safely and correctly

Assessor Initials/Date				

Practical evidence				
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					• Choose and wear personal protective clothing
					• Ensure the work area is safe
					• Prepare a metal surface to receive paint by <b>both</b> :
					- removing all paint and corrosion to bare metal
					- using abrasive paper to rub down to a smooth finish
					• Apply rust inhibitor and primer
					• Apply an undercoat
					• Apply an external gloss
					• Clean the work area and remove all waste materials appropriately
					• Clean and store personal protective clothing
					• Wash and dry hands

Knowledge evidence <i>(evidence of answers given to be recorded in portfolio)</i>				
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					• A reason for preparing a metal surface
					• A reason for using a rust inhibitor and primer
					• A reason for needing to use an exterior gloss paint

**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

## PAINTING AND DECORATING E3

Unit no: **403**      Unit title: **Restore a timber surface to a painted finish**      Credit value: **2**

**Guidance:** For this unit, any suitable timber surface may be restored. The tools selected must be appropriate to the task and need to be listed on this document.

Learning Outcome:      The learner will be able to:

- Select and use appropriate tools to restore a timber surface to an acceptable painted finish.

Assessor Initials/Date						
<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>• Ensure the work area is safe</li> </ul>		
				<ul style="list-style-type: none"> <li>• Select the tools and equipment required as appropriate (<i>indicate which were selected</i>):</li> </ul>		
				<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Tools and equipment selected:</td> <td> <ul style="list-style-type: none"> <li>- Abrasive paper</li> <li>- Paint stripper</li> <li>- Knotting solution</li> <li>- Filler</li> <li>- Scraper</li> <li>- Shaving hook</li> <li>- Paint</li> <li>- Paint stirrer</li> <li>- Paint kettle</li> <li>- Paint brush</li> </ul> </td> </tr> </table>	Tools and equipment selected:	<ul style="list-style-type: none"> <li>- Abrasive paper</li> <li>- Paint stripper</li> <li>- Knotting solution</li> <li>- Filler</li> <li>- Scraper</li> <li>- Shaving hook</li> <li>- Paint</li> <li>- Paint stirrer</li> <li>- Paint kettle</li> <li>- Paint brush</li> </ul>
Tools and equipment selected:	<ul style="list-style-type: none"> <li>- Abrasive paper</li> <li>- Paint stripper</li> <li>- Knotting solution</li> <li>- Filler</li> <li>- Scraper</li> <li>- Shaving hook</li> <li>- Paint</li> <li>- Paint stirrer</li> <li>- Paint kettle</li> <li>- Paint brush</li> </ul>					
				<ul style="list-style-type: none"> <li>• Strip the old paint back to the natural timber</li> </ul>		
				<ul style="list-style-type: none"> <li>• Sand down the timber until smooth</li> </ul>		
				<ul style="list-style-type: none"> <li>• Fill all cracks and crevices, and sand until smooth</li> </ul>		
				<ul style="list-style-type: none"> <li>• Treat all knots</li> </ul>		
				<ul style="list-style-type: none"> <li>• Calculate quantity of paint required</li> </ul>		
				<ul style="list-style-type: none"> <li>• Apply a primer undercoat</li> </ul>		
				<ul style="list-style-type: none"> <li>• Apply gloss coat</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 wearing personal protective clothing and equipment</li> </ul>		
				<ul style="list-style-type: none"> <li>• A reason for treating knots</li> </ul>		
				<ul style="list-style-type: none"> <li>• A reason for applying an undercoat</li> </ul>		

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## PAINTING AND DECORATING E3

403 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

## PAINTING AND DECORATING E3

Unit no: 404

Unit title: **Hang wall coverings**

Credit value: 2

**Guidance:** For this unit, learners should be able to recognise four different types of wall coverings and hang lining paper and one other type of wall covering on an entire wall. The tools selected must be appropriate to the task and need to be listed on this document.

Learning Outcome: The learner will be able to:

- Select and use the required tools and equipment to hang wallpaper safely and correctly.

