T-LEVELS | Institute for Apprenticeships & Technical Education

T Level Technical Qualification in Onsite Construction

8711-306 Carpentry and Joinery

Grade Standard Exemplification Material

Pass - Summer 2023

City & Guilds | eal

Contents

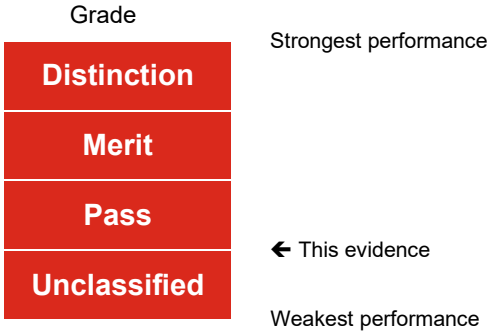
Introduction

Summer 2023 Results

This document is aimed at providers and learners to help understand the standard that was required in the summer 2023 assessment series to achieve a pass grade for the 8711-306 Carpentry and Joinery Occupational Specialism (OS).

The aim of these materials is to provide examples of knowledge, skills and understanding that attested to a pass standard (threshold competence) in summer 2023. It is important to note that in live assessments a candidate's performance is very likely to exhibit a spikey profile and standard of performance will vary across tasks.

The Occupational Specialism is graded Distinction, Merit, Pass or Unclassified.



The pass grade boundary is based on a synoptic mark across all tasks. The materials in this Grade SEM are separated into two sections as described below. Materials are presented against a number of tasks from the assignment.

Tasks

This section details the tasks that the candidate was asked to carry out, what was required to be submitted for marking, and any additional evidence required, including any photograph/video evidence. Candidate evidence that was or was not included in this Grade SEM has also been identified within this section.

In this Grade SEM there is candidate evidence from:

Task 1 Prepare and plan for the production of complex timber-based products
Task 2 Produce complex timber-based products
Task 3 Assemble and finish complex timber-based products
Task 4 Install complex timber-based products and components

Candidate evidence

This section includes exemplars of candidate work, photographs of the work in production (or completed) and practical observation records of the assessment completed by provider assessors. This was evidence that was captured as part of the assessment and then internally marked by the provider assessor.

Assessment materials

The Occupation Specialism brief and tasks can be downloaded from here.

Important things to note:

- We discussed the approach to standard setting/maintaining with Ofqual and the other awarding organisations before awarding this year. We agreed to take account of the newness of qualifications in how we awarded this year to recognise that students and teachers are less familiar with the assessments (Vocational and technical qualifications grading in 2023 – Ofqual blog), whilst also recognising the standards required for these qualifications.

- The evidence presented, as a whole, was sufficient to achieve the pass grade. However, performance across the tasks may vary (i.e. some tasks completed to a higher/lower standard than pass grade).

Grade descriptors

To achieve a pass (threshold competence), a candidate will be able to:

Demonstrate an acceptable performance that meets the requirement of the brief, demonstrates the adequate technical skills and techniques for carpentry, joinery production and fitting and is able to enter the industry to begin to work in the occupational area.

They will be able to interpret information, demonstrate planning, assess risk, and follow safe working methods when applying practical skills to an acceptable standard as recognised by industry.

Demonstrate basic knowledge and understanding of the principles and processes required for carpentry and joinery.

They will work safely showing an understanding in the selection and use of tools and equipment and demonstrate a basic awareness of straightforward setting out, component production, assembly, finishing of carpentry and joinery as well as fitting joinery products.

Attempt some complex tasks and the level of performance meets acceptable level.

Mostly use industrial terminology accurately in both written and verbal contexts.

Task 1 Prepare and plan for the production of complex timber-based products

Assessment number (eg 1234-033)	8711-306
Assessment title	Carpentry and Joinery Occupational Specialism

Candidate name	<first name> <surname>
City & Guilds candidate No.	ABC1234

Provider name	<provider name>
City & Guilds provider No.	999999a

Task(s)	1
Evidence title / description	• A method statement • A risk assessment • A material list also containing tools and equipment • A cutting/component list
Date submitted by candidate	DD/MM/YY

Task 1

Assessment themes:

- Health and safety
- Design and planning
    - Documents
    - Setting out details by rod

You will be provided with the assignment brief and given time to plan for the construction of the timber stud cloakroom complete with a segmental headed door lining with matching architrave.

a) Plan for the carpentry and joinery work required for the cloakroom

You should:

- detail the materials required, take measurements of the working area to calculate quantities of materials needed and provide reasoning why you are requesting these resources
- produce a materials list and a method statement planning your works and a risk assessment. The method statement should include a detailed sequence of activities, safety precautions and rationale for the tools and equipment selected
- complete the pro-forma for the method statement, materials list, cutting/component list, and risk assessment included within the resource materials provided. You will be provided with the pro-formas at the beginning of this assignment.
- take measurements of the working area to confirm the wall dimensions and calculate lengths and angles
- provide the quantities of stud materials needed with a rationale as to why you are requesting these resources.

b) Produce setting out details, templates and formers required for the construction of the curved headed lining and architrave

You must produce your own templates and formers.

c) Communicate rod and setting out details to the project manager

Your tutor/assessor will act as the project manager during the presentation and record any feedback on the tutor/assessor feedback form.

You will communicate the rod and design details to the project manager.

You must complete this activity prior to carrying out the works.

If you provide a plan that is not fit for purpose it is expected that the tutor/assessor should intervene and provide necessary feedback and corrective guidance to the plans prior to you carrying out the tasks, however this will be commented on in the marking documentation and reflected in marks awarded.

