

Level 1 Certificate in Basic Construction Skills - Carpentry and Joinery (6217-02)

Qualification handbook



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About this document

This document contains the qualification specific details that centres will require to offer the Level 1 Certificate in Basic Construction Skills – Carpentry and Joinery.

This document includes guidance on

- centre resource requirements
- candidate entry requirements
- information about progression to other qualifications
- qualification standards/specifications
- assessment requirements
- evidence recording forms

Other relevant publications

There are other City & Guilds documents which contain the latest information regarding the assessment of VRQs:

- *Providing City & Guilds qualifications* – a guide to centre and scheme approval
- *Ensuring quality* - containing updates on assessment and policy issues
- *City & Guilds centre toolkit* – additional information on running City & Guilds qualifications, in a CD-ROM, which links to the internet for access to the latest documents, reference materials and templates
- *City & Guilds Directory of Awards* – provides details of general regulations, registration and certification procedures and fees. This information also appears on the online qualification administration service for City & Guilds approved centres - The Walled Garden at www.walled-garden.com.

If there are any differences between the *Directory of Awards* and this Guide, the *Directory of Awards* has the most up-to-date information.

The City & Guilds website: www.cityandguilds.com, contains details of how to obtain other publications and resources.

General information

The Certificates in Basic Construction Skills qualifications have been designed by City & Guilds to provide basic training in construction skills for those seeking employment in the construction industry. They are suitable for use with learners who have no previous experience or knowledge of the construction craft skills.

These qualifications are aimed at providing an introduction to these crafts and they specifically provide an understanding of particular craft tasks, not occupational competence in the craft. They are suitable for learners who do not have access to an NVQ, as they can contribute towards the knowledge and understanding required for the related NVQ, while not requiring or proving evidence of occupational competence.

The qualification structure

The **Level 1 Certificate in Basic Construction Skills – Carpentry and Joinery** will be awarded to successful candidates on completion of the required combination of units. A total of **eight** units in all are required to achieve the qualification, including seven mandatory units, plus any two optional units.

General structure

Each qualification is made up of units expressed in a standard format. Each unit specification includes details of

- aim of the unit
- learning outcomes (practical activities and underpinning knowledge)
- assessment methods (assignment specification)

Assessment and quality assurance

National standards and rigorous quality assurance are maintained by the use of City & Guilds' Assignments, marked by the centre according to externally set marking criteria, with quality assurance provided by the centre and monitored by City & Guilds' external verification system, to ensure that national standards are maintained.

To gain the qualification candidates must undertake an assignment for each of the mandatory units, plus an assignment for each of the optional units studied.

Each assignment specification includes details of

- the requirements of the assignment
- the performance criteria required to pass
- a working drawing
- evidence recording forms

Each assignment assesses the practical activities and samples the underpinning knowledge.

Multiple choice question on-line test

The underpinning knowledge shown in each unit covers necessary basic health and safety and good working practices. This is assessed by an additional multiple choice question test, via City & Guilds Global On-line Assessment (GOLA) system. It is not mandatory and can be completed as an additional unit and may be useful for candidates who are expected to progress to higher level construction qualifications, such as NVQs. See *Centre Requirements* for further information about GOLA.

Verification of assessments

Although the Certificates in Basic Construction Skills do not imply occupational competence, they are designed as an introduction to N/SVQ programmes. It is for this reason that, when assignments are assessed, it is important that reference is made to N/SVQ assessment methodology. Assessors/tutors will need to be familiar with the occupational standards for Construction N/SVQs, because a similar system of internal verification is used. This means that the work of assessors involved in the qualification must be monitored by an Internal Verifier/scheme co-ordinator, to ensure that they are applying the standards consistently throughout assessment activities.

If a candidate's work is selected for verification, samples of work must be available to the appointed External Verifier.

An External Verifier will make an annual visit to the centre and their role includes the following:

- ensuring that Internal Verifiers are undertaking their duties satisfactorily
- monitoring internal quality assurance systems and sampling assessment activities, methods and records
- acting as a source of advice and support
- promoting best practice
- providing prompt, accurate and constructive feedback to all relevant parties on the operation of centres' assessment systems.

For candidates with particular requirements, centres should refer to City & Guilds policy document *Access to assessment, candidates with particular requirements*.

External Verifiers act on behalf of City & Guilds to ensure that national standards are maintained. Full details of their role can be found in *Providing City & Guilds' Qualifications - a guide to centre and scheme approval*.

Candidate entry and progression

There are no formal entry requirements for candidates undertaking this qualification. However, centres must ensure that candidates have the potential and opportunity to be successful in gaining their qualification/s.

Initial assessment and induction

Centres will need to make an initial assessment of each candidate prior to the start of their programme to ensure they are entered for an appropriate type and level of qualification.

The initial assessment should identify any specific training needs the candidate has, and the support and guidance they may require when working towards their qualification/s.

City & Guilds recommends that centres provide an induction programme to ensure the candidate fully understands the requirements of the qualification/s they will work towards, their responsibilities as a candidate, and the responsibilities of the centre. It may be helpful to record the information on a learning contract.

It is **recommended** that centres and candidates complete an initial assessment plan to take into account

- Any prior learning that can be taken into consideration
- The type of course appropriate for the candidate
- The candidate's preferred learning styles
- Key skills strengths and weaknesses
- Any open or distance learning materials that will be used
- A target for completion of the award

Further guidance about initial assessment and induction, as well as a learning contract that centres may use, are available in the *Centre toolkit*.

Furthermore centres should ensure that candidates do not register for this award if they hold or are registered with City & Guilds or another awarding body for an award of the same level and content.

Age requirements

This qualification is unsuitable for candidates under the age of sixteen.

Progression

The qualification provides knowledge and/or practical skills related to the N/SVQ Level 1 in Plastering.

On completion of the qualification/s candidates may progress to

- CITB/City & Guilds Level 1 Foundation Construction Award
- CITB/City & Guilds Level 2 Intermediate Construction Award
- An apprenticeship in construction

For further information on apprenticeships and careers in construction visit www.bconstructive.co.uk

Course design and delivery

Recommended delivery strategies

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification/s before designing a course programme. In particular, staff should consider the skills and knowledge related to the national occupational standards. Mapping to the relevant NVQs/National Occupational Standards is shown on page 12.

Provided that the requirements for the qualification are met, centres may design course programmes of study in any way that they feel best meets the needs and capabilities of their candidates. Centres may wish to include topics as part of the course programme, which will not be assessed through the qualification/s.

It is recommended that centres cover the following in the delivery of the course, where appropriate

- Key Skills (such as Communication, Application of Number, Information technology, Working with others, Improving own learning and performance, Problem solving)
- Health and safety considerations, in particular the need to impress to candidates that they must preserve the health and safety of others as well as themselves
- Equal opportunities
- Spiritual, moral, social and cultural issues
- Environmental education
- European dimension
- Employment rights and responsibilities

It is recommended that 300 hours should be allocated for the core and optional units required for certification. This may be on a full or part time basis.

Health and Safety

The importance of safe working practices must always be stressed. Candidates have responsibilities for the safety of others as well as themselves. Anyone behaving in an unsafe manner must be stopped and suitable warning given. A candidate should not be allowed to continue working on an assignment if they have contravened these requirements.

Machinery, tools and equipment

Centres must have access to sufficient equipment in the college, training centre or workplace to ensure candidates have the opportunity to cover all of the practical activities.

It is acceptable for centres to use specially designated areas within a centre for some of the units.

The equipment, systems or machinery must be of an industrial standard and be capable of being used under normal working conditions. The use of power tools and machines is not optional within this qualification. It is for this reason that this qualification is **not** recommended for use with learners pre 16 or those who could be considered at a higher risk of injury.

Feedback

The Assignments are intended as a formal assessment of candidates' practical skills. They are not designed as teaching aids and candidates should not be entered until they are ready. Should a candidate fail any of these Assignments other than on health & safety grounds, as stated above, appropriate feedback should be given by the assessor both to the candidate and the tutor concerned.

If a candidate's work is selected for verification, samples of work must be available to the appointed External Verifier.

Equal opportunities

It is a requirement of centre approval that centres have an equal opportunities policy (see *PCGQ*). The regulatory authorities require City & Guilds to monitor centres to ensure that equal opportunity policies are being followed.

