

Awards, Certificates and Diplomas in Employability

Entry 2 Units (5546)

Candidate logbook

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City & Guilds Group

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Award, Certificates and Diplomas in Employability Entry 2 Units (5546)

Candidate logbook

Version and date	Change detail	Section
3.0 January 2015	Added Units 219, 220	Unit
3.1 February 2015	Unit 406 replaced by unit 462	Unit 206 barring information
4.0 June 2015	Candidate declaration statement amended in all units	Units
4.1 January 2016	Unit 208 signature sheet added	Unit 208
4.2 February 2016	Unit 208 signature sheet updated	Unit 208
4.3 June 2016	Unit 217 outcome 1.7 amended	Unit 217
4.4 April 2019	Minimum credits amended	Candidate progress record

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1 About your candidate logbook

1.1 Contact details

Candidate name	
Candidate enrolment no	
Centre name	
Centre number	
Programme start date	
Date of registration with City & Guilds	

Keep a record of relevant contact details in the space provided below. You may find it helpful to make a note of phone numbers and e-mail addresses here.

Your Assessor(s)	
Your Internal Quality Assurer	
Quality Assurance Contact	

1 About your candidate logbook

1.2 Introduction to the logbook

This logbook will help you complete the units in City & Guilds' Entry 2 Units (5546). It contains forms you can use to record your evidence of what you have done.

There are 20 units in total available in this qualification. You should discuss and agree with your assessor/tutor which of these units you are going to work towards.

About City & Guilds

City & Guilds is your awarding body for this qualification. City & Guilds is the UK's leading awarding body for vocational qualifications.

Information about City & Guilds and our qualifications is available on our website **www.cityandguilds.com**.

2 Units

City & Guilds unit	Unit title	GLH	Credit value
201	Planning for progression	13	2
202	Personal finance	10	1
203	Behaviour at work	8	1
204	Effective communication	13	2
205	Introduction to ICT	20	3
206	Applying for a job	6	1
207	Improve personal manner and conduct	20	2
208	Searching for a job	16	2
209	Workplace safety and emergency procedures	10	1
210	Identify hazards in familiar settings	20	2
211	Working as part of a group	18	2
212	Healthy living	10	1
213	Personal skills	22	3
214	Make a familiar journey safely	20	2
215	Recognise outside parts of a motor car or van	10	1
216	Wash the outside of a motor car or van	20	2
217	Clean the inside of a motor car or van	20	2
218	Repair a puncture	20	2
219	Environmental Awareness	20	2
220	Dealing with problems in daily life	20	2

3 The assessment process

The following people at your centre will explain the assessment process and help you achieve your unit(s).

The Assessor/Tutor

The assessor/tutor is the person you will have the most contact with as you work towards your unit(s). You may have more than one assessor/tutor depending on which unit(s) you take or you may be assessed by a person who is not your tutor.

The Internal Quality Assurer

The internal quality assurer maintains the quality of assessment within the centre.

The External Quality Assurer

The external quality assurer works for City & Guilds and helps to ensure that your centre meets the required standards for quality and assessment.

4 Using your logbook

Recording forms

This logbook contains all of the forms you and your assessor will need to plan, review and organise your evidence. Your assessor will be able to help you decide which forms you need to complete and help you fill them in.

Please photocopy these forms as required.

5 Candidate progress record

Award, Certificates and Diplomas in Employability Entry 2 Units (5546)

Units																		
Credits																		

Total Credits Achieved:

Minimum 6 credits

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

The answers in the question bank are my own work and discussed with my assessor on completion. I have been observed in my workplace by my assessor on several occasions

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this qualification with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IQAs Name:	
IQAs Signature:	
Date:	

Unit 201 Planning for progression

2 credits

This unit is barred with the following units:

- 301 Entry 3 Planning for progression
- 401 Level 1 Planning for progression

1. Understand the aims of own study or training programme.

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
1.1 identify the aims that need to be achieved		
1.2 list the actions that need to be done to achieve aims.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

