

Level 1 Certificate in Basic Construction Skills - Painting and Decorating (6217-03)

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 –Painting and Decorating.

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 – Painting and Decorating** 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 six 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.

Unless otherwise stated in the learning outcomes or assessment guidance, there is no given requirement for candidates to work at height.

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 and 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 006-009, 062-063 inclusive plus any two units from 010-015, 064. 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
006	Painting a timber window frame	6217-03-006
007	Applying emulsion to wall by roller	6217-03-007
008	Painting doors and frames	6217-03-008
009	Applying oil based paint to walls by roller	6217-03-009
062	Removing and hanging wallpaper to walls	6217-03-062
063	Hanging paper to ceilings and painting	6217-03-063
Optional units		
010	Rust removal and priming metal	6217-03-010
011	Applying paint by spraying	6217-03-011
012	Introduction to glazing for painting and decorating	6217-03-012
013	Using broken colour techniques	6217-03-013
014	Working with hardwood finishes	6217-03-014
015	Removing and refitting a water-filled radiator	6217-03-015
064	Introduction to artexing and coving	6217-03-064
Additional test		
099	Basic Construction Skills Health and Safety on-line test	6217-03-099

Registration is not needed for this qualification. Centres should submit results via the Walled Garden, www.walledgarden.com, under 6217-03.

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 2 NVQ in Decorative Occupations. There is no direct mapping as there is no Level 1 NVQ. The following table shows signposting for learning that could support the Level 2 NVQ in Decorative Occupations.

Units	Outcome	This award contributes towards the knowledge and understanding of the following elements of the L2 NVQ in Decorative Occupations
All units	Conforms to workplace safety/complies with health and safety regulations Supports effective work Check maintain tools Select and prepare individual tools	Part VR01, VR02, VR03
006	Why paint is applied to exterior settings.	Part VR332, VR333, VR250
007	Surface finishes within emulsion paints.	Part VR332, VR333, VR250
008	Selection of PPE when burning off the door, understanding correct paints for specified coating and colours.	Part VR332, VR333, VR250
062	Selecting correct pastes, papers and matching and soaking of standard wall covering.	Part VR332, VR333, VR250
063	Use of emulsion paints suitable for wallpaper.	Part VR332, VR333, VR336, VR250
006	Selecting correct tools/brushes and rollers and reasons for lay off finish.	Part VR332, VR333, VR250
007	Use of correct primers relating to metals.	Part VR332, VR333, VR250

011	Conform to SSOW and regulations relating to pressure spraying.	Part VR332, VR333, VR 340, VR250
009	Hazards when working with glass and PPE to be used.	Part VR332, VR333, VR250
010	Uses and fitting of plasterboards demonstrating different textured finishes.	Part VR332, VR338, VR250
013	Use of oil and water based products designed for broken colour techniques.	Part VR332, VR333, VR341, VR342
012	Reason for use of different varnishes in different environments.	Part VR332, VR333, VR250
015	Understanding a plumbing / control heating system.	-

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	Health and Safety	European Development
006		*	*	
007	*		*	
008		*	*	
009		*	*	
010		*	*	*
011	*	*	*	
012			*	
013	*		*	
014			*	
015		*	*	*
062	*	*	*	
063	*		*	
064			*	

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	Working with others	Problem solving	Improving own learning and performance
006		WO1.1 WO1.2	PS1.1	LP1.1
007		WO1.1 WO1.2	PS1.1	LP1.1
008		WO1.1 WO1.2	PS1.1	LP1.1
009		WO1.1 WO1.2	PS1.1	LP1.1
010		WO1.1 WO1.2	PS1.1	LP1.1
011		WO1.1 WO1.2	PS1.1	LP1.1
012		WO1.1 WO1.2	PS1.1	LP1.1
013		WO1.1 WO1.2	PS1.1	LP1.1
014		WO1.1 WO1.2	PS1.1	LP1.1
015		WO1.1 WO1.2	PS1.1	LP1.1
062	N1.1 N1.2	WO1.1 WO1.2	PS1.1	LP1.1
063	N1.1 N1.2	WO1.1 WO1.2	PS1.1	LP1.1
064		WO1.1 WO1.2	PS1.1	LP1.1

Assignment guidance and recording

To achieve the certificate candidates must pass the assignments for units 006-009, 062-063 and any two from 010-015, 064.

Each unit consists of two sections:

1 **Candidate's Instructions**

These should be read to the candidate, who should be allowed to ask any questions for clarification. The candidates are then required to sign 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.