The City & Guilds equal opportunities policy is set out on the City & Guilds website:

www.cityandguilds.com, in *PCGQ*, in the *Directory of Awards*, and is also available from the City & Guilds Customer Relations department.

Access to assessment

City & Guilds' guidance and regulations on access to assessment are designed to facilitate access to assessment and qualifications for candidates who are eligible for adjustments in assessments. Access arrangements are designed to allow attainment to be demonstrated.

See *City & Guilds Access to assessment and qualifications*, available on the City & Guilds website, for further information.

Appeals

Centres must have their own, auditable, appeals procedure that must be explained to candidates during their induction. Appeals must be fully documented by the quality assurance co-ordinator and made available to the External Verifier or City & Guilds.

Further information on appeals is given in *PCGQ*. There is also appeals information for centres and learners on the City & Guilds website or available from the Customer Relations department.

Centre requirements

Obtaining centre and scheme approval

Centres wishing to offer City & Guilds qualifications must gain approval.

New centres must apply for centre and scheme approval.

Existing City & Guilds centres will need to get specific scheme approval to run this Award.

Full details of the process for both centre and scheme approval are given in *Providing City & Guilds qualifications - a guide to centre and scheme approval* which is available from City & Guilds' regional offices.

City & Guilds reserves the right to suspend an approved centre, or withdraw its approval from an approved centre to conduct a particular City & Guilds' scheme or particular City & Guilds' schemes, for reasons of debt, malpractice or for any reason that may be detrimental to the maintenance of authentic, reliable and valid qualifications or that may prejudice the name of City & Guilds.

Online Assessment (GOLA)

Part of the qualification is assessed by GOLA (City & Guilds' Global on-line Assessment). In addition to obtaining centre and scheme approval, centres are also required to set up a GOLA profile in order to offer the online test to candidates. Setting up a GOLA profile is a simple process that needs only be completed once.

Details of how to set up the profile and GOLA technical requirements are available on the City & Guilds website [www.cityandguilds.com /e-assessment](http://www.cityandguilds.com/e-assessment). The GOLA section of the website also has details of the GOLA helpline for technical queries and downloads for centres and candidates about GOLA tests.

Centres should also refer to *PCGQ* for further information on GOLA.

Registration and certification

For the award of a certificate, candidates must successfully complete units 001-005, 058 inclusive plus any two units from 059-061, **eight** units in total. The additional assessment 099 does not count as either a mandatory or optional unit, but may be achieved in addition to the units required for achievement of the qualification.

Mandatory Units	Title	Component
001	Fixing skirting to a timber background	6217-02-001
002	Fixing floor joists and laying flooring	6217-02-002
003	Fixing door lining in stud partition or blockwork opening	6217-02-003
004	Hanging an internal door	6217-02-004
005	Making a casement window	6217-02-005
058	Fixing and stabilising trussed rafters	6217-02-058
Optional units		
059	Accessing for carpentry and joinery	6217-02-059
060	Setting out and cutting one pair of common rafters	6217-02-060
061	Operating basic wood machines	6217-02-061
Additional test		
099	Basic Construction Skills test	6217-02-099

Candidates must be registered at the beginning of their course.

When assignments have been successfully completed, candidate results should be submitted via the Walled Garden, www.walledgarden.com. Centres should note that results will NOT be processed by City & Guilds until verification records are complete.

Full details on all the above procedures will be found in on City & Guilds Web site <http://www.cityandguilds.com>.

Candidates achieving one or more units (assessment components) will receive a Certificate of Unit Credit listing the units achieved. Candidates achieving the required combination of units will, in addition, be issued the qualification Certificate.

Connections to other qualifications/National Occupational Standards

City & Guilds has identified connections to other qualifications/National Occupational Standards (NOS) for the convenience of centres and candidates. This mapping is provided as guidance and suggests areas of overlap and commonality between the qualification/s. It does not imply that candidates completing units in one qualification are automatically covering *all* of the content of the qualification/s listed in the mapping.

Centres are responsible for checking the different requirements of *all* qualifications they are delivering and ensuring that candidates meet requirements of all units/qualification/s. For example, a qualification may provide knowledge *towards* a N/SVQ, but centres are responsible for ensuring that the candidate has met all of the knowledge requirements specified in the N/SVQ standards.

The qualification has connections to the Level 1 and 2 NVQs in Wood Occupations and the Level 2 NVQ in Woodmachining. This qualification directly maps to the Level 1 NVQ and the following table also shows signposting for learning that could support the Level 2 NVQs.

Unit		This award contributes towards the knowledge and understanding of the following elements of the L1 and L2 NVQs in Wood Occupations	This award contributes towards the knowledge and understanding of the following elements of the L2 NVQ in Woodmachining
001	Fixing skirting to a timber background	Part VR01 Part VR02 Part VR03 Part VR08	
002	Fixing floor joists and laying floor	Part VR09 Part VR11	
003	Fixing a door lining in a studwork or blockwork opening	Part VR09	
004	Hanging an internal door	Part VR06 Part VR07	
005	Making a casement window	Part VR14 Part VR15 Part VR16	
058	Fixing and stabilising trussed rafters	Part VR11	
059	Accessing for carpentry and joinery	Part VR09 Part VR11	
060	Setting out and cutting one pair of common rafters	Part VR11	
061	Operating basic wood machines	Part VR13	Part MR 303 Part MR 304 Part MR 306

Health and safety, spiritual etc, environmental and European issues

The units provide opportunities to address the following issues as indicated.

Unit	Spiritual, moral, ethical, social and cultural	Environmental education	Health and Safety	European Development
001			*	
002	*		*	
003			*	
004	*	*	*	
005		*	*	
058			*	*
059			*	*
060			*	
061	*	*	*	*

Key Skills signposting

The qualification provides opportunities to gather evidence for the accreditation of Key skills as shown in the table below. However, to gain Key Skills certification the Key Skills would need to be taken as additional qualification/s.

Identification of Key Skills summary relationship table

Unit	Application of number	Communication	ICT	Working with others	Improving own learning and performance	Problem solving
001	Part N 1.1 Part N 1.2	Part 1.1	Part ICT 1.1 Part ICT 1.2		Part LP 1.1.1 Part LP 1.2.1 Part LP 1.3.1	
002	Part N 1.1 Part N 1.2	Part 1.1	Part ICT 1.1 Part ICT 1.2	Part WO 1.1.1 Part WO 1.2.1 Part WO 1.3.1	Part LP 1.1.1 Part LP 1.2.1 Part LP 1.3.1	Part PS 1.1.1 Part PS 1.2.1 Part PS 1.3.1
003	Part N 1.1 Part N 1.2	Part 1.1	Part ICT 1.1 Part ICT 1.2		Part LP 1.1.1 Part LP 1.2.1 Part LP 1.3.1	
004	Part N 1.1 Part N 1.2	Part 1.1	Part ICT 1.1 Part ICT 1.2		Part LP 1.1.1 Part LP 1.2.1 Part LP 1.3.1	
005	Part N 1.1 Part N 1.2 Part N 1.3	Part 1.1	Part ICT 1.1 Part ICT 1.2		Part LP 1.1.1 Part LP 1.2.1 Part LP 1.3.1	
058	Part N 1.1 Part N 1.2	Part 1.1	Part ICT 1.1 Part ICT 1.2	Part WO 1.1.1 Part WO 1.2.1 Part WO 1.3.1	Part LP 1.1.1 Part LP 1.2.1 Part LP 1.3.1	
059	Part N 1.1 Part N 1.2	Part 1.1	Part ICT 1.1 Part ICT 1.2	Part WO 1.1.1 Part WO 1.2.1 Part WO 1.3.1	Part LP 1.1.1 Part LP 1.2.1 Part LP 1.3.1	Part PS 1.1.1 Part PS 1.2.1 Part PS 1.3.1
060	Part N 1.1 Part N 1.2	Part 1.1	Part ICT 1.1 Part ICT 1.2	Part WO 1.1.1 Part WO 1.2.1 Part WO 1.3.1	Part LP 1.1.1 Part LP 1.2.1 Part LP 1.3.1	Part PS 1.1.1 Part PS 1.2.1 Part PS 1.3.1
061	Part N 1.1 Part N 1.2	Part 1.1	Part ICT 1.1 Part ICT 1.2		Part LP 1.1.1 Part LP 1.2.1 Part LP 1.3.1	Part PS 1.1.1 Part PS 1.2.1 Part PS 1.3.1

Assignment guidance and recording

Each assignment consists of:

1 **Candidate's instructions**

These instructions explain the task and time constraints and show a working drawing. The instructions should be read to the candidate, who should be allowed to ask any questions for clarification. The candidates are then required to sign to indicate that they have understood what is required.