Additional evidence of your performance that must be captured for marking:

- Tutor/assessor observations
  - of the measurements and site location/work carried out by you, confirming site conditions at the start of the planning activity.
  - of the templates of the door lining and architraves prior to manufacture
  - of the former made for lining head
  - of the rod production and presentation of the rod detail to the project manager

Candidate evidence

Completed Method Statement

Task 1 - prepare and plane for the production of complex timber-based products. **-setting out details** **-produce former**
The first stage of the process will be to create a method statement detailing how will you conduct the project so it can be referred to later if assistance is needed. The next step is to create a risk assessment that will inform the operator on how to best avoid harming themselves or others around them. In order to specify what equipment is needed, a materials/equipment list is to be made that details what tools, equipment and fixtures are needed to complete the assignment. A cutting list is to be produced so the operator can send of for materials at the size and quantity needed to ensure quality of work. Next, the operator will create a rod drawing of the finished components that can be referred to later. This is to make sure all finished products and components meet the required end state. The operator will then mark out the positions of where the different components will be placed so he can refer to them and accurately position his build. To create some of the more complex fabricated components, jigs will need to be constructed to aid in the fabrication of these products. These jigs are a compass jig and a former. The former will be made using a series of blocks of CLS that conform to a predetermined radius that are held in using 2 screws to ensure strength and rigidity. The compass jig is made by finding the centre of a strip of wood and set out holes at determined distances along it that will be used to guide a router and created an accurate radius. To finish this task, the operator will show all his preparations to his higher ups so that there is an agreement to a thoroughness of the planning.
Task 2 - produce complex timber-based products **- jointed door lining components, shaped moulded architrave components**
Task 2 is created a door lining and architrave. The first step in this task is to cut out housing joints for the door lining at the correct hights determined in the briefing. This will be done using a mitre saw for accuracy. To create the curved head of the door lining, the operator will use the former created in task 1 to bend laminates layered in glue. These laminates will harden to the shape of the former.

To create the curved architrave, the compass jig will be used to cut out a curved strip of MDF that will be placed on a much wider strip of softwood. A bearing guided cutter will then be run around the MDF strip to create a copy of it in the softwood bellow. A bull nosed router bit will then be run over this new curved piece of softwood to give it a bull nose. The rest of the architrave will then be bullnosed as well using the same method.

Task 3 -assemble and finish complex timber-based products.

Studwork

Fit door lining

Plasterboard and architrave

Task 3 is to create stud walls. To do this, lengths of CLS will be cut down using a mitre saw for accuracy at pre-determined lengths. They will then be fixed together with a sole plate at the bottom and a header plate at the top for rigidity. The lengths of CLS within will be fixed at 400mm intervals with noggins in between those at 1200mm high. This will be done 3 times to make the 3 walls needed for this assignment, all 3 of which have different dimensions.

These walls will then be erected and fixed together with their head and sole plates bisected at the angle. The door lining that has been constructed will then be fixed to it, along with the architrave and plasterboard to face the angled wall.

Task 4 install complex timber-based products

Door hung

Door lock and handles

A door with dimensions of 838mm x 1981mm is to be hung with a privacy lock and thumb turn.

To fit the thumb turn and privacy lock, a predetermined height is chosen and the lock marked out. The hole for this is then made by first drilling out a majority of the excess and then chiselling out the sides of the mortice. Holes are then drilled for the thumb turn and the handle.

To hang the door, the recesses for the hinges must be marked and chiselled out. Using wedges, the operator must position the door at the right height and then fix them into place, ensuring a small gap between the door and the door lining.

Completed Risk Assessment

Task 1- prepare and plane for the production of complex timber-based products. -setting out details -produce former			
Hazard	Risk	Control	Probability
Cutting hand	Finger accidentally hits router bit	Keep hands away from router while it runs	Unlikely
Falling items	Something heavy lands on someone's foot and damages it	Wear steel toe cap boots	Possible
Dust	Dust gets in airways or eyes	Use extraction	Possible
Splinters	Splinters get in operator's hands	Wear gloves	Possible
Task 2- produce complex timber-based products -jointed door lining components, shaped moulded architrave components			
Hazard	Risk	Control	Probability
Abrasion	Chisel cuts hand	Proper use of chisel should be known	Possible
Unawareness of screw size	Screw comes through other side of wood into hand	Know what size screw to use	Unlikely
Mitre saw	Mitre saw cuts operator	Keep hands well away from blade	Possible

Task 3 assemble and finish complex timber-based products. **Studwork** **Fit door lining** **Plasterboard and architrave**			
Hazard	Risk	Control	Probability
Falling from height	Someone falls from ladder	Someone foots ladder	Unlikely
Components falling	Premade stud wall falls on operator	Handle with care or assistance	Possible
Task 4 install complex timber-based products **Door hung** **Door lock and handles**			
Hazard	Risk	Control	Probability
Abrasion	Chisel cuts hand	Proper use of chisel should be known	Possible
Fire	Drill overheats and catches alight	Make sure not to overstress drill	Possible
Falling components	Unhung door falls on operator	Handle with care or assistance	Possible

Completed Materials List

Tools/Equipment/Materials	Quantity
Combination drill	1
Assortment of drill bits	1
Impact driver	1
Mitre Saw	1
Router	1
Assortment of router bits	1
Pencil	3
Framing square	1
Combination square	1
Wood chisels	3
Trammel heads	1
Extractor	1
Ruler	3
Level	2
Angle finder level	1
Joiner's square	1
Eraser	2
Protractor	1
Swivelling bevel	2
Construction knife	1
Surform	1
Wooden mallet	1
Straight edge	1
Domino jointer	1
Nail gun	1
16oz hammer	1
Assortment of driver bits	