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.

Level 1 Certificate in Basic Construction Skills – Painting and Decorating Assignments 6217-03

Candidate Assignment Log

Candidate Name

Schedule of assignments passed

Unit 006	Painting a timber window frame	<input type="checkbox"/>
Unit 007	Applying emulsion to wall by roller	<input type="checkbox"/>
Unit 008	Painting doors and frames	<input type="checkbox"/>
Unit 009	Applying oil based paint to walls by roller	<input type="checkbox"/>
Unit 010	Rust removal and priming metal	<input type="checkbox"/>
Unit 011	Applying paint by spraying	<input type="checkbox"/>
Unit 012	Introduction to glazing for painting and decorating	<input type="checkbox"/>
Unit 013	Using broken colour techniques	<input type="checkbox"/>
Unit 014	Working with hardwood finishes	<input type="checkbox"/>
Unit 015	Removing and refitting a water-filled radiator	<input type="checkbox"/>
Unit 0062	Removing and hanging wallpaper to walls	<input type="checkbox"/>
Unit 063	Hanging paper to ceilings and painting	<input type="checkbox"/>
Unit 064	Introduction to artexing and coving	<input type="checkbox"/>

Level 1 Certificate in Basic Construction Skills – Painting and Decorating

Personal assessment plan

To pass the qualification you must pass units 006-009, 062-063 and pass any two units from 010-015, 064. These units can be taken in any order and at any time during the course. All work will be assessed to the City & Guilds standards as detailed.

All work must be completed unaided. 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.....

Level 1 Certificate in Basic Construction Skills - Painting and Decorating

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 006 Painting a timber window frame

Painting timber window frame, using oil based undercoat and gloss; to be internal or external, preferably with one or more opening lights with approximate cutting in area of 2 metres.

Learning outcomes

Practical activities

The candidate will be able to:

1. Prepare surfaces and working area in readiness for painting.
2. Prepare materials, tools and equipment.
3. Apply undercoat and gloss to timber frame.
4. Clean tools and equipment.
5. Display appropriate warning signs.

Underpinning knowledge

The candidate will be able to:

1. State the health and safety implications of using oil based materials and scaffolding.
2. Identify the correct internal /external edges of window frames.
3. State the reason why paint is applied onto the glass in external settings.
4. State the need for a clean and tidy work area and clean tools and equipment.

Unit 006 Assignment

Candidate's Instructions

Paint a glazed window frame using oil based undercoat and gloss

Preparation/ Special instructions

Candidates are required to prepare and apply undercoat and gloss paint to the window frame shown to them.

Candidates can use any of the tools and materials in their work area.

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

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

The candidate is required to
Prepare and paint the window frame shown to them. The work must be carried out using oil-based undercoat and gloss.

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

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

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

Fill in boxes with examples of paint used. Give name and BS number:

Assessor's Signature

Date

Candidate's Signature

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Unit 006 Assignment record

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

	C	A	A2
Surface prepared to receive first coat of paint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from bits and nibs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Layed off with no pronounced brush marks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No more than one run up to 5mm long	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from curtains (row of sags or runs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from flashing edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full gloss no misses or grinning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cutting in straight not more than 2mm on the glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct edges of opening light painted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test area and surrounding areas free from paint splashes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All tools and equipment clean	<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 007 Applying emulsion to wall by roller

Flat wall area, minimum area of 5 square metres cutting in required, two coats paint, with finish at centre's discretion

Learning outcomes

Practical activities

The candidate will be able to:

1. Prepare surfaces and working area in readiness for painting.
2. Prepare materials, tools and equipment.
3. Paint wall using brush and roller technique.
4. Clean tools and equipment.
5. Display appropriate warning signs

Underpinning knowledge

The candidate will be able to:

1. State the health and safety implications of using oil based material sand scaffolding.
2. Give reasons for the need of additional coats of paint.
3. Identify the differences between different types of emulsion paint.
4. State the need for a clean and tidy work area and clean tools and equipment.

Unit 007 Assignment

Candidate's Instructions

Emulsion wall area using a roller and brush

Preparation/Special instructions

Candidates are required to prepare and apply two coats of emulsion to the wall shown to them. Either Vinyl Silk or Vinyl Matt may be used.

Candidates can use any of the tools and materials in their work area.

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

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

The candidate is required to:

Prepare the paint and work areas shown to them by the Assessor.

Apply two coats of emulsion (5 square metres) using a roller and brush.

