

# 6707-13 Level 1 Diploma in Painting and Decorating

July 2013 Version 1.0

**PRACTICAL TASK MANUAL**

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## Candidate details



This *Practical task manual* 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.

### Candidate Details

Surname		Forename(s)	
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City & Guilds enrolment number	
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### Centre Details

Name		Centre No	
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I understand the requirements of the qualification and that all the work towards the assessments must be my own.

<b>Candidate signature</b> (please print)	
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<b>Assessor name</b> (please print)		Signed	
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Date	
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# Unit assessment overview

## Practical task completion record

### To be completed by Assessor:

For each task, the points for each grade are  
Pass = 1, Merit = 2, and Distinction = 3 points.

†All tasks must be passed for the unit to be achieved.

Conversion chart	
Average	Overall Grade
1 – 1.5	Pass
1.6 – 2.5	Merit
2.6 – 3	Distinction

### Unit 116 Erecting and dismantling access equipment and working platforms

Task	Grade for task
1 Erect and dismantling access equipment and working platforms	P / X
End of unit knowledge test	P / X

Assessor signature and date:

Candidates must pass all tasks, and the end of unit knowledge test, for this unit to achieve a pass grade overall.

Overall grade

### Unit 117 Preparing surfaces for decoration

Task	Grade for task†	Points (graded tasks)
1 Prepare bare timber (softwood) and rectify defects making good	P / X	
2 Prepare bare plaster/plasterboard and rectify defects making good	P / M / D / X	
3 Prepare previously painted timber and rectify defects making good	P / M / D / X	
4 Prepare previously painted ferrous metal and rectify defects making good	P / X	
5 Prepare previously painted plaster/ plasterboard and rectify defects making good	P / M / D / X	
6 Remove old paint systems from previously painted timber	P / M / D / X	
7 Remove existing wall coverings by hand from previously papered wall area	P / M / D / X	
End of unit knowledge test	P / X	
<b>Total</b>		
For graded tasks, divide total points by total number of graded tasks		÷ 5
Average =		
<b>Overall grade</b> (see conversion chart)		

Assessor signature and date:

## Unit 118 Applying paint systems by brush and roller to non-complex areas

Task	Grade for task
1 Applying paint systems by brush and roller to non-complex areas	P / M / D / X
End of unit knowledge test	P / X

Assessor signature and date:	The overall grade will be the same as the single graded task in this unit.	<b>Overall grade</b>

## Unit 119 Applying foundation and plain papers

Task	Grade for task <sup>†</sup>	Points (graded tasks)
1 Apply lining paper horizontally (cross-lining) to walls with obstacles	P / M / D / X	
2 Apply wood grain paper to walls with obstacles	P / M / D / X	
End of unit knowledge test	P / X	

Assessor signature and date:	For graded tasks, divide total points by total number of graded tasks	<b>Total</b>
	Average =	÷ 2
	<b>Overall grade</b> (see conversion chart)	

## Unit 120 Producing specialist decorative finishes

Task	Grade for task <sup>†</sup>	Points (graded tasks)
1 Produce quality finish ground coats for painted decorative work	P / M / D / X	
2 Produce broken colour effect using acrylic-based scumbles	P / M / D / X	
3 Apply single colour stencils	P / M / D / X	
End of unit knowledge test	P / X	

Assessor signature and date:	For graded tasks, divide total points by total number of graded tasks	<b>Total</b>
	Average =	÷ 3
	<b>Overall grade</b> (see conversion chart)	

## Authenticity and IQA/QC sampling

The assessor's signature on individual tasks will be taken as assurance that the judgements recorded are made on authentic candidate work produced under appropriate conditions. Please complete the declaration below to confirm this is the case.

I confirm that all tasks were 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 assessed was solely that of the candidate.  
I have judged all assessments against the relevant assessment and grading criteria and award the candidate the unit grades as calculated above.

Assessor signature	Date
*IQA signature and date	*QC signature and date

\*IQA and QC signatures attest to the evidence available on the recorded date(s).

# Instructions to candidates

## About this document

This *Practical task manual* contains all of the practical assessment for 6707-13 Level 1 Diploma in Painting and Decorating.

## Practical tasks

These tasks let you show your practical skills and are usually graded pass, merit or distinction – a few are pass only. These tasks will be assessed by your assessor watching how you carry out the tasks and checking your final pieces of work.

Before you carry out the task you will be told how it will be assessed and you should read the observation checklist at the end of each task so you know what you need to do to get each grade.

You can ask your assessor for help in understanding the task instructions, but all of the work must be your own.

## Health and safety

You must use safe working practices at all times.

You are responsible for your own safety and the safety of others. If you behave in an unsafe way, you will be stopped and given a warning. If you do not meet all of the Health and Safety requirements, the assessment will be stopped. Your assessor will not be able to let you try the task again until they are sure you can work safely.

## Time considerations

Each task shows how long it is likely to take. This is for guidance and so you can plan your work. If you have a good reason for needing more time you must explain this to your assessor as soon as possible so they can decide whether you can have more time.

## Security

Where an assignment is taken over more than one session, all documentation, paperwork and work products must be labelled carefully with your name and kept securely at the centre. Your assessor will give you directions about how to leave your work.

## Opportunities to repeat tasks

The tasks are 'end tests' so you will only be asked to take the assessment when you have had the chance to do all of the learning and practice you need. You will be able to try the whole task again if you do not pass, but you will not be able to take the assessment again just to try to get a better grade.

## Feedback

As well as telling you the result for the task your assessor will give you feedback. They will give you a feedback sheet with details of what you could do to improve, and also what you did well in. This will help you to prepare for other assessments or to retake the assessment if you need to.