Completed Cutting/Component List

Item / part	Name	Description	Qty.	Species/ Material	TH x W x L	Comments
1	Stud upright	Upright for stud	15	softwood	38x63x2400	
2	Stud sole plate	Sole plate for stud	2	softwood	38x63x2400	
3	Stud head plate	Head plate for stud	2	softwood	38x63x2400	
4	Noggins	Noggins for between stud	2	softwood	38x63x2400	
5	Door lining	Lining for door	3	Redwood softwood	27x94x2400	
6	Door stops	Door stops for lining	2	softwood	12x32x2400	
7	laminates	Laminates for curved lining head	9	softwood	3x94x2400	
8	Architrave	Curved architrave	1	softwood	50x140x1200	
9	Architrave	Architrave for side of linings	softwood	softwood	15x44x2400	

Completed PO Form

Practical Observation (PO) Form (Task 1)

8711-36 T Level Technical Qualification in Onsite Construction

8711-306 Carpentry and Joinery (Summer 2023)

Candidate name	<first name> <surname>
City & Guilds candidate No.	ABC1234
Date	22nd-23rd February 2023

Provider name	<provider name>
City & Guilds Provider No.	999999a

Task 1 assessment themes:

- Health and safety
- Design and planning
    - Documents
    - Setting out details by rod

Record observation notes below to inform internal marking and external moderation. Notes must be detailed, accurate and differentiating which use terminology from the mark grid along with specific examples observed. Notes must identify areas of strength and weakness, distinguish between different qualities of performance and to facilitate accurate allocation of marks once all evidence has been submitted.

Assessment Themes	Assessor observation notes
Health and safety • Risk assessment • Risk mitigation • Harm and probability factors • Adherence to health and safety	Risk assessment is basic in nature but identifies relevant hazards and suggests mitigation strategies. Work at height and manual handling have been considered and control measures suggested for all items identified. The wording of the risk assessment is unconventional however, hazard reduction methods have been identified for the potential risks/hazards. Some consideration is given to potential for harm and probability factors however the risk assessment pro forma gives no facility for traditional risk rating. The candidate however has considered probability and noted this appropriately all be it using unconventional terminology. The candidate clearly demonstrated Health and safety compliance throughout the duration of all elements of the task (keeping a clear and tidy work area whilst setting out and using tools and machinery in accordance with risk assessment when carrying out the practical elements of the task.) Housekeeping was good with tools and equipment being tidied as work progressed and all debris and waste cleared from the work area in the appropriate manner.

Design and planning (documents) • Quality of documentation • Justifications • Adherence to brief	The candidate has followed the task brief and completed all the required documentation however this is of mediocre quality and lacks relevant technical terminology & phrasing. Cutting list identifies most of the required component parts however there are omissions such as transom for lining and materials for templates and former. Some minor errors in material sizing and quantities. Resource list is comprehensive and includes most of the required resources tools and equipment. Method statement is quite brief but clearly laid out and outlines the relevant steps in the construction process and describes systems of work demonstrating that the work has been planned, however the method statement lacks detail of the construction methods and tools/equipment to be used. There is little justification of the choice of sequencing or the work methods to be employed. There is no reference to Health & Safety or cross reference to risk assessment.
Design and planning (setting out details by rod) • Measurements • Rods • Accuracy • Communication	Workshop rod is logically laid out and shows the relevant component parts. Lines are thick and smudged in places making the rod look messy. The candidate had to be prompted to check measurements for the rise and radius of the curved components drawn, the candidate identified and corrected the error without further prompt. The rod shows joint detail of housing for the transom however although there is a bisection shown at the head jamb intersection there is no detail of what joining technique is to be used at this intersection. This was explained to be domino jointed in the candidate's communication of the rod. Rise of the segmental arch is correct and setting out is dimensionally accurate to within 2mm of the stated sizing. Architrave has been shown on the rod making it confusing. Architrave template fits the rod correctly and is accurate to within 2mm of stated dimensions. The former for the laminated component has been built in situ on the workshop rod but placed separately from the drawn information. Studwork setting out is again messy due to smudged soft pencil lines however it is dimensionally correct. Stud positions are accurately shown along with detail at the wall intersections. Doorway is marked and positioned correctly. Position of the lining has also been indicated stud positions, Presentation and communication of the proposed work rationale was confident however, it was limited in content and only used correct terminology in parts. The candidate verbally clarified some missing detail from the workshop rod explaining that the head jamb detail would be joined using domino jointing, but this could not be shown on the rod.

Any other aspects
The candidate exceeded the allowed time to complete task 1 taking a further 0.25 hours in total to complete the following elements: • Communicate/present the rod detail All other elements of the task were completed within the specified 6-hour window. The extra time taken to complete the outstanding tasks will be taken into consideration when allocating summative marks. The candidate will be encouraged to check dimensions of setting out of both the lining and the studwork prior to commencing further tasks.

Internal assessor signature	Date
X _____	23rd February 2023

If completing electronically, double click next to the 'X' to add an electronic signature once the record is **finalised**.

Task 2 Produce complex timber-based products

Assessment number (eg 1234-033)	8711-306
Assessment title	Carpentry and Joinery Occupational Specialism

Candidate name	<first name> <surname>
City & Guilds candidate No.	ABC1234

Provider name	<provider name>
City & Guilds provider No.	999999a

Task(s)	2
Evidence title / description	• Photographic evidence • Video evidence
Date submitted by candidate	DD/MM/YY

Task 2

Assessment themes:

- Health and safety
- Design and planning
    - Documents
    - Setting out details by rod
- Produce complex timber-based products
    - Produce complex timber-based structures
    - Use of hand and power tools
    - Use of machinery

You will be provided with your plans from Task 1 at the beginning of this assessment.