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

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

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

Fill in boxes with examples of paint used. Give name and BS number:

Assessor's Signature

Date

Candidate's Signature

6217-03 Basic Construction Skills – Painting and Decorating

Unit 007 Assignment record

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

	C	A	A2
Wall prepared to receive paint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Orange peel effect not pronounced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from bits and nibs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from curtains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cutting in by brush straight, no paint on coving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roller finish to within 10mm of all angles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from roller marks and skids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from frothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full and even finish, free from misses and grinning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test area and surrounding areas free from paint splashes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All tools and equipment clean	<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.....

Assessor Comments:

Unit 008 Painting doors and frames

Two doors required – one flush door, one panel door and one door frame.

- a Flush door first side to be burnt off and prepared, then knotted, primed, filled, undercoated, glossed in either oil-based or acrylic-based paint, brushes only.
- b Flush door second side to be flatted down, wet and dry, then undercoated and glossed, oil-based paint only, brush finish.
- c Panel door to be flatted down then undercoated and glossed using two colours. Areas to be decided by Assessor – candidate.
- d Door frame to be prepared and painted with undercoat and gloss. A different colour is to be used on each side of the door frame.

Learning outcomes

Practical activities

The candidate will be able to:

1. Prepare the work area.
2. Understand the use of tools and equipment.
3. Burn off a door.
4. Prepare tools and materials.
5. Prepare surfaces for painting.
6. Paint door and frame.
7. Clean tools and equipment.
8. Display appropriate warning signs

Underpinning knowledge

The candidate will be able to:

1. State the health and safety implications of using flame to remove paint.
2. State the health and safety implications of using oil based and water based paints and fillers.
3. Identify reasons for burning off.
4. Identify correct internal /external edges.
5. Identify the reasons for and types of abrasive papers.
6. State the different types of paints required.
7. State the need for a clean and tidy work area.

Unit 008 Assignment

Candidate's Instructions

Remove paint from timber door with blow lamp and bring back to a finish. Paint doors and frames.

For this assignment the candidate must perform the following tasks

- a Burning off a door
- b Undercoat and gloss door
- c Undercoat and gloss panel door - two colours

a Side 1 – Flush Door

Preparation/Special instructions:

Candidates are required to remove all the paint from one side and one edge of the door by flame and replace with a four-coat oil based paint system, primer two undercoats and gloss. The other side of the door is to be flatted down and painted with undercoat and gloss. Water based paint system may be used if preferred. Door frames are to be painted both sides with undercoat and gloss, each side is to be painted a different colour.

NOTE: Door may be removed for burning off but must be painted in situ, eg hung to the door frame.

Candidates are required to use as agreed with their Assessor oil-based or acrylic-based paint with only the use of the appropriate brushes.

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

The candidate is required to

- Remove all fixtures and fittings from the door.
- Follow all health and safety and Personal Protective Equipment details.
- Burn off one side and edge of a flush door.
- Prepare, knot, prime, fill if necessary, prime, undercoat and gloss.

b Side 2 – Flush Door

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

The candidate is required to

- Flatten down using wet and dry carbon paper, wash down.
- Undercoat and gloss the door and edge using only oil-based paint by brush with the surface being de-nibbed between coats.

NOTE: The flush door must be worked on in situ, eg hung to the door frame.

c Panelled Door

Preparation/Special instructions:

Candidates are required to prepare and apply undercoat and gloss paint to the panel door shown to them. (one side and one edge only) using a brush only.

The panels must be finished in a different colour to the rails and stiles.

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

The candidates are required to:

Flatten down the door using wet and dry carbon paper and wash down.

Agree with your Assessor two colours for the door.

Cut-in and lay off the door with panels and door-in contrasting colours using the correct undercoats for the glass chosen.

d Door Frame

Preparation/Special instructions:

Candidates can use any of the tools and materials in their work area.

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

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

The candidates are required to:

Prepare the frame with either wet and dry or sandpaper as agreed with your Assessor.

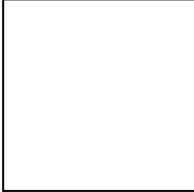
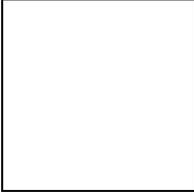
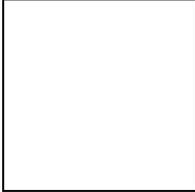
Paint the frame in two contrasting colours inside and outside using the correct undercoat for the colours chosen.

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

Candidate's signature..... Date.....

Assessor's signature..... Date.....