## Unit 116 Erecting and dismantling access equipment and working platforms

### Task 1 Erect and dismantling access equipment and working platforms

<b>Expected time</b>	1 hour
<b>Task instructions</b>	<ul style="list-style-type: none"> <li>• Before undertaking this task read the risk assessment provided by the assessor.</li> <li>• Position, secure, ascend, descend, dismantle and store each of the following             <ul style="list-style-type: none"> <li>○ a ladder (minimum of 2.5 m).</li> <li>○ a stepladder (minimum of 6 treads).</li> <li>○ a podium (hop-up).</li> </ul> </li> <li>• Maintain a tidy work area at all times.</li> <li>• Follow current environmental and relevant health and safety regulations at all times.</li> </ul>

#### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	identified guidance information for erecting and dismantling access equipment and working platform	<input type="checkbox"/>		
2.2	checked the area for suitability including (as a minimum) assessing: <ul style="list-style-type: none"> <li>• Ground</li> <li>• Height</li> <li>• Type and duration of work</li> </ul>	<input type="checkbox"/>		
2.3, 5.1	correctly followed a basic risk assessment throughout the assessment, in line with manufacturer's instructions when using access equipment and working platforms	<input type="checkbox"/>		
2.4	followed current environmental and health and safety regulations when preparing to use access equipment and working platforms	<input type="checkbox"/>		
5.2	used correct Personal Protective Equipment when erecting access equipment and working platforms	<input type="checkbox"/>		
5.3	completed <b>both a visual and manual</b> check of access equipment and working platforms to ensure they are safe for use	<input type="checkbox"/>		
5.4	erected access equipment and working platforms in accordance with current environmental and health and safety regulations: <ul style="list-style-type: none"> <li>• checked ground condition</li> </ul>	<input type="checkbox"/>		



AC	The candidate has	Pass	Merit	Distinction
5.4	<ul style="list-style-type: none"> <li>positioned and secured equipment prior to use</li> </ul>	<input type="checkbox"/>		
5.4	<ul style="list-style-type: none"> <li>lifted and carried equipment without endangering, self, others or the working environment</li> </ul>	<input type="checkbox"/>		
5.4	<ul style="list-style-type: none"> <li>ascended and descended in correct manner without endangering self, others or the working environment</li> </ul>	<input type="checkbox"/>		
7.1	dismantled access equipment and working platforms in accordance with organizational requirements: <ul style="list-style-type: none"> <li>lifted and carried equipment without endangering self, others or the working environment</li> </ul>	<input type="checkbox"/>		
7.2	stored access equipment and working platforms in accordance with organisational requirements.	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.		
Assessor	Signature & Date	

# Unit 117 Preparing surfaces for decoration

## Task 1 Prepare bare timber (softwood) and rectify defects making good

<b>Expected time</b>	1 hour and 30 minutes
<b>Task instructions</b>	<ul style="list-style-type: none"> <li>• Carry out a risk assessment. The tutor will provide guidance.</li> <li>• Prepare bare timber (softwood) and rectify defects making good.</li> <li>• Maintain a tidy work area at all times.</li> <li>• Follow current centre, environmental and relevant health and safety regulations at all times.</li> </ul>

### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	correctly completed a risk assessment for <b>bare timber (softwood)</b>	<input type="checkbox"/>		
2.2, 4.2, 6.1	protected work area prior to and during work using the appropriate protection methods for given substrate in AC 2.1	<input type="checkbox"/>		
2.3, 4.1, 6.2	correctly selected tools, equipment and materials needed for the preparation process and rectification process for given substrate in AC 2.1	<input type="checkbox"/>		
2.4, 4.3, 6.3, 6.4, 6.5	prepared bare substrates and rectified defects making good <b>bare timber (softwood)</b> Processes: <ul style="list-style-type: none"> <li>• knotting</li> <li>• abrading</li> <li>• priming</li> </ul> Rectification of Defects: knots, holes, open joints	<input type="checkbox"/>		
2.7, 4.4, 6.6	followed current environmental and relevant health and safety regulations when preparing surfaces and rectified: <ul style="list-style-type: none"> <li>• disposed of waste materials in accordance with current environmental and health and safety regulations</li> <li>• stored tools, materials, equipment safely on completion</li> </ul>	<input type="checkbox"/>		

<b>Task grading rules</b>	<b>Task grade:</b>
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.	
Assessor	Signature & Date

# Unit 117 Preparing surfaces for decoration

## Task 2 Prepare bare plaster/plasterboard and rectify defects making good

<b>Expected time</b>	1 hour
<b>Task instructions</b>	<ul style="list-style-type: none"> <li>• Carry out a risk assessment. The tutor will provide guidance.</li> <li>• Prepared bare plaster/plasterboard and rectify defects making good.</li> <li>• Maintain a tidy work area at all times.</li> <li>• Follow current centre, environmental and relevant health and safety regulations at all times .</li> </ul>

### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	correctly completed a risk assessment for <b>bare plaster/plaster board</b>	<input type="checkbox"/>		
2.2, 4.2, 6.1	protected work area prior to and during work using the appropriate protection methods for given substrate in AC 2.1	<input type="checkbox"/>		
2.3, 4.1, 6.2	correctly selected tools, equipment and materials needed for the preparation process and rectification process for given substrate in AC 2.1	<input type="checkbox"/>		
2.4, 4.3, 6.3, 6.4, 6.5	<p>prepared bare substrates and rectified defects making good <b>bare plaster/plasterboard</b></p> <p>Processes:</p> <ul style="list-style-type: none"> <li>• dry scraping/de-nibbing</li> <li>• raking out/ undercutting</li> <li>• stopping/ filling (plasterboard only)</li> <li>• priming</li> </ul> <p>Rectification of Defects: cracks, nibs, nail heads, open joints</p>	<input type="checkbox"/> 2 defects still visible	<input type="checkbox"/> 1 defect Still visible	<input type="checkbox"/> No defects
2.7, 4.4, 6.6	<p>followed current environmental and relevant health and safety regulations when preparing surfaces and rectified</p> <ul style="list-style-type: none"> <li>• disposed of waste materials in accordance with current environmental and health and safety regulations</li> <li>• stored tools, materials, equipment safely on completion</li> </ul>	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.		
To award a <b>merit</b> : in addition to the above, the graded activity in the checklist must be achieved to a merit standard.		
To award a <b>distinction</b> : in addition to both of the above, the graded activity in the checklist must be achieved to a distinction standard.		
Assessor	Signature & Date	

# Unit 117 Preparing surfaces for decoration

## Task 3 Prepare previously painted timber and rectify defects making good

<b>Expected time</b>	1 hour
<b>Task instructions</b>	<ul style="list-style-type: none"> <li>• Carry out a risk assessment. The tutor will provide guidance.</li> <li>• Prepare previously painted timber and rectify defects making good.</li> <li>• Maintain a tidy work area at all times.</li> <li>• Follow current centre, environmental and relevant health and safety regulations at all times.</li> </ul>

### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	correctly completed a risk assessment for <b>previously painted timber</b>	<input type="checkbox"/>		
2.2, 4.2, 6.1	protected work area prior to and during work using the appropriate protection methods for given substrate in AC 2.1	<input type="checkbox"/>		
2.3, 4.1, 6.2	correctly selected tools, equipment and materials needed for the preparation process and rectification process for given substrate in AC 2.1	<input type="checkbox"/>		
2.4, 4.3, 6.3, 6.4, 6.5	<p>prepared previously painted substrates and rectified defects making good <b>previously painted timber</b></p> <p>Processes:</p> <ul style="list-style-type: none"> <li>• wet abrading</li> <li>• stopping/filling</li> </ul> <p>Rectification of Defects: runs, sags, bit and nibs</p>	<input type="checkbox"/> 2 defects still visible	<input type="checkbox"/> 1 still visible	<input type="checkbox"/> no defects
2.7, 4.4, 6.6	<p>followed current environmental and relevant health and safety regulations when preparing surfaces and rectified</p> <ul style="list-style-type: none"> <li>• disposed of waste materials in accordance with current environmental and health and safety regulations</li> <li>• stored tools, materials, equipment safely on completion</li> </ul>	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.		
To award a <b>merit</b> : in addition to the above, the graded activity in the checklist must be achieved to a merit standard.		
To award a <b>distinction</b> : in addition to both of the above, the graded activity in the checklist must be achieved to a distinction standard.		
Assessor	Signature & Date	

# Unit 117 Preparing surfaces for decoration

## Task 4 Prepare previously painted ferrous metal and rectify defects making good

<b>Expected time</b>	1 hour
<b>Task instructions</b>	<ul style="list-style-type: none"> <li>Carry out a risk assessment. The tutor will provide guidance.</li> <li>Prepare previously painted ferrous metal and rectify defects making good.</li> <li>Maintain a tidy work area at all times.</li> <li>Follow current centre, environmental and relevant health and safety regulations at all times.</li> </ul>

### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	correctly completed a risk assessment for <b>previously painted ferrous metal</b>	<input type="checkbox"/>		
2.2, 4.2, 6.1	protected work area prior to and during work using the appropriate protection methods for given substrate in AC 2.1	<input type="checkbox"/>		
2.3, 4.1, 6.2	correctly selected tools, equipment and materials needed for the preparation process and rectification process for given substrate in AC 2.1	<input type="checkbox"/>		
2.4, 4.3, 6.3, 6.4, 6.5	prepared previously painted substrates and rectified defects making good <b>previously painted ferrous metal</b> Processes: <ul style="list-style-type: none"> <li>rust removal</li> <li>abrading</li> <li>degreasing</li> </ul> Rectification of Defects: rust	<input type="checkbox"/>		
2.7, 4.4, 6.6	followed current environmental and relevant health and safety regulations when preparing surfaces and rectified <ul style="list-style-type: none"> <li>disposed of waste materials in accordance with current environmental and health and safety regulations</li> <li>stored tools, materials, equipment safely on completion</li> </ul>	<input type="checkbox"/>		

<b>Task grading rules</b>	<b>Task grade:</b>
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.	
Assessor	Signature & Date

# Unit 117 Preparing surfaces for decoration

## Task 5 Prepare previously painted plaster/ plasterboard and rectify defects making good

<b>Expected time</b>	2 hours
<b>Task instructions</b>	<ul style="list-style-type: none"> <li>Carry out a risk assessment. The tutor will provide guidance.</li> <li>Prepare previously painted plaster/ plasterboard and rectify defects making good.</li> <li>Maintain a tidy work area at all times.</li> <li>Follow current environmental and relevant health and safety regulations at all times.</li> </ul>

### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	correctly completed a risk assessment for <b>previously painted plaster/ plasterboard</b>	<input type="checkbox"/>		
2.2, 4.2, 6.1	protected work area prior to and during work using the appropriate protection methods for given substrate in AC 2.1	<input type="checkbox"/>		
2.3, 4.1, 6.2	correctly selected tools, equipment and materials needed for the preparation process and rectification process for given substrate in AC 2.1	<input type="checkbox"/>		
2.4, 4.3, 6.3, 6.4, 6.5	prepared previously painted substrates and rectified defects making good <b>previously painted plaster/ plasterboard</b> Processes: <ul style="list-style-type: none"> <li>abrading</li> <li>raking out</li> <li>filling/caulking</li> </ul> Rectification of Defects: nibs, cracks, indentation, sinking/ excess filling, gaps	<input type="checkbox"/> No more than 5 defects visible from 1 metre	<input type="checkbox"/> No more than 3 defects visible from 1 metre	<input type="checkbox"/> No more than 1 defect visible from 1 metre
2.7, 4.4, 6.6	followed current environmental and relevant health and safety regulations when preparing surfaces and rectified <ul style="list-style-type: none"> <li>disposed of waste materials in accordance with current environmental and health and safety regulations</li> <li>stored tools, materials, equipment safely on completion</li> </ul>	<input type="checkbox"/>		



Task grading rules		Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.		
To award a <b>merit</b> : in addition to the above, the graded activity in the checklist must be achieved to a merit standard.		
To award a <b>distinction</b> : in addition to both of the above, the graded activity in the checklist must be achieved to a distinction standard.		
Assessor	Signature & Date	

# Unit 117 Preparing surfaces for decoration

## Task 6 Remove old paint systems from previously painted timber

<b>Expected time</b>	2 hours and 30 minutes
<b>Task instructions</b>	<ul style="list-style-type: none"> <li>Carry out a risk assessment. The tutor will provide guidance.</li> <li>Remove old coatings from previously painted timber using a hot air gun and liquid paint remover.</li> <li>Maintain a tidy work area at all times.</li> <li>Follow current centre, environmental and relevant health and safety regulations at all times.</li> </ul>

### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	correctly completed a risk assessment for <b>previously painted timber</b>	<input type="checkbox"/>		
2.2, 4.2, 6.1	protected work area prior to and during work using the appropriate protection methods for given substrate in AC 2.1	<input type="checkbox"/>		
2.3, 4.1, 6.2	correctly selected tools, equipment and materials needed for the process for given substrate in AC 2.1	<input type="checkbox"/>		
2.5	removed old paint systems from <b>previously painted timber</b> with <b>hot air guns</b> : <ul style="list-style-type: none"> <li>protected the surrounding areas</li> <li>followed the correct procedures</li> <li>removed all traces of old coatings</li> </ul>	<input type="checkbox"/> No more than 5 defects visible from 1 metre	<input type="checkbox"/> No more than 3 defects visible from 1 metre	<input type="checkbox"/> No more than 1 defect visible from 1 metre
2.5	removed old paint systems from <b>previously painted timber</b> with <b>Liquid Paint Remover (LPR)</b> : <ul style="list-style-type: none"> <li>protected the surrounding areas</li> <li>followed the correct procedures</li> <li>removed all traces of old coatings</li> </ul>	<input type="checkbox"/> No more than 5 defects visible from 1 metre	<input type="checkbox"/> No more than 3 defects visible from 1 metre	<input type="checkbox"/> No more than 1 defect visible from 1 metre
2.7, 4.4, 6.6	followed current environmental and relevant health and safety regulations when preparing surfaces and rectified <ul style="list-style-type: none"> <li>disposed of waste materials in accordance with current environmental and health and safety regulations</li> <li>stored tools, materials, equipment safely on completion</li> </ul>	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.		
To award a <b>merit</b> : in addition to the above, all <b>2</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard.		
To award a <b>distinction</b> : in addition to both of the above, all <b>2</b> graded activities in the checklist must be achieved to a distinction standard.		
Assessor	Signature & Date	

# Unit 117 Preparing surfaces for decoration

## Task 7 Remove existing wall coverings by hand from previously papered wall area

<b>Expected time</b>	2 hours
<b>Task instructions</b>	<ul style="list-style-type: none"> <li>• Carry out a risk assessment. The tutor will provide guidance.</li> <li>• Remove existing wall coverings by hand from previously papered wall area.</li> <li>• Maintain a tidy work area at all times.</li> <li>• Follow current environmental and relevant health and safety regulations at all times.</li> </ul>

### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	correctly completed a risk assessment for <b>previously papered wall area</b>	<input type="checkbox"/>		
2.2, 4.2, 6.1	protected work area prior to and during work using the appropriate protection methods for given substrate in AC 2.1	<input type="checkbox"/>		
2.3, 4.1, 6.2	correctly selected tools, equipment and materials needed for the for given process for substrate in AC 2.1	<input type="checkbox"/>		
2.6,	removed existing wall coverings by hand from <b>previously papered wall area:</b> <ul style="list-style-type: none"> <li>• protected the surrounding areas</li> <li>• followed the correct procedures</li> <li>• removed all traces of old wall covering</li> </ul>	<input type="checkbox"/> No more than 5 defects visible from 1 metre	<input type="checkbox"/> No more than 3 defects visible from 1 metre	<input type="checkbox"/> No more than 1 defect visible from 1 metre
2.7, 4.4, 6.6	followed current environmental and relevant health and safety regulations when preparing surfaces and rectified <ul style="list-style-type: none"> <li>• disposed of waste materials in accordance with current environmental and health and safety regulations</li> <li>• stored tools, materials, equipment safely on completion</li> </ul>	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.		
To award a <b>merit</b> : in addition to the above, the graded activity in the checklist must be achieved to a merit standard.		
To award a <b>distinction</b> : in addition to both of the above, the graded activity in the checklist must be achieved to a distinction standard.		
Assessor	Signature & Date	

## Unit 118 Applying paint systems by brush and roller to non-complex areas

### Task 1 Applying paint systems by brush and roller to non-complex areas

<b>Expected time</b>	6 hours
<b>Task instructions</b>	<ul style="list-style-type: none"> <li>• Prepare a designated area that includes a ceiling, a wall, a skirting board, an architrave and a full sized panel door.</li> <li>• Apply two coats of water borne surface coatings by brush and roller to a ceiling, a wall, a skirting board and an architrave.</li> <li>• Apply two coats of solvent borne coatings by brush to a panel door.</li> <li>• Maintain a tidy work area at all times.</li> <li>• Follow current environmental and relevant health and safety regulations at all times.</li> </ul>

#### Observation checklist

AC	The candidates has	Pass	Merit	Distinction
2.1	correctly selected and used the material, tools and equipment for protecting the area	<input type="checkbox"/>		
2.2	prepared work and surrounding areas: <ul style="list-style-type: none"> <li>• cleared the area</li> </ul>	<input type="checkbox"/>		
2.2	<ul style="list-style-type: none"> <li>• cleaned the area</li> </ul>	<input type="checkbox"/>		
2.3	protected surrounding areas and surfaces ready for painting: <ul style="list-style-type: none"> <li>• identified the correct method of protection for surrounding areas</li> </ul>	<input type="checkbox"/>		
2.3	<ul style="list-style-type: none"> <li>• ensured protection was placed appropriately and maintained throughout task</li> </ul>	<input type="checkbox"/> Area protected at start of task	<input type="checkbox"/> Area protected during most of task	<input type="checkbox"/> Area protected throughout the task
4.1	selected appropriate brush and roller to complete the task	<input type="checkbox"/>		
4.2	prepared surface coatings in accordance with manufacturer's instructions	<input type="checkbox"/>		
4.3, 4.4	applied two coats of water borne surface coatings by brush and roller in <b>correct sequence</b> to: <ul style="list-style-type: none"> <li>• a ceiling (no skidding or misses)</li> </ul>	<input type="checkbox"/> minimal defects, some guidance provided	<input type="checkbox"/> minimal defects, no guidance provided	<input type="checkbox"/> no defects, no guidance provided

AC	The candidates has	Pass	Merit	Distinction
4.3, 4.4	applied two coats of water borne surface coatings by brush and roller in <b>correct sequence</b> to: <ul style="list-style-type: none"> <li>a wall</li> </ul> (no skidding or misses)	<input type="checkbox"/> minimal defects, some guidance provided	<input type="checkbox"/> minimal defects, no guidance provided	<input type="checkbox"/> no defects, no guidance provided
4.3, 4.4	cut in and applied two coats of water borne surface coatings by brush to angles and obstructions accurately to include: <ul style="list-style-type: none"> <li>a skirting board</li> </ul> (the cutting in was completed to the edge of the adjacent area)	<input type="checkbox"/> ± 5mm	<input type="checkbox"/> ± 3mm	<input type="checkbox"/> ± 2mm
4.3, 4.4	cut in and applied two coats of water borne surface coatings by brush to angles and obstructions accurately to include: <ul style="list-style-type: none"> <li>an architrave</li> </ul> (the cutting in was completed to the edge of the adjacent area)	<input type="checkbox"/> ± 5mm	<input type="checkbox"/> ± 3mm	<input type="checkbox"/> ± 2mm
4.3, 4.4	*applied two coats of solvent borne coatings by brush in the <b>correct sequence</b> to a panel door (no misses)	<input type="checkbox"/> minimal defects, some guidance provided	<input type="checkbox"/> minimal defects, no guidance provided	<input type="checkbox"/> no defects, no guidance provided
6.1	cleaned tools, equipment, brushes and rollers	<input type="checkbox"/>		
6.2	maintained and stored brushes and rollers in line with manufacturer's instructions	<input type="checkbox"/>		
6.3	disposed of waste rags correctly in line with centre guidance	<input type="checkbox"/>		
2.4, 4.5, 6.4	followed current environmental and health and safety regulations	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.		
To award a <b>merit</b> : in addition to the above, <b>4</b> out of <b>6</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard, including the essential activity (marked with *).		
To award a <b>distinction</b> : <b>4</b> out of <b>6</b> graded activities in the checklist must be achieved to <b>at least</b> a distinction standard, including the essential activity (marked with *) and the <b>2</b> remaining graded activities must be achieved to <b>at least</b> a merit standard.		
Assessor	Signature & Date	