2 **Assignment record**

This lists the criteria candidates are required to achieve to pass. Against each criterion there are three check boxes; one for the candidate to mark when complete, one for the assessor and one for a second assessor (if present). This record must then be signed by the candidate and assessor on completion of the assignment and retained for internal and external verification.

A **Candidate assignment log** is included, which should be completed to keep a record of the assignments/units achieved by the candidate.

Also included is a **Personal assessment plan**, which should be completed before the candidate commences study, and **Personal action plan**, which should be completed during the candidate's study and assessment. Keep these documents with the completed **Assignment records** for internal and external verification purposes.

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Candidate Assignment Log

Candidate Name

Schedule of assignments passed

Unit 001	Fixing skirting to a timber background	<input type="checkbox"/>
Unit 002	Fixing floor joists and laying flooring	<input type="checkbox"/>
Unit 003	Fixing door lining in stud partition or blockwork opening	<input type="checkbox"/>
Unit 004	Hanging an internal door	<input type="checkbox"/>
Unit 005	Making a casement window	<input type="checkbox"/>
Unit 058	Fixing and stabilising trussed rafters	<input type="checkbox"/>
Unit 059	Accessing for carpentry and joinery	<input type="checkbox"/>
Unit 060	Setting out and cutting one pair of common rafters	<input type="checkbox"/>
Unit 061	Operating basic wood machines	<input type="checkbox"/>

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Personal assessment plan

To achieve this qualification you must pass the assignments for units 001-005, 058 and pass any two units from 059-061. These units can be taken in any order and the assignments at any time during the course. All work will be assessed to the City & Guilds standards as detailed.

All work must be completed unaided, but under supervision. All work must be agreed with both the assessor and the candidate prior to commencement.

The assessor will make assessment decisions and any appeals must be made through the internal appeals procedure.

Your work will be subject to internal verification.

Please detail prior learning/experience below.

Candidate's signature and date.....

Assessor's signature and date.....

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Personal action plan

Name.....

Date of birth.....

Date started qualification.....

Personal action plan whilst working towards this qualification

Sign.....

Date.....

Review of action plan after two units completed

Sign.....

Date.....

Unit 001 Fixing skirting to a timber background

Learning outcomes

Practical activities

The candidate will be able to:

1. Interpret the drawings and specifications related to fixing skirting
2. Install skirting which requires internal and external scribes and mitres to working instructions
3. Safely use Personal Protective Equipment (PPE)
4. Safely use and store tools and equipment
5. Protect the work and its surrounding area from damage
6. Dispose of waste
7. Minimise damage and maintain a clean work space
8. Measure, mark out, fit, position, secure and finish the work
9. Use and maintain hand tools

Underpinning knowledge

The candidate will be able to:

1. State the health and safety implications of the task (Health & Safety, COSHH, PUWER, PPE, Manual Handling and Risk)
2. State how emergencies should be responded to and who should respond
3. State the requirements of stud partitions and other backgrounds (block work, brickwork, concrete)
4. State what the accident reporting procedures are and who is responsible for making the reports
5. State the need for use of Personal Protective Equipment (PPE)
6. State how the resources should be used
7. State the hazards associated with the resources and methods of work
8. State how to protect work from damage and the purpose of protection
9. State why the disposal of waste should be carried out safely
10. State how maintenance of tools and equipment is carried out
11. State what the programme is for, the work to be carried out and why deadlines should be kept
12. State the importance of teamwork when working with other people

Unit 001 Assignment

Candidate's instructions

Fixing skirting to timber background

Assignment instructions

Time allowed: 1.5 hours

Candidates are required to construct a mitre box in advance of the test. This is not included in the time allocation.

The test should be carried out using at least 3m of 70mm x 15mm moulded softwood skirting, fixed to timber, with two 90° internal angles, two 90° external angles and one 135° external obtuse angle.

This test can be carried out in conjunction with test 3 and 4, and a piece of architrave fitted to the leg of the lining.

Candidates can use any of the tools, equipment and materials provided.

Candidates will be assessed on preparation, finish and cleanliness of both the test area and tools and equipment.

Candidates will be assessed on cutting, mitring, scribing and fixing the skirting to the timber background.

The following instructions should be read to the candidate who should be allowed to ask questions for clarification:

The candidate is required to:

- Use the mitre box constructed earlier to mitre the external joints and to mitre the moulded portion for cutting the internal scribes
- Cut the 135° obtuse external angle
- Cut and tack skirting into position, mark and scribe to the floor
- Fix to timber at 600mm max centres using oval nails punched below surface ready for painter with no hammer marks

I have read and understand what is required for this unit.

Candidate's Signature.....

Date.....

Assessor's Signature.....

Date.....

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Unit 001 Assignment record

Marking: To pass all boxes in the first two columns must be ticked as correct.

	C	A	A2
Time allowed on test piece 1.5 hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mitre Joints fitted tightly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scribed joints fitted tightly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
135° obtuse external mitre fitted tightly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fixing centres correct to + or – 2m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skirting scribed and tight fit to floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skirting undamaged by fixing marks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walls undamaged by fixing marks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature..... Date.....

Assessor's Signature..... Date.....

Internal Verifier's Signature..... Date.....

Number of Attempts on Assignment.....

Assessors Comments:

Unit 002 Fixing floor joists and laying flooring

Learning outcomes

Practical activities

The candidate will be able to:

1. Interpret drawings and specifications related to upper floor construction and floor coverings
2. Install floor joists to working instructions
3. Install floor coverings to working instructions
4. Safely use and store tools and equipment
5. Protect the work and it's surrounding area from damage
6. Dispose of waste
7. Minimise damage and maintain a clean work space
8. Measure, mark out, fit, position, secure and finish the work
9. Measure, mark out, fit, position, secure and finish the work
10. Use and maintain hand tools and power tools

Underpinning knowledge

The candidate will be able to:

1. State the health and safety implications of the task (Health & Safety, COSHH, PUWER, PPE, Manual Handling and Risk)
2. State the types of information, their source and how they are interpreted
3. Identify the types of fire extinguishers and how and when they are used
4. State how emergencies should be reported to and who should respond
5. State what the accident reporting procedures are and who is responsible for making the reports
6. State the need for use of Personal Protective Equipment (PPE)
7. State the characteristics, quality, uses, limitations and defects associated with the resources and how defects should be rectified
8. State how the resources should be used and how any problems associated with the resources are reported
9. State the hazards associated with the resources and methods of work and how they are overcome
10. State how to protect work from damage
11. State why disposal of waste should be carried out safely and how it is achieved

12. State how methods of work, to meet the specification, are carried out and problems reported
13. State how maintenance of tools and equipment is carried out
14. State the importance of teamwork when working with other people

Unit 002 Assignment

Candidate's Instructions

Fixing floor joists and laying flooring

Assignment instructions:

Time allowed: 10 hours

This test should be carried out on a dwarf brick wall or framed rig with a raised section to allow for packing the flank joist for strutting.

To allow for maximum re-use of chipboard and tongued and grooved floorboards, only minimal fixing is required (nailed or screwed).

Candidates should be encouraged to work on top of the joists in simulated real working conditions.

Candidates can use any of the tools, equipment and materials provided.

Candidates will be assessed on the setting out, fixing of the floor joists and the finished floor.

The test should be carried out using the following tools and equipment:

- 7 2700mm x 50mm x 175mm
- 2 1200mm x 50mm x 175mm
- 1 2700mm x 63mm x 175mm
- 1 2200mm x 63mm x 175mm
- 8m 50mm x 50mm
- 7m 50mm x 32mm
- 3 600mm x 2400mm x 18mm tongued and grooved chipboard panels
- 2 50mm x 175mm joist hangers
- 2 63mm x 175mm joist hangers
- 6 lengths of tongued and grooved floorboard 1300mm long, all sawn carcassing quality softwood, 2 spacing battens, assorted nails (lost heads or clout nails), 2 carpenters saw stools, hand saw, panel saw and tenon saw, rule or tape, combination square, 2H pencil, marking gauge, 2 floor cramps, line, straight edge, level and chalk, mallet and claw hammer, wood chisels – 15mm and 25mm, electric drill and bits (alternative wheel brace).

