

6707-22 Level 2 Certificate in Preparation and Application of Paint Systems

July 2013 Version 1.0

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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.

Candidate signature (please print)	
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Assessor name (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 215 Preparing surfaces for decoration

Task	Grade for task†	Points (graded tasks)
1 Prepare timbers and timber sheet products	P / M / D / X	
2 Prepare metal surfaces	P / M / D / X	
3 Prepare trowel finishes and plasterboard	P / M / D / X	
4 Remove previously painted and papered surfaces	P / M / D / X	
5 Rectifying surface conditions	P / X	
6 Repair and make good surfaces	P / M / D / X	
End of unit knowledge test	P / X	
Total		
For graded tasks, divide total points by total number of graded tasks		÷5
Average =		
Overall grade (see conversion chart)		

Assessor signature and date:

Unit 216 Applying paint systems by brush and roller to complex areas

Task	Grade for task
1 Prepare and apply water-borne and solvent-borne coatings by brush and roller	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.

Overall grade

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 6707-22 Level 2 Certificate in Preparation and Application of Paint Systems.

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 215 Preparing surfaces for decoration

Task 1 Prepare timbers and timber sheet products

Expected time	2 hours
Task instructions	<ul style="list-style-type: none"> • Carry out a risk assessment. • Prepare timber and timber sheet materials to receive decoration. • Follow current environmental and relevant health and safety regulations at all times.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	carried out a risk assessment	<input type="checkbox"/>		
2.2	selected timber and timber sheet products <ul style="list-style-type: none"> • Softwood • Hardwood • Timber sheet products 	<input type="checkbox"/>		
2.3	selected correct tools, equipment and materials for the method of preparation	<input type="checkbox"/>		
2.4	prepared untreated and treated timbers and timber sheet products using the correct processes <ul style="list-style-type: none"> • Solvent wiping • Dry abrading • Knotting • Priming • Stopping and filling 	<input type="checkbox"/> Maximum of 3 defects	<input type="checkbox"/> Maximum of 1 defect	<input type="checkbox"/> No defects
2.5	followed current environmental and relevant health and safety regulations.	<input type="checkbox"/>		

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

Unit 215 Preparing surfaces for decoration

Task 2 Prepare metal surfaces

Expected time	1 hour and 30 minutes
Task instructions	<ul style="list-style-type: none"> • Prepare and prime one ferrous metal and two non-ferrous metal surfaces. • Follow current environmental and relevant health and safety regulations at all times.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
4.1	identified different metal types used in construction	<input type="checkbox"/>		
4.2	selected correct tools, equipment and materials for method of preparation	<input type="checkbox"/>		
4.3	prepared ferrous and non-ferrous metals	<input type="checkbox"/>		
4.4	primed ferrous and non-ferrous metal	<input type="checkbox"/> Surface primed with a maximum of 3 minor defects	<input type="checkbox"/> Surface primed with a maximum of 1 minor defect	<input type="checkbox"/> Surface primed with no defects
4.5	followed current environmental and relevant health and safety regulations.	<input type="checkbox"/>		

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

Unit 215 Preparing surfaces for decoration

Task 3 Prepare trowel finishes and plasterboard

Expected time	2 hours
Task instructions	<ul style="list-style-type: none"> • Use the pro-forma provided by your assessor to identify the correct processes for rectifying defects of trowelled finishes. • Prepare a range of trowelled finishes and plasterboard for decoration. • Prepare two surfaces to receive paint and one surface to receive paper. • Follow current environmental and relevant health and safety regulations at all times.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
6.1	completed pro-forma to identify correct processes for rectifying defects of trowelled finishes <ul style="list-style-type: none"> • cracks • dry out • shrinkage • nail heads • open joints in plasterboard • defective pointing 	<input type="checkbox"/>		
6.2	selected correct preparation processes for surface types <ul style="list-style-type: none"> • gypsum plaster • square edged plasterboard • feather edged plasterboard • blockwork • brickwork 	<input type="checkbox"/>		
6.3	selected appropriate tools, equipment and materials for the method of preparation	<input type="checkbox"/>		
6.4	prepared and primed two of the following surface types, to receive finishes <ul style="list-style-type: none"> • gypsum plaster • render • blockwork/brickwork 	<input type="checkbox"/> Maximum of 3 defects	<input type="checkbox"/> Maximum of 1 defect	<input type="checkbox"/> No defects
6.4	prepared different surface types, to receive finishes <ul style="list-style-type: none"> • square edged/ feather edged plasterboard 	<input type="checkbox"/> Maximum of 3 defects	<input type="checkbox"/> Maximum of 1 defect	<input type="checkbox"/> No defects
6.5	followed current environmental and relevant health and safety regulations.	<input type="checkbox"/>		