# Unit 119 Applying foundation and plain papers

## Task 1 Apply lining paper horizontally (cross-lining) to walls with obstacles

<b>Expected time</b>	5 hours
<b>Task instructions</b>	<ul style="list-style-type: none"> <li>• Plan starting and finishing point to apply lining paper.</li> <li>• Measure and mark starting lines.</li> <li>• Measure and cut paper lengths with the minimum waste.</li> <li>• Select, prepare, adjust and apply adhesives.</li> <li>• Apply and trim lining paper to two adjacent walls negotiating an internal angle with obstacles.</li> <li>• Store lining paper and adhesives.</li> <li>• Maintain a tidy work area at all times.</li> <li>• Follow current environmental and relevant health and safety regulations at all times.</li> </ul>

### Observation checklist

AC	The candidates has	Pass	Merit	Distinction
6.1	planned starting and finishing points for cross-lining without excessive waste	<input type="checkbox"/>		
6.2	selected tools and equipment correctly to apply lining paper	<input type="checkbox"/>		
4.1	selected the correct type of adhesive for applying lining paper	<input type="checkbox"/>		
4.2, 4.3	prepared adhesives to a smooth consistency in accordance with manufacturers' instructions	<input type="checkbox"/>		
6.4	*measured and marked lines to cross-line, taking into account: Horizontal datum line accurately marked	<input type="checkbox"/> ± 5mm	<input type="checkbox"/> ± 3mm	<input type="checkbox"/> ±0mm
6.3	measured and cut lengths with minimum wastage allowing 50 mm wastage to top and bottom	<input type="checkbox"/> Additional 150mm total wastage	<input type="checkbox"/> Additional 100mm total wastage	<input type="checkbox"/> Cut to size
6.5	pasted, folded and soaked paper: <ul style="list-style-type: none"> <li>• table kept clean whilst pasting</li> </ul>	<input type="checkbox"/>		
6.5	<ul style="list-style-type: none"> <li>• paste applied evenly and without misses</li> </ul>	<input type="checkbox"/>		
6.5	<ul style="list-style-type: none"> <li>• correct fold for cross-lining</li> </ul>	<input type="checkbox"/>		
6.5	<ul style="list-style-type: none"> <li>• soaked for the correct period of time following manufactures instructions</li> </ul>	<input type="checkbox"/>		
6.6	applied papers correctly with minimum defects	<input type="checkbox"/> 2 minor application defects	<input type="checkbox"/> 1 minor application defect	<input type="checkbox"/> No application defects
6.6	internal corner turned and cut accurately (5-12mm)	<input type="checkbox"/>		

AC	The candidates has	Pass	Merit	Distinction
6.7	*papers accurately trimmed and overall cleanliness maintained : <ul style="list-style-type: none"> <li>top and bottom</li> </ul>	<input type="checkbox"/> ± 2mm	<input type="checkbox"/> ± 1 mm	<input type="checkbox"/> ±0mm
6.7	<ul style="list-style-type: none"> <li>light switch or socket <b>with no visible damage</b></li> </ul>	<input type="checkbox"/> 2 imperfections /defects (± 2mm over/ undercutting, tearing) some guidance provided	<input type="checkbox"/> 1 imperfection/ defect (± 2mm over/ undercutting, tearing) no guidance provided	<input type="checkbox"/> No imperfections /defects no guidance provided
6.7	<ul style="list-style-type: none"> <li>door or window</li> </ul>	<input type="checkbox"/> 2 imperfections /defects (± 2mm over/ undercutting, tearing)	<input type="checkbox"/> 1 imperfection/ defect (± 2mm over/under cutting, tearing)	<input type="checkbox"/> No imperfections /defects
6.7	<ul style="list-style-type: none"> <li>overall cleanliness of papers</li> </ul>	<input type="checkbox"/> 2 imperfections /defects	<input type="checkbox"/> 1 imperfection/ defect	<input type="checkbox"/> No imperfections /defects
2.1	cleaned and maintained tools and equipment	<input type="checkbox"/>		
2.2, 8.1	stored tools, equipment and materials correctly in accordance with manufacturer's instructions	<input type="checkbox"/>		
2.3, 4.4, 6.8	followed current environmental and relevant health and safety regulations	<input type="checkbox"/>		

Task grading rules	Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.	
To award a <b>merit</b> : in addition to the above, <b>4</b> out of <b>7</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard, including all essential activities (marked with *).	
To award a <b>distinction</b> : <b>4</b> out of <b>7</b> graded activities in the checklist must be achieved to <b>at least</b> a distinction standard, including all essential activities (marked with *) and the <b>3</b> remaining graded activities must be achieved to <b>at least</b> a merit standard.	
Assessor	Signature & Date

# Unit 119 Applying foundation and plain papers

## Task 2 Apply wood ingrain paper to walls with obstacles

<b>Expected time</b>	5 hours
<b>Task instructions</b>	<ul style="list-style-type: none"> <li>• Plan starting and finishing point to apply wood ingrain paper.</li> <li>• Measure and mark starting lines.</li> <li>• Measure and cut paper lengths with the minimum waste.</li> <li>• Select, prepare, adjust and apply adhesives.</li> <li>• Apply and trim wood ingrain paper to two adjacent walls negotiating an internal angle with obstacles.</li> <li>• Store wood ingrain paper and adhesives.</li> <li>• Maintain a tidy work area at all times.</li> <li>• Follow current environmental and relevant health and safety regulations at all times.</li> </ul>