For task 2 candidates need to produce the following pieces of evidence

- Jointed door lining components, shaped and moulded architrave components

You should complete the work as described in the assignment brief specifications, for the production of components for the door frame and studwork.

Additional evidence of your performance that must be captured for marking:

- Tutor/assessor observations
    - Marking out (face marks, mortice/shoulder lines, gauging lines)
    - Jointed components, joints prior to dry fitting (shoulder lengths, gaps in joints in comparison to marking out)
    - Use of hand and power tools/machines
- Photographs taken by your tutor/assessor at various stages of the task.

Candidate evidence

Completed PO Form

Practical Observation (PO) Form (Task 2)

8711-36 T Level Technical Qualification in Onsite Construction

8711-306 Carpentry and Joinery (Summer 2023)

Candidate name	<first name> <surname>
City & Guilds candidate No.	ABC1234
Date	2nd-3rd March 2023

Provider name	<provider name>
City & Guilds Provider No.	999999a

Task 2 assessment themes:

- Health and safety
- Design and planning
  - Documents
  - Setting out details by rod
- Produce complex timber-based products
  - Produce complex timber-based structures
  - Use of hand and power tools
  - Use of machinery

Record observation notes below to inform internal marking and external moderation. Notes must be detailed, accurate and differentiating which use terminology from the mark grid along with specific examples observed. Notes must identify areas of strength and weakness, distinguish between different qualities of performance and to facilitate accurate allocation of marks once all evidence has been submitted.

Assessment theme	Assessor observation notes
Health and safety • Risk assessment • Risk mitigation • Harm and probability factors • Adherence to health and safety	The candidate carried out the task in line with risk assessment and method statement for laminating and forming curved architrave. Appropriate PPE and safety aids were used. Workpieces were adequately secured using cramps or screws whilst machining / profiling operations were carried out. Generally, the work area was kept clear, and materials stored appropriately to avoid housekeeping hazards and damage to materials however the candidate had to be prompted to clear debris from the bench when profiling curved architrave.

Design and planning (documents) • Quality of documentation • Justifications • Adherence to brief	The candidate brief was used by the candidate to familiarise themselves with the scope and specification of Task 2. Material specification and cutting list were referred to by the candidate to identify components. The workshop rod produced in task 1 was checked for accuracy by the candidate and used to mark out components
Design and planning (setting out details by rod) • Measurements • Rods • Accuracy • Communication	The candidate used the workshop rod produced in task 1 to mark positions of joints and shoulder lengths / bisections. Setting out of housings is neat however pencil lines are thick, face marks have been used but components are not handed left / right as a pair. Drawings in candidate pack were referred to for clarification of component identification where required and candidate instructions for task 2 used to check assessment requirements.
Produce complex timber-based products (produce complex timber-based structures) • Sequence • Calculations • Defects • Tolerances • Errors/mistakes	The candidate followed a logical sequence of work starting by gluing and cramping the laminates to form the curved head section using the former produced in task 1. Lamination was accurate and the correct number of lamins selected to produce the correct section size and timber blocks used to prevent damage to the outer lamin however only 8 cramps used to secure the lamins to the former. Jamb transom housings were produced using the mitre saw set to the required depth and cleared using hand tools. Joints are neat and fit snugly however there is some evidence of overcutting of depth to one jamb showing slight gaps once assembled. Bisections on jambs are neatly cut and match the workshop rod. Bisections on head member are inaccurate and show gaps and end grain once assembled. Transom / Jamb are secured using appropriately sized woodscrews sunk to flush with the surface, Jamb / head are secured using glue and 55mm finishing nails. An attempt has been made to flush these joints however cleaning up before assembly is minimal and evidence of setting out remains on the finished lining. There is some evidence of delamination to the head member. Overall internal dimension of 843mm is acceptable for a door size of 838mm. Overall rise of borrowed light and rise of segmental curve are both accurate to 1mm and fit the workshop rod. When shaping the cut curve component, the candidate did not rough cut to the template before profiling. The component was cut using router with bearing guided flush cutter following the template. The completed component follows the template however there is breakout. This is also irregular and badly finished. Bullnose / round over moulding is very shallow, and the back edge has not been trimmed neatly to the former No attempt has been made to sand out defects or clean up the architrave components

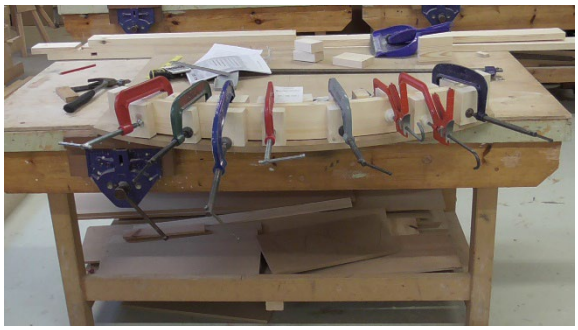
Produce complex timber-based products (use of hand and power tools) • Selection • Handling • Tool maintenance	Hand and power tool selection was appropriate for the task. Tooling and cutters correctly identified for routers along with appropriate ancillary items such as connections to LEV. Tools were selected and used appropriately and settings of machine / cutter checked on scrap timber before committing to cutting of components Upon completion, cutters were removed, and power tools returned to storage. Apart from changing & adjusting tooling no maintenance was necessary to any tools or machinery.
Produce complex timber-based products (use of machinery) • Inspection • Setting • Safety • Profiling and jointing	Compound mitre saw and routers were checked for defects by the candidate before use and set correctly for the appropriate task. PPE was worn in line with risk assessment and machines connected to LEV/Extraction however when using the router to profile the straight architrave components the candidate did not wear over-glasses. Operation of woodworking machines was confident and proficient, however the candidate had to be prompted to clear waste from the work area once profiling of the cut curve was complete.

