Entry Level Certificate for Skills for Working in the Construction Industry (Entry 3) (5546-60)

September 2015 Version 1.0

Assessment Pack - Learner

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1 Learner details

This Assessment Pack is a record of your achievement in practical assessments. You must keep it in good condition and it must be stored in a safe place by your Assessor.

Please fill in all of your details before you carry out any assessments.

Learner Details	
Surname	Forename(s)
City & Guilds enrolment number	
Centre Details	
Name	Centre No
understand the requirements of the quali nust be my own.	ification and that all the work towards the assessments
Learner signature (please print)	
Assessor name (please print)	Signed
	Date

2 Assessment Information

Test conditions and Invigilation requirements

The assignment for 350 is required to be sat in **closed book conditions**, so notes or text books **cannot** be used. The test should be taken under supervised conditions, this means that all activities will be completed with an invigilator present. Strict exam regulations do not apply; learners may take the questions in their normal learning environment and the tutor may act as the invigilator. Learners should on no account be allowed to take question papers or answers away with them, and copies of question papers and marking schemes should be kept securely by the centre at all times.

Pass requirements

Unit 350 has a 75% pass mark, this must be achieved in one sitting and once achieved there is no requirement to assess the remaining knowledge.

It is advisable that the learner has sufficient time to prepare for this test. If a learner completes the test and does **not pass**, then they must re-sit the **full test**.

The relevant assignments should be handed out to learners immediately before they take the test. Centres can photocopy the paper test and hold a stock securely within the centre. Each task includes a recommended duration, these have been added for guidance. Learners should take up to, but not over, the recommended duration for each test.

Security and storage of assessment materials

Assignments and Marking guides

Assignments and marking guide documentation must be stored securely by centres at all times.

Learners' completed answer sheets for questions **must** be retained securely by centres for quality assurance purposes following certification. Currently this is for a period of **three** years from the date of certification, this may be in electronic format. After this time the papers may be securely destroyed. They **must** not be given to the learner.

Additional Conditions of Use (Assessment Materials)

City & Guilds Assessment Materials are protected by copyright and are supplied only to Approved Centres for use solely for the purpose of summative assessment.

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 - http://www.cityandguilds.com/help/copyright

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- only use the City & Guilds Assessment Materials in formal, summative assessment leading to the award of credit / a qualification and **not** for **any** other purpose (including, but not restricted to, teaching, revision, as practice assessments or for commercial purposes);
- handle and store securely the City & Guilds Assessment Materials in accordance with the following conditions:
 - o City & Guilds Assessment Material must be accessible to learners only during formal assessment as governed by the assessment conditions specified for the qualification;
 - Learner portfolios may contain assessment results referenced to the assessment taken but should not contain the City & Guilds Assessment Materials (such as assessment tasks or questions or learners' marked scripts if the tests may be reused (unless otherwise stated));
 - o the Approved Centre must not make public **in any format** the contents of any City & Guilds Assessment Materials either in part or in full;
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- seek permission from City & Guilds via their Qualification Consultant if they want to convert City & Guilds Assessment Material for storage, retrieval and delivery in electronic form (i.e. using some form of e-assessment or e-learning system)
- provide access, on request, to City & Guilds to the system(s) on which the Assessment Materials appear.

Assignments for the following units are contained within this section:

City & Guilds unit number	Unit title
5546-350	Entry 3 Introduction to health and safety in construction
5546-351	Constructing a half brick wall
5546-352	Constructing a tee halving joint
5546-353	Constructing a tongued housing joint
5546-354	Laying a gravel path
5546-355	Removing and refitting water-filled radiators
5546-356	Tiling a wall
5546-357	Wiring a 13amp fused plug
5546-358	Working with plastic pipework and fittings
5546-359	Laying paving using block paving or slabs
5546-360	Painting a flat surface
5546-361	Patch plastering

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Assignment 350 Introduction to health and safety

in construction

Task A Knowledge workbook

Learner Guidance

In order to complete this assignment you must complete all the tasks A1 - A9 in this worksheet. The number of marks for each task is shown.

This task may be achieved at Pass only.

You have 1 hour 30 minutes to complete this assignment.

Task A1 Why health and safety is important

Learner name		
Assessor name		

The table below shows possible reasons why Health and Safety is important in the construction industry. Show whether each reason given is **true or false** by ticking the boxes provided.

