Unit 328 Producing and applying complex stencil designs in the workplace

21 credits

Level: 3
UAN: K/503/9734

Unit aim:
The aim is to provide you with the necessary skills and knowledge for:

- interpreting information
- adopting safe and healthy working practices
- selecting and preparing materials and associated equipment
- providing protection to the work area
- producing specialist involved, elaborate or intricate designs for stencils
- positioning and applying specialist involved, elaborate or intricate stencil designs to surfaces.

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when producing and applying complex stencil designs.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 **interpret and extract relevant information from:**							
a. specifications							
b. current regulations							
c. risk assessments							
d. method statements							
e. manufacturers' information							

1.2 **comply with information and/or instructions derived from risk assessments and method statements**							
1.3 describe the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.4 describe different types of information, their source and how they are interpreted in relation to:							
a. specifications							
b. current legislation							
c. risk assessments							
d. method statements							
e. manufacturers' information.							

2. Know how to comply with relevant legislation and official guidance when producing and applying complex stencil designs							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities regarding potential accidents and health hazards, whilst working:							
a. in the workplace							
b. in confined spaces							
c. at height							
d. with tools and equipment							
e. with materials and substances							
f. with movement/storage of materials and by manual handling							
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
2.3 explain what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe and healthy working practices when producing and applying complex stencil designs.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 **use health and safety control equipment and access equipment safely to carry out the activity in accordance with current legislation and organisational requirements when producing and applying complex stencil designs**							
3.2 **comply with information relating to specific risks to health when producing and applying complex stencil designs**							
3.3 explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to producing and applying complex stencil designs and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:							
a. collective protective measures							
b. Personal Protective Equipment (PPE)							
c. Respiratory Protective Equipment (RPE)							
d. Local Exhaust Ventilation (LEV)							
3.4 describe how the relevant health and safety control equipment should be used in accordance with the given instructions							
3.5 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
a. fires							
b. spillages							
c. injuries							
d. other task-related hazards.							

4. Select the required quantity and quality of resources for the methods of work to produce and apply complex stencil designs.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 **select resources associated with own work in relation to:**							
a. **materials**							
b. **tools and equipment**							
4.2 describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to:							
a. water-borne and solvent-borne paints							
b. stencil plate materials							
c. protective sheeting and masking materials							
d. rubbish containers/bags							
e. access equipment							
f. hand tools and associated equipment							
4.3 describe how the resources should be used correctly and how problems associated with the resources are reported							
4.4 explain why the organisational procedures have been developed and how they are used for the selection of required resources							
4.5 describe any potential hazards associated with the resources and methods of work							
4.6 describe how to calculate quantity of materials required associated with the method/procedure to produce and apply complex stencil designs.							

5. Minimise the risk of damage to the work and surrounding area when producing and applying complex stencil designs.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 **protect the work and its surrounding area from damage in accordance with safe working practices and organisational procedures**							
5.2 **minimise damage and maintain a clean work space**							
5.3 **dispose of waste in accordance with current legislation**							
5.4 describe how to protect work from damage and the purpose of protection in relation to:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							
5.5 explain why the disposal of waste should be carried out safely in accordance with:							
a. environmental responsibilities							
b. organisational procedures							
c. manufacturers' information							
d. statutory regulations and official guidance.							

6. Complete the work within the allocated time when producing and applying complex stencil designs.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 **demonstrate completion of the work within the allocated time**							
6.2 describe the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to produce and apply complex stencil designs to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 **demonstrate the following work skills when producing and applying complex stencil designs**:							
a. **protecting**							
b. **matching**							
c. **scaling**							
d. **drawing**							
e. **cutting out**							
f. **setting out**							
g. **mixing**							
h. **pouring**							
i. **diluting**							
j. **positioning**							
k. **securing**							
l. **applying**							
m. **transferring**							
7.2 **form, manufacture and set out involved elaborate or intricate single-plate and multi-plate stencils to given working instructions**							
7.3 **position, register and produce stencil designs on surfaces of linear runs and/or full-wall applications using water-borne and/or solvent-borne paints to given working instructions**							
7.4 **safely use:**							
a. **materials**							
b. **hand tools**							
c. **associated equipment**							
7.5 **safely store the materials, tools and equipment used when producing and applying complex stencil designs**							

7.6 describe how to apply safe and healthy work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. establish access requirements							
b. check suitability of previously prepared surface and bring up to suitable finish/ground							
c. form, manufacture and set out single and multi-plate stencils including ties							
d. adjust dilution of coating to appropriate viscosity							
e. register and produce stencil designs using water-borne and solvent-borne paints for linear runs and full-wall applications							
f. produce graduated effects by brush, sponge and spray							
g. maintain the integrity of the stencil plate (cleanliness and structure)							
h. apply protective glaze/varnish							
i. use access equipment							
j. use hand tools and associated equipment							
7.7 describe the needs of other occupations and how to effectively communicate within a team when producing and applying complex stencil designs							
7.8 describe how to maintain the tools and equipment used when producing and applying complex stencil designs.							

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Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	