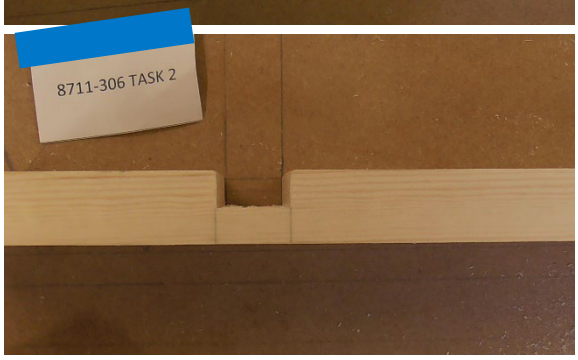
Any other aspects
Upon declaring that they had completed the task and cleared all equipment, tools and waste to the appropriate area the candidate was asked if they were sure that they had finished and that they had checked their work against the candidate brief for accuracy and happy to submit the work for assessment. The candidate verbally confirmed that they had finished and did not intend for any further work to be carried out. The candidate completed the task within the allotted 8-hour time frame.

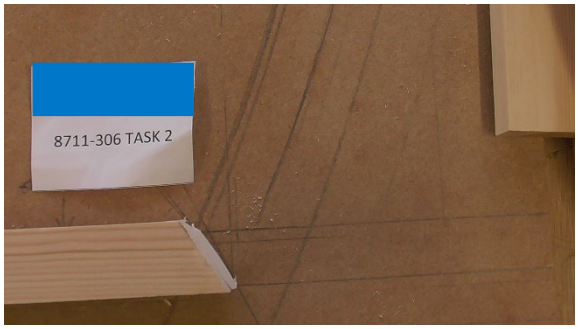
Internal assessor signature	**Date**
X_____	10th March 2023

If completing electronically, double click next to the 'X' to add an electronic signature once the record is **finalised**.

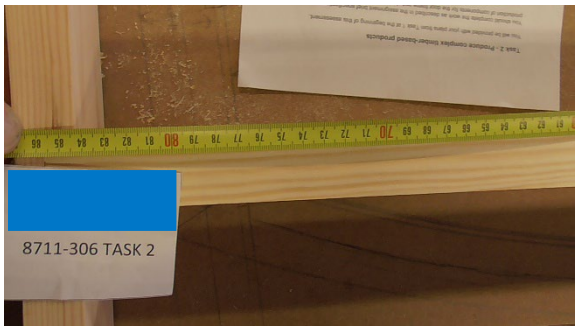
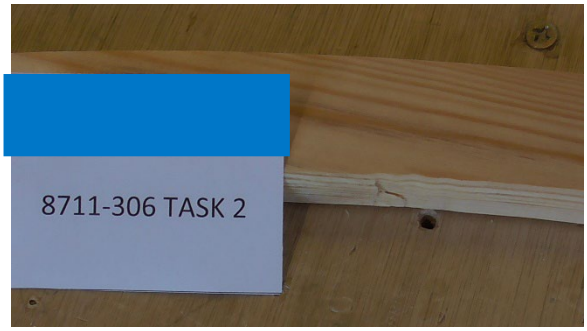
Photographic evidence

 	**Laminates glued and cramped to pre-built former, more cramps were available to the candidate but only 8 used.** **Blocks were used behind cramps to evenly distribute pressure and protect the outside lamin from cramp damage.**
 	**Setting out of housings is neat however pencil lines are thick, face marks have been used but components are not handed left / right as a pair**

  	**Cutting of joints is neat however there is some irregularity where saw blade has over cut the marked depth.**

   	**Dry fitting housing / transom is tidy with minimal breakout. Transom fits tight with minimal gaps above and below however where overcutting has occurred with housing depth, the joint is untidy and showing gaps.** **Cuts to Head / jamb intersection match the marked bisection on the workshop rod**

 	**Head / jambs joined using bisection and fixed using glue and 55mm finishing nails. Joint shows gaps, is misaligned and has been sanded back showing end grain to the jamb**
	**Transom / Jamb secured using woodscrews, finished flush but not cleaned up. Pencil marks remain from marking out.** **Head / Jamb intersection has a step**
	**Overall rise of borrowed light is accurate to within 2mm and fits workshop rod**
	**Rise of segmental curve is accurate to within 2mm and fits workshop rod**

	**Internal dimension of 843mm is acceptable for a door size of 838mm**
 	**Screw holes in the face of the component where it has been secured to the former** **Shaping of cut curve component follows template however there is breakout where the candidate cut the component with a router without rough cutting first. is irregular and badly finished**
 	**Bullnose / roundover moulding is very shallow, and back edge has not been trimmed neatly to the former** **No attempt has been made to sand out defects or clean up the architrave components**

Task 3 Assemble and finish complex timber-based products

Assessment number (eg 1234-033)	8711-306
Assessment title	Occupational specialism

Candidate name	<first name> <surname>
City & Guilds candidate No.	ABC1234

Provider name	<provider name>
City & Guilds provider No.	999999a

Task(s)	3
Evidence title / description	• Photographic evidence • Video evidence
Date submitted by candidate	DD/MM/YY

Task 3

Assessment themes:

- Health and safety
- Design and planning
    - Documents
    - Setting out details by rod
- Assemble and fix components
    - Dry fit and adjust components
    - Assemble/fix components

For task 3 candidates need to produce the following pieces of evidence

- Studwork complete with plasterboard to face around door opening
- Fitted door lining
- Fixed architraves to lining

You should complete the work as described in the assignment brief specifications, for the assembly and finish of the studwork, lining and architrave

Additional evidence of your performance that must be captured for marking:

- Tutor/assessor observations:

  Door lining:
    - The finished door lining
    - The finished studwork for quality of finish
    - The fixed door lining with plasterboard and architraves

- Photographs taken by your tutor/assessor at various stages of the task.