One mark is allocated for each correct answer. You have **10 minutes** to complete this task.

Reasons why health and safety is important	True	False	Marks (1 per correct answer)
Gets the job done			
Reduces accidents			
Increases the company profits			
Keeps the employer happy			
Reduces injuries and loss of life			
Minimises insurance costs			
Reduces lost output			
		TOTAL MARKS	/7

Task A2 Health and safety regulations

Learner name		
Assessor name		

The numbered list below names regulations which apply to health and safety in the construction industry. In the table below this list are brief descriptions of what all the regulations cover.

In the table **write the number** of the Regulation that matches the description.

One mark is allocated for each correct answer. You have **10 minutes** to complete this task.

- 1. The Control of Substances Hazardous to Health (COSHH)
- 2. The Provision and Use of Work Equipment Regulations (PUWER)
- 3. The Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)
- 4. The use of Personal Protective Equipment

Regulation number (from the list above)	Description
	Regulations that cover the use and maintenance of equipment that is used at work e.g. a power saw.
	Regulations that cover the protection of hearing and the use of hearing protection.
	Regulations that cover the use of chemicals and substances that are used at work.
	Regulations that cover accidents and incidents at work that need to be reported to the HSE.
TOTAL MARKS	/4

Task A3 Responsibility for health and safety

Learner name		
Assessor name		

The numbered list below shows Heath and Safety responsibilities.

Use the table below to show the responsibilities of an **Employee** by writing the corresponding numbers between 1-10 in the correct column.

One mark is allocated for each correct answer. You have **10 minutes** to complete this task.

- 1. Provide safety training.
- 2. Not to put themselves or others at risk.
- 3. Provide a safety policy.
- 4. Carry out risk assessments.
- 5. Co-operate with employers on health and safety matters.
- 6. Provide and maintain safe machines and equipment.
- 7. Not to misuse or interfere with anything provided for health and safety.
- 8. Provide Personal Protective Equipment.
- 9. Use safety equipment provided by the employer.
- 10. Maintain a safe workplace.

EMPLOYEES' RESPONSIBILITY	Marks (one per correct answer)
TOTAL MARKS	/5

Introduction to health and safety in construction

Task A4

Common causes of accidents in the construction industry - hazards

Learner name		
Assessor name		
There are lots of health	and safety hazards in Picture A below.	
Picture A		
Identify three of these I	nazards and write what they are in the spaces below.	
One mark is allocated fo	or each correct answer. You have 10 minutes to complete this task	
Hazard 1)		
Hazard 2)		
Hazard 3)		

/3

TOTAL MARKS

Task A5 Risk assessment

	111311	0.000011					
er name							
sor name							
			ments.				
A health and saf	ety risk is the	chance that	harm, injury	/ or dama	ge will happ		JE/FALSE
		anything wh	ich could ca	use harm	, either phys	sical, ch	iemical,
						TRI	JE/FALSE
					TOTAL M	ARKS	/2
-	RUE or FALSE force 5 minutes to A health and saf	RUE or FALSE for the following to a minutes to complete this A health and safety risk is the	RUE or FALSE for the following two state or 5 minutes to complete this task. A health and safety risk is the chance that A health and safety hazard is anything wh	RUE or FALSE for the following two statements. We 5 minutes to complete this task. A health and safety risk is the chance that harm, injury A health and safety hazard is anything which could ca	RUE or FALSE for the following two statements. Ye 5 minutes to complete this task. A health and safety risk is the chance that harm, injury or dama A health and safety hazard is anything which could cause harm	RUE or FALSE for the following two statements. Ye 5 minutes to complete this task. A health and safety risk is the chance that harm, injury or damage will happed. A health and safety hazard is anything which could cause harm, either phy biological or ergonomic.	RUE or FALSE for the following two statements. Ye 5 minutes to complete this task. A health and safety risk is the chance that harm, injury or damage will happen. TRU A health and safety hazard is anything which could cause harm, either physical, chelological or ergonomic.

Introduction to health and safety in construction

Task A6

Health and safety sign categories

Learner name	
Assessor name	
Draw a line to show which sign belongs in eac	h category below.
One mark will be allocated to each correct an	swer. You have 5 minutes to complete this task.
	Warning
	Prohibited
	Safe Condition
	Mandatory
	TOTAL MARKS /4

Introduction to health and safety in construction

Task A7

Identify safety signs

Learner name		
Assessor name		

Identify the meaning of **each** of the signs shown below alongside each picture A to H below. **One** mark will be allocated to each correct answer. You have **15 minutes** to complete this task.