**Assessor  
Initials/Date**

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### Practical evidence

					<ul style="list-style-type: none"> <li>• Choose and wear personal protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>• Create a safe work environment</li> </ul>
					<ul style="list-style-type: none"> <li>• Recognise and select tools and materials for the task as appropriate (<i>indicate which tools were selected</i>):</li> </ul>
				Tools and materials selected:	<ul style="list-style-type: none"> <li>- Dust sheet</li> <li>- Paper brush</li> <li>- Caulker</li> <li>- Casing wheel</li> <li>- Bucket</li> <li>- Scissors</li> <li>- Paste brush</li> <li>- Plumb bob</li> <li>- Cloth</li> </ul>
					<ul style="list-style-type: none"> <li>• Identify <b>four</b> different types of wall coverings (<i>indicate 4 which were correctly identified</i>):</li> </ul>
				Type 1:	<ul style="list-style-type: none"> <li>- Printed paper</li> <li>- Embossed paper</li> <li>- Woodchip paper</li> <li>- Blown vinyls</li> <li>- Cork</li> <li>- Washables</li> </ul>
				Type 2:	
				Type 3:	
				Type 4:	
					<ul style="list-style-type: none"> <li>• Set up papering table</li> </ul>
					<ul style="list-style-type: none"> <li>• Mix the adhesive and water to the correct proportions for the type of covering</li> </ul>
					<ul style="list-style-type: none"> <li>• Identify pattern and cut paper to length</li> </ul>
					<ul style="list-style-type: none"> <li>• Mark paper width on wall and mark vertical line with a caulked line plumb bob</li> </ul>
					<ul style="list-style-type: none"> <li>• Hang lining paper</li> </ul>

Continued .....





## PAINTING AND DECORATING E3

Unit no: 405		Unit title: <b>Create a textured finish</b>		Credit value: <b>2</b>	
<p><b>Guidance:</b> For this unit, the learner will be required to create two different textured finishes. The tools selected must be appropriate to the task and need to be listed on this document.</p>					
Learning Outcome:		<p>The learner will be able to:</p> <ul style="list-style-type: none"> <li>Select and use tools and equipment for mixing and obtaining required colours to create at least two textures that could be used in an industrial or domestic environment</li> </ul>			
<b>Assessor Initials/Date</b>					
<b>Practical evidence</b>					
					<ul style="list-style-type: none"> <li>Choose and wear protective clothing</li> </ul>
					<ul style="list-style-type: none"> <li>Prepare a safe working environment</li> </ul>
				<ul style="list-style-type: none"> <li>Select the tools required for the job as appropriate (<i>indicate which tools were correctly selected</i>):</li> </ul>	
				Tools selected:	<ul style="list-style-type: none"> <li>- Foam roller</li> <li>- Sculptured roller</li> <li>- Long pile roller</li> <li>- Stipple brush</li> <li>- Stencil brush</li> <li>- Comb's</li> <li>- Sponges</li> <li>- Feather</li> </ul>
				<ul style="list-style-type: none"> <li>Identify the materials which will produce flexible colouring and give a longer drying time as appropriate (<i>indicate which materials were correctly selected</i>)</li> </ul>	
				Materials selected:	<ul style="list-style-type: none"> <li>- Emulsion</li> <li>- Scumble</li> <li>- Universal stainer</li> <li>- Gloss</li> <li>- Undercoat</li> <li>- White spirit</li> <li>- Water</li> </ul>
				<ul style="list-style-type: none"> <li>Use the appropriate tools and materials to create <b>two</b> different textures (<i>indicate which textures were created</i>):</li> </ul>	
				Texture 1:	<ul style="list-style-type: none"> <li>- Stippling</li> <li>- Rag rolling</li> <li>- Stencilling</li> </ul>
				Texture 2:	<ul style="list-style-type: none"> <li>- Flecking</li> <li>- Sponging</li> <li>- Marbling</li> </ul>

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## PAINTING AND DECORATING E3

405 Continued

				<ul style="list-style-type: none"> <li>• Clean and store 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 the use of scumble</li> </ul>
				<ul style="list-style-type: none"> <li>• A reason for using textured finishes</li> </ul>
				<ul style="list-style-type: none"> <li>• A reason for mixing substances in the correct proportions</li> </ul>
				<ul style="list-style-type: none"> <li>• A reason for minimising waste</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	Signature of Learner	

## 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](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.

# Useful contacts

<b>UK learners</b> <b>General qualification</b>	<b>T: +44 (0)844 543 0033</b> <b>E: <a href="mailto:learnersupport@cityandguilds.com">learnersupport@cityandguilds.com</a></b>
<b>International learners</b> General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413
<b>Centres</b> Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials,	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: <b><a href="mailto:centresupport@cityandguilds.com">centresupport@cityandguilds.com</a></b>
<b>Single subject qualifications</b> 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: <b><a href="mailto:singlesubjects@cityandguilds.com">singlesubjects@cityandguilds.com</a></b>
<b>International awards</b> Results, Entries, Enrolments, Invoices, Missing or late exam	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: <b><a href="mailto:intops@cityandguilds.com">intops@cityandguilds.com</a></b>
<b>Walled Garden</b> 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: <b><a href="mailto:walledgarden@cityandguilds.com">walledgarden@cityandguilds.com</a></b>
<b>Employer</b> Employer solutions, Mapping, Accreditation, Development Skills,	T: +44 (0)121 503 8993 E: <b><a href="mailto:business@cityandguilds.com">business@cityandguilds.com</a></b>
<b>Publications</b> Logbooks, Centre documents,	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

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