### Observation checklist

AC	The candidates has	Pass	Merit	Distinction
6.1	planned starting and finishing points for wood ingrain papers without excessive waste	<input type="checkbox"/>		
6.2	selected tools and equipment correctly to apply wood ingrain paper	<input type="checkbox"/>		
4.1	selected the correct type of adhesive for applying wood ingrain paper	<input type="checkbox"/>		
4.2, 4.3	prepared adhesives to a smooth consistency in accordance with manufacturers' instructions	<input type="checkbox"/>		
6.4	*measured and marked lines taking into account: vertical plumb line accurately marked	<input type="checkbox"/> ± 3mm	<input type="checkbox"/> ± 2mm	<input type="checkbox"/> ±0mm
6.3	measured and cut lengths with minimum wastage allowing 50 mm wastage to top and bottom	<input type="checkbox"/> Additional 150mm total wastage	<input type="checkbox"/> Additional 100mm total wastage	<input type="checkbox"/> Cut to size
6.5	pasted, folded and soaked paper: <ul style="list-style-type: none"> <li>• table kept clean whilst pasting</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• paste applied evenly and without misses</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• folded correctly</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• soaked for the correct period of time following manufactures instructions</li> </ul>	<input type="checkbox"/>		
6.6	applied papers correctly with minimum defects	<input type="checkbox"/> 2 minor application defects	<input type="checkbox"/> 1 minor application defect	<input type="checkbox"/> No application defects
6.6	maintained the accuracy of the vertical plumb line maintained when applying paper	<input type="checkbox"/> Evidence of inaccuracy in plumb ±3mm	<input type="checkbox"/> Evidence of inaccuracy in plumb ± 2mm	<input type="checkbox"/> No inaccuracies

AC	The candidates has	Pass	Merit	Distinction
6.6	internal corner turned and cut accurately (5-12mm)	<input type="checkbox"/>		
6.7	*papers accurately trimmed and overall cleanliness maintained: <ul style="list-style-type: none"> <li>top and bottom</li> </ul>	<input type="checkbox"/> ± 2mm	<input type="checkbox"/> ± 1mm	<input type="checkbox"/> ±0mm
6.7	<ul style="list-style-type: none"> <li>light switch or socket</li> </ul>	<input type="checkbox"/> 2 imperfections /defects (± 2mm over/ undercutting, tearing) Some guidance provided	<input type="checkbox"/> 1 imperfection/ defect (± 2mm over/under cutting, tearing) no guidance provided	<input type="checkbox"/> No imperfections / defects no guidance provided
6.7	<ul style="list-style-type: none"> <li>door or window</li> </ul>	<input type="checkbox"/> 2 imperfections /defects (± 2mm over/ undercutting, tearing)	<input type="checkbox"/> 1 imperfection/ defect (± 2mm over/under cutting, tearing)	<input type="checkbox"/> No imperfections / defects
6.7	<ul style="list-style-type: none"> <li>overall cleanliness of papers</li> </ul>	<input type="checkbox"/> 2 imperfections /defects	<input type="checkbox"/> 1 imperfection/ defect	<input type="checkbox"/> No imperfections /defects
2.1	cleaned and maintained tools and equipment	<input type="checkbox"/>		
2.2, 8.1	stored tools, equipment and materials correctly in accordance with manufacturer's instructions	<input type="checkbox"/>		
2.3, 4.4, 6.8	followed current environmental and relevant health and safety regulations	<input type="checkbox"/>		

Task grading rules	Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.	
To award a <b>merit</b> : in addition to the above, <b>5</b> out of <b>8</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard, including all essential activities (marked with *).	
To award a <b>distinction</b> : <b>5</b> out of <b>8</b> graded activities in the checklist must be achieved to <b>at least</b> a distinction standard, including all essential activities (marked with *) and the <b>3</b> remaining graded activities must be achieved to <b>at least</b> a merit standard.	
Assessor	Signature & Date

# Unit 120 Producing specialist decorative finishes

## Task 1 Produce quality finish ground coats for painted decorative work

<b>Expected time</b>	3 hours
<b>Task instructions</b>	<ul style="list-style-type: none"> <li>• Protect the surrounding surfaces.</li> <li>• Prepare surfaces to receive ground coats.</li> <li>• Apply two coats of acrylic ground coat.</li> <li>• Maintain a tidy work area at all times.</li> <li>• Follow current environmental and relevant health and safety regulations at all times.</li> </ul>

### Observation checklist

AC	The candidates has	Pass	Merit	Distinction
2.1	prepared surfaces to receive materials to produce quality finish ground coats for painted decorative work: <ul style="list-style-type: none"> <li>• protected areas to flooring and adjacent surfaces</li> </ul>	<input type="checkbox"/>		
2.1	<ul style="list-style-type: none"> <li>• selected tools and equipment to prepare surface</li> </ul>	<input type="checkbox"/>		
2.1	<ul style="list-style-type: none"> <li>• made good surface area by filling and abrading and dusting off</li> </ul>	<input type="checkbox"/> Pass (Allowance for minor defects Eg marks/dust/nibs)		
2.2	selected tools and equipment to produce quality ground coat finishes	<input type="checkbox"/>		
2.3	prepared materials to produce quality ground coat finishes: <ul style="list-style-type: none"> <li>• water borne eggshell prepared and decanted ready to use</li> </ul>	<input type="checkbox"/>		
2.3	<ul style="list-style-type: none"> <li>• clean work area maintained throughout preparation.</li> </ul>	<input type="checkbox"/>		
2.4	applied even coating with no misses to produce quality ground coat finishes: <ul style="list-style-type: none"> <li>• two ground coats applied</li> </ul>	<input type="checkbox"/> no more than 3 visible defects	<input type="checkbox"/> no more than 2 visible defects	<input type="checkbox"/> no visible defects
4.1	checked the suitability of ground coat and rectified if required	<input type="checkbox"/>		
2.5	followed current environmental and relevant health and safety regulations	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.		
To award a <b>merit</b> : in addition to the above, the graded activity in the checklist must be achieved to a merit standard.		
To award a <b>distinction</b> : in addition to both of the above, the graded activity in the checklist must be achieved to a distinction standard.		
Assessor	Signature & Date	

# Unit 120 Producing specialist decorative finishes

## Task 2 Produce broken colour effect using acrylic-based scumbles

<b>Expected time</b>	3 hours and 45 minutes
<b>Task instructions</b>	<ul style="list-style-type: none"> <li>• Protect the surrounding surfaces.</li> <li>• Measure and mask three panels.</li> <li>• Prepare materials of acrylic scumble and apply.</li> <li>• Produce a broken colour effect of ragging on.</li> <li>• Produce a broken colour effect of ragging off.</li> <li>• Produce a broken colour effect of sponge stipple.</li> <li>• Maintain a tidy work area at all times.</li> <li>• Follow current environmental and relevant health and safety regulations at all times.</li> </ul>

