

Entry 2 Skills for Working Life (4807-02)

July 2014 Version 1.0



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**Assessment recording documents for
Construction (Units 237, 259-263)**

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CONSTRUCTION E2

Unit no: 259	Unit title: Recognise, use and care for basic construction hand tools	Credit Value 2										
<p>Guidance: A selection of basic hand tools used in construction should be available. If those listed below are not available, alternatives can be used which should be indicated on the sheet against the appropriate activity under “others”</p>												
<p>Learning Outcome: The learner will be able to use and care for hand tools correctly and safely</p>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="5" style="text-align: left;">Assessor Initials/Date</th> </tr> <tr> <td style="width: 15%; height: 40px;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>			Assessor Initials/Date									
Assessor Initials/Date												
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Practical Evidence												
<ul style="list-style-type: none"> • Recognise and wear personal protective clothing 												
<ul style="list-style-type: none"> • Recognise three hand tools (<i>state which tools were identified</i>) 												
	Tool 1:	<ul style="list-style-type: none"> - brick hammer - line pins and line - spirit level - bricking trowel - other (state) 										
	Tool 2:											
	Tool 3:											
<ul style="list-style-type: none"> • Check that tools are safe to use 												
<ul style="list-style-type: none"> • Use three tools safely to perform tasks (<i>State the tasks performed</i>): 												
Tool/task 1:												
Tool/task 2:												
Tool/task 3:												
<ul style="list-style-type: none"> • Clean tools after use 												
<ul style="list-style-type: none"> • Apply rust preventative if appropriate 												
<ul style="list-style-type: none"> • Store tools safely 												
<ul style="list-style-type: none"> • Remove and store personal protective clothing 												
<ul style="list-style-type: none"> • Wash and dry hands 												
Knowledge Evidence (<i>evidence of answers given to be recorded in portfolio</i>)												
<ul style="list-style-type: none"> • A reason for wearing personal protective clothing 												
<ul style="list-style-type: none"> • A reason for checking that tools are safe to use 												
<ul style="list-style-type: none"> • A reason for cleaning tools after use 												
<ul style="list-style-type: none"> • A reason for applying rust preventative 												
<p>DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above</p>												
Date all assessments completed for this unit:												
Name of Assessor	Signature of Assessor	Name of Learner										
		Signature of Learner										

CONSTRUCTION E2

Unit no: 260	Unit title: Mix cement bonding materials by hand	Credit Value 1										
<p>Guidance: This can be assessed in conjunction with the building of a wall in unit 497/280</p>												
<p>Learning Outcome: The learner will be able to:</p> <ul style="list-style-type: none"> • Recognise four bonding materials • Mix bonding materials to the required consistency by hand correctly and safely 												
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Assessor Initials/Date												
E												
Practical Evidence												
<ul style="list-style-type: none"> • Recognise four bonding materials 												
					Bonding material 1:	<ul style="list-style-type: none"> - lime - plasticiser - water - fine aggregate - coarse aggregate - cement - other 						
					Bonding material 2:							
					Bonding material 3:							
					Bonding material 4:							
<ul style="list-style-type: none"> • Recognise all of the following pieces of equipment 												
						- shovel						
						- bucket						
						- wheelbarrow						
						- brush						
						• Recognise and wear personal protective clothing						
						• Check that tools are safe to use						
						• Mix bonding materials by hand						
						• Check that bonding material is of required consistency						
						• Clean and store tools after use						
						• Remove and store personal protective clothing						
						• Wash and dry hands						
Knowledge Evidence <i>(evidence of answers given to be recorded in portfolio)</i>												
			<ul style="list-style-type: none"> • A reason for recognising bonding material 									
			<ul style="list-style-type: none"> • A reason for measuring out correct amounts of bonding material 									
			<ul style="list-style-type: none"> • A reason for mixing bonding material correctly 									
<p>DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above</p>												
Date all assessments completed for this unit:												
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner									

