

# Level 2 Certificate in Design and Craft

**7716-89 Bookbinding**  
Qualification handbook



**Candidate name** \_\_\_\_\_  
**City & Guilds registration number** \_\_\_\_\_  
**Centre name** \_\_\_\_\_  
**Centre number** \_\_\_\_\_  
**Date candidate enrolled with centre for this qualification** \_\_\_\_\_  
**Date candidate registered with City & Guilds for this qualification** \_\_\_\_\_

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City & Guilds  
1 Giltspur Street  
London EC1A 9DD

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T +44 (0)20 7294 2800

F +44 (0)20 7294 2400

[www.cityandguilds.com](http://www.cityandguilds.com)

learnersupport@cityandguilds.com

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# Introduction: City & Guilds Level 2 Certificate in Design and Craft

Welcome to the Design and Craft suite of qualifications.

This handbook is designed to provide you with the information you require for this course.

You will find a copy of the syllabus you are undertaking, presented as two units.

**Unit 1 – Design for craft** is a common unit for all craft qualifications at this level. It introduces you to the way in which design ideas develop so that you can take them forward into your chosen craft.

**Unit 2 – Craft** is a specific unit for the subject you have chosen to study. The syllabus gives details of what you have to produce as evidence to show that you have achieved the outcomes listed. You will gain skills in the practice of the craft and in the knowledge of materials, techniques and processes applicable to this level of work.

At the end of each unit, there is an assessment record sheet to be completed by your tutor/assessor, in discussion with you, as you achieve each of the outcomes.

In addition to this, your tutor/assessor will keep other records of your progress which you can see, as required.

Your tutor/assessor is the person who makes ongoing decisions about your achievement.

Each City & Guilds centre is also required to have an Internal Verifier who checks a sample of the work of each candidate to ensure that it has been correctly assessed and checks that records show a clear route to progression.

A City & Guilds External Verifier is allocated to your centre to monitor that all these activities are carried out in accordance with the regulations, laid down nationally, for these qualifications.

As a student of your centre and a candidate of City & Guilds, you too have responsibilities. They include regular and timely attendance, following the syllabus guidelines and presenting your work, as required, for assessment, internal and external verification.

The Design and Craft suite of qualifications is a series through which a candidate can progress as a craftsman or take the level best suited to their skills and requirements.

All skills and supporting knowledge gained, at this level, can be used in their own right or can form a foundation for the next level of qualification.

# Unit 1 Design for craft

## Overview

### Unit rationale

#### Aims

This unit provides a practical introduction to the skills and knowledge needed to begin the design process for craft. It aims to assess the ability to use a range of materials and mediums, based on a personal approach, in order to understand the visual implications of the design process.

#### Outcomes

There are **four** outcomes for this unit. The candidate will be able to:

- 1 use primary colours to produce secondary colours, add black and white to produce tints, tones and shades
- 2 explore the qualities of line and mark-making
- 3 demonstrate the relationship between shape and form
- 4 create a range of surface textures using simple techniques.

#### Connections with other qualifications

The 7716 Level 2 Certificate in Design and Craft is designed as a progression from the 7716 Level 1 Certificate in Design and Craft.

It can lead on to the 7716 Level 3 Certificate and the 7716 Level 3 Diploma in Design and Craft.

#### Assessment

The outcomes for this unit will be assessed using evidence from practical activities, which will take the form of:

- practical exercises, paper based or using a range of materials, designed to assess the skills of the candidate in producing the components of basic design work
- a workbook that will demonstrate underpinning knowledge in support of the practical exercises, which may include samples, sketches, notes, ideas etc.

## Level 2 Certificate in Design and Craft

### Unit 1 Design for Craft

**Candidate name** \_\_\_\_\_

**Assessment record year** \_\_\_\_\_

**Qualification** \_\_\_\_\_

**Qualification Number** \_\_\_\_\_

<b>Outcome 1</b>	<b>Use primary colours to produce secondary colours, add black and white to produce tints, tones and shades</b>	<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Use red, yellow and blue to produce a primary colour circle.		
	2 Mix red, yellow and blue to produce a secondary colour wheel		
	3 Add black and white to the three primary colours to produce a colour gradation of tints, tones and shades.		
Underpinning Knowledge	1 Identify the primary colours		
	2 Identify the secondary colours.		
	3 List the relationships between primary and secondary colours.		
	4 Describe how tints, tones and shades are produced.		
<b>Outcome 2</b>	<b>Explore the qualities of line and mark-making</b>	<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Use a variety of mediums to produce lines and marks - graphite, pencils, sponges, brushes, card, sticks, corks, pens and found objects		
	2 Produce straight, curvilinear, angular, thick, thin, hatched and overlaid lines		
	3 Produce lines expressively – to suggest anger, calm, tranquillity, excitement etc		
	4 Create marks to produce areas of void		
Underpinning Knowledge	1 Identify the various qualities of mediums used in mark-making		

<b>Outcome 3</b>	<b>Demonstrate the relationship between shape and form</b>	<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Use lines and marks to generate shape and pattern		
	2 Create random and geometric shapes		
	3 Manipulate and organise shapes to form patterns		
	4 Use simple construction methods (eg folds, tears and slashes) to create 3D form		
Underpinning Knowledge	1 Identify the various qualities of mediums for the application of random and geometric pattern.		
	2 Identify a variety of materials and techniques used to create random and geometric pattern		
	3 List Health & Safety considerations for cutting tools		
<b>Outcome 4</b>	<b>Create a range of surface textures using simple techniques</b>	<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Develop surfaces by folding, tearing, curling and manipulating paper		
	2 Create visual texture by stippling, sponging, spraying, diffusing, adding resists, colour discharging and bleaching		
	3 Apply materials to surfaces to create low relief textures on paper and card		
Underpinning Knowledge	1 Identify the qualities of various papers and card suitable for simple surface techniques		
	2 List the potential of materials applied and overlaid to produce surface effects		
	3 List Health & Safety considerations for sprays/diffusers, discharge mediums, resists and bleach		

# Unit 2 Bookbinding

## Overview

### Unit rationale

#### Aims

This unit provides the practical skills and knowledge needed to make craft items. It aims to develop practical skills, using a range of materials to record this subject matter.