Fill in boxes with examples of paint used. Give name and BS number:



Assessor's Signature

Date

Candidate's Signature

6217-03 Basic Construction Skills - Painting and Decorating

Task A Door 1 flush

Marking: To pass all boxes must be ticked as correct.

	Side A		Side B		Frames	
	C	A	C	A	C	A
All paint removed allow for small amount in nicks etc	<input type="checkbox"/>	<input type="checkbox"/>				
Free from excessive charring			<input type="checkbox"/>	<input type="checkbox"/>		
Surrounding areas not damaged by burning					<input type="checkbox"/>	<input type="checkbox"/>
Surface of wood not damaged	<input type="checkbox"/>	<input type="checkbox"/>				
Knotting applied with no thick edges	<input type="checkbox"/>	<input type="checkbox"/>				
Surface sanded and prepared	<input type="checkbox"/>					
Surface free from filling faults	<input type="checkbox"/>					
Free from excessive bits and nibs	<input type="checkbox"/>					
Layed off with no pronounced brush marks	<input type="checkbox"/>					
Not more than one run up to 5mm long	<input type="checkbox"/>					
No wet edge build up or 100mm of flashing edge	<input type="checkbox"/>					
Full even gloss no misses or grinning	<input type="checkbox"/>					
Correct edges painted	<input type="checkbox"/>					
Test area free from paint spot and splashes	<input type="checkbox"/>					
Tools and equipment clean	<input type="checkbox"/>					

Candidate's Signature.....

Date.....

Assessor's signature.....

Date.....

Internal Verifier's signature.....

Date.....

Number of Attempts on Assignment.....

Assessors Comments:

6217-03 Basic Construction Skills - Painting and Decorating

Task B Door 2 Panel

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

	C	A	A2
Surface prepared to receive first coat of paint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from bits and nibs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Layed off with no pronounced brush marks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No more than one run up to 5mm long	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from curtains (row of sags or runs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from flashing edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full gloss no misses or grinning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct edges painted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cutting in on panels, straight and clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test area and surrounding areas free from paint splashes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All tools and equipment clean	<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 009 Applying oil based paint to walls by roller

Learning outcomes

Practical activities

The candidate will be able to:

1. Prepare surfaces and working area in readiness for painting.
2. Prepare materials, tools and equipment.
3. Apply undercoat and gloss to wall area.
4. Lay off paint correctly after rolling.
5. Clean tools and equipment.
6. Display appropriate warning signs

Underpinning knowledge

The candidate will be able to:

1. State the health and safety implications of using oil based material sand scaffolding.
2. Give reasons for using oil based paints on wall areas.
3. Give reasons for laying off undercoat after rolling.
4. Give reasons for the use of tack rags.
5. State the need for a clean and tidy work area and clean tools and equipment

Unit 009 Assignment

Candidate's Instructions

Paint Wall Area by Roller and Brush Using Only Oil-based Paint

Preparation/Special instructions

Candidates are required to apply by brush and roller two coats of oil based paint. Gloss finish or Eggshell finish may be used.

Candidates can use any of the tools and materials in their work area.

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

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

The candidate is required to:

- Prepare the work area, wet and dry the wall using carbon paper and wash down.
- Allow to dry.
- You will be required to decant and prepare the oil-based paint in readiness for the first coat.
- Fine rub down between coats with carbon paper, dust off and tack rag down.
- Second coat is to be with a layed off finish.

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

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

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

Fill in boxes with examples of paint used. Give name and BS number:

Assessor's Signature

Date

Candidate's Signature

6217-03 Basic Construction Skills - Painting and Decorating

Unit 009 Assignment record

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

	C	A	A2
Wall prepared and filled as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First coat applied without roller marks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from bits and nibs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finish coat applied with brush finish, no roller marks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Layed off with no pronounced brush marks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from bits and nibs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No more than one run up to 5mm long	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from curtains (row of sags or runs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from flashing edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full gloss no misses or grinning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cutting in within 2mm of angle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test area and surrounding areas free from paint splashes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All tools and equipment clean	<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 010 Rust removal and priming metal

Prepare rusted steel in readiness for protective primer

Learning outcomes

Practical activities

The candidate will be able to:

1. Remove surface rust with hand tools.
2. Prepare tools equipment and materials.
3. Apply suitable metal primer.
4. Clean tools and equipment.
5. Display appropriate warning signs.