	SIGN	ANSWER	MARKS
Α			
В			
С			
D			

	SIGN	ANSWER	MARKS
Е			
F			
G			
Н			
		TOTAL MARKS	/8

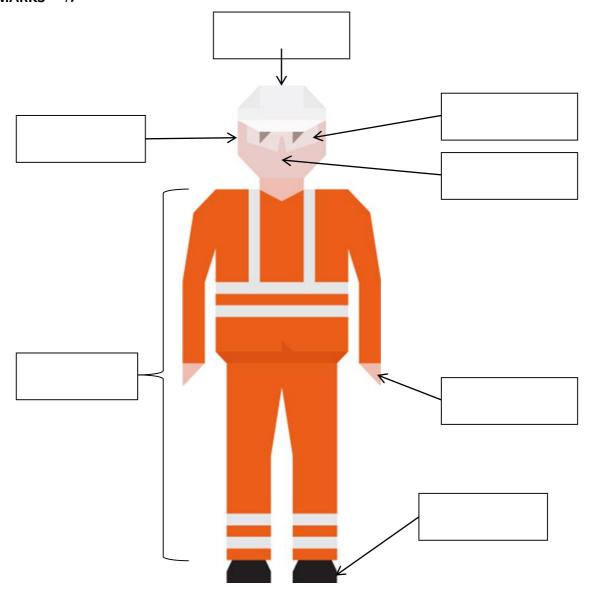
Task A8 Types of Personal Protective Equipment (PPE)

Learner name		
Assessor name		

Using the blank boxes below show what PPE could be worn on that part of the body when working in the construction industry.

One mark will be allocated for each correct answer. You have **10 minutes** to complete this task.

MARKS /7



Task A9 Purpose of Personal Protective Equipment

Learner name			
Assessor name			

PPE commonly used in the construction industry is listed in the table below. In the column labelled 'Hazard' you must give a short description of an example of a hazard that each type of PPE protects a worker from. The first one has been completed for you:

One mark will be allocated to each correct answer. You have **15 minutes** to complete this task.

PPE	HAZARD	Marks
Hard Hat	Protects against falling objects or impact with fixed objects, plant or equipment.	
Mask		
Goggles		
Boots		
Ear defenders		
Barrier cream		
Hi-visibility clothing		
Gloves		
	TOTAL MARKS	/7

Introduction to health and safety in construction



Task A

Knowledge workbook

Assignment passed?	Yes / No	
Assessor feedback		
Assessor signature	_	 _
Date		_

Task

Constructing a half brick wall



Construct a half brick wall

To complete this task you must build a half brick thick wall to the specification in the diagrams labelled **Figure 1** and **Figure 2**.

You may have a copy of the diagrams during the practical assessment. Your assessor will support you with this.

You must:

- identify and wear the correct PPE for this task
- identify and select the tools and equipment for the task
- identify and select all the materials to complete the task
- work in a safe manner at all times
- be able to maintain a clean and safe working environment.

You have up to **4 hours** to complete this assessment.

This task can be achieved at Pass only.

Figure 1

Front elevation

	F	igu	re 2	2		

Plan of first course

Constructing a half brick wall



Marking criteria

Learner name	
Assessor name	
To pass the assignment, learners are required to complete the task to the minimum staindicated below.	ndard
The learner has:	Pass
identified and used appropriate Personal Protective Equipment (PPE)	
identified and selected the materials required	
Identified, selected and used the tools and equipment required to build a half brick wall	
measured and set up profiles to a given specification	
dry bonded the brickwork	
set up a mortar board	
stacked the bricks	
demonstrated safe setup of the work area	
built a half brick wall to the specifications provided	
maintained a clean and safe working area and has followed health and safety guidelines	
cleared work area of surplus materials and debris on completion of the job	
cleaned and stored all tools and equipment ready for re-use.	
Assignment passed? Yes/No Assessor feedback	
Assessor signature	

Task

Constructing a tee halving joint



Construct a tee halving joint

To complete this task you must construct a tee halving joint as shown on the drawing in **Figure 1**.

You may have a copy of the diagrams during the practical assessment. Your assessor will support you with this.