### Observation checklist

AC	The candidates has	Pass	Merit	Distinction
4.2	set out areas for application of broken colour effects correctly: <ul style="list-style-type: none"> <li>• selected tools and equipment to set out the area</li> </ul>	<input type="checkbox"/>		
4.2	<ul style="list-style-type: none"> <li>• adjacent areas protected</li> </ul>	<input type="checkbox"/>		
4.2	<ul style="list-style-type: none"> <li>• measured and masked three panels 500mm x 500mm</li> </ul>	<input type="checkbox"/> ± 4mm	<input type="checkbox"/> ± 2mm	<input type="checkbox"/> ± 1mm
4.3, 4.4	prepared materials ready to produce broken colour effects: <ul style="list-style-type: none"> <li>• selected a suitable colorant for broken colour effects using acrylic glaze (colourant suitable for ground coat)</li> </ul>	<input type="checkbox"/>		
4.3, 4.4	<ul style="list-style-type: none"> <li>• appropriate amount of colourant mixed with glaze to produce scumble</li> </ul>	<input type="checkbox"/>		
4.3, 4.4	<ul style="list-style-type: none"> <li>• appropriate amount of scumble prepared for task</li> </ul>	<input type="checkbox"/>		
4.3, 4.4	<ul style="list-style-type: none"> <li>• working area left clean</li> </ul>	<input type="checkbox"/>		
4.5	selected tools and equipment to produce broken colour effects	<input type="checkbox"/>		
4.6	produced uniform broken colour effects: <ul style="list-style-type: none"> <li>• Panel 1 Rag rolling -On</li> </ul>	<input type="checkbox"/> Colour too dense or vague with streaks or patches	<input type="checkbox"/> Colour pleasing to the eye but with patches or streaks	<input type="checkbox"/> Effect pleasing to the eye, uniform colour which blends together

AC	The candidates has	Pass	Merit	Distinction
4.6	<ul style="list-style-type: none"> <li>Panel 2</li> </ul> Rag rolling-Off	<input type="checkbox"/> Colour too dense or vague with streaks or patches	<input type="checkbox"/> Colour pleasing to the eye but with patches or streaks	<input type="checkbox"/> Effect pleasing to the eye, uniform colour which blends together
4.6	<ul style="list-style-type: none"> <li>Panel 3</li> </ul> Sponge stippling	<input type="checkbox"/> Colour too dense or vague with streaks or patches	<input type="checkbox"/> Colour pleasing to the eye but with patches or streaks	<input type="checkbox"/> Effect pleasing to the eye, uniform colour which blends together
4.7	removed types of protection correctly and disposed of waste products in accordance with legislation and official guidance (and centres requirements)	<input type="checkbox"/>		
4.8, 4.9	cleaned, maintained and stored tools and equipment	<input type="checkbox"/>		
4.10	followed current environmental and health and safety regulations	<input type="checkbox"/>		

Task grading rules	Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.	
To award a <b>merit</b> : in addition to the above, <b>3</b> out of <b>4</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard.	
To award a <b>distinction</b> : <b>3</b> out of <b>4</b> graded activities in the checklist must be achieved to <b>at least</b> a distinction standard, and the remaining graded activity must be achieved to <b>at least</b> a merit standard.	
Assessor	Signature & Date



# Unit 120 Producing specialist decorative finishes

## Task 3 Apply single colour stencils

<b>Expected time</b>	1 hour and 30 minutes
<b>Task instructions</b>	<ul style="list-style-type: none"> <li>Plan and set out stencil location.</li> <li>Apply two positive and two negative stencils.</li> <li>Maintain a tidy work area at all times.</li> <li>Follow current environmental and relevant health and safety regulations at all times.</li> </ul>
<b>Diagrams</b>	Figure 1 Example of positive stencil with symmetric pattern. pg 33 Figure 2 Example of negative stencil with symmetric pattern.pg 34

### Observation checklist

AC	The candidates has	Pass	Merit	Distinction
6.1	selected tools and equipment to apply single colour stencils	<input type="checkbox"/>		
6.2	set out stencil locations for linear runs and borders, demonstrating planning considerations: <ul style="list-style-type: none"> <li>set out line level</li> </ul>	<input type="checkbox"/> Tolerance of $\pm 4\text{mm}$	<input type="checkbox"/> Tolerance of $\pm 2\text{mm}$	<input type="checkbox"/> Tolerance of $\pm 1\text{mm}$
6.2	<ul style="list-style-type: none"> <li>even spacing between stencil</li> </ul>	<input type="checkbox"/> Tolerance of $\pm 4\text{mm}$	<input type="checkbox"/> Tolerance of $\pm 2\text{mm}$	<input type="checkbox"/> Tolerance of 1mm
6.3	applied pre-cut positive stencil types with sharp outlines: <ul style="list-style-type: none"> <li>level</li> </ul>	<input type="checkbox"/> Tolerance of $\pm 2\text{mm}$	<input type="checkbox"/> Tolerance of $\pm 1\text{mm}$	<input type="checkbox"/> Level
6.3	<ul style="list-style-type: none"> <li>centralised</li> </ul>	<input type="checkbox"/> Tolerance of $\pm 2\text{mm}$	<input type="checkbox"/> Tolerance of $\pm 1\text{mm}$	<input type="checkbox"/> central
6.3	<ul style="list-style-type: none"> <li>application</li> </ul>	<input type="checkbox"/> Minimal application faults	<input type="checkbox"/> No application faults	
6.3	applied pre-cut negative stencil types with sharp outlines: <ul style="list-style-type: none"> <li>level</li> </ul>	<input type="checkbox"/> Tolerance of $\pm 2\text{mm}$	<input type="checkbox"/> Tolerance of $\pm 1\text{mm}$	<input type="checkbox"/> Level
6.3	<ul style="list-style-type: none"> <li>centralised</li> </ul>	<input type="checkbox"/> Tolerance of $\pm 2\text{mm}$	<input type="checkbox"/> Tolerance of $\pm 1\text{mm}$	<input type="checkbox"/> central
	<ul style="list-style-type: none"> <li>application</li> </ul>	<input type="checkbox"/> Minimal application faults	<input type="checkbox"/> No application faults	
6.4	cleaned and maintained tools and equipment used to apply single colour stencils	<input type="checkbox"/>		