Underpinning knowledge

The candidate will be able to:

1. State the health and safety implications of using oil based materials.
2. Give reasons for removing surface rust prior to painting.
3. Name the different methods of rust removal.
4. Name the different types of metal primers.
5. State the need for a clean and tidy work area and clean tools and equipment

Unit 010 Assignment

Candidate's Instructions

Removing rust and priming metal

Preparation/Special instructions

Candidates are required to remove the rust from the steel and apply one coat of suitable metal primer.

Candidates can use any of the tools and materials in your work area.

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

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

The candidate is required to:

Remove rust from the steel and apply one coat of rust-inhibiting primer.

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

Candidate's Signature.....

Date.....

Assessor's Signature.....

Date.....

Fill in boxes with examples of materials used. Give name and BS number:

Assessor's Signature

Date

Candidate's Signature

6217-03 Basic Construction Skills - Painting and Decorating

Unit 010 Assignment record

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

	C	A	A2
Surface rust and dust removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primer applied with no misses, full even coat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No more than one 5mm run	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No more than one run up to 5mm long	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from flashing edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Layed off with no pronounced brush marks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from curtains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test area free from rust and dirt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test area and surrounding areas free from paint splashes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All tools and equipment clean	<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 011 Applying paint by spraying

Prepare surface, base coat spray and spray with multi-fleck water-based. Minimum wall area 2.5 metres x2 metres

Learning outcomes

Practical activities

The candidate will be able to:

1. Prepare work area (masking)
2. Assemble spray equipment and prepare tools and materials.
3. Spray wall area.
4. Clean tools and equipment and remove masking tape.
5. Display appropriate warning signs

Underpinning knowledge

The candidate will be able to:

1. State the health and safety implications of using spray based materials and scaffolding.
2. Give reasons for using multi fleck paints.
3. Identify spray equipment and materials.
4. State the need for masking.
5. State the need for a clean and tidy work area and clean tools and equipment

Unit 011 Assignment

Candidate's Instructions

Apply multi-fleck paint to a wall surface by spray

Preparations/Special instructions

Candidates are required to apply multi-fleck paint to the wall shown to you by spraying.

Candidates can use any of the tools and materials in their work area.

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

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

The candidate is required to:

- Prepare the work area.
- Prepare the base coat and apply two coats to the wall area agreed by the candidate and Assessor.
- Mask up and prepare the wall area in readiness for spraying.
- Prepare the multi-fleck paint and spray system.
- Wear all Personal Protective Equipment and follow the Safe System of Work for the spray system.
- Spray the wall area.
- Remove the masking and clean the spray equipment.

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

Candidate's Signature.....

Date.....

Assessor's Signature.....

Date.....

Fill in boxes with examples of paint used. Give name and BS number:

Assessor's Signature

Date

Candidate's Signature

6217-03 Basic Construction Skills - Painting and Decorating

Unit 011 Assignment record

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

	C	A	A2
Area masked up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full even finish over the whole area, no misses, runs or sags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Masking paper removed without causing damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test area and surrounding areas free from overspray and spots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All tools and equipment clean	<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 012 Introduction to glazing for painting and decorating

To be carried out on a timber-framed window, with a minimum putty run of 1 metre

Learning outcomes

Practical activities

The candidate will be able to:

1. Remove glass.
2. Clean and prime rebates.
3. Prepare and apply putty.
4. Fit sprigs or tacks.
5. Re putty to an angled finish.
6. Clean tools and equipment, work area.

Underpinning knowledge

The candidate will be able to:

1. State the health and safety implications of using glass putty and paint.
2. State the need for use of PPE and SSOW.
3. Give reasons for use of priming, pins.
4. Give reasons for use of angled putty.
5. State the need for a clean and tidy work area and clean tools and equipment.

Unit 012 Assignment

Candidate's Instructions

Removing old putty and re-putty
Pointing the timber framed window

Preparation/Special instructions

Candidates are required to remove the existing glass then replace and reglaze the window frame.

Candidates can use any of the tools and materials in their work area.

Candidates will be assessed on the standards of removing the putty and cleanliness of the rebate, on the preparation of the putty and the putty pointing finish.

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

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

The candidate is required to:

- Remove the existing putty from a timber-framed window with a minimum putty run of 1 metre.
- Prepare the putty and rebate of the window.
- Re-putty the timber-framed window to a moist and even putty point finish.
- Clean the glass and work areas.