The unit utilises the principles of Unit 1 throughout the outcomes - planning, preparing, making and completing the items.

#### Outcomes

There are **five** outcomes for this unit. The candidate will be able to:

- 1 apply basic design ideas to planning and making for the craft
- 2 plan, prepare and manage the making of craft items to a design brief
- 3 operate tools and equipment applicable to this craft carefully, safely and effectively
- 4 make well constructed craft items to a design brief
- 5 appreciate the contextual influences relating to the craft.

#### Assessment

**Three** projects are to be undertaken and a folder of work is to be produced. The Design for Craft studies will be presented, appropriately, with the assessments.

- A Limp Paper Binding with a Slip Case
- A Multi Sectioned Book
- A Portfolio of Samples as detailed
- A folder of work.

Endpapers used in Projects One and Two must be of different types



# Unit 2 Bookbinding

## The course

- Understand the particular Health and Safety requirements pertaining to working with bookbinding tools and equipment
- Understand the contextual and historical aspects of bookbinding
- Assess the quality and suitability of a variety of materials for bookbinding
- Use materials and tools safely, appropriately, avoiding unnecessary waste
- Identify grain direction in materials and work with the grain correctly
- Make single and multi-sectioned books
- Use a variety of sewing techniques
- Make a variety of book structures
- Decorate and use various endpapers
- Make phase boxes and slipcases
- Make various types of book covers including ¼, ½, cloth, stiff and limp covers
- Record work sequences

Sample the techniques and processes listed below to produce as assessment for the Samples Project –

- A multi sectioned sewing sample showing single cord, single cord recessed, double cord, tape, split thong, unsupported link stitch
- Sewing single sheets using Japanese sewing, blanket stitch, drilling and stab sewing
- Tacketing
- Packed sewing
- Coptic sewing
- 3 samples of 3 or 5 hole pamphlet stitch, limp cover, hard cover ¼ bound
- Headband samples – single core, 2 colour with bead in front, double core, multicoloured using two different types of core
- A phase box, from acid free board, with stud and washer fastening

## Level 2 Certificate in Design and Craft

### Unit 2 Bookbinding

Candidate name \_\_\_\_\_

Assessment record year \_\_\_\_\_

Qualification \_\_\_\_\_

Qualification Number \_\_\_\_\_

Outcome 1	Apply basic design ideas to planning and making for the craft	Evidence	Tutor/Assessor sign and date
Practical Activities	1 Use experimental ideas, as explored in Unit 1, with the materials of the craft		
	2 Use simple techniques (blocks, lines, pattern and texture) to mix and apply colour to craft materials		
	3 Use line, form, shape, pattern and texture to compliment a range of craft items		
Underpinning Knowledge	1 List Health & Safety factors in the use of colouring materials and mediums applicable to the craft		
Outcome 2	Plan, prepare and manage the making of craft items to a design brief	Evidence	Tutor/Assessor sign and date
Practical Activities	1 Develop a design brief and statement of intent		
	2 Produce visual records (sketches, diagrams, patterns or templates) for the items to be made		
	3 Select and obtain materials for the items to be made		
	4 Prepare materials for use		
	5 Estimate the time required to make the craft item		
	6 Carry out a range of techniques and processes		

Underpinning Knowledge	1 State the essential features of a design brief and statement of intent		
	2 List the characteristics of a range of materials available that will be used to make the item		
	3 Record the range of techniques and processes used		
	4 Record the management of the planning and preparation <ul style="list-style-type: none"> <li>• brief order of work</li> <li>• cost sheet</li> </ul>		
<b>Outcome 3</b>	<b>Operate tools and equipment applicable to this craft carefully, safely and effectively</b>	<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Use tools carefully, safely and effectively		
	2 Use equipment carefully, safely and effectively		
Underpinning Knowledge	1 List a range of tools and describe their use and care		
	2 List a range of equipment and describe their use and care		
<b>Outcome 4</b>	<b>Make well constructed craft items to a design brief</b>	<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Adjust the items during the making process		
	2 Handle materials correctly during the making process		
	3 Observe Health & Safety requirements for materials, techniques and processes		
	4 Make a range of well constructed craft items using appropriate techniques		
	5 Finish and present items correctly to meet the design brief		

Underpinning Knowledge	1 List the reasons for adjustments made to the items during the making process		
	2 List the Health & Safety factors and current legislation applicable to the making of the items		
	3 State the care/storage requirements for the items made.		
	4 Record the time taken to make the items		
	5 Evaluate the completed items <ul style="list-style-type: none"> <li>• design strengths/weaknesses</li> <li>• materials used</li> <li>• problems encountered</li> <li>• possible solutions</li> </ul>		
<b>Outcome 5</b>	<b>Appreciate the contextual influences relating to the craft</b>	<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Investigate current trends in the craft		
	2 Investigate the work of contemporary designer makers in the craft		
Underpinning Knowledge	1 List major designer makers influencing current trends in the craft.		
	2 List major museum collections, exhibitions and/or websites related to the craft		
	3 Record research at museums, exhibitions and websites, related to the craft		