

# 6710-23 Level 2 Diploma in Wall and Floor Tiling

July 2013 Version 1.0

PRACTICAL TASK MANUAL

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## Candidate details



This *Practical task manual* is a record of your achievement in practical assessments. You must keep it in good condition and it must be stored in a safe place by your Assessor.

Please fill in all of your details before you carry out any assessments.

### Candidate Details

Surname		Forename(s)	
City & Guilds enrolment number			

### Centre Details

Name		Centre No	
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I understand the requirements of the qualification and that all the work towards the assessments must be my own.

<b>Candidate signature</b> (please print)	
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<b>Assessor name</b> (please print)		Signed	
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Date	
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# Unit assessment overview

## Practical task completion record

### To be completed by Assessor:

For each task, the points for each grade are  
 Pass = 1, Merit = 2, and Distinction = 3 points.

Conversion chart	
Average	Overall Grade
1 – 1.5	Pass
1.6 – 2.5	Merit
2.6 – 3	Distinction

### Unit 231 Preparing backgrounds for tiling

Task	Grade for task
1 Interpret information to select resources and set out	P / X
2 Prepare backgrounds for tiling	P / M / D / X
End of unit knowledge test	P / X

Assessor signature and date:

All tasks must be passed for the unit to be achieved. The overall grade will be the same as the single graded task in this unit.

Overall grade

### Unit 232 Forming sand and cement screeds

Task	Grade for task
1 Interpret information, select resources and prepare work area for laying screeds	P / X
2 Prepare and lay screeds to levels and falls	P / M / D / X
End of unit knowledge test	P / X

Assessor signature and date:

All tasks must be passed for the unit to be achieved. The overall grade will be the same as the single graded task in this unit.

Overall grade

## Unit 233 Tile wall surfaces

Task	Grade for task
1 Interpret information to select resources for tiling walls	P / X
2 Set out and fix tiles to wall surfaces	P / M / D / X
End of unit knowledge test	P / X

Assessor signature and date:	All tasks must be passed for the unit to be achieved. The overall grade will be the same as the single graded task in this unit.
	<b>Overall grade</b> <input style="width: 100px; height: 30px;" type="text"/>

## Unit 234 Tile floor surfaces

Task	Grade for task	Points (graded tasks)
1 Interpret information to select resources for tiling floors	P / X	
2 Install tiles to floor areas	P / M / D / X	
3 Install tiles to stairways and landings	P / M / D / X	
4 Install tiles to outlets and inlets	P / X	
End of unit knowledge test	P / X	

Assessor signature and date:	<p style="text-align: right;"><b>Total</b></p> <p>For graded tasks, divide total points by total number of graded tasks</p> <p style="text-align: right;">Average =</p> <p style="text-align: right;"><b>Overall grade</b> (see conversion chart)</p>
	<div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div> <p style="text-align: center;">÷ 2</p>

## Authenticity and IQA/QC sampling

The assessor's signature on individual tasks will be taken as assurance that the judgements recorded are made on authentic candidate work produced under appropriate conditions. Please complete the declaration below to confirm this is the case.

I confirm that all tasks were conducted under conditions designed to assure the authenticity of the candidate's work, and am satisfied that, to the best of my knowledge, the work assessed was solely that of the candidate.	
I have judged all assessments against the relevant assessment and grading criteria and award the candidate the unit grades as calculated above.	
Assessor signature	Date
*IQA signature and date	*QC signature and date

\*IQA and QC signatures attest to the evidence available on the recorded date(s).

# Instructions to candidates

## About this document

This *Practical task manual* contains all of the practical assessment for 6710-23 Level 2 Diploma in Wall and Floor Tiling.

## Practical tasks

These tasks let you show your practical skills and are usually graded pass, merit or distinction – a few are pass only. These tasks will be assessed by your assessor watching how you carry out the tasks and checking your final pieces of work.

Before you carry out the task you will be told how it will be assessed and you should read the observation checklist at the end of each task so you know what you need to do to get each grade.

You can ask your assessor for help in understanding the task instructions, but all of the work must be your own.

## Health and safety

You must use safe working practices at all times.

You are responsible for your own safety and the safety of others. If you behave in an unsafe way, you will be stopped and given a warning. If you do not meet all of the Health and Safety requirements, the assessment will be stopped. Your assessor will not be able to let you try the task again until they are sure you can work safely.

## Time considerations

Each task shows how long it is likely to take. This is for guidance and so you can plan your work. If you have a good reason for needing more time you must explain this to your assessor as soon as possible so they can decide whether you can have more time.

## Security

Where an assignment is taken over more than one session, all documentation, paperwork and work products must be labelled carefully with your name and kept securely at the centre. Your assessor will give you directions about how to leave your work.

## Opportunities to repeat tasks

The tasks are 'end tests' so you will only be asked to take the assessment when you have had the chance to do all of the learning and practice you need. You will be able to try the whole task again if you do not pass, but you will not be able to take the assessment again just to try to get a better grade.

## Feedback

As well as telling you the result for the task your assessor will give you feedback. They will give you a feedback sheet with details of what you could do to improve, and also what you did well in. This will help you to prepare for other assessments or to retake the assessment if you need to.

# Unit 231 Preparing backgrounds for tiling

## Task 1 Interpret information to select resources and set out

<b>Expected time</b>	2 hours
<b>Task instructions</b>	In this task, for the area and specification shown at Figures 1 and 2, you will <ul style="list-style-type: none"> <li>• read a Risk Assessment and Programme of Work ready to prepare two backgrounds ready for tiling (one new and one existing)</li> <li>• complete a Resource Checklist (Appendix 2) for preparing two backgrounds (minimum area 2m<sup>2</sup>).</li> </ul>
<b>Diagrams</b>	Figure 1 – Dot and screed diagram – page 21. Figure 2 – Dot and screed specification – page 22.

### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	interpreted information from drawing and specification (Figures 1 and 2) to prepare for setting out  read and signed Risk Assessment  agreed Specification and Programme of Work	<input type="checkbox"/>		
2.2 / 4.1 – 4.5	selected products and completed Resource Checklist list for the following backgrounds, 2m <sup>2</sup> <ul style="list-style-type: none"> <li>• new</li> <li>• existing</li> </ul>	<input type="checkbox"/>		

Task grading rules	Task grade:
<b>Both</b> Pass criteria must be met to award Pass.  There are no Merit or Distinction criteria for this task.	
<b>Assessor Signature &amp; Date</b>	

# Unit 231 Preparing backgrounds for tiling

## Task 2 Prepare backgrounds for tiling

<b>Expected time</b>	5 hours
<b>Task instructions</b>	<p>In this task, you will</p> <ul style="list-style-type: none"> <li>• follow a Programme of Work</li> <li>• prepare two backgrounds from given instructions (Figures 1 and 2)</li> <li>• select one background to be rendered using the dot and screed method</li> <li>• the finished wall to be plumb in accordance with British Standards.</li> </ul> <p>You are expected to follow the centre’s Risk Assessment throughout the task, to leave the work area tidy and to follow relevant environmental and relevant health and safety regulations.</p>
<b>Grading for this task is based on</b>	The accuracy of your work.
<b>Diagrams</b>	<p>Figure 1 – Dot and screed diagram – page 21.</p> <p>Figure 2 – Dot and screed specification – page 22.</p>

### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
4.5 / 6.1	protected surrounding areas in order to reduce the risk of damage	<input type="checkbox"/>		
8.1 / 8.2	<p>prepared <b>existing background</b> for applying render including</p> <ul style="list-style-type: none"> <li>• removed dust</li> <li>• checked for soundness</li> <li>• checked area of adequate size</li> </ul> <p>checked accuracy of spirit level (s) and straight edge</p>	<input type="checkbox"/>		
8.1 / 8.2	<p>prepared <b>new background</b> for applying render including</p> <ul style="list-style-type: none"> <li>• removed dust</li> <li>• checked for soundness</li> <li>• checked area of adequate size</li> </ul>	<input type="checkbox"/>		
8.1 / 8.2	applied render finish to <b>one</b> background (existing or new)			
8.1 / 8.2	<ul style="list-style-type: none"> <li>• dots applied as Figure 1</li> </ul>	<input type="checkbox"/> deviation from plumb ± 3mm	<input type="checkbox"/> deviation from plumb ± 2mm	<input type="checkbox"/> deviation from plumb ± 1mm
8.1 / 8.2	<ul style="list-style-type: none"> <li>• dots plumb</li> </ul>	<input type="checkbox"/> ± 3mm	<input type="checkbox"/> ± 2mm	<input type="checkbox"/> ± 1mm

AC	The candidate has	Pass	Merit	Distinction
8.1 / 8.2	<ul style="list-style-type: none"> <li>screed filled in flat and true</li> </ul>	<input type="checkbox"/> ± 3mm	<input type="checkbox"/> ± 2mm	<input type="checkbox"/> ± 1mm
8.1 / 8.2	<ul style="list-style-type: none"> <li>background filled flat and true</li> </ul>	<input type="checkbox"/> ± 3mm	<input type="checkbox"/> ± 2mm	<input type="checkbox"/> ± 1mm
8.1 / 8.2	<ul style="list-style-type: none"> <li>floated finish, no voids</li> </ul>	<input type="checkbox"/>		
4.6	Completed work following Programme of Work and Risk Assessment	<input type="checkbox"/>		

Task grading rules	Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.	
To award a <b>merit</b> : in addition to the above, all <b>4</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard.	
To award a <b>distinction</b> : in addition to both of the above, all <b>4</b> graded activities in the checklist must be achieved to a distinction standard.	
<b>Assessor Signature &amp; Date</b>	

# Unit 232 Forming sand and cement screeds

## Task 1 Interpret information, select resources and prepare work area for laying screeds

<b>Expected time</b>	2 hours
<b>Task instructions</b>	<p>In this task, for the areas shown in Figures 1 and 2, you will</p> <ul style="list-style-type: none"> <li>• read a Risk Assessment and Programme of Work in preparation for laying screeds</li> <li>• complete a Resource Checklist (Appendix 2) for preparing area and installing sand and cement screeds, using a water level or laser level.</li> </ul>
<b>Diagrams</b>	<p>Figure 1 – Flat floor – page 23. Figure 2 – Floor to falls – page 24.</p>

### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	<p>interpreted information relating to floor materials</p> <ul style="list-style-type: none"> <li>• manufacturer's technical information</li> <li>• Risk Assessment</li> <li>• Programme of Work</li> </ul>	<input type="checkbox"/>		
4.1 4.2 4.3 4.4	<p>completed Resource Checklist to select tools/equipment, materials and PPE for task including levelling equipment, mixer</p>	<input type="checkbox"/>		

Task grading rules	Task grade:
<p><b>Both</b> Pass criteria must be met to award Pass. There are no Merit or Distinction criteria for this task.</p>	
<b>Assessor Signature &amp; Date</b>	

# Unit 232 Forming sand and cement screeds

## Task 2 Prepare and lay screeds to levels and falls

<b>Expected time</b>	8 hours
<b>Task instructions</b>	<p>In this task, for the areas shown at Figures 1 and 2, you will</p> <ul style="list-style-type: none"> <li>• select tools/equipment, materials and PPE from Resource Checklist</li> <li>• follow a Programme of Work</li> <li>• prepare areas to receive screed</li> <li>• install sand and cement screeds, using water level or laser level.</li> </ul> <p>You are expected to follow the centre's Risk Assessment throughout the task, to leave the work area tidy and to follow relevant environmental and relevant health and safety regulations.</p>
<b>Grading for this task is based on</b>	The accuracy of your work.
<b>Diagrams</b>	Figure 1 – Flat floor – page 23. Figure 2 – Floor to falls – page 24.

### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
6.4 4.1 4.2 4.3 4.4	selected tools and equipment, materials and accessories and PPE for task from Resource Checklist	<input type="checkbox"/>		
6.1	<p>prepared and set up substrates (subfloors) to receive screeds</p> <p>cleaned area to remove debris and dust</p> <p>checked accuracy of spirit level(s) and straight edge</p> <p>mixed and applied slurry, bonding agent or DPM</p>	<input type="checkbox"/>		
6.2	<p>set up for levels and falls</p> <ul style="list-style-type: none"> <li>• Mark datum around work area</li> </ul>	<input type="checkbox"/> ± 3mm	<input type="checkbox"/> ± 2mm	<input type="checkbox"/> ± 1mm
6.2	<p>used two of the levels from the list below</p> <ul style="list-style-type: none"> <li>• laser</li> <li>• water</li> <li>• spirit</li> </ul>	<input type="checkbox"/>		
6.2	installed expansion/movement joint	<input type="checkbox"/>		
6.2	made a gauge for setting the fall at 1:60	<input type="checkbox"/>		
6.2	set screed rails/dots to required depth of 50mm from the highest point	<input type="checkbox"/> ± 3mm	<input type="checkbox"/> ± 2mm	<input type="checkbox"/> ± 1mm

AC	The candidate has	Pass	Merit	Distinction
6.3 / 2.3	gauged and mixed screeds to required consistency <ul style="list-style-type: none"> <li>calculated correct volume of sand and cement required to complete the task</li> <li>used gauging buckets/boxes</li> <li>consistent mix achieved</li> </ul>	<input type="checkbox"/>		
6.5	laid and finished screeds to levels and falls to British Standards tolerances <b>Level :</b> <ul style="list-style-type: none"> <li>screed compacted</li> </ul>	<input type="checkbox"/>		
6.5	<ul style="list-style-type: none"> <li>no soft/weak spots</li> </ul>	<input type="checkbox"/>		
6.5	<ul style="list-style-type: none"> <li>final finish floated up</li> </ul>	<input type="checkbox"/>		
6.5	<ul style="list-style-type: none"> <li>floor met relevant British Standards for flat.</li> </ul>	<input type="checkbox"/> ± 3mm	<input type="checkbox"/> ± 2mm	<input type="checkbox"/> ± 1mm
6.5	<b>Falls:</b> <ul style="list-style-type: none"> <li>screed compacted</li> </ul>	<input type="checkbox"/>		
6.5	<ul style="list-style-type: none"> <li>no soft/weak spots</li> </ul>	<input type="checkbox"/>		
6.5	<ul style="list-style-type: none"> <li>final finish floated up</li> </ul>	<input type="checkbox"/>		
6.5	<ul style="list-style-type: none"> <li>fall set at 1:60</li> </ul>	<input type="checkbox"/> ± 3mm	<input type="checkbox"/> ± 2mm	<input type="checkbox"/> ± 1mm
6.6 and 6.8	organised own work area and maintained tools and equipment throughout the task kept work area clean and tidy placed all waste in waste containers returned all tools clean and serviceable	<input type="checkbox"/>		
6.7	used Personal Protective Equipment (PPE) required for task	<input type="checkbox"/>		
2.2	followed Programme of Work	<input type="checkbox"/>		
6.9	followed current environmental and health and safety regulations, and centre's Risk Assessment <ul style="list-style-type: none"> <li>ensured work area left tidy on completion of task</li> <li>recycled materials in designated storage areas.</li> </ul>	<input type="checkbox"/>		

Task grading rules	Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.	
To award a <b>merit</b> : in addition to the above, all <b>4</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard.	
To award a <b>distinction</b> : in addition to both of the above, all <b>4</b> graded activities in the checklist must be achieved to a distinction standard.	
<b>Assessor Signature &amp; Date</b>	

## Unit 233 Tile wall surfaces

### Task 1 Interpret information to select resources for tiling walls

<b>Expected time</b>	2 hours
<b>Task instructions</b>	<p>In this task, for the wall areas shown at Figures 1 and 2, you will</p> <ul style="list-style-type: none"> <li>select materials, tools and ancillary equipment required to complete tiling and complete Resource Checklist (Appendix 2)</li> <li>ensure that there are sufficient materials to complete the task, to include 10% for waste.</li> </ul>
<b>Diagrams</b>	<p>Figure 1 – Wall area – diagram and specification – pages 25 and 26. Figure 2 – Skirting detail – page 27.</p>

#### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.2 and 4.1	identified and selected materials for wall tiling task and completed Resource Checklist, with quantities required	<input type="checkbox"/>		
4.2	selected tools for applying adhesives	<input type="checkbox"/>		
4.3	selected ancillary equipment for mixing and establishing levels	<input type="checkbox"/>		

Task grading rules	Task grade:
<p>All <b>3</b> Pass criteria must be met to award Pass. There are no Merit or Distinction criteria for this task.</p>	
<b>Assessor Signature &amp; Date</b>	

## Unit 233 Tile wall surfaces

### Task 2 Set out and fix tiles to wall surfaces

<b>Expected time</b>	14 hours
<b>Task instructions</b>	<p>In this task, for the wall areas shown at Figures 1 to 4, you will</p> <ul style="list-style-type: none"> <li>carry out a Risk Assessment (Appendix 1) and complete a Method Statement (Appendix 3)</li> <li>set out areas for task, using centring method</li> <li>fix tiles, trims and internal movement joints.</li> </ul> <p>You are expected to follow the centre's Risk Assessment throughout the task, to leave the work area tidy and to follow relevant environmental and relevant health and safety regulations.</p>
<b>Grading for this task is based on</b>	The accuracy and efficiency of your work.
<b>Diagrams</b>	<p>Figure 1 – Wall area – diagram and specification – pages 25 and 26.            Figure 2 – Skirting detail – page 27.            Figure 3 – Window wall including pipe box – page 28.            Figure 4 – Wall B – page 29.</p>

#### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
6.1	carried out a Risk Assessment and completed Method Statement  followed Risk Assessment and Method Statement throughout assessment	<input type="checkbox"/>		
2.1	set out areas for Task from given information, using centring method  checked accuracy of spirit level(s) and straight edge	<input type="checkbox"/>		
6.2	set out tiling to wall surfaces			
6.2	window	<input type="checkbox"/> ±3mm	<input type="checkbox"/> ±2mm	<input type="checkbox"/> ±1mm
6.2	column	<input type="checkbox"/> ±3mm	<input type="checkbox"/> ±2mm	<input type="checkbox"/> ±1mm
6.2	internal angles	<input type="checkbox"/> ±3mm	<input type="checkbox"/> ±2mm	<input type="checkbox"/> ±1mm
6.2	external angles	<input type="checkbox"/> ±3mm	<input type="checkbox"/> ±2mm	<input type="checkbox"/> ±1mm
6.2	movement joints	<input type="checkbox"/> ±3mm	<input type="checkbox"/> ±2mm	<input type="checkbox"/> ±1mm
6.2	skirting tiles	<input type="checkbox"/> ±3mm	<input type="checkbox"/> ±2mm	<input type="checkbox"/> ±1mm

AC	The candidate has	Pass	Merit	Distinction
6.3	applied tiles	<input type="checkbox"/> ±3mm	<input type="checkbox"/> ±2mm	<input type="checkbox"/> ±1mm
6.4	installed trims (2mm joint between tile and trim)	<input type="checkbox"/>		
6.4	installed internal movement joints (6mm) to wall surfaces	<input type="checkbox"/>		
6.5	grouted and finished tiles	<input type="checkbox"/>		
6.6	used Personal Protective Equipment (PPE) required for Task	<input type="checkbox"/>		
6.7	<p>followed current environmental and health and safety regulations</p> <ul style="list-style-type: none"> <li>ensured work area left tidy on completion of task</li> <li>disposed of waste in designated containers/ skips</li> <li>recycled materials in designated storage areas.</li> </ul>	<input type="checkbox"/>		

Task grading rules	Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.	
To award a <b>merit</b> : in addition to the above, all <b>7</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard.	
To award a <b>distinction</b> : in addition to both of the above, all <b>7</b> graded activities in the checklist must be achieved to a distinction standard.	
<b>Assessor Signature &amp; Date</b>	

## Unit 234 Tile floor surfaces

### Task 1 Interpret information to select resources for tiling floors

<b>Expected time</b>	2 hours
<b>Task instructions</b>	<p>In this task , for the floor area shown at Figures 1 to 3, you will</p> <ul style="list-style-type: none"> <li>• select materials, tools and ancillary equipment required to complete tiling and complete Resource Checklist (Appendix 2)</li> <li>• ensure that there are sufficient materials to complete the task, to include 10% for waste.</li> </ul>
<b>Diagrams</b>	<p>Figure 1 – Floor area and specification – pages 30 and 31.            Figure 2 – Floor plan – page 32.            Figure 3 – Skirting detail – page 33.</p>

#### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
4.1	identified and selected materials for floor tiling task and completed Resource Checklist, with quantities	<input type="checkbox"/>		
4.2	selected tools for applying adhesives	<input type="checkbox"/>		
4.3	selected ancillary equipment for mixing and establishing levels	<input type="checkbox"/>		

Task grading rules	Task grade:
<p>All <b>3</b> Pass criteria must be met to award Pass.            There are no Merit or Distinction criteria for this task.</p>	
<b>Assessor Signature &amp; Date</b>	

## Unit 234 Tile floor surfaces

### Task 2 Install tiles to floor areas

<b>Expected time</b>	8 hours
<b>Task instructions</b>	<p>In this task, for the floor area shown at Figures 1 to 3, you will</p> <ul style="list-style-type: none"> <li>carry out a Risk Assessment (Appendix 1) and complete a Method Statement (Appendix 3)</li> <li>carry out preparation prior to tiling</li> <li>set out and fix floor tiling</li> <li>form movement joints</li> <li>grout and finish tiles.</li> </ul> <p>You are expected to follow the centre's Risk Assessment throughout the task, to leave the work area tidy and to follow relevant environmental and relevant health and safety regulations.</p>
<b>Grading for this task is based on</b>	The accuracy and efficiency of your work.
<b>Diagrams</b>	<p>Figure 1 – Floor area and specification – pages 30 and 31.</p> <p>Figure 2 – Floor plan – page 32.</p> <p>Figure 3 – Skirting detail – page 33.</p>

#### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
2.1	<p>set out floor areas using given information relevant to task</p> <p>checked spirit level(s) and straight edge for accuracy</p>	<input type="checkbox"/> ±3mm	<input type="checkbox"/> ±2mm	<input type="checkbox"/> ±1mm
6.1	<p>completed a Risk Assessment and Method Statement</p> <p>followed Risk Assessment and Method Statement throughout assessment</p>	<input type="checkbox"/>		
6.2	prepared area ready for tiling	<input type="checkbox"/>		
6.2	fixed tiles with 4mm joints	<input type="checkbox"/> ±2mm	<input type="checkbox"/> ±1mm	<input type="checkbox"/> ±0.5mm
6.3	installed movement joints to floor areas	<input type="checkbox"/> ±2mm	<input type="checkbox"/> ±1mm	<input type="checkbox"/> ±0.5mm
6.6	grouted and finished tiles to floor areas	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
6.7	<p>followed current environmental and health and safety regulations</p> <ul style="list-style-type: none"> <li>ensured work area left tidy on completion of task</li> <li>disposed of waste in designated containers/ skips</li> <li>recycled materials in designated storage areas.</li> </ul>	<input type="checkbox"/>		

Task grading rules	Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.	
To award a <b>merit</b> : in addition to the above, all <b>3</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard.	
To award a <b>distinction</b> : in addition to both of the above, all <b>3</b> graded activities in the checklist must be achieved to a distinction standard.	
<b>Assessor Signature &amp; Date</b>	

## Unit 234 Tile floor surfaces

### Task 3 Install tiles to stairways and landings

<b>Expected time</b>	10 hours
<b>Task instructions</b>	<p>In this task, for the stairs and landings area shown at Figure 4, you will</p> <ul style="list-style-type: none"> <li>• carry out a Risk Assessment (Appendix 1) and complete a Method Statement (Appendix 3)</li> <li>• complete Resource Checklist (Appendix 2) of tools/equipment, materials, PPE required</li> <li>• set out and fix floor tiling to stairways and landings</li> <li>• include 6mm movement joints</li> <li>• grout and finish tiles.</li> </ul> <p>You are expected to follow the centre's Risk Assessment throughout the task, to leave the work area tidy and to follow relevant environmental and relevant health and safety regulations.</p>
<b>Grading for this task is based on</b>	The accuracy and efficiency of your work.
<b>Diagrams</b>	Figure 4 – Stairs – page 34.

#### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
6.1	completed a Risk Assessment and Method Statement followed Risk Assessment and Method Statement throughout assessment	<input type="checkbox"/>		
2.1	checked spirit level(s) and straight edge for accuracy set out areas using given information relevant to task			
	<ul style="list-style-type: none"> <li>• stairways</li> </ul>	<input type="checkbox"/> ±3mm	<input type="checkbox"/> ±2mm	<input type="checkbox"/> ±1mm
	<ul style="list-style-type: none"> <li>• landings</li> </ul>	<input type="checkbox"/> ±3mm	<input type="checkbox"/> ±2mm	<input type="checkbox"/> ±1mm
6.2, 6.5	fixed tiles to floor areas, stairways and landings	<input type="checkbox"/> ±3mm	<input type="checkbox"/> ±2mm	<input type="checkbox"/> ±1mm
6.3	fixed trims flush	<input type="checkbox"/> ±3mm	<input type="checkbox"/> ±2mm	<input type="checkbox"/> ±1mm
	fixed movement joints	<input type="checkbox"/>		
6.6	grouted and finished tiles to floor areas	<input type="checkbox"/>		

AC	The candidate has	Pass	Merit	Distinction
6.7	<p>followed current environmental and health and safety legislation</p> <ul style="list-style-type: none"> <li>ensured work area left tidy on completion of task</li> <li>disposed of waste in designated containers/ skips</li> <li>recycled materials in designated storage areas.</li> </ul>	<input type="checkbox"/>		

Task grading rules	Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.	
To award a <b>merit</b> : in addition to the above, all <b>4</b> graded activities in the checklist must be achieved to <b>at least</b> a merit standard.	
To award a <b>distinction</b> : in addition to both of the above, all <b>4</b> graded activities in the checklist must be achieved to a distinction standard.	
<b>Assessor Signature &amp; Date</b>	

## Unit 234 Tile floor surfaces

### Task 4 Install tiles to outlets and inlets

<b>Expected time</b>	4 hours
<b>Task instructions</b>	<p>In this task, for the area shown at Figures 5 and 6, you will</p> <ul style="list-style-type: none"> <li>• complete a Resource Checklist (Appendix 2) to identify tools/equipment, materials and PPE required</li> <li>• install a waterproof membrane</li> <li>• tile floor to create run off for water - to include one outlet, to be placed at either end or centre.</li> </ul> <p>You are expected to leave the work area tidy and to follow relevant environmental and relevant health and safety regulations.</p>
<b>Diagrams</b>	<p>Figure 5 - Longitudinal slope – page 35. Figure 6 – Channel tile – page 36.</p>

#### Observation checklist

AC	The candidate has	Pass	Merit	Distinction
6.4	installed tiles to outlets and inlets	<input type="checkbox"/>		
	installed membrane	<input type="checkbox"/>		
6.4	formed inlets into floor tiling at correct height	<input type="checkbox"/>		

Task grading rules	Task grade:
To award a <b>pass</b> : every activity in the checklist must be successfully achieved.	
<b>Assessor Signature &amp; Date</b>	

## Drawings and diagrams

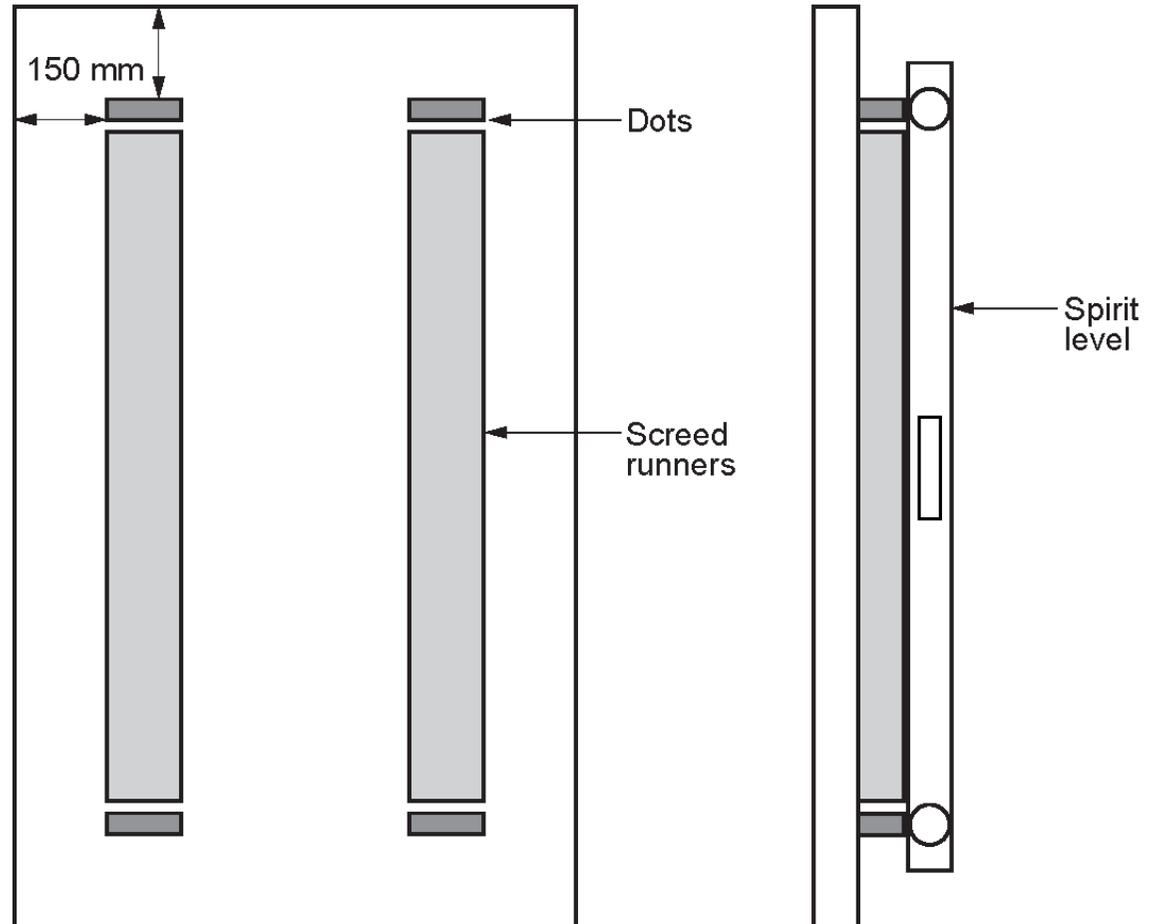
### Unit 231 Preparing backgrounds for tiling

#### Task 1 Interpret information to select resources and set out and Task 2 Prepare backgrounds for tiling

Figure 1 Dot and screed

**Requirements:**

Area to be rendered must be a minimum of 2m<sup>2</sup>.  
All dots to be 150mm from edges and plumbed up using level of choice.  
Screeds to be filled either vertical or horizontal.  
When screeds are firm enough to have a straight edge on them, rest of area to be filled and finished off with a devil float or similar, with no voids.  
Render to be true to British Standards  $\pm 3\text{mm}$ .



## Drawings and diagrams

### Unit 231 Preparing backgrounds for tiling

#### Task 1 Interpret information to select resources and set out and Task 2 Prepare backgrounds for tiling

Figure 2 Dot and screed specification

Candidate to sign and date to confirm the specification is achievable and standards can be met. Assessor to countersign.

Specification	Correct	Action taken
Work area to be checked to assess suitability to attempt the task		
Tools to be selected and checked: must be fit for purpose		
Two different backgrounds from list. One existing, one new: Brick, block, concrete, manufactured boards		
Primers: use correct primer for the backgrounds chosen		
Area to be rendered must be a minimum of 2m <sup>2</sup>		
All dots to be 150mm from edges and plumbed using a level of your choice, placed as Figure 1		
Screeds to be filled either vertical or horizontal.		
When screeds are firm enough to have a straight edge on them, rest of area to be filled and finished off with a devil float or similar, with no voids.		
Scratch coat to be no less than 9mm thick		
Render is true to British Standards		
Floated finish, no voids		
Minimum thickness overall 12mm		
All edges to be cut and squared		
Work area to be left clean and tidy		
All tools to be returned to stores clean and fit for use		
Waste to be deposited in correct skip		
Any reusable materials to be recycled		

Candidate signature		Date	
Assessor signature		Date	

## Drawings and diagrams

### Unit 232 Forming sand and cement screeds

#### Task 1 Interpret information, select resources and prepare work area for laying screeds and Task 2 Prepare and lay screeds to levels and falls