The following instructions should be read to the candidate who should be allowed to ask questions for clarification:

The candidate is required to:

- Set out and fix joists as shown in Fig 1, with herringbone strutting
- Partially fix tongued and grooved chipboard floor panels
- Partially fix tongued and grooved floorboards and construct one access trap
- Work on top of the joists and take all necessary precautions for this type of work

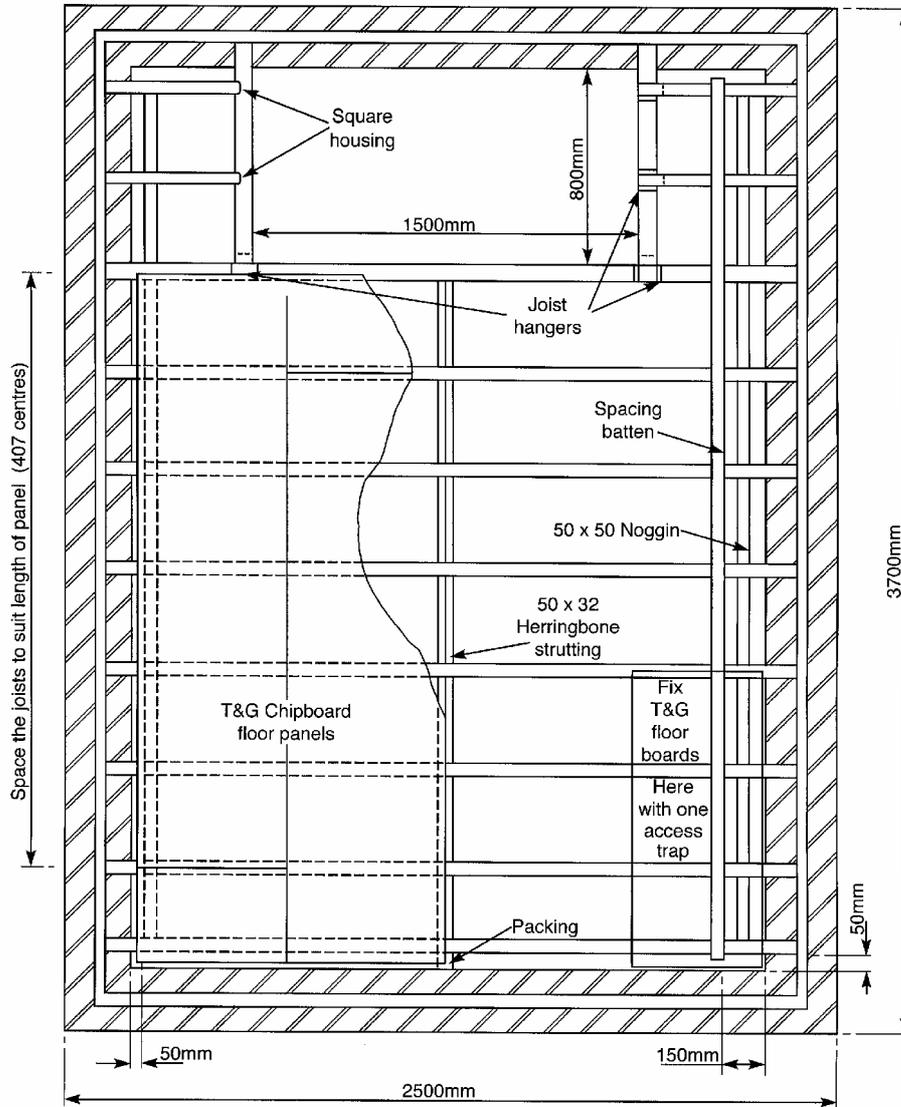
I have read and understand what is required for this unit.

Candidate's Signature.....

Date.....

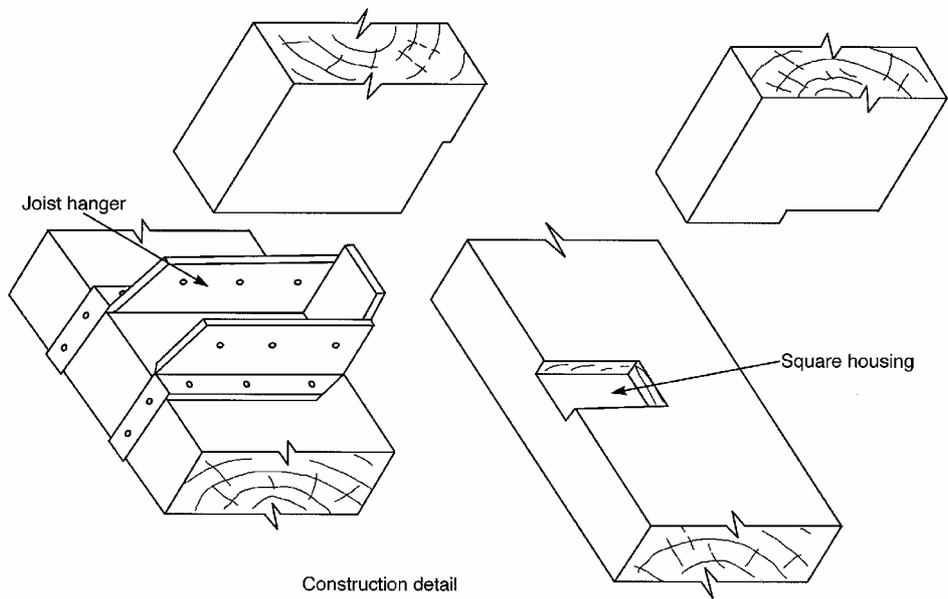
Assessor's Signature.....

Date.....



Floor plan
FIG.1.

G&C Ref V6363



6217-02 Basic Construction Skills - Carpentry and Joinery

Unit 002 Assignment record

Marking: To pass all boxes in the first two columns must be ticked as correct.

	C	A	A2
Time allowed on test piece 10 hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joist spaced 407mm + or – 2mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Centre line of strutting + or – 2mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opening size 1500mm x 800mm + or – 2mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strutting neatly cut	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joists levelled in, lined and laid round side up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strutting correctly nailed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chipboard panels fixed correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floorboard fixed correctly with trap in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature.....

Date.....

Assessor's Signature

Date.....

Internal Verifier's Signature.....

Date.....

Number of Attempts on Assignment.....

Assessors Comments:

Unit 003 Fixing door lining in stud partition or blockwork opening

Learning outcomes

Practical activities

The candidate will be able to:

1. Interpret drawings and specifications related to fixing a door lining into a studwork or blockwork opening.
2. Install a door lining into a studwork or blockwork opening to working instructions.
3. Measure, mark out, fit, position, secure and finish the work.
4. Safely use personal protective equipment (PPE).
5. Safely use and store tools and equipment.
6. Select resources associated with own work – materials, components, fixings, tools and equipment.
7. Protect the work and its surrounding area from damage.
8. Minimise damage and maintain a clean work space.
9. Use and maintain hand tools, portable power tools and ancillary equipment.

Underpinning knowledge

The candidate will be able to:

1. State the health and safety implications related to fixing door linings (Health & Safety, COSHH, PUWER, PPE, Manual Handling and Risk).
2. State how emergencies should be responded to and who should respond.
3. Describe the characteristics of a stud partition or blockwork opening.
4. State what the accident reporting procedures are and who is responsible for making the reports.
5. State the need for use of Personal Protective Equipment (PPE).
6. State how the resources should be used.
7. State the hazards associated with the resources and methods of work.
8. State how to protect work from damage and the purpose of protection.
9. Dispose of waste.
10. State how maintenance of tools and equipment is carried out.
11. State the importance of teamwork when working with other people.

Unit 003 Assignment

Candidate's instructions

Fixing a door lining in a stud partition or a blockwork opening

Assignment instructions

Time allowed: 2 hours

A lining set should be provided for assembly and fixing.