2. Be able to recognise personal strengths needed for learning and work.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 list attitudes needed for learning and work						
2.2 list skills needed for learning and work						
2.3 list own personal strengths						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. Be able to agree an action plan for self-improvement.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 list areas for improvement.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 201 Planning for progression

Declaration

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IQAs Name:	
IQAs Signature:	
Date:	

Unit 202 Personal finance

1 credit

This unit is barred with the following units:

- **302** Entry 3 Personal finance
- **402** Level 1 Personal finance

1. Know the advantages and disadvantages of borrowing money.

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
1.1 list the advantages of borrowing money		
1.2 list the disadvantages of borrowing money.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

2. Know the advantages of saving money.

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
2.1 list the advantages of saving money		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

3. Know how to keep personal financial information secure.

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
3.1 list ways of keeping personal financial information secure		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 202 Personal finance

Declaration

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IQAs Name:	
IQAs Signature:	
Date:	

Unit 203 Behaviour at work

1 credit

This unit is barred with the following unit:

- **303** Entry 3 Behaviour at work

1. Understand the aims of own study or training programme.

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
1.1 list different kinds of appropriate behaviour in the workplace		
1.2 list inappropriate behaviour in the workplace		
1.3 give examples of how to dress appropriately for work.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

2. Be able to demonstrate appropriate behaviours for work.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 demonstrate how to interact appropriately with colleagues						
2.2 demonstrate behaviour suitable for job role						
2.3 demonstrate good timekeeping and attendance.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 203 Behaviour at work

Declaration

I confirm that the evidence listed above is my work and was carried out under the conditions and context specified in the standards.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IQAs Name:	
IQAs Signature:	
Date:	

Unit 204 Effective communication

2 credits

This unit is barred with the following units:

- **304** Entry 3 Effective communication
- **315** Entry 3 Effective written communication for the workplace
- **322** Entry 3 Effective speaking for the workplace
- **404** Level 1 Entry 3 Effective communication

1. Be able to recognise different forms of communication.

Assessment criteria (Performance)					Evidence date	
The learner can:			Portfolio reference			
1.1	define communication					
1.2	list different written forms of communication					
1.3	list different spoken forms of communication					
1.4	list different non-verbal forms of communication					
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. Be able to recognise effective communication.

Assessment criteria (Performance)			Evidence date			
The learner can:			Portfolio reference			
2.1	give examples of appropriate verbal communications					
2.2	give examples of appropriate nonverbal communications					
2.3	give examples of inappropriate verbal communications					
2.4	give examples of inappropriate nonverbal communications.					
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. Be able to communicate with others.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 demonstrate an ability to greet colleagues or customers in an appropriate manner.						
3.2 demonstrate an ability to respond positively to simple questions from colleagues or customers						
3.3 demonstrate an ability to obtain information from colleagues or customers						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 204 Effective communication

Declaration

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IQAs Name:	
IQAs Signature:	
Date:	

Unit 205

Introduction to ICT

3 credits

This unit is barred with the following units:

- **305** Entry 3 Introduction to ICT

1. Be able to use hardware.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 recognise the main parts of an ICT system						
1.2 use hardware.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. Be able to use a software application.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 name two software applications and their uses						
2.2 use a software application for an agreed purpose						
2.3 input information						
2.4 present information for the agreed purpose.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. Be able to follow recommended safe operating practices

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 list safety points to be remembered when using an ICT system						
3.2 follow safe practices.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 205 Introduction to ICT

Declaration

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IQAs Name:	
IQAs Signature:	
Date:	

Unit 206

Applying for a job

1 credit

This unit is barred with the following units:

- **306** Entry 3 Applying for a job
- **405** Level 1 Career planning and making applications
- **462** Level 1 Applying for a job

1. Know different ways of applying for jobs.

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
1.1 list different ways of applying for jobs.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