Figure 1: Flat floor

**Specification:**

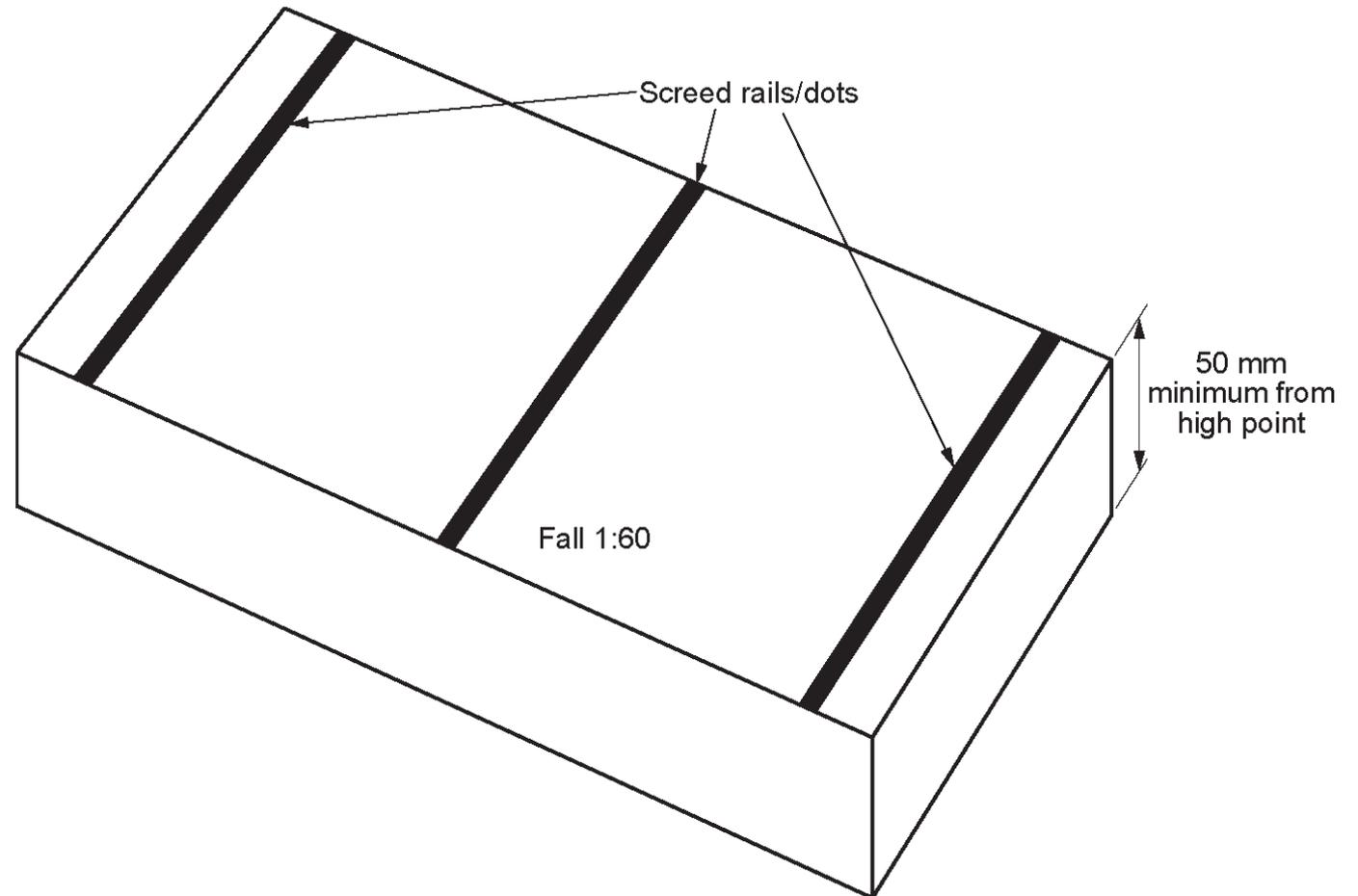
Drawing not to scale.

This is how the flooring **may** look.

2m<sup>2</sup> flat floor minimum.

Set screed rails/dots for the flat level screed, at 50mm from highest point.

Level to  $\pm 3$ mm over 2m length.



## Drawings and diagrams

### Unit 232 Forming sand and cement screeds

#### Task 1 Interpret information, select resources and prepare work area for laying screeds and Task 2 Prepare and lay screeds to levels and falls

Figure 2: Floor to falls

**Specification:**

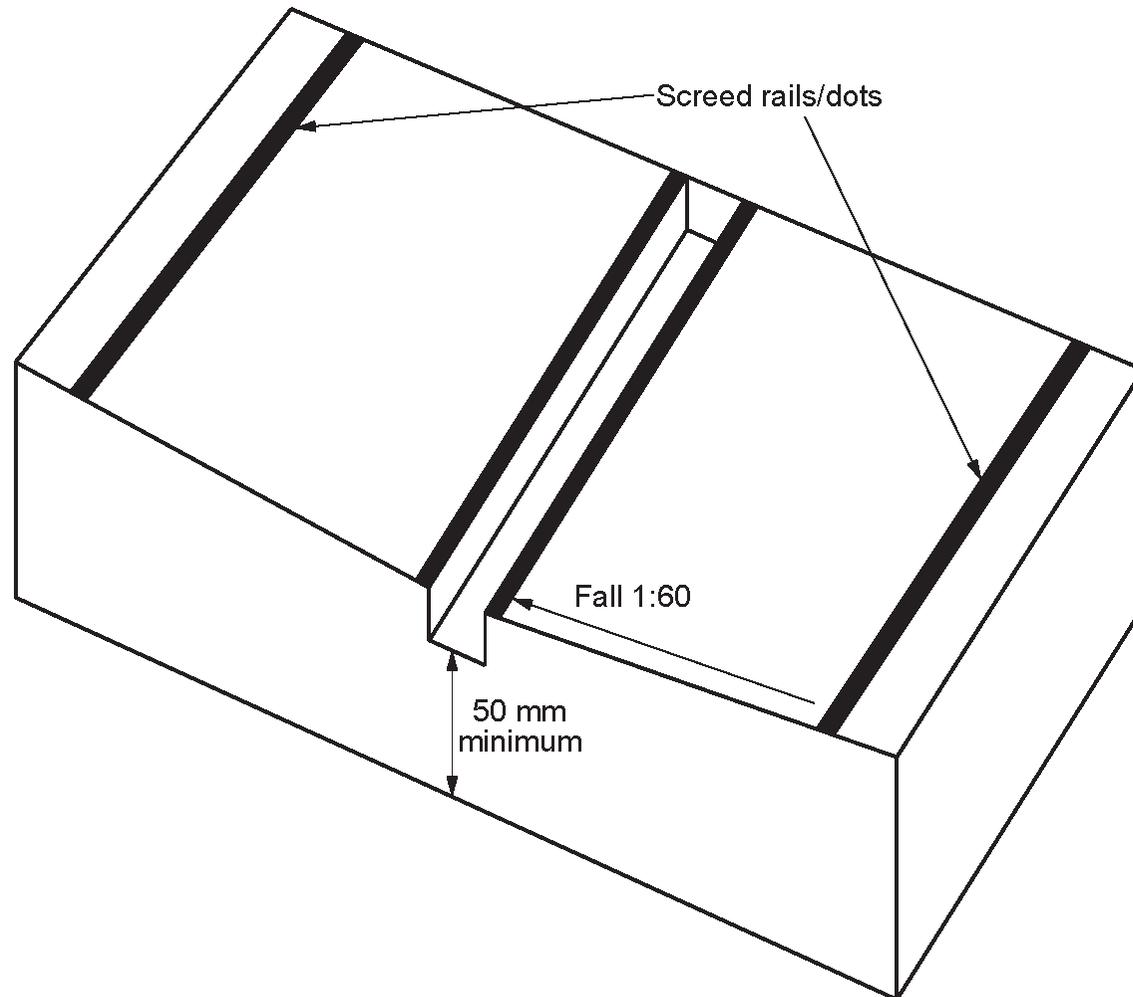
Drawing not to scale.

This is how the flooring **may** look.

2m<sup>2</sup> floor to falls minimum.

Set screed rails/dots for flat level screed, at 50mm from highest point and 50mm from the lowest point of the gully.

All screed rails/dots must be removed and the voids filled and float finished.

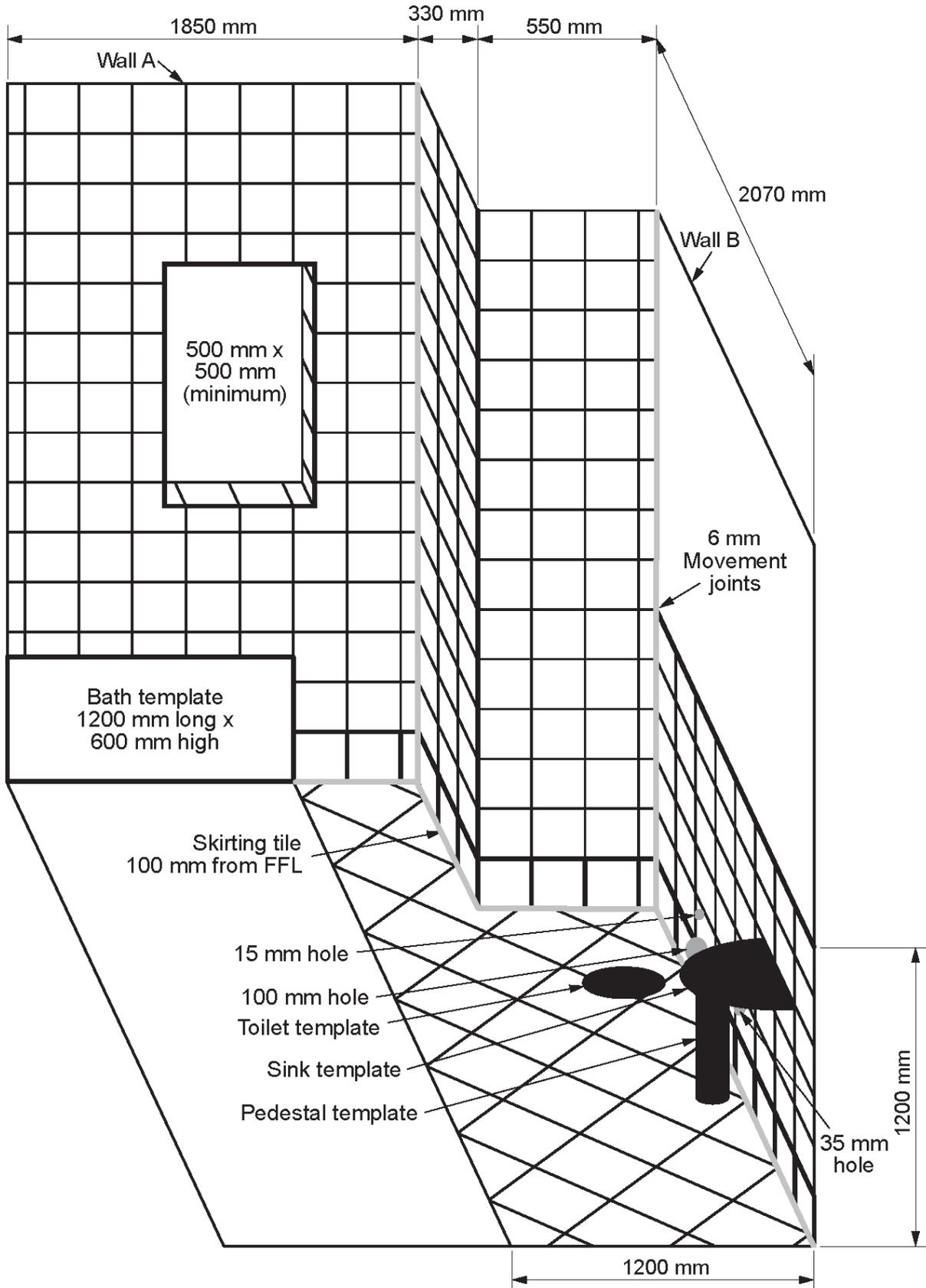


# Drawings and diagrams

## Unit 233 Tile wall surfaces

### Task 1 Interpret information to select resources for tiling walls and Task 2 Set out and fix tiles to wall surfaces

Figure 1 – Wall area - diagram



## Drawings and diagrams

### Unit 233 Tile wall surfaces

#### Task 1 Interpret information to select resources for tiling walls and Task 2 Set out and fix tiles to wall surfaces

Figure 1 – Wall area - specification

**Specification:**

Drawing is not to scale.

This is an **example** of what the area to be tiled will look like.