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

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

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

Fill in boxes with examples of materials used. Give name and BS number:

Assessor's Signature

Date

Candidate's Signature

6217-03 Basic Construction Skills - Painting and Decorating

Unit 012 Assignment record

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

	C	A	A2
Existing putty removed and rebates cleaned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All glass and pins removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timber not damaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rebates primed correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primer not showing on other side of frame	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pin heads below putty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Back putty clean and straight no gaps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face putty and corners clean and straight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face putty not showing from other side	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test area clean and tidy free from glass, dust and putty	<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 013 Using broken colour techniques

Demonstrate **two** of the following on a suitable area – minimum 0.5 square metres:

- a rag rolling
- b sponging
- c basic graining
- d basic marbling
- e stencilling
- f crackle glazing.

Learning outcomes

Practical activities

The candidate will be able to:

1. Mix glazes and colours
2. Use specialist tools.
3. Prepare and set out panels.
4. Demonstrate selected effects.
5. Apply protective coats/varnishes.
6. Clean tools and equipment, work area.

Underpinning knowledge

The candidate will be able to:

1. State the health and safety implications of water based and oil based materials.
2. State the need for use of PPE and SSOW.
3. Give reasons for using oil/water based materials.
4. Identify protective coatings.
5. State the need for a clean and tidy work area and clean tools and equipment.

Unit 013 Assignment

Candidate's Instructions

Produce a broken colour effect from a range of samples

Preparation/Special instructions

Candidates are required to produce a broken colour effect as directed by your assessor.

All specialist tools are to be cleaned to the manufacturer's instructions.

Candidates can use any of the tools and materials in their work area.

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

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

The candidate is required to:

Demonstrate two of the following on a flush area 0.5 square metres agreed by assessor and candidate:

- 1 rag and rolling
- 2 sponging
- 3 basic marbling
- 4 stencilling.

Prepare the work area and apply the base colour suitable for the effect being done. Complete the two decorative effects decided to the standards required. Apply one coat of protective varnish.

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

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

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

Fill in boxes with examples of paint used. Give name and BS number:

Assessor's Signature

Date

Candidate's Signature

6217-03 Basic Construction Skills - Painting and Decorating

Unit 013 Assignment record

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

	C	A	A2
Effect is even over the whole area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effect matches the sample panel shown to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No colour from effect on other areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protective coating applied evenly, no runs or misses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All tools and equipment clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surrounding area clean and tidy	<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 014 Working with hardwood finishes

Apply **2** coats of **one** of the following finishes to a hardwood door or window:

- a varnish (oil-based)
- b varnish (water-based)
- c micro-porous wood finish.

Learning outcomes

Practical activities

The candidate will be able to:

1. Prepare surfaces and working area in readiness for varnish.
2. Prepare materials, tools and equipment.
3. Apply varnish.
4. Clean tools and equipment.
5. Display appropriate warning signs

Underpinning knowledge

The candidate will be able to:

1. State the health and safety implications of using oil based/water based/micro porous materials
2. Identify the correct internal /external edges of doors.
3. Give reasons for using oil based, water based or micro porous.
4. Give reasons for different types of brushes.
5. State the need for a clean and tidy work area and clean tools and equipment.

Unit 014 Assignment

Candidate's Instructions

Applying varnish to a hardwood door

Preparation/Special instructions

Candidates are required to prepare and apply two coats of varnish to the hardwood door shown to you.

Varnish may be either water based or oil based as agreed.

Micro porous wood stains may be used as an alternative if required.

Candidates can use any of the tools and materials in their work area.

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

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

The candidate is required to:

Agree with their Assessor a hardwood door or window to be prepared to the standard required by the finish coating you have chosen.

- 1 Varnish (oil-based).
- 2 Varnish (water-based) using synthetic brushes.
- 3 Micro-porous wood finish.

Apply two coats with a de-nib between each coat.

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

Candidate's signature..... Date.....

Assessor's signature..... Date.....

Fill in boxes with examples of materials used. Give name and BS number:

Assessor's Signature

Date

Candidate's Signature

6217-03 Basic Construction Skills – Painting and Decorating

Unit 014 Assignment record

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

	C	A	A2
Surface prepared to receive first coat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from bits and nibs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Layed off with no pronounced brush marks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No more than one run up to 5mm long	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from curtains (row of sags or runs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from flashing edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No misses or grinning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test area and surrounding areas free from paint splashes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All tools and equipment clean	<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 015 Removing and refitting a water-filled radiator

Remove a water filled radiator replace and bleed air.

Learning outcomes

Practical activities

The candidate will be able to:

1. Isolate radiator.
2. Protect work area.
3. Remove water from radiator.
4. Dispose of waste water.
5. Remove radiator.
6. Check fittings.
7. Replace radiator.
8. Remove trapped air.