AC	The candidates has	Pass	Merit	Distinction
6.5	followed current environmental and relevant health and safety regulations	<input type="checkbox"/>		

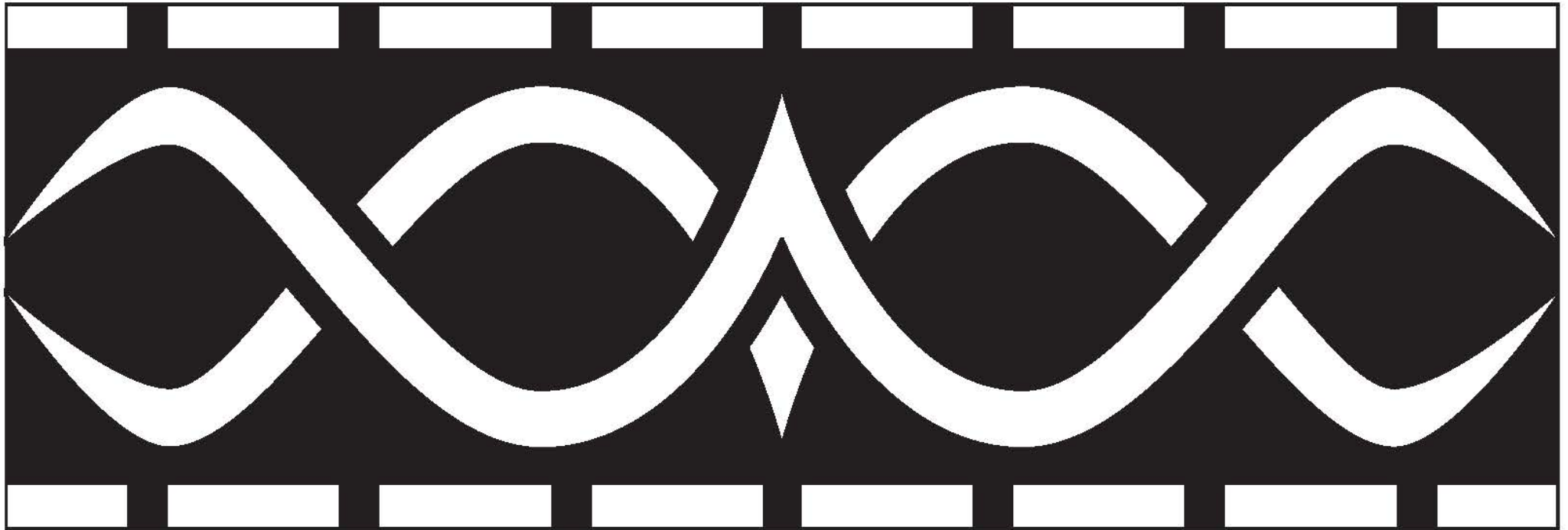
Task grading rules		Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.		
To award a <b>merit</b> : in addition to the above, <b>4</b> out of <b>8</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard.		
To award a <b>distinction</b> : <b>3</b> out of <b>8</b> graded activities in the checklist must be achieved to <b>at least</b> a distinction standard, and the <b>5</b> remaining graded activities must be achieved to <b>at least</b> a merit standard		
Assessor	Signature & Date	

## Drawings and diagrams

### Unit 120 Producing specialist decorative finishes

#### Task 3 Apply single colour stencils

Figure 1: Example of positive stencil with symmetric pattern.

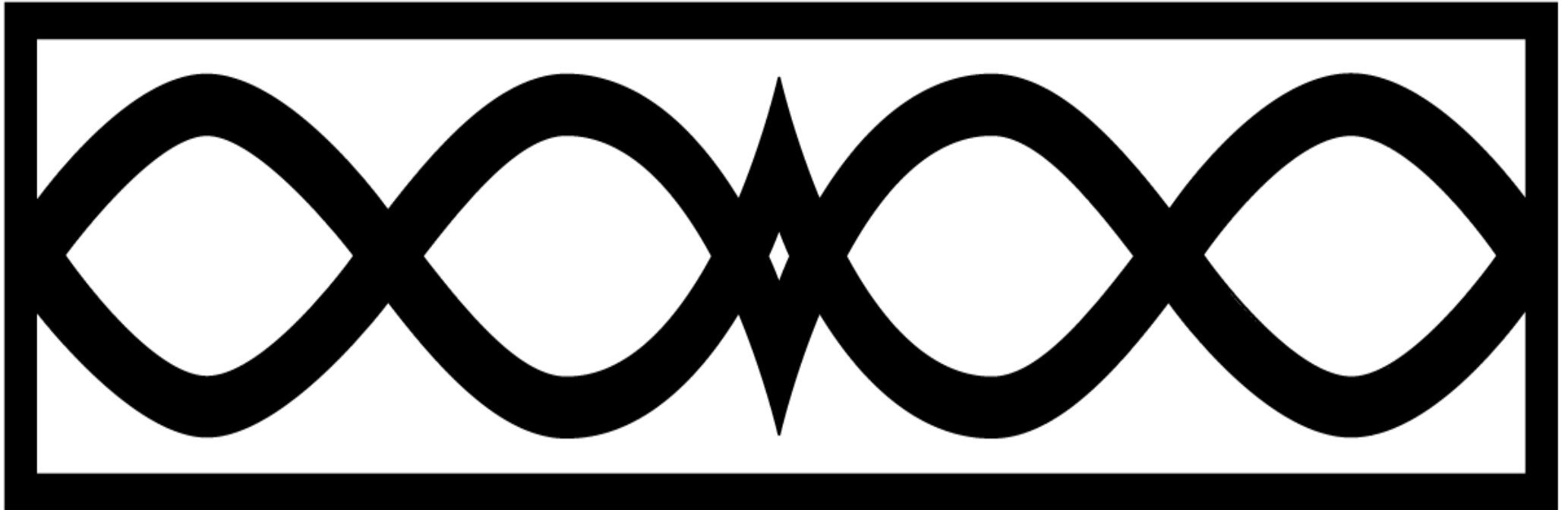


White sections to be cut out to produce a positive stencil.

**Unit 120 Producing specialist decorative finishes**

**Task 3 Apply single colour stencils**

Figure 2: Example of negative stencil with symmetric pattern.



White sections to be cut out to produce a negative stencil.

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