Wall A 2.0m high, Wall B not to exceed 1.2m from finished floor level

To fit in bay size: 2.400m x 1.200m x 2.400m

Total area to be a minimum of 7.94m<sup>2</sup> tiling including window reveals, soffit and cill with internal and external angles, using tile trims for external angles

Movement joints shown in grey

column size 330mm x 550mm

one window (minimum size 500mm by 500mm), window can be on any wall

one bath template, one WC template, one basin template

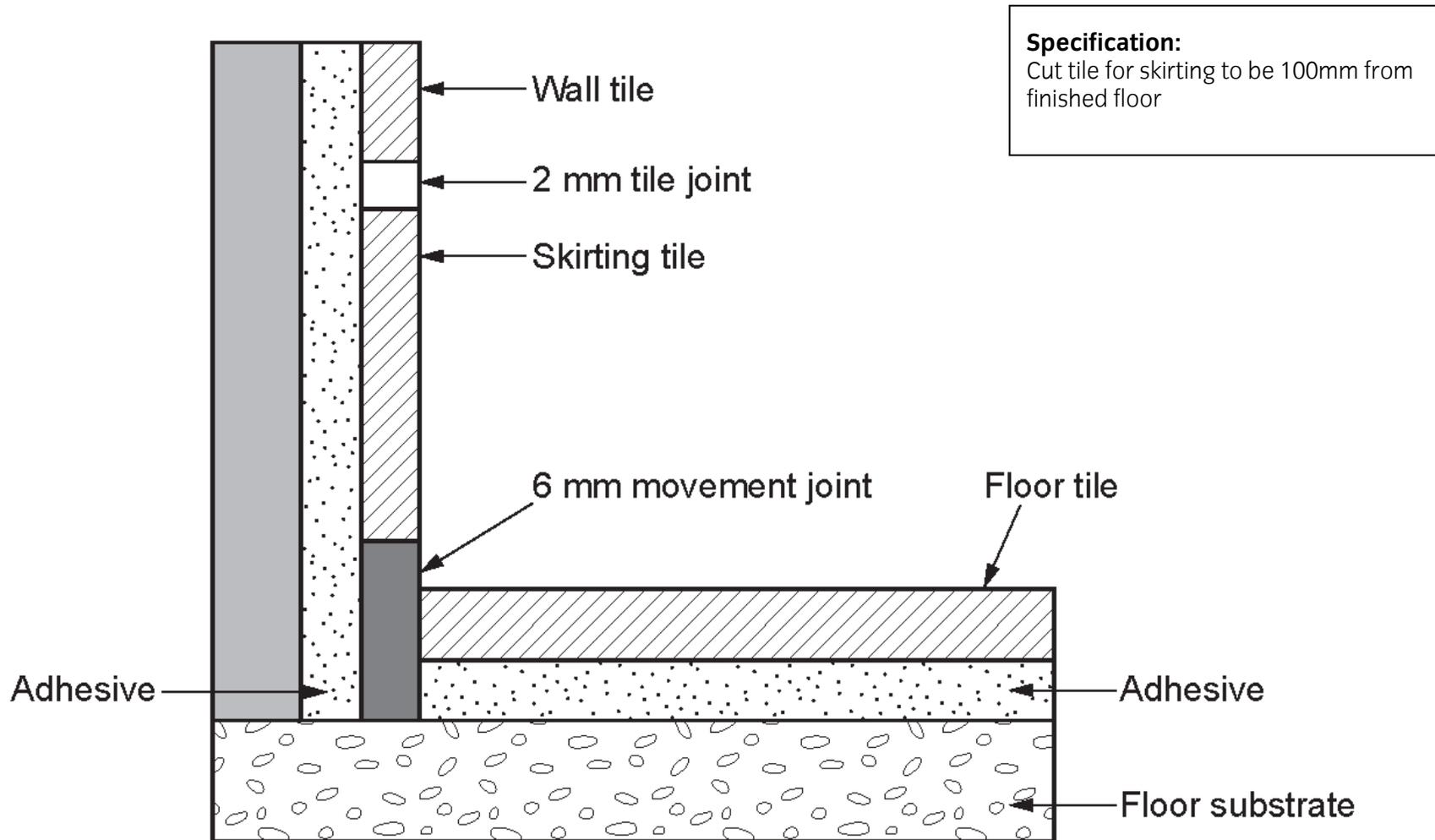
sit on skirting tile 100mm above finished floor level, skirting to be flush with wall tiles, to include 6mm movement joint

tile size 150mm x 150mm, tile joints 2mm for walls and junction of tiles and trims

Drawings and diagrams  
Unit 233 Tile wall surfaces

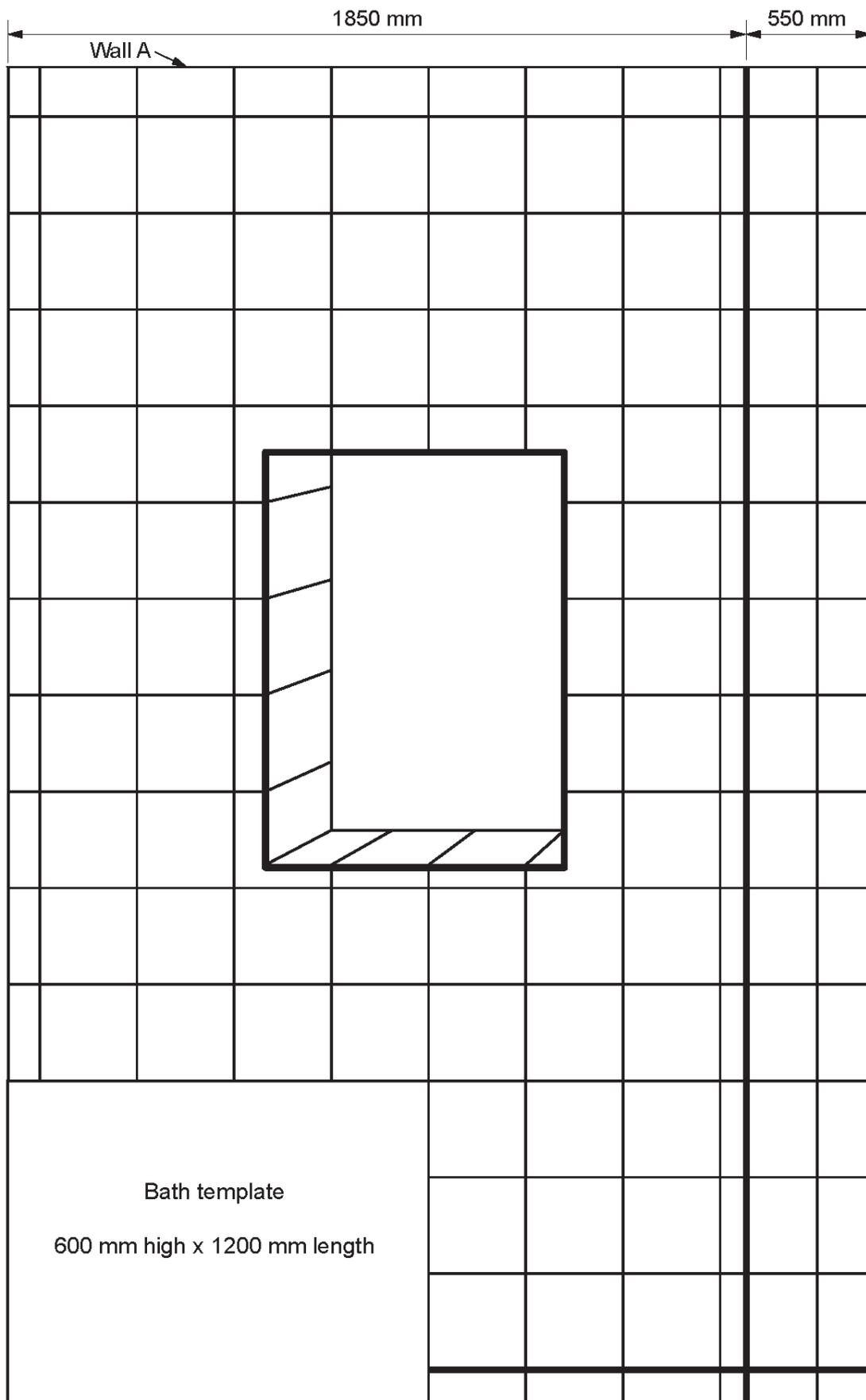
Task 1 Interpret information to select resources for tiling walls and Task 2 Set out and fix tiles to wall surfaces

Figure 2 - Skirting detail



**Drawings and diagrams**  
**Unit 233 Tile wall surfaces**  
**Task 2 Set out and fix tiles to wall surfaces**

Figure 3: Window wall including pipe box



## Drawings and diagrams

### Unit 233 Tile wall surfaces

#### Task 2 Set out and fix tiles to wall surfaces

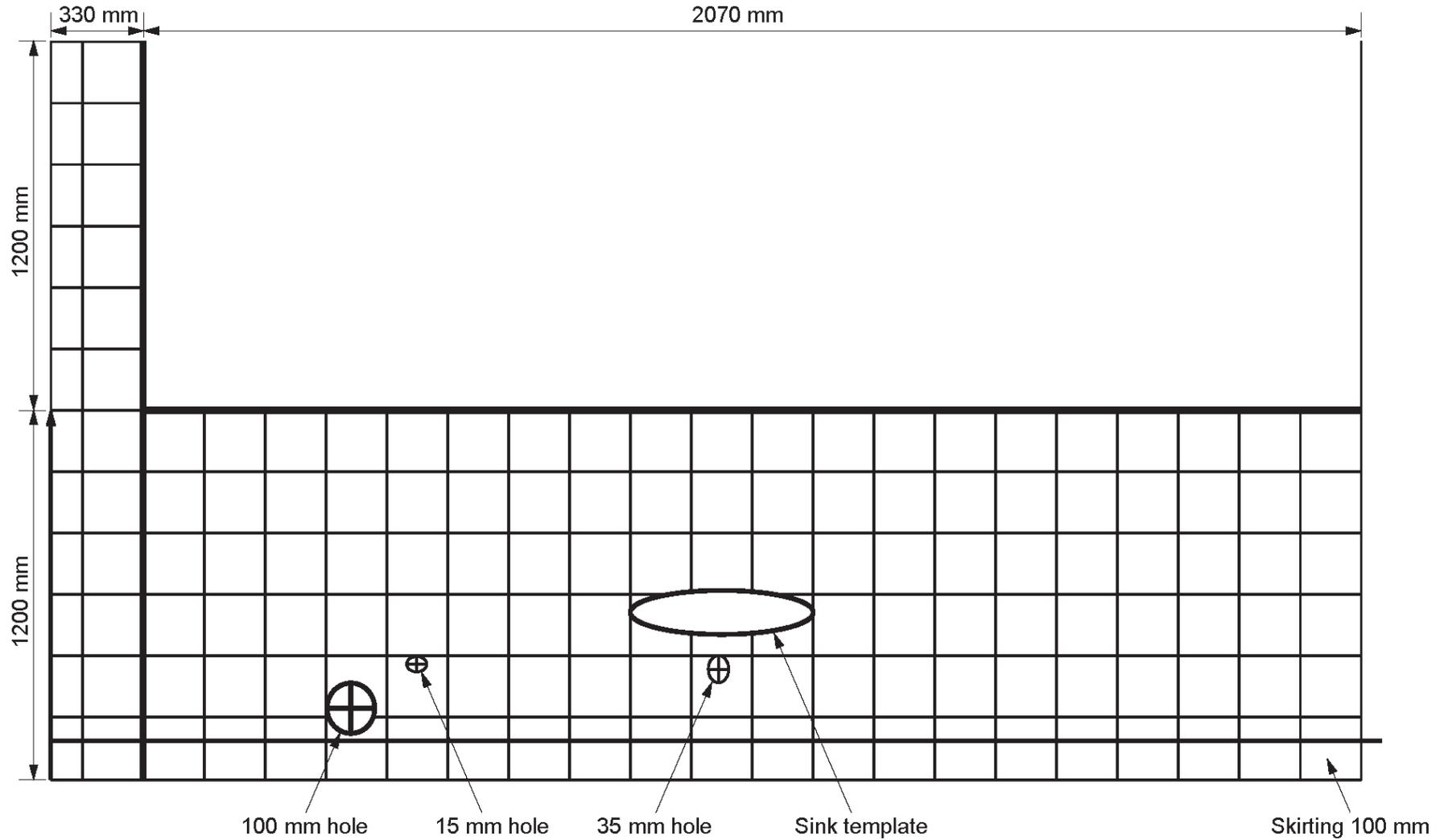
Figure 4: Wall B

#### Specification:

Tiling **may** look like this.