CONSTRUCTION E2

Unit no: 261	Unit title: Recognise and use tools to cut masonry building materials	Credit Value 1	
<p>Guidance: This unit is for the use of a hammer and bolster chisel type tools for cutting rather than power tools. Assistance should be given if materials are being cut to a specification to ensure accuracy.</p>			
<p>Learning Outcome: The learner will be able to:</p> <ul style="list-style-type: none"> • Use a lump hammer and bolster to cut any TWO building materials correctly and safely 			
Assessor Initials/Date			
E M			
Practical Evidence			
<ul style="list-style-type: none"> • Recognise two cutting tools 			
- lump hammer			
- bolster chisel			
<ul style="list-style-type: none"> • Recognise and wear personal protective clothing 			
<ul style="list-style-type: none"> • Check that tools are safe to use 			
<ul style="list-style-type: none"> • Use a lump hammer and bolster to cut two building materials (<i>indicate which materials were cut</i>): 			
Material 1:		- Brick	
Material 2:		- Insulation block	
		- Concrete block	
<ul style="list-style-type: none"> • Clean and store tools after use 			
<ul style="list-style-type: none"> • Remove and store personal protective clothing 			
<ul style="list-style-type: none"> • Wash and dry hands 			
Knowledge Evidence (<i>evidence of answers given to be recorded in portfolio</i>)			
<ul style="list-style-type: none"> • A reason for wearing eye protection 			
<ul style="list-style-type: none"> • A reason for using tools correctly 			
<ul style="list-style-type: none"> • A reason for cutting materials 			
<p>DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above</p>			
Date all assessments completed for this unit:			
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

CONSTRUCTION E2

Unit no:	262	Unit title:	Recognise and use masonry building materials	Credit Value	2
<p>Guidance: learners are required to construct a wall using a chosen building material. There is no required specification for size or type.</p>					
Learning Outcome:		<p>The learner will be able to:</p> <ul style="list-style-type: none"> • Recognise each material correctly • Build a wall from ONE type of brick or block 			
Assessor Initials/Date					
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Practical Evidence					
					<ul style="list-style-type: none"> • Recognise all of the following materials:
					- common bricks
					- facing bricks
					- insulation blocks
					- concrete blocks
					- bonding
					<ul style="list-style-type: none"> • Recognise all of the following tools
					- spirit level
					- bricking trowel
					- brick hammer
					- bolster
					- line pins
					• Recognise and wear personal protective clothing
					• Check that tools are safe to use
					• Use materials safely to build a wall
					• Clean and store tools after use
					• Remove and store personal protective clothing
					• Wash and dry hands
Knowledge Evidence <i>(evidence of answers given to be recorded in portfolio)</i>					
					<ul style="list-style-type: none"> • A reason for checking that tools are safe to use
					<ul style="list-style-type: none"> • A reason for recognising building materials
					<ul style="list-style-type: none"> • A reason for building a wall correctly
<p>DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above</p>					
Date all assessments completed for this unit:					
Name of Assessor	Signature of Assessor		Name of Learner	Signature of Learner	

CONSTRUCTION E2

Unit no: 263					Unit title: Mix and lay concrete					Credit Value 2				
Guidance: for this unit, a suitable area in which the learner can lay concrete should be provided. This can be either part of a landscaping project (path, hard standing etc) or simulated by creating an area using shuttering.														
Learning Outcome:					The learner will be able to: <ul style="list-style-type: none"> • Mix and lay concrete correctly and safely 									
Assessor Initials/Date														
Practical Evidence														
					<ul style="list-style-type: none"> • Recognise and wear personal protective clothing 									
					<ul style="list-style-type: none"> • Check that tools and equipment are safe to use 									
					<ul style="list-style-type: none"> • Recognise all of the following tools 									
					- shovel									
					- wheelbarrow									
					- brush									
					<ul style="list-style-type: none"> • Recognise five of the following concreting materials (<i>indicate which were correctly recognised</i>): 									
					Type 1:	- lime - plasticiser - water - screeding board - fine aggregate - coarse aggregate - cement								
					Type 2:									
					Type 3:									
					Type 4:									
					Type 5:									
					<ul style="list-style-type: none"> • Use tools and materials to lay concrete 									
					<ul style="list-style-type: none"> • Recognise work area 									
					<ul style="list-style-type: none"> • Measure out dry material 									
					<ul style="list-style-type: none"> • Mix dry material thoroughly 									
					<ul style="list-style-type: none"> • Add water and continue mixing until the correct consistency is achieved 									
					<ul style="list-style-type: none"> • Lay concrete 									
					<ul style="list-style-type: none"> • Clean and store tools after use 									
					<ul style="list-style-type: none"> • Remove and store personal protective clothing 									
					<ul style="list-style-type: none"> • Wash and dry hands 									

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Continued.....