Underpinning knowledge

The candidate will be able to:

1. State the health and safety implications of working with hot, dirty water.
2. Give reasons for protecting the work area.
3. Give reasons why radiators need to be removed.
4. State the need for a clean and tidy work area.

Unit 015 Assignment

Candidate's Instructions

Remove and re-fit water filled radiator

Preparation/Special instructions

Candidates are required to remove the radiator from the wall then replace and refill with water.

Candidates can use any of the tools and materials in your work area.

Candidates will be assessed on both the removal and replacement.

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

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

The candidate is required to:

When removing a radiator the following sequence should be followed:

- 1 Isolate the radiator by turning off the valve at each end.
- 2 Sheet up and prepare the work area, wear Personal Protective Equipment.
- 3 Loosen the nut connecting the valve to the radiator and allow the water to run into a bowl, or connect a hose to a pipe and allow the water to run outside or into a sink.
- 4 Loosen the pipe at the other end of the radiator.
- 5 Lift the radiator carefully off the brackets on the wall and store in a safe place.
- 6 When refitting the radiator, make sure the holding brackets are secure and that the threads are clean and dry.
- 7 Bind the mole thread with a little PTFE sealing tape.
- 8 When fixed, open the valve and bleed the radiator from the valve at the top to allow all the trapped air to escape.
- 9 Clean work areas.

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

Candidate's Signature.....

Date.....

Assessor's Signature.....

Date.....

Fill in boxes with examples of materials used. Give name and BS number:

Assessor's Signature

Date

Candidate's Signature

6217-03 Basic Construction Skills - Painting and Decorating

Unit 015 Assignment record

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

	C	A	A2
Radiator removed without damage to fittings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water leakage kept to a minimum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No damage to fittings and pipes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radiator empty of all water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radiator replaced with out damage to pipes and fittings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radiator replaced without excess water leakage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No trapped air in radiator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working area clear and clean	<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.....

Assessor's Comments:

Unit 062 Removing and hanging wallpaper to walls

Prepare walls, cross line and hang a minimum of two rolls, matching patterned paper of any type.

Walls to include rebated window, door and frame openings, light and socket switches and at least one internal and one external angle.

Learning outcomes

Practical activities

The candidate will be able to:

1. Identify the type of paper to be removed.
2. Remove all paper from the wall and make good.
3. Erect suitable scaffolding.
4. Measure up and crossline wall area.
5. Measure up and apply finish paper, set or drop match.
6. Be able to work out quantities of wallpaper and paste.
7. Clean tools and equipment.
8. Display appropriate warning signs.

Underpinning knowledge

The candidate will be able to:

1. State the health and safety implications of using materials, tools and scaffolding.
2. Give reasons for the use of lining papers.
3. State the properties of different wallpapers.
4. Give reasons for different types of pastes.
5. Give reasons for use of plumbing, internal and external corners.
6. State the need for a clean and tidy work area and clean tools and equipment.

Unit 062 Assignment

Candidate's Instructions

Strip existing wallpaper, size, line, re-pattern paper walls

Preparation/Special instructions

Candidates are required to remove existing wallpaper from the wall shown to them and replace it with lining paper and a patterned paper. Paper must be a matching pattern, vinyl paper or non vinyl paper may be used.

Candidates can use any of the tools and materials in their work area.

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

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

The candidate is required to:

- Prepare the work areas in readiness for stripping off all the existing paper and loosen switches and sockets.
- Remove all existing wallpaper (steam strippers can be used), make good the wall and size.
- Line the wall with a grade of paper chosen by you and your Assessor.
- Hang a matching pattern paper to specified area, with no less than two rolls to be used.
- Clean all work areas, refit switches and sockets.

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

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

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

Fill in boxes with examples of materials used. Give name and BS number:

Assessor's Signature

Date

Candidate's Signature

6217-03 Basic Construction Skills - Painting and Decorating

Unit 062 Assignment record

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

	C	A	2A
All paper and paste removed from the wall area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surface of wall not damaged by stripping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any holes and cracks filled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wall sized if required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lining hung with hairline gaps only, no overlaps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No dry or lifting edges or faults showing through lining paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All lengths vertical and plumb to 2mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paper pattern matching at eye level within 2 mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All joints butted not more than hairline lap or gap on any length	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cutting at top and bottom and round obstacles straight no gaps, laps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from dry and lifting edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from pencil marks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from creases and blisters when dry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from paste marks, on paper and surrounding areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from faults showing through the paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pattern correct way up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lengths cut without excessive waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test area and surrounding area free from waste and paste	<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 063 Hanging paper to ceilings and painting

Learning outcomes

Practical activities

The candidate will be able to:

1. Identify the type of paper to be removed.
2. Remove all paper from the wall and make good.
3. Erect suitable scaffolding.
4. Measure up and crossline if required.
5. Measure up and apply finish paper, set or drop match.
6. Be able to work out quantities of wallpaper and paste.
7. Paint ceiling in emulsion paint using brush and roller.
8. Clean tools and equipment.
9. Display appropriate warning signs.