Tile size 150mm x 150mm and joint size 2mm.

Skirting to be 100mm from finished floor level.

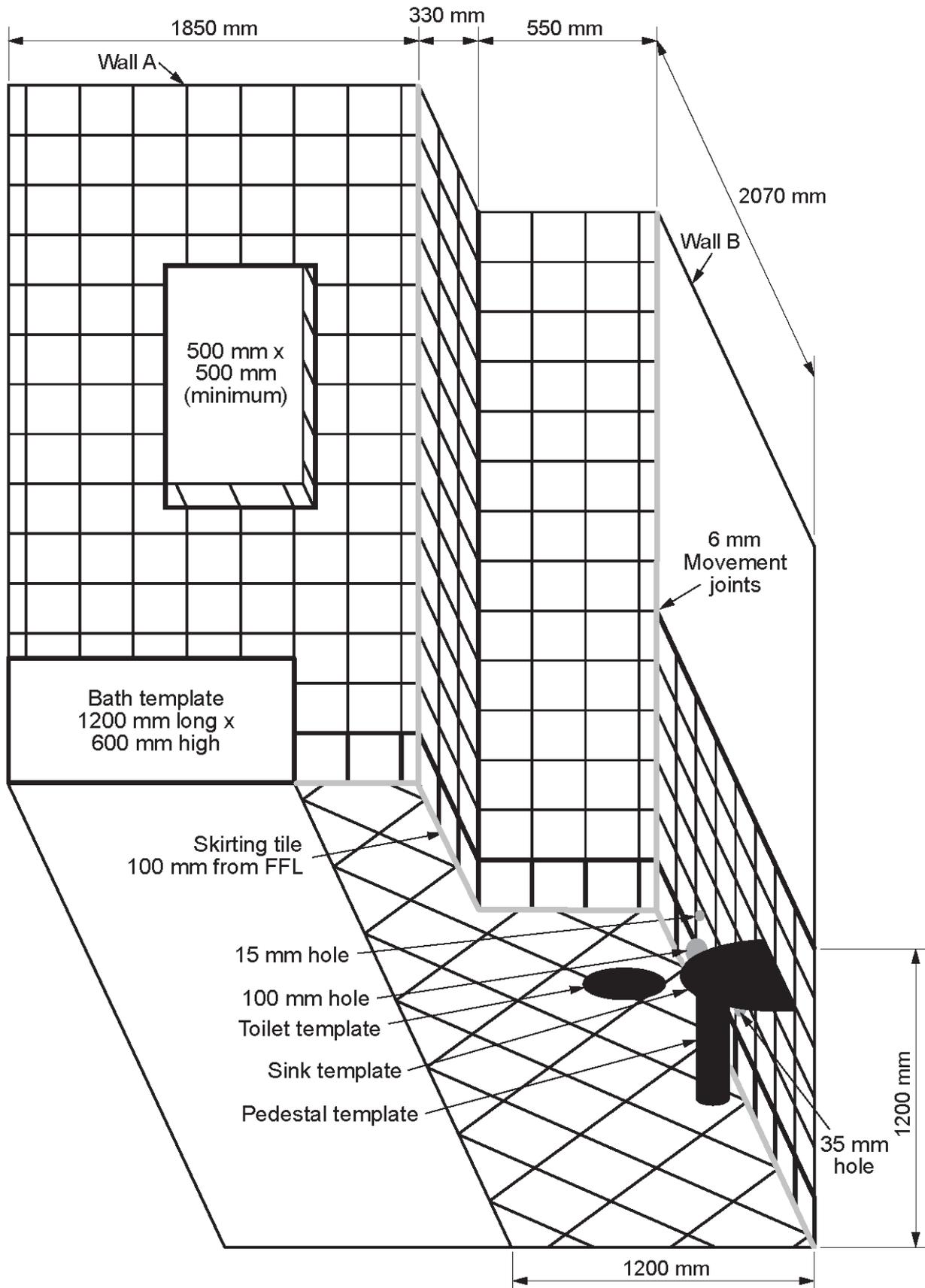


# Drawings and diagrams

## Unit 234 Tile floor surfaces

### Task 1 Interpret information to select resources for tiling floors and Task 2 Install tiles to floor areas

Figure 1: Floor area – diagram



## Drawings and diagrams

### Unit 234 Tile floor surfaces

#### Task 1 Interpret information to select resources for tiling floors and Task 2 Install tiles to floor areas

Figure 1: Floor area – specification

**Specification:**

Drawing is not to scale.

This is an **example** of what the area to be tiled will look like.

To fit in bay size: 2.400m x 1.200m x 2.400m

Floor area to be a minimum of 2.88m<sup>2</sup> (1.2m x 2.4m)

tile size 300mm x 300mm

set at 450 starting with half tiles

full and half tile to front and outside edge of floor

section to be marked out for bath

templates to be fixed for a toilet and pedestal

tile joint sizes 4mm

perimeter movement joints formed 6mm, shown in grey on diagram

top edge of the skirting to be 100mm and this to include a 6mm movement joint.

## Drawings and diagrams

### Unit 234 Tile floor surfaces

#### Task 1 Interpret information to select resources for tiling floors and Task 2 Install tiles to floor areas

Figure 2: Floor plan

#### Specification:

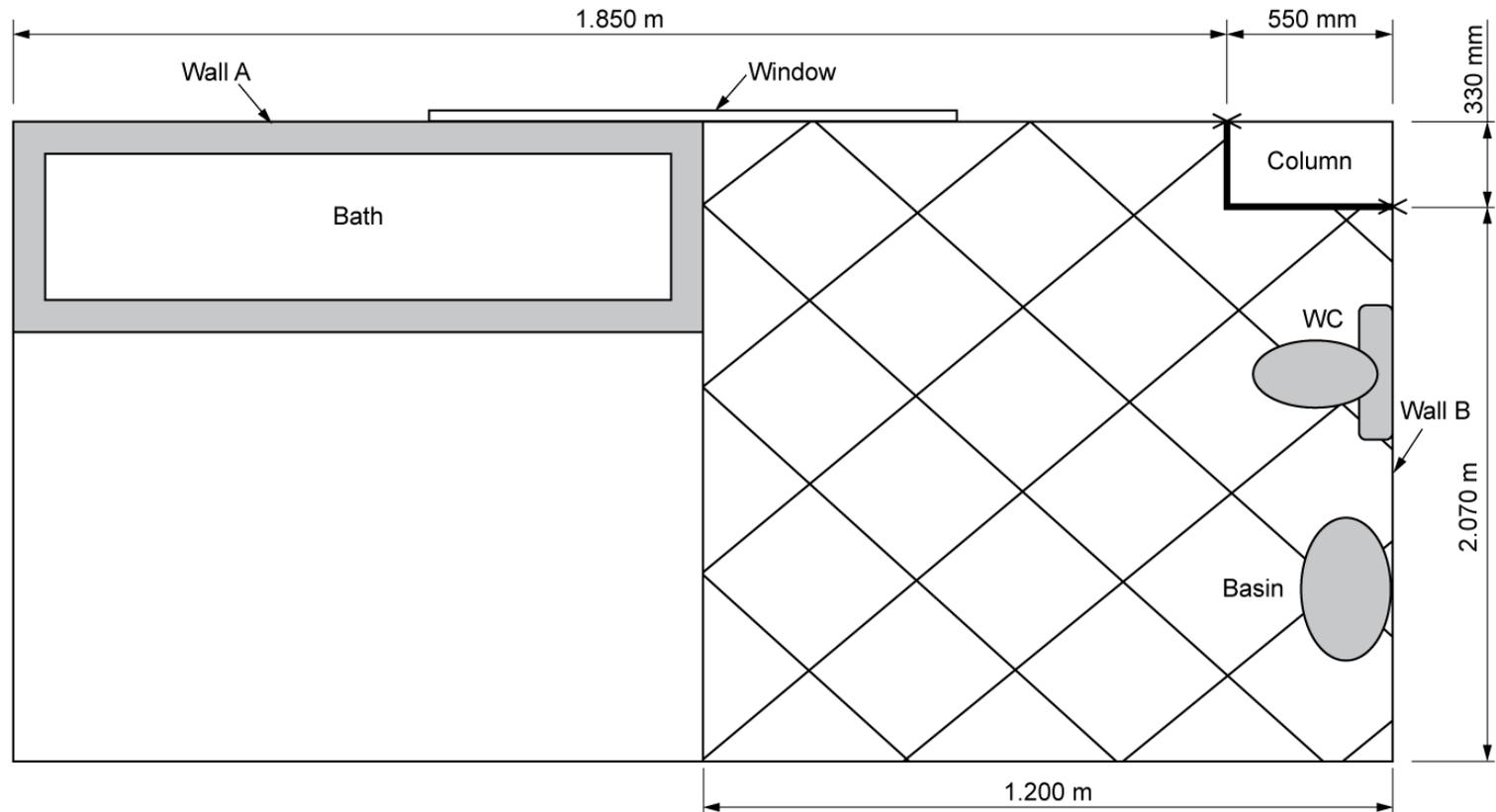
Drawing is not to scale.

This is an **example** of what the area to be tiled will look like.