2. Be able to apply for a job.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 give examples of information needed to apply for a job						
2.2 complete an application for a job.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 206

Applying for a job

Declaration

I confirm that the evidence listed above is my own work and was carried out under the condition and context specified in the standards.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IQAs Name:	
IQAs Signature:	
Date:	

Unit 207

Improve personal manner and conduct

2 credits

1. Be able to conduct and present oneself appropriately.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 present self appropriately						
1.2 conduct self appropriately						
1.3 give reasons for presenting oneself appropriately						
1.4 give reasons for conducting oneself appropriately.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 207

Improve personal manner and conduct

Declaration

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IQAs Name:	
IQAs Signature:	
Date:	

Unit 208 Searching for a job

2 credits

This unit is barred with the following units:

- **308** Entry 3 Searching for a job
- **408** Level 1 Searching for a job

1. know where to find work opportunities.

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
1.1 identify where to look for job vacancies		
1.2 list different types of employment.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

2. Be able to search for job vacancies.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 identify a job vacancy						
2.2 list the key points of a job vacancy						
2.3 match job vacancies to own skills.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. Be able to recognise own skills in relation to a job vacancy.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 list own skills relevant to a job vacancy						
Type of evidence →						

Unit 208 Searching for a job

Declaration

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standard.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IQAs Name:	
IQAs Signature:	
Date:	

Unit 209

Workplace safety and emergency procedures

1 credit

1. Be able to respond to a fire or smoke alarm.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 recognise the appropriate warning and fire exit signs						
1.2 follow emergency fire procedures						
1.3 list the emergency procedures to follow in the event of a fire.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. Be able to recognise hazard warning signs and symbols.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 recognise common hazard warning signs and symbols						
2.2 give a reason for recognising hazard warning signs and symbols						
2.3 give a reason for responding to hazard warning signs and symbols and the appropriate action that must be taken.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 209

Workplace safety and emergency procedures

Declaration

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IQAs Name:	
IQAs Signature:	
Date:	

Unit 210

Identify hazards in familiar settings

2 credits

1. Identify hazards in familiar settings.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 identify hazards in the home						
1.2 identify hazards in one other familiar setting						
1.3 state how hazards may pose a risk						
1.4 state reporting procedures for hazards.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 210

Identify hazards in familiar settings

Declaration

I confirm that the evidence listed above is my own work and was carried on under the condition and context specified in the standards.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IQAs Name:	
IQAs Signature:	
Date:	

Unit 211

Working as part of a group

2 credits

This unit is barred with the following units:

- 311 Entry 3 Working as part of a group
- 411 Level 1 Working as part of a team

1. Be able to recognise different groups.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 list types of groups found in daily life.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. Know how to work with others in a group.

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
2.1 list ground rules for working with others		
2.2 identify roles within a group		
2.3 state the importance of giving support within a group.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

3. Be able to work as part of a group.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 identify a group activity						
3.2 carry out given tasks when working with others						
3.3 identify what went well and didn't go well in a group activity.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 211 Working as part of a group

Declaration

I confirm that the evidence listed above is my own work and was carried on under the conditions and context specified in the standards.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IQAs Name:	
IQAs Signature:	
Date:	

Unit 212 Healthy living

1 credit

This unit is barred with the following units:

- **312** Entry 3 Healthy living
- **412** Level 1 Contribute to healthy living

1. Be able to recognise what is needed for healthy living.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 identify what is meant by healthy living						
1.2 give examples of healthy living						
1.3 give examples of unhealthy living						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 212 Healthy living

Declaration

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IQAs Name:	
IQAs Signature:	
Date:	

Unit 213

Personal skills

3 credits

1. Be aware of the importance of personal presentation.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 state the reason why a clean and tidy appearance is important						
1.2 suggest suitable clothes for given situations.						
1.3 dress appropriately for a given occasion.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. Be aware of the importance of personal hygiene.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 list the key areas of personal hygiene						
2.2 identify a negative social effect of poor personal hygiene.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