Candidates can use any of the tools, equipment and materials provided.

Candidates will be assessed on the assembly of the lining set and the fixing of the door lining to the stud partition or blockwork.

The test should be carried out using the following materials, tools and equipment:

lining set: wrot joinery softwood – finished sizes given

2 2000mm x 118mm x 28mm

1 900mm x 118mm x 28mm

3 900mm x 50mm x 20mm – sawn

12 sets/pairs folding wedges, assorted nails, saw stool, rule, pencil, try square, square rod, claw hammer, nail punch, pincers, straight edge/plumb rule, spirit level (600mm min length).

The following instructions should be read to the candidate who should be allowed to ask questions for clarification:

The candidate is required to:

Assemble lining set and fit brace and double stretcher as shown in Fig 2, and fix lining to prepared opening in stud partition or block work

I have read and understand what is required for this unit.

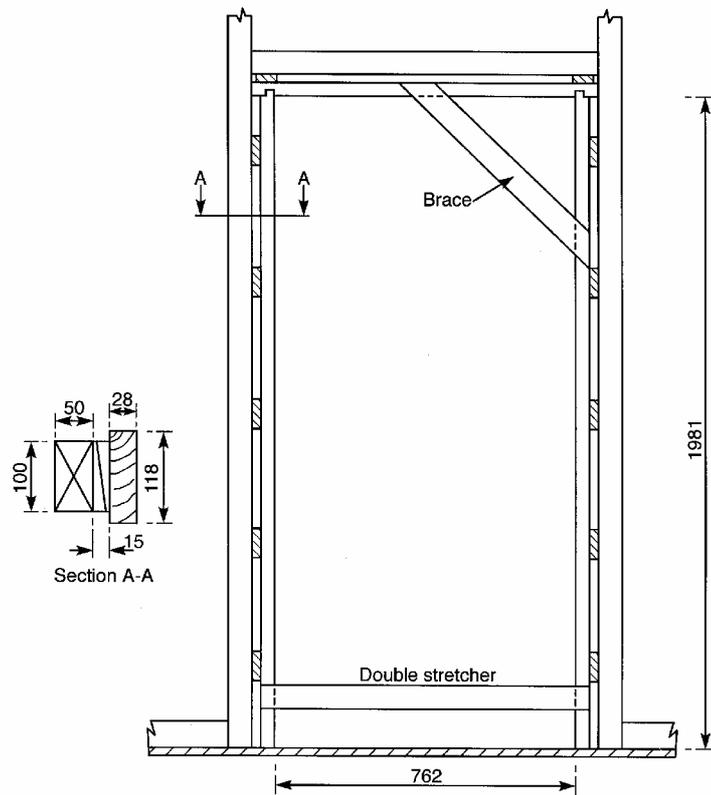
Candidate's Signature.....

Date.....

Assessor's Signature.....

Date.....

Test No.3 Fixing a door lining in a stud partition



Elevation
Not to scale

FIG.2.

6217-02 Basic Construction Skills - Carpentry and Joinery

Unit 003 Assignment record

Marking: To pass all boxes in the first two columns must be ticked as correct.

	C	A	A2
Time allowed on test piece 2 hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal width of lining 762 + or - 1mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal height of lining 1981 + or - 1mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lining square across both diagonals + or - 1mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lining fixed with five sets of folding wedges on each side and two skew nails below so that no movement is possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Each jamb plumb and free from bows and hollows and lining head level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lining out of wind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lining wedged down from the head with two sets of folding wedges to fit tight to the floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All sets of wedges nailed through on completion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All nails punched below surface with no hammer marks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature..... Date.....

Assessor's Signature..... Date.....

Internal Verifier's Signature..... Date.....

Number of Attempts on Assignment.....

Assessors Comments:

Unit 004 Hanging an internal door

Learning outcomes

Practical activities

The candidate will be able to:

1. Interpret drawings and specifications related to hanging an internal door, fitting door furniture and fixing a latch.
2. Install an internal door with mortise latch and latch furniture to working instructions.
3. Measure, mark out, fit, position, secure and finish work.
4. Safely use personal protective equipment (PPE).
5. Safely use and store tools and equipment.
6. Protect the work and its surrounding area from damage.
7. Dispose of waste.
8. Minimise damage and maintain a clean work space.
9. Use and maintain hand tools and power tools.

Underpinning knowledge

The candidate will be able to:

1. State the health and safety implications related to hanging internal doors (Health & Safety, COSHH, PUWER, PPE, Manual Handling and Risk).
2. Identify a range of ironmongery for internal doors.
3. State how emergencies should be responded to and who should respond.
4. Identify a variety of internal doors (panel and flush).
5. State what the accident reporting procedures are and who is responsible for making the reports.
6. State the need for use of Personal Protective Equipment (PPE).
7. State the hazards associated with the resources and methods of work.
8. State how to protect work from damage and the purpose of protection.
9. State why the disposal of waste should be carried out safely.
10. State how maintenance of tools and equipment is carried out.
11. State the importance of teamwork when working with other people.

Unit 004 Assignment

Candidate's instructions

Hanging an internal door and fitting a mortice latch

Assignment instructions

Time allowed: 5 hours

The test should be carried out on the door provided and hung into the lining made and fixed in test number three.

Candidates can use any of the tools, equipment and materials provided

Candidates will be assessed on the fitting and hanging of the internal door, cutting and fixing the doorstops, positioning and fitting the mortice latch and fixing the door furniture

The test should be carried out using the following materials, tools and equipment:

- 1 panelled or flush internal door – 1981mm x 762mm
- 3 x 100mm butts (complete with screws), mortice latch, set of doorstops, and furniture with screws (countersunk or posidrive and raised heads, etc), 40mm oval nails, saw stool, rule, pencil, try square, marking gauges, jackplane, chisels: 6mm; 10mm; 13mm; 18mm and 25mm bradawls, screwdrivers (preferably ratchet), panel saws, mallet, claw hammer, swing brace, twist bits: 10mm; 13mm; 16mm and 18mm wheelbrace 5/16" drill, powered screwdriver with appropriate bits

The following instructions should be read to the candidate who should be allowed to ask questions for clarification:

The candidate is required to:

- Fit and hang the door provided on three 100mm butts
- Fit the mortice latch and furniture, 1050mm from the bottom of the door to the centre spindle hole

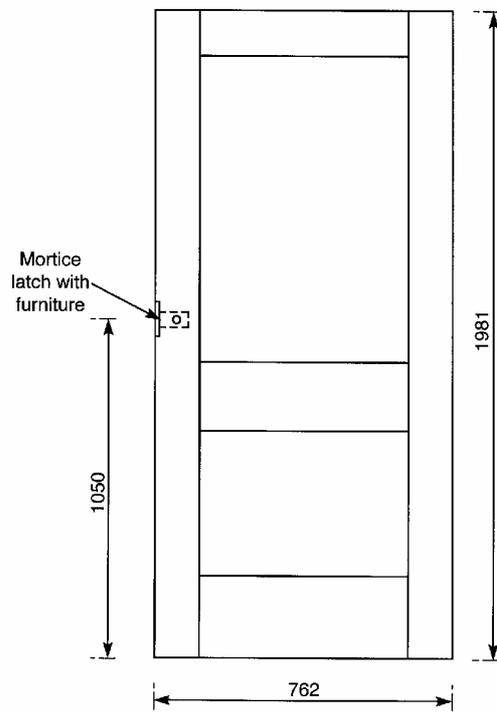
I have read and understand what is required for this unit.

Candidate's Signature..... Date.....

Assessor's Signature..... Date.....

Test no.4

Hanging an internal door



Elevation

Not to scale

FIG.3.

6217-02 Basic Construction Skills - Carpentry and Joinery

Unit 004 Assignment record

Marking: To pass all boxes in the first two columns must be ticked as correct.

	C	A	A2
Time allowed on test piece 5 hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door fitted and hung 2mm margins on top and sides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door hung out of wind and closing evenly into lining with no binding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Closing edge with some lead in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hinges positioned and housed in correctly with no protruding screw heads and no gaps greater than 1mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mortice latch and furniture neatly and securely fixed to permit smooth and first time operation to correct height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No gaps around latch plate and striking plate (n.e. 1mm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature..... Date.....

Assessor's Signature..... Date.....