Floor area to be a minimum of  $2.88\text{m}^2$  ( $1.2\text{m} \times 2.4\text{m}$ ), Wall B 2.4m long

Column size 550mm x 330mm  
Floor tiling  $45^\circ$  from front and outside edge of bay

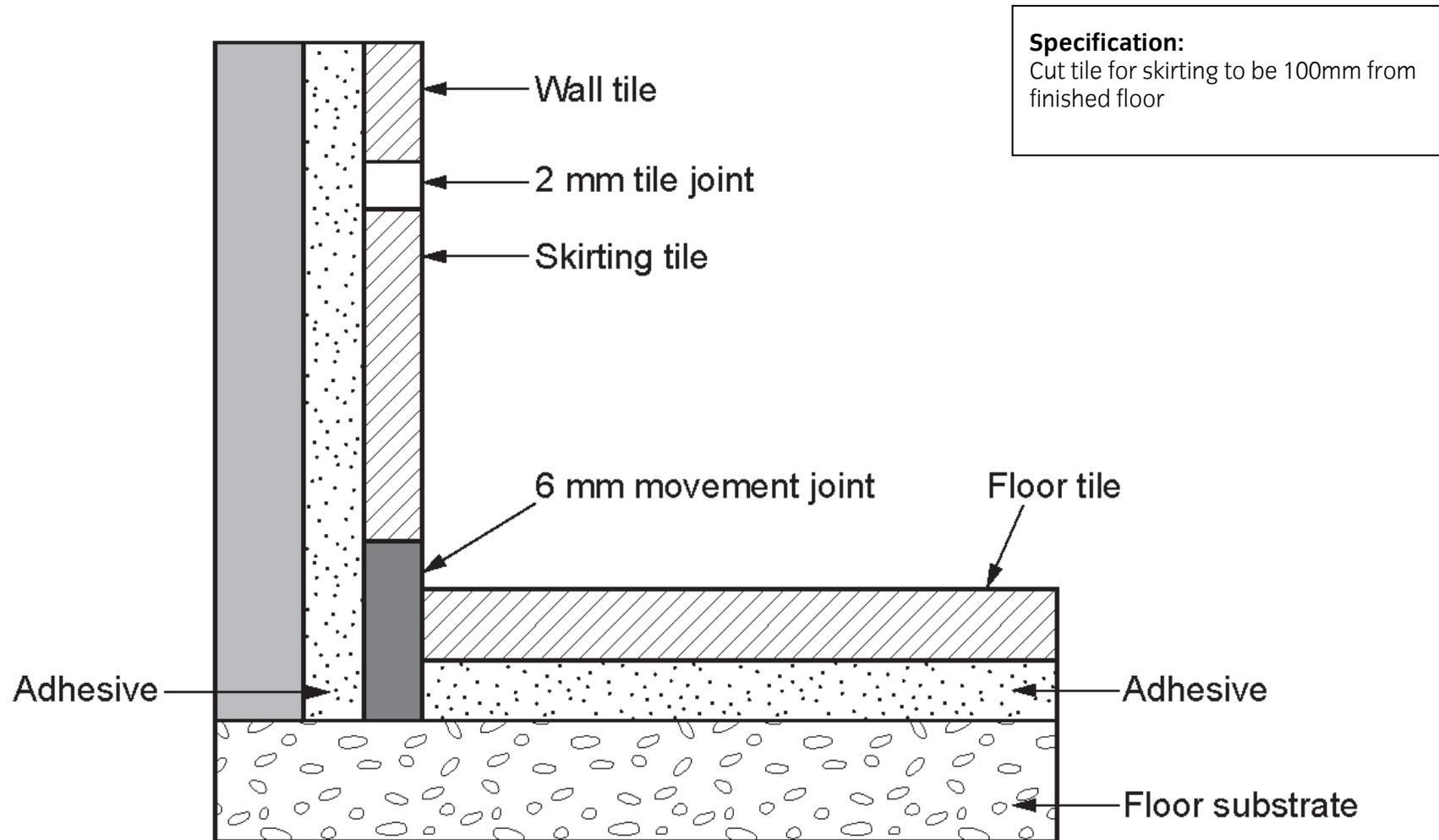
Candidates to cut around toilet template, sink pedestal template, bath and column.



**Drawings and diagrams**  
**Unit 234 Tile floor surfaces**

**Task 1 Interpret information to select resources for tiling floors and Task 2 Install tiles to floor areas**

Figure 3: Skirting detail



## Drawings and diagrams

### Unit 234 Tile floor surfaces

#### Task 3 Install tiles to stairways and landings

Figure 4: Stairs

#### Specification:

Drawing is **not** to scale.

This is an **example** of what the area to be tiled will look like.

Steps to include a **minimum** of two risers, two treads and two landings

Landings top and bottom 450mm length 1000mm width

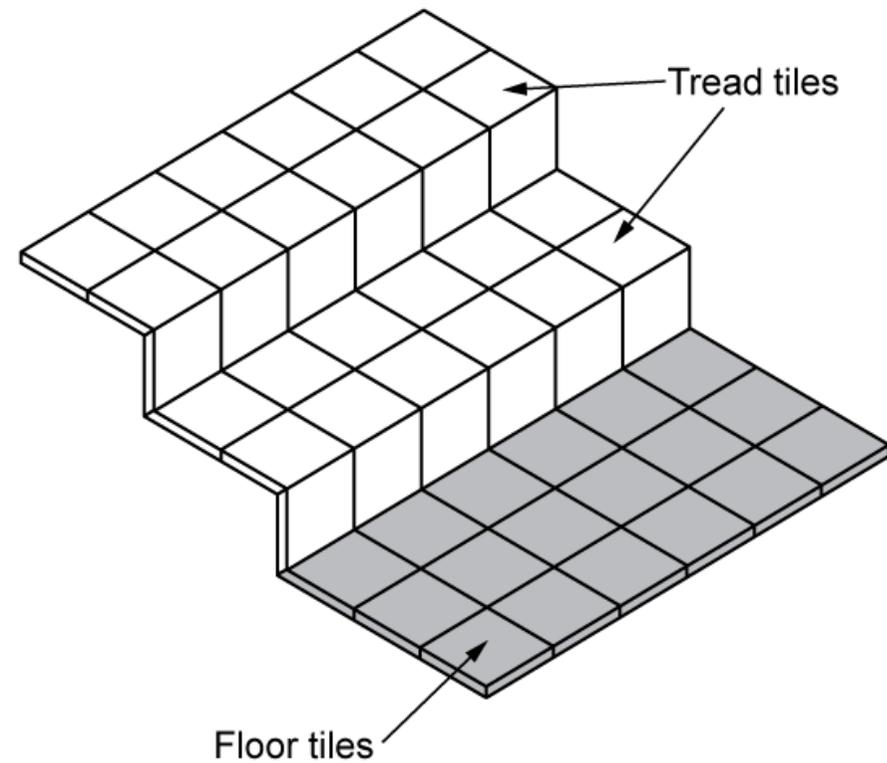
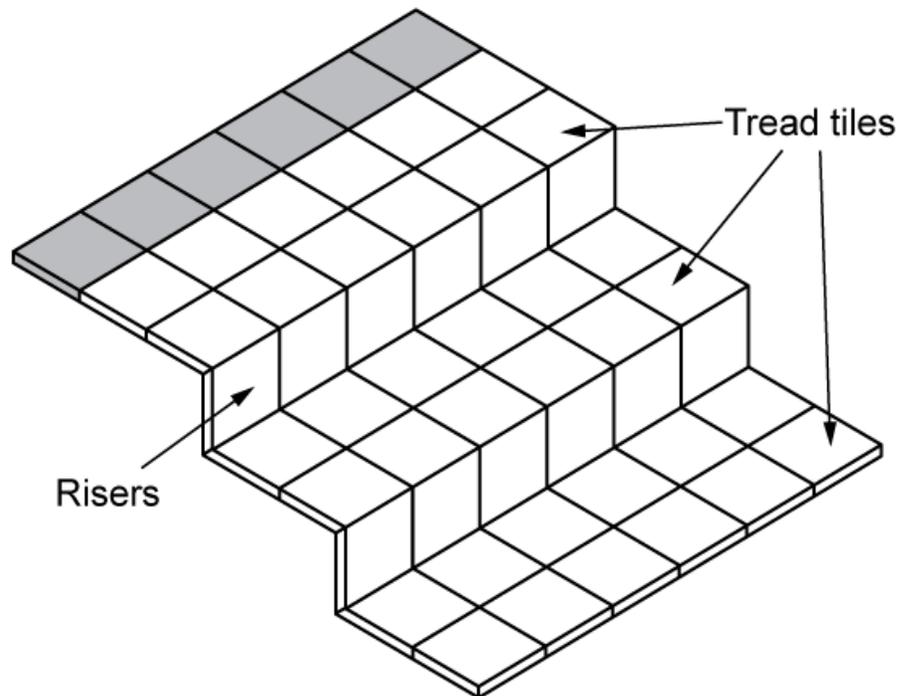
Steps sizes 300mm, risers 175mm

Tile sizes 150mm x 150mm, must use floor tiles

Include tread tiles or trims

Joint sizes 5mm

Movement joints 6mm.