Candidate evidence

Completed PO Form

Practical Observation (PO) Form (Task 3)

8711-36 T Level Technical Qualification in Onsite Construction

8711-306 Carpentry and Joinery (Summer 2023)

Candidate name	<first name> <surname>
City & Guilds candidate No.	ABC1234
Date	29th – 30th March 2023

Provider name	<provider name>
City & Guilds Provider No.	999999a

Task 3 assessment themes:

- Health and safety
- Design and planning
  - Documents
  - Setting out details by rod
- Assemble and fix components
  - Dry fit and adjust components
  - Assemble/fix components

Record observation notes below to inform internal marking and external moderation. Notes must be detailed, accurate and differentiating which use terminology from the mark grid along with specific examples observed. Notes must identify areas of strength and weakness, distinguish between different qualities of performance and to facilitate accurate allocation of marks once all evidence has been submitted.

Assessment theme	Assessor observation notes
Health and safety • Risk assessment • Risk mitigation • Harm and probability factors • Adherence to health and safety	The candidate carried out tasks in line with risk assessment and the method statement was followed for the task. Appropriate PPE and safety aids were used throughout. Candidate's work area was kept clear, and materials stored appropriately to avoid housekeeping hazards and damage to materials. Work at height was carried out from appropriate access equipment. Tools were removed to storage once work had been completed. Plasterboard waste was disposed of in the appropriate manner and residual dust cleared from the work area with LEV

Design and planning (documents) • Quality of documentation • Justifications • Adherence to brief	The candidate brief was used by the candidate to familiarise themselves with the scope and specification of Task 3 and referred to by the candidate to identify components. The setting out of the studwork produced in task 1 was checked for accuracy by the candidate before starting the task and amended before being used to mark out sole and head components directly from the drawn information.
Design and planning (setting out details by rod) • Measurements • Rods • Accuracy • Communication	The candidate used the setting out produced in task 1 to mark head / sole plates onto the timber. Candidate instructions for task 2 were used to check assessment requirements. The candidate pack was referred to for clarification of project drawings / measurements (overall height)
Assemble and fix components (dry fit and adjust components) • Adjustments • Checks • Use of tools / dexterity • Adherence to brief • Accuracy	The candidate checked measurements and positions of studs before cutting or fixing, setting out was amended before starting the task. Sole and head plates were accurately cut using compound mitre saw set at the correct angle and checked against the amended setting out for fit before fixing. Overall width of the candidate's manufactured door lining was checked to ensure the correct structural opening size, Stud frames were erected according to setting out details and the candidate attempted to add a corner stud at the bisection to provide sufficient fixing for plasterboard at these junctions. Stud frames were connected using butt jointed bisections and screws skewed into the joint. The candidate demonstrated safe working and appropriate choice of tools and equipment throughout the task.
Assemble and fix components (assemble/fix components) • Preparation • Marking out • Accuracy • Quality of finished product • Joints • Protection	Marking out from setting out is accurate Stud frames were assembled at bench level but only head and sole plate with end studs. The frames were then erected and fixed and intermediate studs added in situ. Studs positioned at 400mm centres however the first stud position is incorrect (420mm) Noggins were positioned at the correct height but staggered above and below the 1200mm line. Stud frames were securely fixed to both floor and walls and checked for plumb as fixing progressed. Corner studs are only fixed at the top / bottom and are not intermediately fixed together meaning the frames can be moved against each other by hand. Door lining was checked for fit in the structural opening but not pre marked or drilled before fitting. Fixings are paired and sufficient (4 pairs of fixings per jamb). The candidate used a plasterboard offcut to determine the correct projection of the lining from the studwork. The lining is plumb and flat in both directions, head is level (no bows or hollows and only has slight wind.) Plasterboard has been fitted over the curve neatly however this was marked and cut from the reverse resulting in damage to the finished face of the plasterboard. Architrave has been correctly installed with an attempt at bisections at the joints

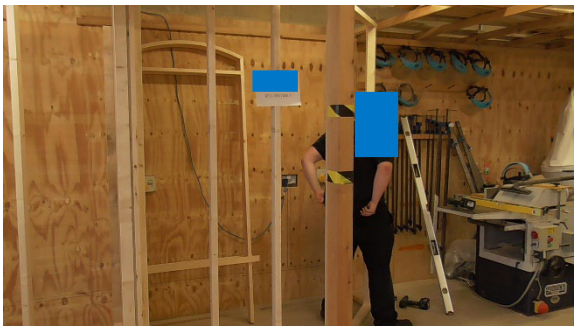
	There are some minor gaps and components do not finish flush at the bisected joint. The architrave margin is even to jambs but irregular at the curved head where the architrave radius does not correctly match the lining head. The architrave is correctly fixed to the lining, The candidate left the work area clean and clear of tools and debris in preparation for task 4.

