

Entry 2 Skills for Working Life (4807-02)

July 2014 Version 1.0



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July 2014
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**Assessment recording documents for
Metalwork (Units 274-278)**

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METALWORK E2

Unit no:	274	Unit title:	Recognise use and care for hand tools used in metalwork	Credit value	1
<p>Guidance: For this unit a range of hand tools (as listed below) must be available. The recognition can be done using pictures or diagrams if required. Please indicate which tools have been used. The learner is required to use just three tools to carry out appropriate tasks (eg measuring, marking and cutting).</p>					
Learning Outcome:		<ul style="list-style-type: none"> The learner will be able to recognise, use and care for hand tools correctly and safely 			
Assessor Initials/Date					
					E M
Practical Evidence					
					<ul style="list-style-type: none"> Recognise and wear personal protective clothing
Practical Evidence					
					<ul style="list-style-type: none"> Recognise all of the following hand tools:
					- Hacksaw
					- Shears
					- 'G' clamp
					- Tape measure or measuring device
					- Tri-square
Practical Evidence					
					<ul style="list-style-type: none"> Recognise all of the following marking devices:
					- Pencil
					- French chalk stick
					- Scriber
					<ul style="list-style-type: none"> Recognise mild steel sheet
					<ul style="list-style-type: none"> Check that tools are safe to use
Practical Evidence					
					<ul style="list-style-type: none"> Use three different hand tools correctly and safely (indicate which tools used/tasks carried out) e.g:
					Tool used/task completed:
					Tool used/task completed:
					Tool used/task completed:
					<ul style="list-style-type: none"> Clean tools after use
					<ul style="list-style-type: none"> Store tools safely
					<ul style="list-style-type: none"> Dispose of waste material 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 securing the metal to be worked on
					<ul style="list-style-type: none"> A reason for marking out the metal correctly
					<ul style="list-style-type: none"> A reason for cleaning tools after use

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
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METALWORK E2

Unit no:	275	Unit title:	Recognise and cut metal	Credit value 2
<p>Guidance: For this unit a range of metal materials must be available and appropriate tools for cutting each type. The learner will need to mark up and make a cut in each of the metal types listed.</p>				
Learning Outcome:		<ul style="list-style-type: none"> The learner will be able to recognise and cut metal materials correctly and safely 		
Assessor Initials/Date				
				E M
Practical Evidence				
				<ul style="list-style-type: none"> Recognise and wear personal protective clothing
				<ul style="list-style-type: none"> Recognise all of the following materials:
				- Mild steel sheet
				- Mild steel bar (round or flat)
				- Copper sheet
				- Copper pipe
				<ul style="list-style-type: none"> Recognise all of the following tools:
				- Hacksaw
				- Hand shears
				- Pipe cutters
				<ul style="list-style-type: none"> Check that tools are safe to use
				<ul style="list-style-type: none"> Check that material to be cut is secure
				<ul style="list-style-type: none"> Mark out metal correctly
				<ul style="list-style-type: none"> Use appropriate tool to cut each piece of metal (listed above)
				<ul style="list-style-type: none"> Clean tools after use
				<ul style="list-style-type: none"> Clean and tidy up work area
				<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 being careful when using cutting tools
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	

METALWORK E2

Unit no:	276	Unit title: Use a screwdriver in metal	Credit value 1
<p>Guidance: For this unit a range of screwdrivers (slot head, cross head, hand operated or battery operated) and screws (slot head, cross head and self tapping) should be available. For the purposes of recognition, pictures may be used. The learner need only use one type of screw and screwdriver for the practical. Holes should be pre-drilled by the tutor.</p> <p>Learning Outcome: • The learner will be able to use one type of screwdriver to insert screws correctly and safely</p>			
Assessor Initials/Date			
E M			
Practical Evidence			
• Recognise and wear personal protective clothing			
• Recognise all of the following screwdrivers:			
– Slot or flat head			
– Cross head (“Philips” or “Pozi-drive”)			
– Hand operated			
– Battery operated			
• Recognise all the following screw types:			
– Slot head			
– Cross head (“Philips” or “Pozi-drive”)			
– Self tapping			
• Recognise and collect the materials to be joined			
• Check that tools are safe to use			
• Secure items to be joined			
• Insert screw in pre-drilled pilot hole			
• Hold screw in pre-drilled hole			
• Use screwdriver to drive in screw to required depth			
• Clean and store tools after use safely			
• Return surplus materials to store			
• Clean and tidy up work area			
• Clean and tidy up work area			
• Remove and store personal protective clothing			
• Wash and dry hands			
Knowledge Evidence (<i>evidence of answers given to be recorded in portfolio</i>)			
• A reason for securing items to be joined			
• A reason for using the correct screwdriver for the screw head			
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

METALWORK E2

Unit no: 277	Unit title: Bend metal to shape	Credit value 2										
<p>Guidance: For this unit the learner is required to bend one piece of metal to an agreed shape using the appropriate tools, all of which should be available. For the purposes of recognition, pictures can be used.</p>												
<p>Learning Outcome: • The learner will be able to secure and bend metal to shape correctly and safely</p>												
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Assessor Initials/Date												
E M												
Practical Evidence												
					• Recognise and wear personal protective clothing							
					• Recognise the following tools:							
					– Engineers hammer (ball pein or cross pein)							
					– Pliers							
					– Mole wrench							
					– Engineers vice							
					• Recognise metal to be bent to shape:							
					– Mild steel sheet							
					– Copper sheet							
					• Check that tools are safe to use							
					• Mark metal correctly							
					• Secure metal to be bent safely							
					• Bend metal using correct method							
					• Release bent metal from securing device							
					• Store bent metal safely							
					• Clean and store tools after use safely							
					• Clean and tidy up work area							
					• Remove and store personal protective clothing							
					• Wash and dry hands							
Knowledge Evidence (<i>evidence of answers given to be recorded in portfolio</i>)												
					• A reason for securing metal safely							
					• A reason for marking metal							
<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									

METALWORK E2

Unit no: 278	Unit title: Remove a burr from a piece of metal	Credit value 1										
Guidance: This unit can be done in conjunction with the cutting unit 293												
Learning Outcome: <ul style="list-style-type: none"> The learner will be able to remove a burr on a piece of metal 												
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Assessor Initials/Date												
E M												
Practical Evidence												
					<ul style="list-style-type: none"> Recognise and wear personal protective clothing 							
					<ul style="list-style-type: none"> Recognise all of the following hand tools: 							
					<ul style="list-style-type: none"> – File 							
					<ul style="list-style-type: none"> – De-burring tool 							
					<ul style="list-style-type: none"> Recognise all of the following metals to be de-burred: 							
					<ul style="list-style-type: none"> – Mild steel (sheet or bar round/flat) 							
					<ul style="list-style-type: none"> – Copper 							
					<ul style="list-style-type: none"> – Aluminium 							
					<ul style="list-style-type: none"> Check that tools are safe to use 							
					<ul style="list-style-type: none"> Secure metal in position correctly 							
					<ul style="list-style-type: none"> De-burr edge using correct technique 							
					<ul style="list-style-type: none"> Clean and store tools after use safely 							
					<ul style="list-style-type: none"> Clean and tidy the work place 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 de-burring metal 							
					<ul style="list-style-type: none"> A reason for securing the metal to be de-burred 							
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									

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.

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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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City & Guilds

1 Giltspur Street

London EC1A 9DD

T +44 (0)844 543 0000

F +44 (0)20 7294 2413

www.cityandguilds.com