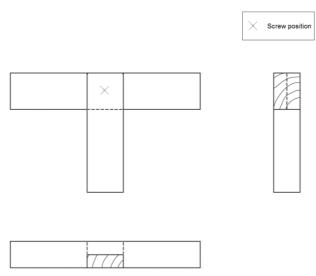
You must:

- identify and wear the correct PPE for this task
- identify and select the tools and equipment for the task
- identify and select all the materials to complete the task
- work in a safe manner at all times
- be able to maintain a clean and safe working environment.

You have up to 1 hour to complete this assessment.

This task can be achieved at Pass only.

Figure 1



Specification

Timber should be planed European Redwood.

Any suitable dimension of timber.

Tee halving to be constructed in the centre of the horizontal member.

The joint should be glued and screwed.

Constructing a tee halving joint



Marking Criteria Construct a tee halving joint

Learner name	
Assessor name	
To pass the assignment, learners are required to complete the task to the minimum staindicated below.	ndard
The learner has:	Pass
identified and used appropriate Personal Protective Equipment (PPE)	
identified and selected the materials required	
successfully marked out and constructed tee halving joint to a given specification	
identified and selected tools and equipment required to construct a tee halving joint	
maintained a clean and safe working area and has followed health and safety guidelines	
cleared work area of surplus materials and debris on completion of the job	
stored all tools and equipment ready for re-use.	
Assignment passed? Yes / No	
Assessor feedback	
Assessor signature	
Date	

Constructing a tongued housing joint



Task

Construct a tongued housing joint

Learner Guidance

To complete this task you must construct a tongued housing joint as shown on the drawing in **Figure 1**.

You may have a copy of the diagram during the practical assessment. Your assessor will support you with this.

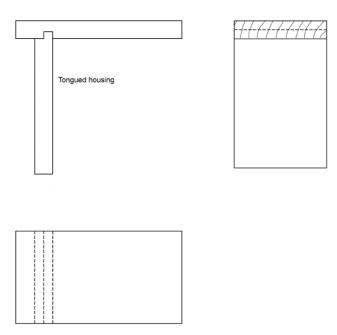
You must:

- identify and wear the correct PPE for this task
- identify and select the tools and equipment for the task
- identify and select all the materials to complete the task
- work in a safe manner at all times
- be able to maintain a clean and safe working environment.

You have up to **1 hour** to complete this assessment.

This task can be achieved at Pass only.

Figure 1



Specification

Timber should be planed European Redwood.

Tongued housing is to be constructed 25mm in from the end of the horizontal member.

The joint should be glued and screwed or nailed.

Constructing tongued housing joint



Marking Criteria

Construct a tongued housing joint

Learner name	
A	
Assessor name	
To pass the assignment, learners are required to complete the task to the minimum standandicated below.	ard
The learner has:	Pass
identified and used appropriate Personal Protective Equipment (PPE)	
identified and selected the materials required	
successfully marked out and constructed a tongued housing joint to a given specification	
identified and selected tools and equipment required to construct a tongued housing joint	
maintained a clean and safe working area and has followed health and safety guidelines	
cleared the work area of surplus materials and debris on completion of the job	
stored all tools and equipment ready for re-use.	
Assignment passed? Yes / No	
Assessor feedback	
Assessor signature	
Date	

Task

Laying a gravel path



Set out and lay a gravel path

To complete this task you should lay and level sub base (including the pre-cut membrane) and gravel to the specifications on the diagram shown in **Figure 1**.

You may have a copy of the diagram during the practical assessment. Your assessor will support you with this.

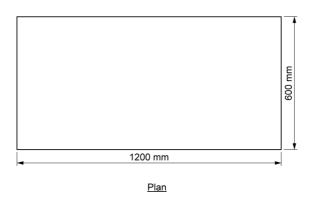
You must:

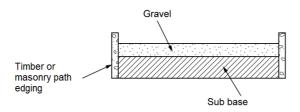
- identify and wear the correct PPE for this task
- identify and select the tools and equipment for the task
- identify and select all the materials to complete the task
- work in a safe manner at all times
- be able to maintain a clean and safe working environment.

You have up to **2 hours** to complete this assessment.

This task can be achieved at Pass only.