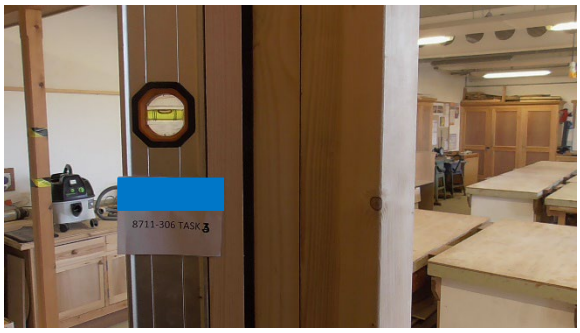
Any other aspects
Upon declaring that they had completed the task and cleared all equipment, tools and waste to the appropriate area the candidate was asked if they were sure that they had finished and that they had checked their work against the candidate brief for accuracy and happy to submit the work for assessment. The candidate verbally confirmed that they had finished and did not intend for any further work to be carried out. The candidate completed the task within the allotted 8-hour time frame.

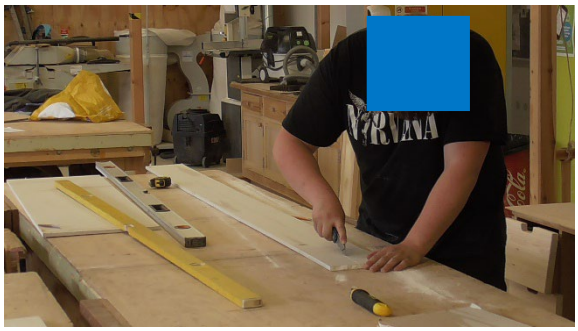
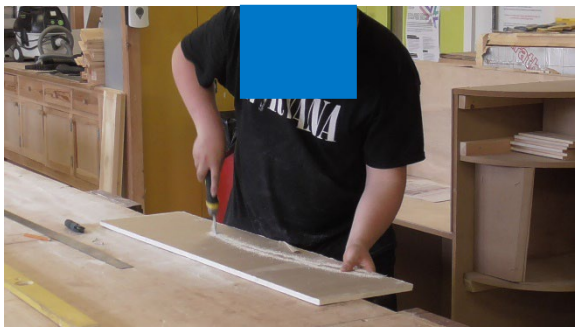
Internal assessor signature	**Date**
X	6th April 2023

If completing electronically, double click next to the 'X' to add an electronic signature once the record is **finalised**.

Photographic evidence

 	**Stud frames assembled at bench level and erected. Infill studs & noggins were installed in situ**
  	**Sole plate removed in door opening but not flush with stud face due to positioning of fixings to the floor**

   	**Lining fits the opening correctly with minimal packing. Lining is plumb and without bumps or hollows**

 	**Correctly fixed with pairs of fixings**
  	**Plasterboard has been fitted over the curve neatly however this was marked and cut from the reverse resulting in damage to the finished face of the plasterboard.** **Plasterboard finishes at bisection**

 	**Plasterboard face is damaged where it has been cut from the reverse**
 	**An attempt has been made at bisections at the joints There are some minor gaps and components do not finish flush. The architrave margin is even to jambs but irregular at the curved head where the architrave radius does not correctly match the lining head.** **The architrave is correctly fixed to the lining,**

	**Fitting doorstop before offering the door into the opening**

Task 4 Install complex timber-based products and components

Assessment number (eg 1234-033)	8711-306
Assessment title	Occupational specialism

Candidate name	<first name> <surname>
City & Guilds candidate No.	ABC1234

Provider name	<provider name>
City & Guilds provider No.	999999a

Task(s)	4
Evidence title / description	• Photographic evidence • Video evidence
Date submitted by candidate	DD/MM/YY

Task 4

Assessment themes:

- Health and safety
- Design and planning
    - Documents
    - Setting out details by rod
- Installation of item
- Quality inspection

For task 4 candidates need to produce the following pieces of evidence

- Door hung in opening complete with privacy lock and furniture

You should complete the work as described in the assignment brief specifications, for the hanging of the door and fitting of the lock and handles.

Additional evidence of your performance that must be captured for marking:

- Tutor/assessor observations:
    - The process of hanging the door and fitting the privacy lock

- Photographs taken by your tutor/assessor at various stages of the task.

Candidate evidence

Completed PO form

Practical Observation (PO) Form (Task 4)

8711-36 T Level Technical Qualification in Onsite Construction

8711-306 Carpentry and Joinery (Summer 2023)

Candidate name	<first name> <surname>
City & Guilds candidate No.	ABC1234
Date	19-20th April 2023

Provider name	<provider name>
City & Guilds Provider No.	999999a

Task 4 assessment themes:

- Health and safety
- Design and planning
  - Documents
  - Setting out details by rod
- Installation of item
- Quality inspection

Record observation notes below to inform internal marking and external moderation. Notes must be detailed, accurate and differentiating which use terminology from the mark grid along with specific examples observed. Notes must identify areas of strength and weakness, distinguish between different qualities of performance and to facilitate accurate allocation of marks once all evidence has been submitted.

Assessment theme	Assessor observation notes
Health and safety • Risk assessment • Risk mitigation • Harm and probability factors • Adherence to health and safety	The candidate demonstrated adherence to workshop health and safety protocol for the duration of the task, Appropriate PPE was selected and used for machining tasks and tools connected to LEV/Extraction systems. Housekeeping was good with tools and equipment cleared from the work area when not needed and waste / debris / packaging disposed of in the appropriate manner.
Design and planning (documents) • Quality of documentation • Justifications • Adherence to brief	The candidate brief was made available in order that the candidate was able to familiarise themselves with the scope and specification of Task 4 and referred to by the candidate to identify components and assessment requirements.