Underpinning knowledge

The candidate will be able to:

1. State the health and safety implications of using materials, tools and scaffolding.
2. Give reasons for the use of lining papers.
3. Identify the properties of different wallpapers.
4. Give reasons for use of different types of pastes.
5. State the difference between types of emulsion paint
6. State the need for a clean and tidy work area and clean tools and equipment.

Unit 063 Assignment

Candidate's Instructions

Strip existing paper, make good, size, paper and emulsion a ceiling

Preparation/Special instructions

Candidates are required to cut and hang either woodchip, anaglypta or blown vinyl to the ceiling shown to you. When the paper is dry the ceiling is to receive two coats of emulsion paint applied by brush and roller.

The ceiling has to be a minimum of 2.5 metres x 2.5 metres and have a ceiling centred rose.

Candidates can use any of the tools and materials in their work area.

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

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

The candidates are required to:

Strip off the existing paper (steam stripper can be used) and make good the ceiling.

Mix a suitable size and paste, size the ceiling. (Line the ceiling at the Assessor's discretion.)

Paper the ceiling with paper agreed between you and the Assessor.

Emulsion the ceiling using roller and brush – two coats.

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

Candidate's Signature.....

Date.....

Assessor's Signature.....

Date.....

Fill in boxes with examples of materials used. Give name and BS number:

Assessor's Signature

Date

Candidate's Signature

6217-03 Basic Construction Skills - Painting and Decorating

Unit 063 Assignment record

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

	C	A	A2
Only butt joins or hairline gaps on all lengths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All cutting straight and clean no gaps or laps more than 1mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cuts at both ends straight overlaps or gaps not more than 2mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from dry and lifting edges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rips and tears not visible from 1m distance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from pencil marks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from creases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free from blisters when dry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test area free from waste paper and paste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All tools and equipment clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full even paint finish free from misses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cutting in not more than 10mm on to wall or coving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cutting in to light fittings no paint on fitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test area and surrounding areas free from waste paper and paste	<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.....

Assessor Comments:

Unit 064 Introduction to artexing and coving

Fix coving to ceiling to include internal/external corners.

Learning outcomes

Practical activities

The candidate will be able to:

1. Prepare ceiling and wall.
2. Erect suitable scaffold.
3. Cut and fix coving.
4. Mix and apply textured finish.
5. Clean tools and equipment, work area.
6. Understand internal and external angles.
7. Understand the properties and mixing of texturing materials.
8. Identify different texture patterns.

Underpinning knowledge

The candidate will be able to:

1. State the health and safety implications of plasterboard and texturing materials.
2. State the need for use of PPE and SSOW.
3. State the need for a clean and tidy work area and clean tools and equipment

Unit 064 Assignment

Candidate's Instructions

Fix plasterboard coving and apply a textured effect to the ceiling

Preparation/Special instructions

Candidates are required to cut and fix coving to the ceiling then apply Artex type material in an agreed pattern.

Candidates can use any of the tools and materials in their work area.

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

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

The candidate is required to:

- Prepare the ceiling and top of wall area in readiness for fitting and texturing.
- Prepare a suitable scaffold to Health and Safety Regulations for fitting coving and texturing the ceiling.
- Cut and fix plasterboard coving with both angles of internal and external corners to the specified area.
- Mix the texturing material to the manufacturer's instructions and texture the ceiling in the agreed design with a border to the edge of the plasterboard coving.
- Clean and remove all tools, equipment and scaffolding from the work area.

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

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

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

Fill in boxes with examples of materials used. Give name and BS number:

Assessor's Signature

Date

Candidate's Signature

6217-03 Basic Construction Skills - Painting and Decorating

Unit 064 Assignment record

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

	C	A	A2
Coving fixed with no gaps in edges or corners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corners cut straight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coving clean and free from adhesive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Even texture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct effect achieved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean even margins around edges not more than 25mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test area and surrounding areas free from excess splashes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All tools and equipment clean	<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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