3. Plan and prepare a healthy meal.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 decide what type of meal to make						
3.2 state whether this meal would form part of a healthy diet, with reasons						
3.3 estimate the cost of the meal						
3.4 collect together everything needed to prepare the meal						
3.5 prepare the meal						
3.6 work safely						
3.7 clear up after preparing the meal.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

4. Contact medical and emergency services.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
4.1 locate the telephone number for a doctor and a dentist						
4.2 name the emergency services						
4.3 list the information required for a call to the emergency services						
4.4 make a simulated telephone call to the emergency services.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 213 Personal skills

Declaration

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IQAs Name:	
IQAs Signature:	
Date:	

Unit 214

Make a familiar journey safely

2 credits

1. Be able to make a familiar journey safely.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 prepare to make a familiar journey						
1.2 complete the journey safely:						
a. recognise hazard warning signs and symbols along the route						
b. choose to use safe places to cross the road/open space						
c. designated road crossings						
1.3 cross roads safely						
1.4 state a reason for keeping safe while making journeys independently.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 214 Make a familiar journey safely

Declaration

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IQAs Name:	
IQAs Signature:	
Date:	

Unit 215

Recognise outside parts of a motor car or van

1 credit

1. Be able to recognise external parts of a motor car or van.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 recognise the main external parts of a vehicle						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. Know the function of the external parts of a vehicle.

Assessment criteria (Knowledge)	Portfolio reference	
The learner can:		
2.1 state the function/purpose of outside parts of a vehicle		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

Unit 215

Recognise outside parts of a motor car or van

Declaration

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IQAs Name:	
IQAs Signature:	
Date:	

Unit 216

Wash the outside of a motor car or van

2 credits

1. Be able to wash the outside of a motor car or van.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 recognise equipment and check for safety to use						
1.2 prepare equipment and materials to clean the outside of a vehicle						
1.3 carry out activities to wash, rinse and dry the vehicle						
1.4 give a reason for removing excess dirt and mud with water						
1.5 state why washing should be done in a logical manner						
1.6 dispose of waste						
1.7 state why rinsing is required						
1.8 use, clean and store PPE and unused materials and equipment safely.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 216

Wash the outside of a motor car or van

Declaration

I confirm that the evidence listed above is my own work and carried out under the conditions and context specified in the standards.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IQAs Name:	
IQAs Signature:	
Date:	

Unit 217

Clean the inside of a motor car or van

2 credits

1. Be able to clean the inside of a motor vehicle.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 recognise equipment and check for safety for use						
1.2 prepare equipment and materials to clean the inside of a vehicle						
1.3 give a reason for using a circuit breaker						
1.4 carry out activities to clean the inside of a vehicle						
1.5 give a reason for cleaning the inside of a vehicle						
1.6 dispose of waste						
1.7 give a reason for disposing of waste correctly						
1.8 use, clean and store PPE and unused materials and equipment safely.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

Unit 217

Clean the inside of a motor car or van

Declaration

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IQAs Name:	
IQAs Signature:	
Date:	

Unit 218

Repair a puncture

2 credits

1. Be able to repair a puncture in an inner tube.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 recognise tyre to be repaired						
1.2 recognise tools and equipment and check for safety to use						
1.3 prepare tyre, tools and equipment to repair a puncture						
1.4 state why puncture sites should be dried and prepared before repair						
1.5 carry out activities to repair a puncture						
1.6 give a reason for inflating the tyre correctly						
1.7 use, clean and store PPE and other equipment safely						
1.8 dispose of waste.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IQAs Name:	
IQAs Signature:	
Date:	

Unit 219

Environmental awareness

2 credits

This unit is barred with the following units:

- **335** Entry 3 Environmental awareness
- **439** Level 1 Environmental awareness