Internal Verifier's Signature..... Date.....

Number of Attempts on Assignment.....

Assessors Comments:

Unit 005 Making a casement window

Learning outcomes

Practical activities

The candidate will be able to:

1. Interpret drawings and specifications related to making a casement window, making and hanging a sash and fixing window furniture.
2. Make a casement window, make and hang a sash and fix window furniture.
3. Measure, set out, mark out, assemble, fit, position, secure and finish the work.
4. Prepare cutting lists and calculate timber requirements.
5. Safely use personal protective equipment (PPE).
6. Safely use and store tools and equipment.
7. Protect the work from damage.
8. Dispose of waste.
9. Minimise damage and maintain a clean work space.
10. Use and maintain hand tools, portable power tools and ancillary equipment.

Underpinning knowledge

The candidate will be able to:

1. State the health and safety implications related to making a casement window (Health & Safety, COSHH, PUWER, PPE, Manual Handling and Risk)
2. Identify the types of windows available.
3. State how emergencies should be responded to and who should respond.
4. Identify the types of windows available.
5. State what the accident reporting procedures are and who is responsible for making the reports.
6. State the need for use of Personal Protective Equipment (PPE).
7. State the hazards associated with the resources and methods of work.
8. State how to protect work from damage and the purpose of protection.
9. State why the disposal of waste should be carried out safely.
10. State how maintenance of tools and equipment is carried out.
11. State the importance of teamwork when working with other people.

Unit 005 Assignment

Candidate's instructions

Making a casement window

Assignment instructions

Time allowed: 20 hours

Candidates must be capable of using the machines and portable power tools in a safe and competent manner.

All portable power tools must display an up to date electrical test certificate.
At the discretion of the centre, all tenons can be cut by using hand tools.

Candidates may use any of the tools, equipment and material provided.

The test should be carried out using the following materials, tools and equipment:

- 1 560mm x 119mm x 59mm
- 1 560mm x 94mm x 44mm
- 2 600mm x 94mm x 44mm
- 1 422mm x 69mm x 44mm
- 1 422mm x 44mm x 44mm
- 2 530mm x 44mm x 44mm

all joinery quality European redwood, 1 pair 63mm steel butts and screws, 1 200mm casement stay, pins and screws, 1 casement fastener and screws, waterproof adhesive, aluminium star dowels, rule, pencil, combination square, marking, gauge and mortice gauge, setting out board, sliding bevel, screwdrivers, protractor, squaring rod, tenon saw and panel saw, assortment of bevelled edge chisels, bradawl, mallet, mitre template planes – jack, smoothing, rebate, plough and throating warrington hammer, sash cramps and 'G' cramps portable power tools – router with appropriate cutters, sanders screwdriver, planer mortice machine with 12mm and 16mm hollow chisels and augers narrow bandsaw with 12mm saw

The following instructions should be read to the candidate who should be allowed to ask questions for clarification:

The candidate is required to:

- Set out a full size rod for the window shown in Fig 4
- Prepare a cutting list
- Mark out the material provided
- Complete all the work using the morticing machine, narrow bandsaw for tenon cheeks only, power tools and hand tools
- Assemble, glue, wedge and star dowel the frame and casement
- Clean up and sand for a painted finish
- Fit and hang the casement
- Fit the casement stay and fastener

I have read and understand what is required for this unit.

Candidate's Signature.....

Date.....

Assessor's Signature.....

Date.....

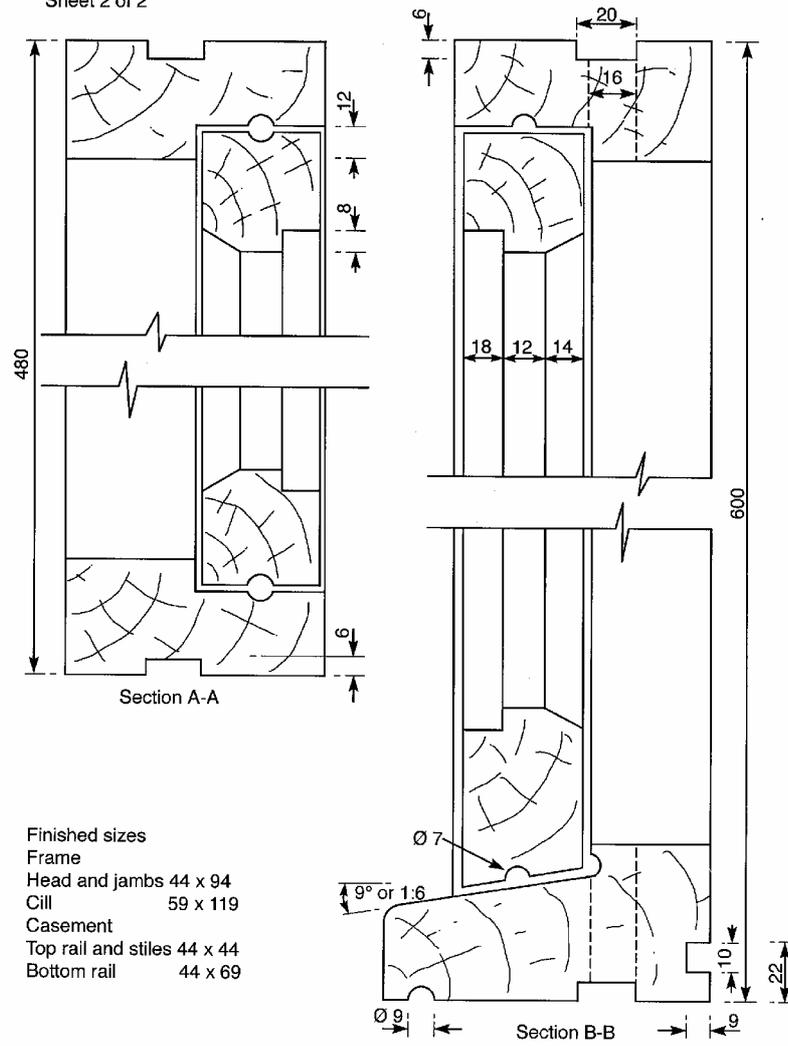


FIG.4.
Not to scale

6217-02 Basic Construction Skills - Carpentry and Joinery

Unit 005 Assignment record

Marking: To pass all boxes in the first two columns must be ticked as correct

	C	A	A2
Time allowed on test piece 20 hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Height of frame 600 + or – 1mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Width of frame 480 + or – 1mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finished sizes of section 1mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Setting out rod accurate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cutting list accurate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frame out of wind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frame square	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Casement out of wind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Casement square	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frame joints, scribed, shoulders tight, no gaps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Casement joints, shoulders tight, no gaps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Casement hung out of wind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct casement fit and margin not greater than 2mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Butt hinges – no gaps greater than 1mm screw heads flush	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No sander marks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No tapered edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Casement stay and fastener fitted correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe use of wood machines and portable power tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature..... Date.....

Assessor's Signature..... Date.....

Internal Verifier's Signature..... Date.....

Number of Attempts on Assignment.....

Assessors Comments:

Unit 058 Fixing and stabilising trussed rafters

Learning outcomes

Practical activities

The candidate will be able to:

1. Interpret drawings and specifications related to the lifting, erecting, positioning, fixing gang nailed trussed rafters.
2. Position, fix and stabilise trussed rafters with diagonal bracing and ties with provision for access to the roof space.
3. Measure, mark out, position, secure, finish the work.
4. Safely work at height.
5. Safely use personal protective equipment (PPE).
6. Safely use and store tools and equipment.
7. Protect the work from damage.
8. Dispose of waste.
9. Minimise damage and maintain a clean work space.
10. Use and maintain hand tools, portable power tools and ancillary equipment.

Underpinning knowledge

The candidate will be able to:

1. State the health and safety implications related to fixing and stabilising trussed rafters (Health & Safety, COSHH, PUWER, PPE, Manual Handling and Risk)
2. State the correct method of stacking and storing roof trusses.
3. Identify the correct positions for applying loads on roof trusses (node points).
4. State the correct procedure for working at height.
5. State how emergencies should be responded to and who should respond.
6. State what the accident reporting procedures are and who is responsible for making the reports.
7. State the need for use of Personal Protective Equipment (PPE).
8. State the hazards associated with the resources and methods of work.
9. State how to protect work from damage and the purpose of protection.
10. State why the disposal of waste should be carried out safely.
11. State how maintenance of tools and equipment is carried out.