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

Unit 215 Preparing surfaces for decoration

Task 4 Remove previously painted and papered surfaces

Expected time	5 hours
Task instructions	<ul style="list-style-type: none"> Remove previously applied coatings from a panel using liquid paint removers and hot air guns. Remove one over-painted paper and one peelable paper using both steam stripping and hand soaking methods. Follow current environmental and relevant health and safety regulations at all times.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
8.1	selected, checked and set up electric hot-air guns and steam strippers	<input type="checkbox"/>		
	used appropriate Personal Protective Equipment	<input type="checkbox"/>		
8.2	protected work area prior to and during removal of paint and paper	<input type="checkbox"/>		
8.3	removed previously applied coatings using liquid paint removers	<input type="checkbox"/> Maximum of 2 minor defects	<input type="checkbox"/> Maximum of 1 minor defect	<input type="checkbox"/> no defects
8.3	removed previously applied coatings using hot air guns	<input type="checkbox"/> Maximum of 2 minor defects	<input type="checkbox"/> Maximum of 1 minor defect	<input type="checkbox"/> no defects
8.4	remove over-painted papers using steam stripping methods	<input type="checkbox"/> Maximum of 5 minor defects	<input type="checkbox"/> Maximum of 3 minor defects	<input type="checkbox"/> Maximum of 1 minor defect
8.4	remove peelable papers using hand soaking methods	<input type="checkbox"/> Maximum of 5 minor defects	<input type="checkbox"/> Maximum of 3 minor defects	<input type="checkbox"/> Maximum of 1 minor defect
8.5	checked stripped surfaces are free from liquid paint remover, paint, paper and paste	<input type="checkbox"/>		
8.6	disposed of removed paint and paper	<input type="checkbox"/>		
8.7	followed current environmental and relevant health and safety regulations.	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a pass : every activity in the checklist must be successfully achieved.		
To award a merit : in addition to the above, 3 out of 4 graded activities in the checklist must be achieved to at least a merit standard.		
To award a distinction : 3 out of 4 graded activities in the checklist must be achieved to at least a distinction standard, and the 1 remaining graded activity must be achieved to at least a merit standard.		
Assessor	Signature & Date	

Unit 215 Preparing surfaces for decoration

Task 5 Rectifying surface conditions

Expected time	40 minutes
Task instructions	<ul style="list-style-type: none"> Rectify contaminated surface conditions in preparation for redecoration. Follow current environmental and relevant health and safety regulations at all times.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
10.1	selected correct tools, equipment and materials for the rectification processes	<input type="checkbox"/>		
10.2	selected appropriate cleaning agent for contaminated surfaces	<input type="checkbox"/>		
10.3	rectified surface conditions <ul style="list-style-type: none"> dirt grease silicone wax polish (Any 3 from 4)	<input type="checkbox"/>		
10.4	followed current environmental and relevant health and safety regulations.	<input type="checkbox"/>		

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

Unit 215 Preparing surfaces for decoration

Task 6 Repair and make good surfaces

Expected time	1 hour
Task instructions	<ul style="list-style-type: none"> • Repair and make good cracks in plaster and open joints in joinery. • Apply filler and caulk for repairing and making good defective surfaces. • Follow current environmental and relevant health and safety regulations at all times.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
12.1	protected work area prior to and during repairing and making good surfaces	<input type="checkbox"/>		
12.2	prepared materials required for repairing and making good surfaces	<input type="checkbox"/>		
12.3	selected correct tools, equipment and materials for repairing and making good surfaces	<input type="checkbox"/>		
12.4	prepared cracks in plaster for repairing and making good surfaces	<input type="checkbox"/>		
12.4	prepared open joints in joinery for repairing and making good surfaces	<input type="checkbox"/>		
12.5	applied filler and caulk for repairing and making good surfaces	<input type="checkbox"/> Maximum of 2 minor defects	<input type="checkbox"/> Maximum of 1 minor defect	<input type="checkbox"/> No defects
12.6	followed current environmental and relevant health and safety regulations.	<input type="checkbox"/>		

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

Unit 216 Applying paint systems by brush and roller to complex areas

Task 1 Prepare and apply water-borne and solvent-borne coatings by brush and roller

Expected time	15 hours
Task instructions	<ul style="list-style-type: none"> • Prepare a designated area that includes (as a minimum) a ceiling, wall and an opening casement window, a pannelled and a flush door and skirting board/architrave. • Apply two coats of water-borne surface coatings by brush and roller to a ceiling, wall and an opening casement window, skirting board/architrave. • Apply two coats of solvent-borne surface coatings to a full sized pannelled door (by brush) and a full sized flush door (by brush and roller). • Follow current environmental and relevant health and safety regulations at all times.

Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	selected correct materials, tools and equipment needed to protect work and surrounding area	<input type="checkbox"/>		
2.2 2.3	prepared and protected surrounding areas, furniture and fittings and surfaces ready for painting	<input type="checkbox"/>		
2.4	removed furniture and fittings (window and door)	<input type="checkbox"/>		
4.1	selected application tools and equipment appropriate to the task <ul style="list-style-type: none"> • brushes • rollers • other relevant equipment 	<input type="checkbox"/>		
4.2	prepared surface coatings in accordance manufacturers instructions	<input type="checkbox"/>		
4.3	applied two coats of water-borne surface coatings in the correct sequence to a ceiling by brush and roller	<input type="checkbox"/> Maximum of 3 minor defects	<input type="checkbox"/> Maximum of 2 minor defects	<input type="checkbox"/> Maximum of 1 minor defect
4.3	applied two coats of water-borne surface coatings in the correct sequence to a wall by brush and roller	<input type="checkbox"/> Maximum of 3 minor defects	<input type="checkbox"/> Maximum of 2 minor defects	<input type="checkbox"/> Maximum of 1 minor defect
4.4	cut in by brush to angles and obstructions correctly and accurately to a wall	<input type="checkbox"/> ± 4mm	<input type="checkbox"/> ± 2mm	<input type="checkbox"/> ± 1mm

AC	The candidate has	Pass	Merit	Distinction
4.3	applied two coats of water-borne surface coatings in the correct sequence to a skirting and architrave(linear)	<input type="checkbox"/> Maximum of 3 minor defects	<input type="checkbox"/> Maximum of 2 minor defects	<input type="checkbox"/> Maximum of 1 minor defect
4.4	cut in by brush to angles and obstructions correctly and accurately to a skirting and architrave	<input type="checkbox"/> ± 4mm	<input type="checkbox"/> ± 2mm	<input type="checkbox"/> ± 1mm
4.3	* applied two coats of water-borne surface coatings in the correct sequence to an opening casement window	<input type="checkbox"/> Maximum of 3 minor defects	<input type="checkbox"/> Maximum of 2 minor defects	<input type="checkbox"/> Maximum of 1 minor defect
4.4	*cut in by brush to angles and obstructions correctly and accurately to a casement window	<input type="checkbox"/> Glass must be sealed. Maximum 4mm onto glass	<input type="checkbox"/> Glass must be sealed. Maximum 3mm onto glass	<input type="checkbox"/> Glass must be sealed. Maximum 2mm onto glass
4.3	*applied two coats of solvent-borne surface coatings in the correct sequence to a panel door	<input type="checkbox"/> Maximum of 2 minor defects	<input type="checkbox"/> Maximum of 1 minor defect	<input type="checkbox"/> No defects
4.3	*applied two coats of solvent-borne surface coatings in the correct sequence to a flush door	<input type="checkbox"/> Maximum of 2 minor defects	<input type="checkbox"/> Maximum of 1 minor defect	<input type="checkbox"/> No defects
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"/>		
8.1	stored materials in accordance with COSHH data sheets <ul style="list-style-type: none"> • water-borne coatings • solvent-borne coatings 	<input type="checkbox"/>		
8.2	checked stock rotation of materials	<input type="checkbox"/>		
2.5 4.5 6.3 8.3	followed current environmental and relevant health and safety regulations.	<input type="checkbox"/>		

Task grading rules		Task grade:
To award a pass : every activity in the checklist must be successfully achieved.		
To award a merit : in addition to the above, 6 out of 9 graded activities in the checklist must be achieved to at least a merit standard, including all essential activities (marked with *).		
To award a distinction : 6 out of 9 graded activities in the checklist must be achieved to at least a distinction standard, including all essential activities (marked with *) and 3 of the remaining graded activities must be achieved to at least a merit standard.		
Assessor	Signature & Date	

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)844 543 0000
F +44 (0)20 7294 2413
www.cityandguilds.com

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