

Level 2 Technical Certificate in Electrical Installation

(8202-20-021)

Version 1.0

**About this document**

This document contains the mandatory recording forms for the synoptic assignment within the Level 2 Technical Certificate in Electrical Installation (8202-20).

* Declaration of authenticity form.
* Candidate record form.
* Candidate recording forms.
* Practical observation form.

**Declaration of authenticity**

**Technical qualifications**

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| --- | --- |
| **Assessment ID** | **Qualification number** |
|  |  |
| **Candidate name** | **Candidate number** |
|  |  |
| **Centre name** | **Centre number** |
|  |  |

**Additional Support**

Has the candidate received any additional support in the production of this work?

**No  Yes ** (Please tick appropriate)

If yes, give details below (and on a separate sheet if necessary).

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**Candidate:**

*I confirm that all work submitted is my own, and that I have acknowledged all sources I have used.*

*I also confirm that I had no knowledge of the content of this assignment prior to the delivery from my tutor/assessor and that I will not divulge the content of this assignment to other potential candidates.*

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| **Candidate signature** | **Date** |
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**Tutor:**

*I confirm that all work was conducted under conditions designed to assure the authenticity of the candidate’s work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the candidate.*

*I also confirm that I have raised any potential cases of malpractice to City & Guilds.*

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| **Tutor signature** | **Date** |
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Note: Where the candidate and/or tutor is unable to, or does not confirm authenticity through signing this declaration form, the work will be returned to the centre and this will delay the moderation process. If any question of authenticity arises, the tutor may be contacted for justification of authentication. **Candidate Record Form**

**Technical qualifications**

**Level 2 Technical Certificate in Electrical Installation (8202-20)**

**Level 2 Electrical Installation - Synoptic assignment (8202-021)**

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| **Candidate name** | **Candidate number** |
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| **Centre name** | **Centre number** |
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***Marker Notes*** *– Please always refer to the relevant marking grid for guidance on allocating marks and make notes that describe the quality of the evidence and justification of marks. Expand boxes as required.*

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| **AO1 – Recall -** Recall of knowledge relating to the qualification LOs | | | | | | | | | | | | | | | | | | | | | | | | |
| 10% | **1** | | | | **2** | | | | **3** | | | | **4** | | | | **5** | | | | **6** | | | |
| AO1 Mark | Notes & justification | | | | | | | | | | | | | | | | | | | | | | | |
| **AO2 – Understanding -** Understanding of concepts theories and processes relating to the LOs | | | | | | | | | | | | | | | | | | | | | | | | |
| 20% | **1** | | **2** | | **3** | | **4** | | **5** | | **6** | | **7** | | **8** | | **9** | | **10** | | **11** | | **12** | |
| AO2 Mark | Notes & justification | | | | | | | | | | | | | | | | | | | | | | | |
| **AO3 – Practical/technical skills -** Application of practical/technical skills | | | | | | | | | | | | | | | | | | | | | | | | |
| 40% | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** |
| AO3 Mark | Notes & justification | | | | | | | | | | | | | | | | | | | | | | | |
| **AO4 – Bringing it all together -** Bringing it all together - coherence of the whole subject | | | | | | | | | | | | | | | | | | | | | | | | |
| 20% | **1** | | **2** | | **3** | | **4** | | **5** | | **6** | | **7** | | **8** | | **9** | | **10** | | **11** | | **12** | |
| AO4 Mark | Notes & justification | | | | | | | | | | | | | | | | | | | | | | | |
| **AO5 - Attending to detail/perfecting** | | | | | | | | | | | | | | | | | | | | | | | | |
| 10% | **1** | | | | **2** | | | | **3** | | | | **4** | | | | **5** | | | | **6** | | | |
| AO5 Mark | Notes & justification | | | | | | | | | | | | | | | | | | | | | | | |

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| **Tutor signature** | **Date** |  | **Total** |
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**Candidate Recording Forms**

**Figure 1.1**

**Task 1 Circuit Schedule Pro forma**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Circuit Number** | **Description** | **Protective Device**  **In / Type** | **Conductor csa** | | **Reasons for selection of device ratings and csa of cables including any reference or calculation** |
| **Live** | **CPC** |
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**Note**: The amount of rows provided are not an indication of the correct amount of circuits.

**Task 1 Resource List**

**Figure 1.2**

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| **Equipment/Materials** | **Quantity** | **Reason for choice** |
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**Task 1 Method statement for safe isolation procedure**

**Figure 1.3**

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| **Stage** | **Description** |
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**Practical Observation Form (PO)**

**Candidate Name:** **Assessment ID:**

**Candidate Number:** **Centre Number**

**Date:**

The evidence section in this PO form should consist of comments/notes that are used to record the ***qualities******and details*** of performance to inform marking and moderation against the AOs: What is the candidate doing? How well are they performing? - Describe what you are seeing in terms of the candidate demonstrating skills, knowledge and behaviours. These statements will support you in marking the assignment holistically and also support any decisions made in moderation.

This PO form should **not be used** to assign marks per task as marks need to be applied holistically for each AO across all tasks within the assignment.Use the Candidate Record Form (CRF) to record the final overview of the quality of performance and the overall marks for each AO.

This form, along with all other candidate evidence, should be uploaded to the Moderation Portal if requested or as part of a sample.

**Task 2 – Safe Isolation**

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| --- | --- | --- |
| **Task** | **What went well?** | **What could be improved?** |
| Carrying out safe isolation  Safe working practices  Use of equipment  Recall of procedure  Security |  |  |
| Behaviours   * Candidate’s workmanship * Timescale * Approach to the task, * Confidence in work they are carrying out * Assured understanding of the work carried out * Awareness |  |  |

**Task 3 – Access Equipment**

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| --- | --- | --- |
| **Task** | **What went well?** | **What could be improved?** |
| Access Equipment  Safe working practices  Set up of equipment  Checking equipment  Use of equipment |  |  |
| Behaviours   * Candidate’s workmanship * Timescale * Approach to the task * Confidence in work they are carrying out * Assured understanding of the work carried out * Awareness |  |  |

**Task 4 – Installation**

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| **Task** | **What went well?** | **What could be improved?** |
| Set out installation on wall  Level/Plumb  Awareness of Tolerances  Use of drawing  Selection of materials  Selection of equipment  Selection of PPE |  |  |
| Fabrication Techniques  Use of specialist equipment  Working to tolerances  Economic use of materials  Fabrication of materials  Suitability  Finishing/reaming/filing |  |  |
| Installation  Fixings  Is modification required?  System connections (bushings or joints)  Planning wiring  Drawing in technique  Terminations  Fixing accessories  Completeness |  |  |
| Behaviours   * Candidate’s workmanship * Timescale * Approach to the task * Confidence in work they are carrying out * Assured understanding of the work carried out * Awareness * Focus |  |  |