12. State the importance of teamwork when working with other people.

Unit 058 Assignment

Candidate's instructions

Fixing and stabilising trussed rafters

Assignment instructions

Time allowed: 2.5 hours

To enable the candidate to securely fix six trussed rafters onto a timber wall plate and diagonally brace and fix ceiling ties and ridge ties.

Pitch of the trusses to be determined by the centre, but must be between 30° and 40°.

A suitable rig located inside or outside with a timber wall plate or similar, to which the rafters can be fitted and a clear span between 3m and 3.5m.

The test should be carried out using the following materials, tools and equipment:

6 roof trusses

4 truss clips to suit rafter thickness

2 3m x 100mm x 25mm for ceiling and ridge ties

2 600mm x 35mm x 75mm for ceiling trap

assorted nails, galvanised clout nails for truss clips, saw tools, claw hammer, panel saw
straight edge or string for levelling rafter backs, rule, tape 2H pencil, combination square

The following instructions should be read to the candidate who should be allowed to ask questions for clarification:

The candidate is required to:

Mark out the wall plate for positioning the rafters at 600mm centres

Transfer these marks to the ceiling and ridge ties

Locate the rafters in their correct positions

Fix the truss clips on the two outside rafters and wall plate

Fix the remaining four rafters to avoid damage and to enable re-use

Fix ties

Fix the diagonal bracing for maximum stability

Construct the access trap in the ceiling joists

Dismantle the trusses and safely and correctly stack them away

The candidate can be assisted whilst lifting and positioning the rafters and to hold the ties whilst fixing

6217-02 Basic Construction Skills - Carpentry and Joinery

Unit 058 Assignment record

Marking: To pass all boxes in the first two columns must be ticked as correct.

	C	A	A2
Time allowed on test piece 2.5 hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct position of rafters + or – 2mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Backs of rafters level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct position of ceiling and ridge ties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct fitting of truss clips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ceiling trap – fitting and square	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct handling of the trusses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dismantling of trusses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct stacking to avoid damage to the plates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe working during the test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed within allocated time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature.....

Date.....

Assessor's Signature.....

Date.....

Internal Verifier's Signature.....

Date.....

Number of Attempts on Assignment.....

Assessors Comments:

Unit 059 Accessing for carpentry and joinery

Learning outcomes

Practical activities

The candidate will be able to:

1. Interpret drawings, specifications, schedules, manufacturer's technical information related to the use of ladders and proprietary mobile tower scaffold.
2. Erect, position a two piece extension ladder and lower and safely store away.
3. Erect a proprietary mobile tower scaffold to a height of not more than 2 metres and dismantle and safely store away.
4. Safely work at height.
5. Safely use personal protective equipment (PPE).
6. Safely use and store tools and equipment.
7. Minimise damage and maintain a clean work space.
8. Use and maintain hand tools.

Underpinning knowledge

The candidate will be able to:

1. State the importance of keeping ladders and towers in good condition and the precautions with their use (Health & Safety, COSHH, PUWER, PPE, Manual Handling and Risk).
2. State the correct procedure for working at height.
3. State how emergencies should be responded to and who should respond.
4. State how the resources should be used.
5. State what the accident reporting procedures are and who is responsible for making the reports.
6. State the need for use of Personal Protective Equipment (PPE).
7. State the hazards associated with the resources and methods of work.
8. State how maintenance of tools and equipment is carried out.
9. State the importance of teamwork when working with other people.

Unit 059 Assignment

Candidate's instructions

Accessing for carpentry and joinery

Assignment instructions

Time allowed: 20 minutes

TEST A: Erect, position, secure and lower a two piece-extension ladder to reach a selected location.

Test the ability to safely erect and lower a two piece-extension ladder.

A location inside or outside, offering a fixed point at a height between 5m and 6m.

This test can be taken in conjunction with a practical task.

An assistant must be available to assist the candidate to raise and lower the ladder (under candidates instructions),

The ladder must be footed in accordance to current legislation:-

Ladder incline - 75°

Ladder cap (minimum) - of 4 rungs

The following instructions should be read to the candidate who should be allowed to ask questions for clarification:

The candidate is required to:

Carry ladder at least 15m in the horizontal position

Erect ladder in vertical position

Extend ladder to required height

Carry ladder at least 3m in a vertical position

Place in correct position at correct angle

Tie top or bottom

Ascend and descend ladder carrying a claw hammer in one hand

Close ladder and drop it to the horizontal position

I have read and understand what is required for this unit.

Candidate's Signature.....

Date.....

Assessor's Signature.....

Date.....

6217-02 Basic Construction Skills - Carpentry and Joinery

Unit 059 Assignment record

Marking: To pass all boxes in the first two columns must be ticked as correct.

	C	A	A2
Time allowed on test piece 20 minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carried safely in horizontal position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erected safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extended to required height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carried safely in vertical position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Placed in the correct position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct angle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Firm base	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lashings secure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ascended and descended safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lowered correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladder undamaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surrounding area undamaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature.....

Date.....

Assessor's Signature.....

Date.....

Internal Verifier's Signature.....

Date.....

Number of Attempts on Assignment.....

Assessors Comments:

Unit 059 Assignment

Candidate's instructions

Accessing for carpentry and joinery

Assignment instructions

Time allowed: 40 minutes

TEST B: Erect a proprietary mobile tower scaffold to a height of two platforms or not exceeding 2 meters.

Test the ability to safely erect a mobile tower scaffold.

A location inside or outside suitable for selected type of tower.

Emphasis must be placed on safe working to comply with current regulations and all appropriate P.P.E must be available and used.

An assistant, working under candidate instructions, must be available to help with the erection and dismantling of the tower.

The following instructions should be read to the candidate who should be allowed to ask questions for clarification:

The candidate is required to:

- Check all items are as listed (to be supplied)
- Set out item as required
- Erect base and place locking bar in position
- Place mobile wheels in position on each section and lock
- Place platform boards on top of base section
- Erect top section and place stabilising bars in position
- Place platform board in position
- Erect guard rails
- Place toe boards around platform
- Release wheel locks and move scaffold to a selected location, re-lock wheels and climb to top of platform
- Descend and dismantle the tower and safely store away

I have read and understand what is required for this unit.

Candidate's Signature..... Date.....

Assessor's Signature..... Date.....

6217-02 Basic Construction Skills - Carpentry and Joinery

Unit 059 Assignment record

Marking: To pass all boxes in the first two columns must be ticked as correct.

	C	A	A2
Time allowed on test piece 40 minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proper setting out of sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct positioning of stabilisers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proper wheel fixing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proper locking of brakes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct positioning of 1 st platform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct positioning of 2 nd platform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct positioning of guard rail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct positioning of toe boards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance with safety regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature..... Date.....

Assessor's Signature..... Date.....

Internal Verifier's Signature..... Date.....

Number of Attempts on Assignment..... Date.....

Assessors Comments:

Unit 060 Setting out and cutting one pair of common rafters

Learning outcomes

Practical activities

The candidate will be able to:

1. Interpret drawings, specifications and schedules related to marking out and cutting common rafters (cut roofs).
2. Determine the correct bevels for a given rise and span on a traditional cut roof.
3. Apply the bevels to a pattern rafter for marking out the common rafters.
4. Use the pattern rafter for marking out the common rafters.
5. Measure, mark out, cut, position, secure and finish the work.
6. Safely work at height.
7. Safely use personal protective equipment (PPE).
8. Safely use and store tools and equipment.
9. Protect the work from damage.
10. Dispose of waste.
11. Minimise damage and maintain a clean work space.
12. Use and maintain hand tools, portable power tools and ancillary equipment.

Underpinning knowledge

The candidate will be able to:

1. State the health and safety implications of the task (Health & Safety, COSHH, PUWER, PPE, Manual Handling and Risk)
2. Describe the methods of obtaining bevels and applying them to the members of a traditional cut roof.
3. State the correct procedure for working at height.
4. State how emergencies should be responded to and who should respond.
5. State how the resources should be used.
6. State what the accident reporting procedures are and who is responsible for making the reports.
7. State the need for use of Personal Protective Equipment (PPE).
8. State the hazards associated with the resources and methods of work.
9. State how maintenance of tools and equipment is carried out.