Design and planning (setting out details by rod) • Measurements • Rods • Accuracy • Communication	The candidate checked the lining / opening constructed in task 3 for size and accuracy before starting task 4. adjustments were made to the lining to correct minor errors before offering the door into place.
Installation of item • Protection and handling • Fixings • Damage to faces • Positioning / fitting • Fitting of ironmongery	The candidate began the task by cutting and fixing doorstops to the lining using a combination square to mark the door thickness and secured in place with second fix nail gun. The door was unpacked by the candidate and position of lock block identified. The door was handled appropriately to avoid damage to the faces of the door. The door was offered into the opening but no shooting or cutting of the door took place at any stage. Hinges were set out onto the appropriate door edge by measurement however using unconventional positioning for the top and bottom hinges. Hinge cut outs were marked using a combination square and pencil rather than conventional gauging. Hinges cut outs are oversize on both door and lining and hinge faces do not finish flush. with the door edge. The door closes without shooting and therefore no leading edge has been introduced, gaps around the door are uneven at head and leading edge but even at hanging edge. Lock height / position identified by the candidate is over 1m above finished floor level. Lock was clearly marked out onto the door again using combination square and pencil rather than gauging. The correct sized auger bits were selected, and lock stitch drilled. Nothing was used to indicate / control depth of the lock mortice. Lock positioned slightly off centre and fitted flush to the door edge but with gaps around the forend. Striking plate is fitted flush but is messy with some major gaps and overcutting. Furniture correctly fitted according to manufacturer's literature, without damage and parallel to the door edge. Doorstop incorrectly fitted with jambs being fixed first and head member cut between, Stops are tight at the leading edge with no gap, but have a gap of 3mm at the hanging edge.
Quality inspection • Inspection • Quality checks	The candidate checked components for damage / defects and referred to manufacturers' literature supplied with components. Position of lock block identified correctly, and door handed to suit. Candidate checked operation of lock and latch and adjusted strike plate to enable smooth operation.

Any other aspects
Upon declaring that they had completed the task and cleared all equipment, tools and waste to the appropriate area the candidate was asked if they were sure that they had finished and that they had checked their work against the candidate brief for accuracy and happy to submit the work for assessment. The candidate verbally confirmed that they had finished and did not intend for any further work to be carried out.

The candidate completed the task within the allotted 5-hour time frame.

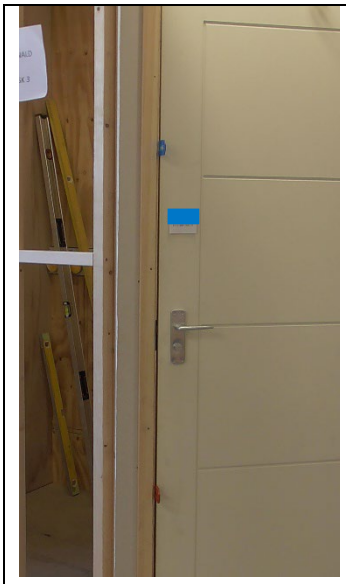
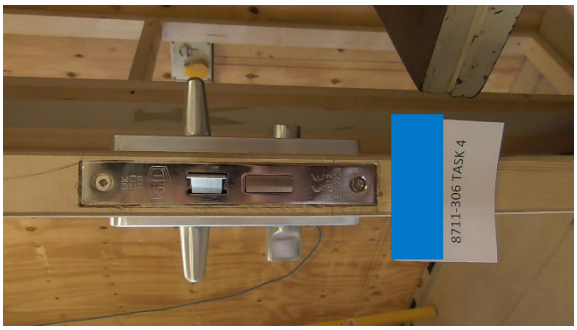
Internal assessor signature	Date
X	21st April 2023

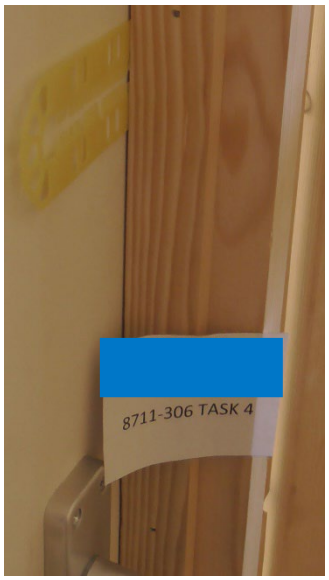
If completing electronically, double click next to the 'X' to add an electronic signature once the record is **finalised**.

Photographic evidence

 	**Hinge cut outs are oversize and hinge faces do not finish flush with the door edge.**

 	**Hinges do not follow conventional positioning on the door / lining**
	**Gaps are uneven at leading edge and head**

	
   	**Lock positioned over 1m from finished floor level** **Lock positioned slightly off centre and fitted flush to the door edge but with gaps around the forend** **Striking plate is fitted flush but is messy with some major gaps and overcutting**

 	**Furniture correctly fitted without damage and parallel to the door edge**
	**Doorstop is tight at the leading edge with no gap,**

  	**Doorstop has a gap of 3mm at the hanging edge**

Get in touch

The City & Guilds Quality team are here to answer any queries you may have regarding your T Level Technical Qualification delivery.

Should you require assistance, please contact us using the details below:

Monday - Friday | 08:30 - 17:00 GMT

T: 0300 303 53 52

E: **technicals.quality@cityandguilds.com**

W: **http://www.cityandguilds.com/tlevels**

Web chat available **here**.

The T Level is a qualification approved and managed by the Institute for Apprenticeships and Technical Education.