Figure 1





Cross Section

Marking criteria

Laying a gravel path Set out and lay a gravel path



Learner name	
Assessor name	
To pass the assignment, the learner is required to complete the task to the minimum staindicated below.	ndard
The learner has:	Pass
identified and used appropriate Personal Protective Equipment (PPE)	
identified and selected the materials required	
laid the sub base	
laid the membrane	
laid the gravel path	
maintained a clean and safe working area and has followed health and safety guidelines	
cleared work area of surplus materials and debris on completion of the job	
cleaned and stored all tools and equipment ready for re-use.	
Assignment passed? Yes / No Assessor feedback	
Assessor signature	
Date	

Removing and refitting waterfilled radiators



Task

Remove and refit a water-filled radiator

Learner guidance

To complete this task you must successfully decommission a radiator by isolating, draining and then removing it. You will then be asked by your assessor to refit the radiator and refill it. All this work should be done as if you are working in somebody's home.

You must:

- identify and wear the correct PPE for this task
- identify and select the tools and equipment for the task
- identify and select all the materials to complete the task
- work in a safe manner at all times
- be able to maintain a clean and safe working environment.

The installation should be water tight and all air should be removed from the radiator.

You have up to 2 hours to complete this task.

This task can be achieved at Pass only.

Removing and refitting waterfilled radiators



Marking criteria

Remove and refit a water-filled radiator

L	Learner name			
Α	ssessor name			
	o pass the assignment, learners are required to complete the task to the minimum stadicated below.	ndard		
	The learner has:	Pass		
	identified and used appropriate Personal Protective Equipment (PPE)			
	identified and selected the materials required			
	identified and selected the tools and equipment required to remove and refit a water-filled radiator			
	successfully isolated, drained and removed the radiator			
	successfully re-fitted and refilled the radiator ensuring it is free from air			
	maintained a clean and safe working area and has followed health and safety guidelines			
	cleared work area of surplus materials and debris on completion of the job			
	cleaned and stored all tools and equipment ready for re-use.			
	ssignment passed? Yes / No ssessor feedback			
	ssessor signatureate			

Tiling a wall

Task

Tile a wall



To complete this task you must prepare a wall surface, set out, fix tiles to a plain wall and finish tiles to the dimensions given on the diagram shown in **Figure 1**.

You may have a copy of the diagram during the practical assessment. Your assessor will support you with this.

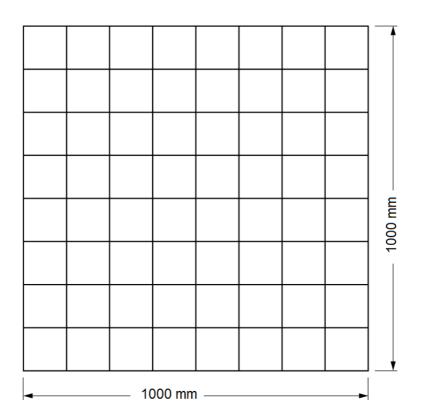
You must:

- identify and wear the correct PPE for this task
- identify and select the tools and equipment for the task
- identify and select all the materials to complete the task
- work in a safe manner at all times
- be able to maintain a clean and safe working environment.

You have up to **3 hours** to complete this assessment.

This task can be achieved at Pass only.

Figure 1



Tiling a wall

Marking criteria

Tile a wall



Learner name	
Assessor name	
To pass the assignment, the learner is required to complete the task to the minin indicated below.	num standard
The learner has:	Pass
identified and used appropriate Personal Protective Equipment (PPE)	
identified and selected the materials required	
identified and selected the tools and equipment required to prepare and tile surfaces	
prepared surfaces for tiles to given specifications	
set out and fixed batten	
applied adhesive ready to receive tiles	
fixed tiles to given specifications	
applied wall grout consistently to tiled areas	
cleaned and polished tiles	
maintained a clean and safe working area and has followed health and safety guidelines	
cleared work area of surplus materials and debris on completion of the job	
cleaned and stored all tools and equipment ready for re-use.	
Assignment passed? Yes / No Assessor feedback	
Assessor signature	
Date	

Task

Wiring a 13amp fused plug

Wire a 13amp fused plug



Learner guidance

To complete this task you must connect a twin and earth cable to a plug as shown in the diagram in **Figure 1**.

You may have a copy of the diagram during the practical assessment. Your assessor will support you with this.