CONSTRUCTION E2

Unit 263: Mix and Lay concrete

Continued...

Knowledge Evidence (<i>evidence of answers given to be recorded in portfolio</i>)			
		• A reason for measuring out dry materials	
		• A reason for mixing materials whilst dry	
		• A reason for adding correct amounts of water	
		• A reason for mixing materials to achieve the correct consistency	
		• A reason for laying concrete	
DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above			
Date all assessments completed for this unit:			
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

CONSTRUCTION E2

Unit no: 237	Unit title: Maintain a footpath	Credit Value 3
<p>Guidance: For this unit, if there are different tools not listed, indicate which other tools/materials were recognised by writing them in under 'other'. The path maintained should be of appropriate woodland/park type, i.e. not concrete or tarmac.</p>		
Learning Outcome:		The learner will be able to:
		<ul style="list-style-type: none"> Maintain a footpath correctly and safely
Assessor Initials/Date		
		
Practical Evidence		
<ul style="list-style-type: none"> Recognise and wear personal protective clothing 		
<ul style="list-style-type: none"> Recognise and name four tools (<i>indicate which were correctly recognised</i>): 		
<ul style="list-style-type: none"> Check that tools and equipment are safe to use 		
<ul style="list-style-type: none"> Recognise two surfacing materials (<i>indicate which material was used</i>): 		
<ul style="list-style-type: none"> Collect tools and materials 		
<ul style="list-style-type: none"> Use hand tools safely 		
<ul style="list-style-type: none"> Maintain identified length of footpath 		
<ul style="list-style-type: none"> Remove weeds, rubbish and overhanging plants/branches 		
<ul style="list-style-type: none"> Recycle rubbish and compost waste 		
<ul style="list-style-type: none"> Return unused materials to store 		
<ul style="list-style-type: none"> Clean and store tools and equipment safely 		
<ul style="list-style-type: none"> Remove and store personal protective clothing 		
<ul style="list-style-type: none"> Wash and dry hands 		
Knowledge Evidence (<i>evidence of answers given to be recorded in portfolio</i>)		
<ul style="list-style-type: none"> A reason for maintaining a foot path 		
<ul style="list-style-type: none"> A reason for removing rubbish or waste from and around the footpath 		
<ul style="list-style-type: none"> A reason for recycling or composting waste 		
DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above		
Date all assessments completed for this unit:		
Name of Assessor	Signature of Assessor	Name of Learner

Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on www.cityandguilds.com.

Centre Manual - Supporting Customer Excellence contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

Our Quality Assurance Requirements encompasses all of the relevant requirements of key regulatory documents such as:

- Regulatory Arrangements for the Qualifications and Credit Framework (2008)
- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

Access to Assessment & Qualifications provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information on such things as:

- **Walled Garden:** how to register and certificate candidates on line
- **Qualifications and Credit Framework** : general guidance about the and how qualifications will change, as well as information on the IT systems needed and FAQs
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

Useful contacts

UK learners General qualification	T: +44 (0)844 543 0033 E: learnersupport@cityandguilds.com
International learners General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials,	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: centresupport@cityandguilds.com
Single subject qualifications Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: singlesubjects@cityandguilds.com
International awards Results, Entries, Enrolments, Invoices, Missing or late exam	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com
Walled Garden Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation,	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: walledgarden@cityandguilds.com
Employer Employer solutions, Mapping, Accreditation, Development Skills,	T: +44 (0)121 503 8993 E: business@cityandguilds.com
Publications Logbooks, Centre documents,	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

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