1. Be aware of how the actions of humans affect the environment.

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
1.1 give an example of a human action which harms the environment		
1.2 give an example of a human action which helps the environment.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

2. Understand an environmental issue which affects their life.

Assessment criteria (Knowledge) The learner can:	Portfolio reference	
2.1 identify an environmental issues which is relevant to them		
2.2 identify the effect of this issue on their life.		
Type of evidence →		
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report		

3. Be able to participate in an activity to improve the environment.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
3.1 help to plan an activity to improve the environment in their local area						
3.2 take part in an activity to improve the environment in their local area.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IQAs Name:	
IQAs Signature:	
Date:	

Unit 220

Dealing with problems in daily life

2 credits

This unit is barred with the following units:

- **337** Entry 3 Dealing with problems in daily life

1. Be able to demonstrate an awareness of how to recognise straightforward problems.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
1.1 list straightforward problems						
1.2 identify a way to tackle a problem.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

2. Be able to tackle straightforward problems.

Assessment criteria (Performance)	Evidence date					
The learner can:	Portfolio reference					
2.1 give examples of where to get advice and support						
2.2 carry out activities to tackle a problem.						
Type of evidence →						
O = Observation WT = Witness Testimony P = Product Q = Questioning PD = Professional Discussion R =Report						

I confirm that the evidence listed above is my own work and was carried out under the conditions and context specified in the standards.

Candidate Name:	
Candidate Signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor Name:	
Assessor Signature:	
Date:	

IQAs Name:	
IQAs Signature:	
Date:	

Appendix 1 Summary of City & Guilds assessment policies

Health and Safety

All centres have to make sure that they provide a safe and healthy environment for learning, including induction and assessment. City & Guilds external verifiers check this when they visit assessment centres.

Equal Opportunities

Your centre will have an equal opportunities policy. Your centre will explain this to you during your induction, and may give you a copy of the policy.

City & Guilds equal opportunities policy is available from our website www.cityandguilds.com, City & Guilds Customer Relations Team or your centre.

Access to assessment

City & Guilds qualifications are open to all candidates, whatever their gender, race, creed, age or special needs. Some candidates may need extra help with their assessment, for example, a person with a visual impairment may need a reader.

If you think you will need alternative assessment arrangements because you have special needs, you should discuss this with your centre during your induction, and record this on your assessment plan. City & Guilds will allow centres to make alternative arrangements for you if you are eligible and if the qualification allows for this. This must be agreed before you start your qualification.

City & Guilds guidance and regulations document *Access to assessment and qualifications* is available on the City & Guilds website www.cityandguilds.com, from the City & Guilds Customer Relations Team or your centre.

Complaints and appeals

Centres must have a policy and procedure to deal with any complaints you may have. You may feel you have not been assessed fairly, or may want to appeal against an assessment decision if you do not agree with your assessor.

These procedures will be explained during induction and you will be provided with information about the Quality Assurance Co-ordinator within your centre who is responsible for this.

Most complaints and appeals can be resolved within the centre, but if you follow the centre procedure and are still not satisfied you can complain to City & Guilds.

Our complaints policy is on our website www.cityandguilds.com or is available from the City & Guilds Customer Relations Team or your centre.

Useful contacts

UK learners

General qualification information

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

E: intcg@cityandguilds.com

Centres

Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results

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 date and time change

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 materials, Nominal roll reports

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, User/menu option, Problems

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

E: walledgarden@cityandguilds.com

Employer

Employer solutions, Mapping, Accreditation, Development Skills, Consultancy

T: +44 (0)121 503 8993

E: business@cityandguilds.com

Publications

Logbooks, Centre documents, Forms, Free literature

T: +44 (0)844 543 0000

F: +44 (0)20 7294 2413

If you have a complaint, or any suggestions for improvement about any of the services that City & Guilds provides, email: feedbackandcomplaints@cityandguilds.com

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City & Guilds is a registered charity
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and training