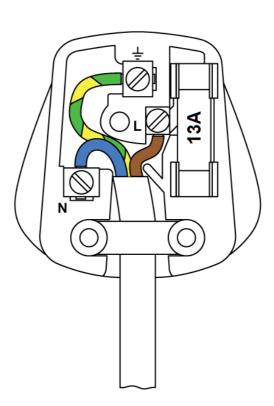
You must:

- identify and select the tools and equipment for the task
- identify and select all the materials to complete the task
- work in a safe manner at all times
- be able to maintain a clean and safe working environment.

Your target time is up to **1 hour** to complete this task.

This task can be achieved at Pass only.

Figure 1



Marking criteria

Wiring a 13amp fused plug Wire a 13amp fused plug



Learner name	
Assessor name	
To pass the assignment, learners are required to complete the task to the minimum standindicated below.	lard
The learner has:	Pass
identified and selected materials required	
identified and selected tools and equipment required to wire a 13amp fused plug	
ensured there are no unsheathed conductors visible	
used cord grip correctly and cord is secure	
ensured no stray conductor strands visible	
made terminals tight	
maintained a clean and safe working area and has followed health and safety guidelines	
cleared work area of surplus materials and debris on completion of the job	
stored all tools and equipment ready for re-use.	
Assignment passed? Yes / No Assessor feedback	
Assessor signature Date	

Assignment 358 Working with plastic pipework and fittings

Task Construct a framework using plastic pipe and fittings

Learner guidance

To complete this task you must construct a framework using plastic pipe and fittings to the specification in the diagram shown in **Figure 1**.

You may have a copy of the diagram during the practical assessment. Your assessor will support you with this.

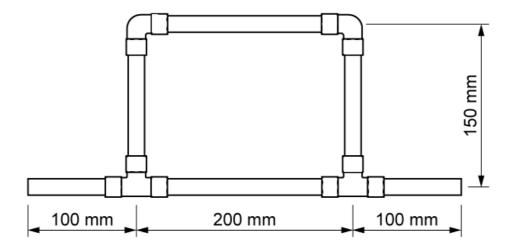
You must:

- identify and wear the correct PPE for this task
- identify and select the tools and equipment for the task
- identify and select all the materials to complete the task
- work in a safe manner at all times
- be able to maintain a clean and safe working environment.

Your target time is up to **2 hours** to complete this task.

This task can be achieved at Pass only.

Figure 1



Assignment 358 Working with plastic pipework and fittings

Marking criteria Constr

Construct a framework using plastic pipe and fittings

Learner name	
Assessor name	
To pass the assignment, learners are required to complete the task to the minimuindicated below.	ım standard
The learner has:	Pass
identified and used appropriate Personal Protective Equipment (PPE)	
identified and selected the materials required	
identified and selected the tools and equipment required to construct a framew using plastic pipe and fittings	ork
built Framework	
maintained a clean and safe working area and has followed health and safety guidelines	
cleared work area of surplus materials and debris on completion of the job	
stored all tools and equipment ready for re-use.	
Assignment passed? Yes / No Assessor feedback	
Assessor signature Date	
vale	

Laying paving using block paving or slabs

Task Lay a paved area

Learner name		
Assessor name		

To complete this task you must lay a paved area using block paving or slabs on a bed of sand to the specification in the diagrams shown in **Figure 1** (paving slabs) or **Figure 2** (block paving).

You may have a copy of the diagrams during the practical assessment. Your assessor will support you with this.

You must:

- identify and wear the correct PPE for this task
- identify and select the tools and equipment for the task
- identify and select all the materials to complete the task
- work in a safe manner at all times
- be able to maintain a clean and safe working environment.

You have up to **2 hours** to complete this assessment.

This task can be achieved at Pass only.

Laying paving using block paving or slabs



Task

Lay a paved area

Figure 1 Paving Slabs

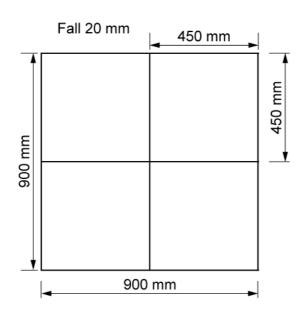
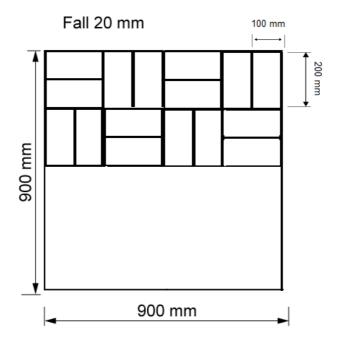