10. State the importance of teamwork when working with other people.

Unit 060 Assignment

Candidate's instructions

Setting out and cutting one pair of common rafters

Assignment instructions

Time allowed: 2.5 hours

Candidates may use any preferred method to set out the rafters and ceiling joists, these should then be erected with false wall plates and ridge using temporary supports (span to be in the range of 2.5m to 3.5 to be determined by the assessor before start of test).

Candidates can use any of the tools, equipment and materials provided

Candidates will be assessed on the setting out and cutting of rafters and ceiling joist

The test should be carried out using the following materials, tools and equipment:

- 2 100mm x 38mm rafters
- 1 75mm x 32mm ceiling joist
- 1 150mm x 32mm ridge
- 2 75mm x 50mm wall plates

assorted nails, saw stools, crosscut saw, claw hammer, mallet, 1" chisel
rule, pencil, try square, setsquare, marking gauge, metric roofing square, trammel, protractor
straight edge, sliding bevels, sheet hardboard, rafter tables, metric roofing ready reckoner

The following instructions should be read to the candidate who should be allowed to ask questions for clarification:

The candidate is required to:

- Set out using any preferred method and cut one pair of common rafters and ceiling joist as shown in FIG 5
- Erect on 600mm long plates and ridge using temporary supports

I have read and understand what is required for this unit.

Candidate's Signature.....

Date.....

Assessor's Signature.....

Date.....

6217-02 Basic Construction Skills - Carpentry and Joinery

Unit 060 Assignment record

Marking: To pass all boxes in the first two columns must be ticked as correct.

	C	A	A2
Time allowed on test piece 2.5 hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Length of rafter from plumb cut at ridge to plumb cut at birdsmouth measured along pitch line + or – 2mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drop from seat cut at birdsmouth to soffit cut + or – 2mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eaves overhang from-plumb cut at birdsmouth to plumb cut at fascia + or + 2mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Span as determined by the assessor + or – 2mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Birdsmouth cut square not more than 1/3 width of rafter and good fit to wallplate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fitted at ridge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rafters fixed round side up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ceiling joists not protruding beyond rafter and roundside up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature..... Date.....

Assessor's Signature..... Date.....

Internal Verifier's Signature..... Date.....

Number of Attempts on Assignment.....

Assessors Comments:

Unit 061 Operating basic wood machines

Learning outcomes

Practical activities

The candidate will be able to:

1. Interpret drawings and specifications related to the use of circular saws, surfacer and thicknesser planing machine and mortice machine.
2. Safely use the circular saw, surface planer, thickness planer and mortice machine (supervision required).
3. Mark out the material for morticing.
4. Safely use personal protective equipment (PPE).
5. Comply with appropriate legislation, regulations and codes of practice.
6. Safely use and store tools and equipment.
7. Protect the work and its surrounding area from damage.
8. Dispose of waste.
9. Minimise damage and maintain a clean work space.
10. Measure, mark out, adjust machines, fit and position, secure and finish the work.
11. Use and maintain hand tools.

Underpinning knowledge

The candidate will be able to:

1. State the health and safety implications of the task (Health & Safety, COSHH, PUWER, PPE, Manual Handling and Risk)
2. State the equipment required for safe use of machines (push sticks and push blocks).
3. State the methods of adjusting machine parts (fences, clamps, tables).
4. State how emergencies should be responded to and who should respond.
5. State the need for use of Personal Protective Equipment (PPE).
6. State the hazards associated with the resources and methods of work.
7. State how maintenance of tools and equipment is carried out.
8. State the importance of teamwork when working with other people.
9. State the safe methods of removal and disposal of waste materials.

Unit 061 Assignment

Candidate's instructions

Operate basic wood machines

Assignment instructions

Time allowed: 3 hours

This test is to be carried out on a piece of softwood to the dimensions shown in FIG 6

The assessor must be present throughout the test.

Candidates can use any of the tools, equipment and materials provided.

Candidates will be assessed on the finished piece of softwood and the operation of the wood machines in accordance with appropriate Statutory Regulations and Approved Code of Practice.

The test should be carried out using the following materials, tools and equipment:

- 1 1200mm x 75mm x 50mm sawn softwood
- circular saw with suitable push sticks, surface planer and thicknesser
- mortice machine fitted with a 13mm hollow, chisel and auger, spanner for depth stops, rule, 2H pencil, combination square, mortice gauge, screwdriver

The following instructions should be read to the candidate who should be allowed to ask questions for clarification:

Using a circular saw, surface planer, thicknesser and mortice machine:-

The candidate is required to:

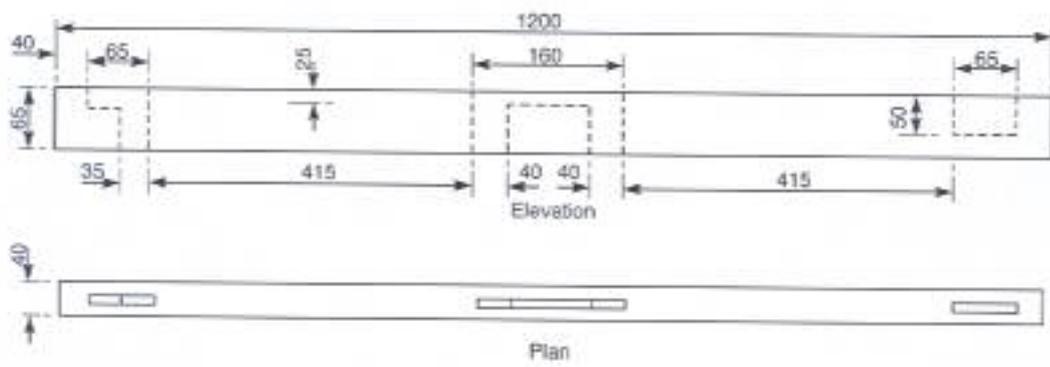
- Saw the piece of softwood to finish 1200mm x 70mm x 45mm
- Surface plane the face and edge of the material
- Thickness the material to finish 1200 x 65mm x 40mm
- Mark out the position of the mortices
- Mortice the material to the dimension shown in FIG 6
- Observe all statutory Regulations and Approved Code of Practice

I have read and understand what is required for this unit.

Candidate's Signature..... Date.....

Assessor's Signature..... Date.....

Test no.10 Operating basic wood machines



6217-02 Basic Construction Skills - Carpentry and Joinery

Unit 061 Assignment record

Marking: To pass all boxes in the first two columns must be ticked as correct.

	C	A	A2
Time allowed on test piece 3 hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sawn: - width 70mm + or – 1mm / thickness 45mm + or – 1mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planed: - face edge and edge square	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ripple n.e. 2mm across pitch marks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material straight, free from twist, free from end dips, chip bruising, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finished width 65mm + or – 0.25mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mortices marked out accurately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mortices cut to gauge line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No breakout on mortices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct haunch depths + or – 1mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe and correct use of machines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature.....

Date.....

Assessor's Signature.....

Date.....

Internal Verifier's Signature.....

Date.....

Number of Attempts on Assignment.....

Assessors Comments:

Further information

Further information regarding centre/scheme approval or any aspect of assessment of our qualifications should be referred to the relevant City & Guilds regional/national office:

Region	Telephone	Facsimile
City & Guilds Scotland	0131 226 1556	0131 226 1558
City & Guilds North East	0191 402 5100	0191 402 5101
City & Guilds North West	01925 897900	01925 897925
City & Guilds Yorkshire	0113 380 8500	0113 380 8525
City & Guilds Wales	02920 748600	02920 748625
City & Guilds West Midlands	0121 359 6667	0121 359 7734
City & Guilds East Midlands	01773 842900	01773 833030
City & Guilds South West	01823 722200	01823 444231
City & Guilds London and South East	020 7294 2820	020 7294 2419
City & Guilds Southern	020 7294 2724	020 7294 2412
City & Guilds East	01480 308300	01480 308325
City & Guilds Northern Ireland/ Ireland	028 9032 5689	028 9031 2917
City & Guilds Customer Relations Unit	020 7294 2800	020 7294 2400

Website www.cityandguilds.com

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