## Drawings and diagrams

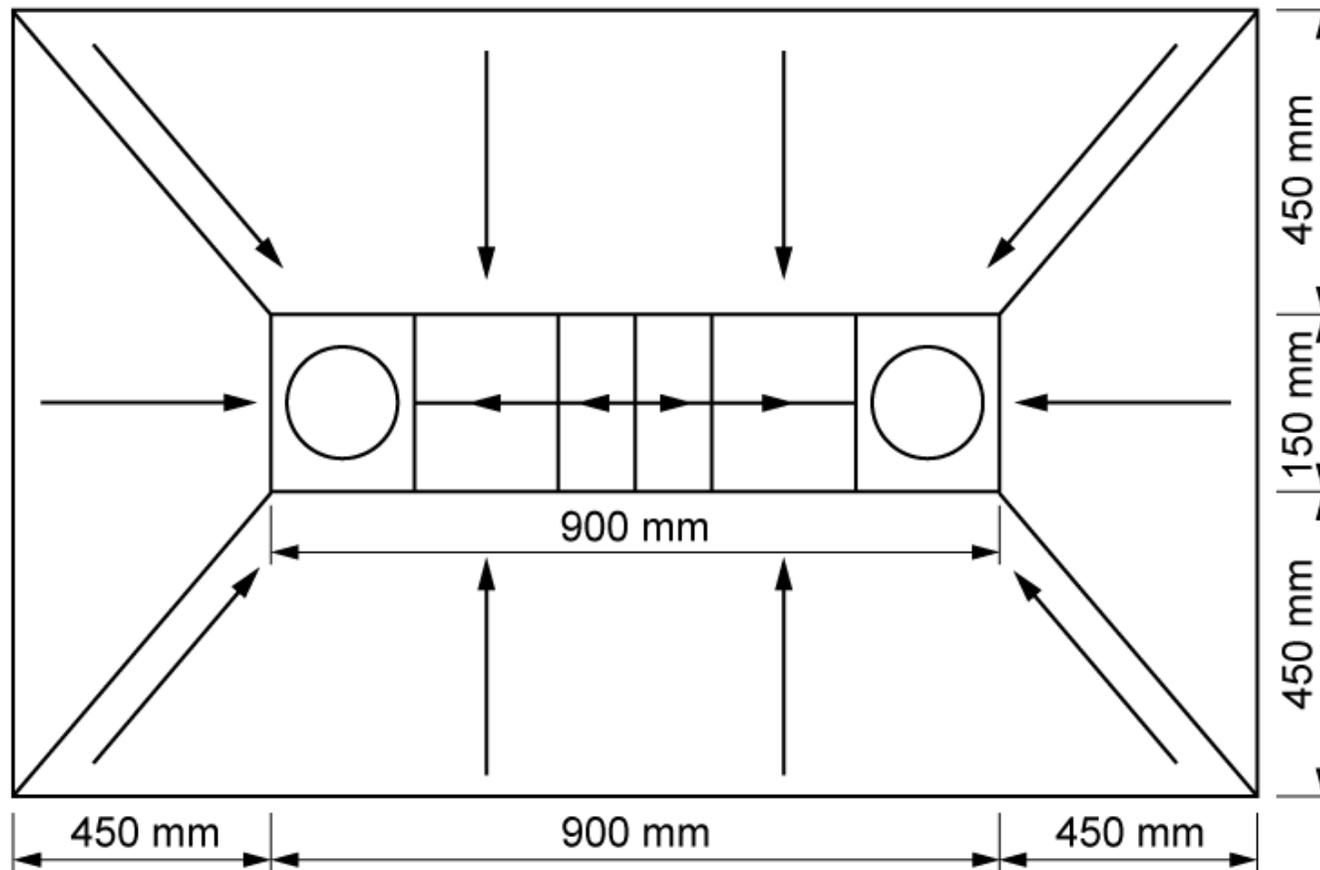
### Unit 234 Tile floor surfaces

#### Task 4 Install tiles to outlets and inlets

Figure 5: Longitudinal slope

**Specification:**

Tanking system includes tapes  
150mm x 150mm channel tiles  
Joint sizes 4mm



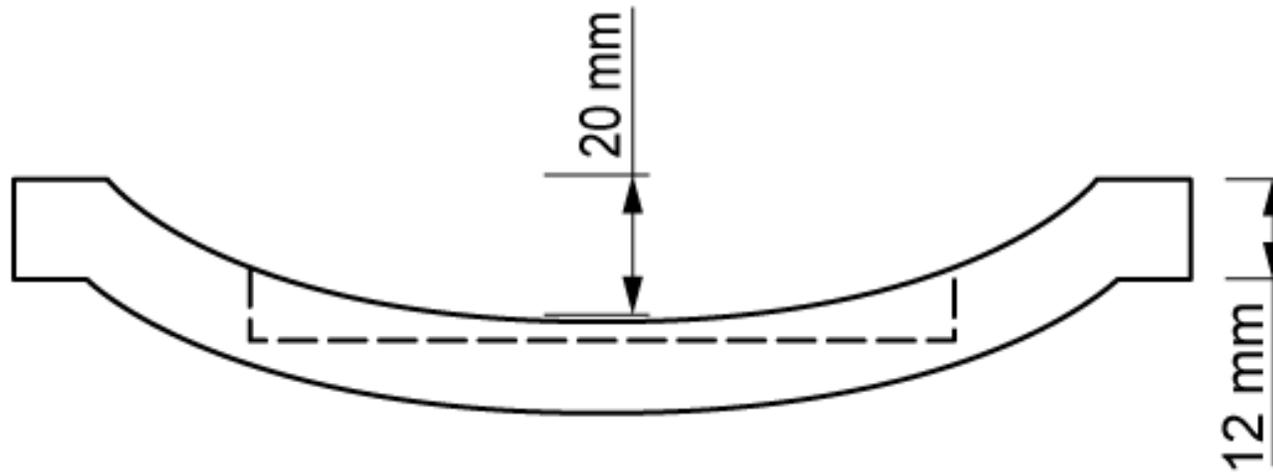
Longitudinal slope with rate of fall 1:60

**Drawings and diagrams**

**Unit 234 Tile floor surfaces**

**Task 4 Install tiles to outlets and inlets**

Figure 6: Channel tile



**Channel tiles**

# Appendixes

## Appendix 1 – Risk assessment form

<b>Unit / Task no</b>		<b>Area or activity assessed:</b>
<b>Assessment date</b>		
<b>Persons who may be affected by the activity (ie are at risk)</b>	<b>OPERATIVES:</b>  <b>OTHERS:</b>	

### SECTION 1: Identify Hazards - Consider the activity or work area and identify if any of the hazards listed below are significant (tick the boxes that apply).

1.	Fall of person (from work at height)		6.	Lighting levels		11.	Use of portable tools / equipment		16.	Radiation sources		21.	Condition of Buildings & glazing	
2.	Fall of objects		7.	Heating & ventilation		12.	Fixed machinery or lifting equipment		17.	Work with lasers		22.	Occupational stress	
3.	Slips, Trips & Housekeeping		8.	Layout, storage, space, obstructions		13.	Noise or Vibration		18.	Hazardous fumes, chemicals, dust		23.	Violence to staff / verbal assault	
4.	Manual handling operations		9.	Welfare facilities		14.	Fire hazards & flammable material		19.	Hazardous biological agent		24.	Lone working / work out of hours	
5.	Abrasive wheels		10.	Electrical Equipment		15.	Fieldtrips / field work		20.	Food preparation areas		25.	Other(s) - specify	

### SECTION 2: Risk Controls - For each hazard identified in Section 1, complete Section 2.

Hazard No.	Hazard Description	Existing controls to reduce risk	Risk Level (tick one)			Further action needed to reduce risks <i>(provide timescales and initials of person responsible)</i>
			High	Med	Low	
1.						
<b>Name of Writer</b>		<b>SIGNED</b>			Number of continuation sheets used:	
<b>Review date</b>						

**Risk Level:** High = very likely, Medium = possible, Low = unlikely

# Health and Safety Risk Assessments – Continuation Sheet

Unit / Task no	
Continuation sheet number:	1

## SECTION 2 continued: Risk Controls

Hazard No.	Hazard Description	Existing controls to reduce risk	Risk Level (tick one)			Further action needed to reduce risks <i>(provide timescales and initials of person responsible for action)</i>
			High	Med	Low	
2.						
3.						
4.						
5.						

# Appendixes

## Appendix 2 – Resource checklist for candidates



<b>Candidate name and date</b>	
--------------------------------	--

Minimum requirements are:

TOOLS/EQUIPMENT	Unit number			
	Tick items required and quantity			
	231 Quantity	232 Quantity	233 Quantity	234 Quantity
MANUAL TILE CUTTING MACHINE				
WET SAW				
PANEL SAW				
JUNIOR HACKSAW				
MITRE BLOCK				
SERRATING TROWEL 6MM				
SERRATING TROWEL 10MM				
GAUGING TROWEL OR BUCKET TROWEL				
TILE NIPPERS (SNIPS/MOSAIC CUTTERS)				
TILING BREAKERS (APORTO CUTTERS)				
SEALANT GUN				
SQUEEGEE/GROUT FLOAT				
LOCHBOY AND HAMMER				
CLAW HAMMER				
LUMP HAMMER				
PIN HAMMER				
COLD CHISEL				
BOLSTER CHISEL				
TUNGSTEN TIPPED CUTTING CHISEL				
TILE FILE				
TILE SCRIBE				
RETRACTABLE UTILITY KNIFE				
SCISSORS				
CARBORUNDUM STONE				
600mm SPIRIT LEVEL				
1000mm SPIRIT LEVEL				
WATER LEVEL				
LASER LEVEL				
BUILDERS SQUARE / SET SQUARE				
STRAIGHT EDGE OR FEATHER EDGE				
TAPE MEASURE / RULER				
HAND BRUSH				
PENCILS				
MARKER PENS				

TOOLS/EQUIPMENT	Unit number			
	Tick items required and quantity			
	231	232	233	234
	Quantity	Quantity	Quantity	Quantity
PENCIL SHARPENER				
SPONGES				
WASH BOY AND SPONGE FLOAT				
CLEANING CLOTHS / POLISHING RAGS				
BUCKETS FOR MIXING PRODUCTS				
CHALK LINE				
STRING LINE				
PLUMB LINE				
MIXING PADDLE AND DRILL				
CEMENT MIXER				
FOLDING SQUARE				
WALL SCRAPER				
FLOOR SCRAPER				
CORDLESS DRILL/DRIVER				
SCREWDRIVERS				
RUBBER Mallet				
ROLLER AND TRAY				
DIAMOND FILES				
DIAMOND HOLE CUTTERS				
DUST PAN AND BRUSH				
SOFT BRISTLED BRUSH				
BATTENS				
CLEAN WATER				
CALCULATOR				
MOVING AND HANDLING AIDS				
WOOD/PLASTIC FLOAT				
BATTERY DRILL				
DUST SHEETS				
WORKING PLATFORM				
HAWK				
FLOATING TROWEL				
SCRATCH COMB				

MATERIALS	Unit number			
	Tick items required and quantity			
	231	232	233	234
	Quantity	Quantity	Quantity	Quantity
WALL TILE ADHESIVE (can be training adhesive)				
FLOOR TILE ADHESIVE (POWDER AND READY MIXED) (can be training adhesive)				
WALL GROUT				
FLOOR GROUT				
SEALANT				
NAILS/SCREWS				

<b>MATERIALS</b>	<b>Unit number</b>			
	<b>Tick items required and quantity</b>			
	<b>231</b>	<b>232</b>	<b>233</b>	<b>234</b>
	<b>Quantity</b>	<b>Quantity</b>	<b>Quantity</b>	<b>Quantity</b>
PROTECTIVE SHEET MATERIALS				
TAPE TO SECURE MATERIALS				
TIMBER FOR USE AS GAUGE ROD				
PRIMERS				
ADMIXES				
BONDING AGENTS / SBR				
PVA				
STABILISERS				
LEVELLING / SMOOTHING COMPOUNDS				
WALL TILES				
FLOOR TILES				
TILE TRIMS				
MOVEMENT JOINTS				
TREAD TRIMS				
TREAD TILES				
CHANNEL TILES				
TANKING SYSTEM				
SPACER PEGS				
SAND / CEMENT				
SAND LIME				
GRIT/ SHARP SAND				
GULLY FORM				
DOTS/SCREED RAILS				

<b>PPE</b>	<b>Unit number</b>			
	<b>Tick items required and quantity</b>			
	<b>231</b>	<b>232</b>	<b>233</b>	<b>234</b>
	<b>Quantity</b>	<b>Quantity</b>	<b>Quantity</b>	<b>Quantity</b>
KNEE PADS				
SAFETY GLASSES / EYE PROTECTION				
SAFETY GLOVES				
BARRIER CREAM				
OVERALLS				
DUST MASK				
EAR PROTECTION				
HARD HAT (CENTRE'S DISCRETION)				
SAFETY FOOTWEAR / BOOTS				
LUMBER SUPPORT				
HIGH VISIBILITY VEST				

**Use for any calculations eg tiles, adhesive**

# Appendixes

## Appendix 3 – Method statement

<b>Project</b>	<b>Document no</b>
<b>Contractor</b>	<b>Assessor</b>
<b>Client</b>	<b>Date</b>

<b>1. Description of work</b>	<b>6. Operative(s) qualifications</b>
<b>2. Supervisor responsible for work</b>	
<b>3. Equipment to be used</b> Provision of suitable equipment, including: <ul style="list-style-type: none"> <li><input type="checkbox"/> electric tile cutter</li> <li><input type="checkbox"/> appropriate size and type of cutting discs</li> <li><input type="checkbox"/> appropriate size and type of core drills and bits</li> <li><input type="checkbox"/> temporary power and water source (if nec)</li> <li><input type="checkbox"/> electric drills</li> <li><input type="checkbox"/> dust control equipment</li> <li><input type="checkbox"/> water control equipment</li> <li><input type="checkbox"/> other (specify in 8.)</li> </ul>	<b>7. Arrangements for instruction of operatives</b>
	<b>8. Details of additional equipment required</b>
<b>4. Work area</b> Check with client in respect of: <ul style="list-style-type: none"> <li><input type="checkbox"/> marking out of work</li> <li><input type="checkbox"/> location of live services</li> <li><input type="checkbox"/> safety of working area and control of access</li> <li><input type="checkbox"/> interface with other contractors</li> <li><input type="checkbox"/> compliance with health and safety procedures/plan</li> </ul> Arrange where appropriate: <ul style="list-style-type: none"> <li><input type="checkbox"/> sequence of work (specify in 9.)</li> <li><input type="checkbox"/> background preparations</li> <li><input type="checkbox"/> cordoning and signage in the work area</li> <li><input type="checkbox"/> removal of debris</li> </ul>	<b>9. Detailed sequence of work</b>
<b>5. Installation/operation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> position tile cutting equipment</li> <li><input type="checkbox"/> fit cutting discs</li> <li><input type="checkbox"/> connect power and water</li> <li><input type="checkbox"/> make required cuts</li> <li><input type="checkbox"/> remove waste tiles from work area</li> </ul>	
All tiling to be carried out in accordance with the standards defined in The Tile Association's code of safe working practice	<b>Assessor signature and date</b>

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