Figure 2Block Paving





Laying paving using block paving or slabs

Marking criteria Lay a paved area

Learner name	
Assessor name	
To pass the assignment, the learner is required to complete the task to the minimum staindicated below.	ndard
The learner has:	Pass
identified and used appropriate Personal Protective Equipment (PPE)	
identified the materials required to complete the task	
identified the tools and equipment required to lay the block paving or slabs	
identified and selected the tools and equipment required to lay the block paving or slabs	
lay block paving or slabs to level	
maintained a clean and safe working area and has followed health and safety guidelines	
cleared work area of surplus materials and debris on completion of the job	
cleaned and stored all tools and equipment ready for re-use.	
Assignment passed? Yes / No Assessor feedback	
Assessor signature	

Assignment 360 Painting a flat surface

Task Prepare and paint a flat surface

To complete this task you must prepare and paint a suitable flat panel or wall area as shown in the diagram in **Figure 1**.

You may have a copy of the diagram during the practical assessment. Your assessor will support you with this.

You must:

- identify and wear the correct PPE for this task
- identify and select the tools and equipment for the task
- identify and select all the materials to complete the task
- work in a safe manner at all times
- be able to maintain a clean and safe working environment.

You have up to 2 hours (not including drying time) to complete this assessment.

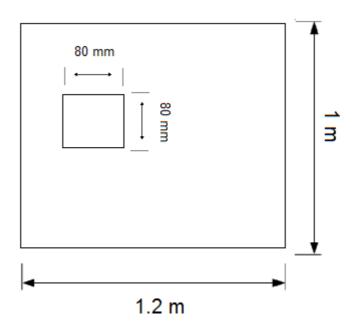
This task can be achieved at Pass only.

Painting a flat surface

Task

Prepare and paint a flat surface

Figure 1



Assignment 360 Painting a flat surface

Marking criteria

Learner name	
Assessor name	
To pass the assignment, learners are required to complete the task to the minimum standar indicated below.	⁻ d
The learner has:	Pass
identified and used appropriate Personal Protective Equipment (PPE)	
identified and selected the materials required	
identified and selected the tools and equipment required to prepare and apply paint to a flat surface	
prepared the background surface to given specifications	
applied paint by brush and roller	
maintained a clean and safe working area and has followed health and safety guidelines	
cleared work area of surplus materials and debris on completion of the job	
cleaned and stored all tools and equipment ready for re-use.	
Assignment passed? Yes / No Assessor feedback	
Assessor signature Date	

Task

Patch plastering



Prepare for and apply patch plastering

To complete this task you must prepare and apply two coat plastering to the specification in the diagram shown.

You may have a copy of the diagram during the practical assessment. Your assessor will support you with this.

You have up to 4 hours (not including setting time) to complete this assessment.

You must:

- identify and wear the correct PPE for this task
- identify and select the tools and equipment for the task
- identify and select all the materials to complete the task
- work in a safe manner at all times
- be able to maintain a clean and safe working environment.

This task may be achieved at Pass only.

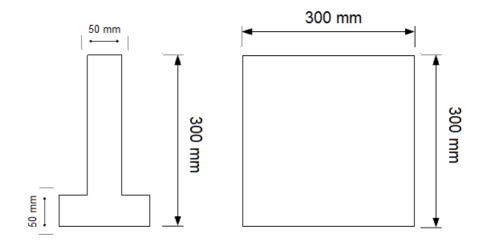
Patch plastering

Task plastering

Prepare for and apply patch



Figure 1



Patch plastering

Task criteria

Marking



Learner name	
Assessor name	
To pass the assignment, learners are required to complete the task to the minimum st indicated below.	andard
The learner has:	Pass
identified and used appropriate Personal Protective Equipment (PPE)	
identified and selected the materials required	
identified and selected the tools and equipment required to prepare and apply patch plastering	
correctly prepared the background surface	
mixed the materials to a workable consistency	
applied light weight backing and finishing plasters	
maintained a clean and safe working area and has followed health and safety guidelines	
cleared work area of surplus materials and debris on completion of the job.	
cleaned and stored all tools and equipment ready for re-use.	
Assignment passed? Yes / No Assessor feedback	
Assessor signature	
Date	

Useful contacts

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