Entry 2 Skills for Working Life (4807-02)

July 2014 Version 1.0

www.cityandguilds.com
July 2014
Version 1.0

Assessment recording documents for Metalwork (Units 274-278)

City & Guilds

Believe you can

www.cityandguilds.com

METALWORK E2

Unit no: 274	Unit title: **Recognise use and care for hand tools used in metalwork**	**Credit value 1**

Guidance: For this unit a range of hand tools (as listed below) must be available. The recognition can be done using pictures or diagrams if required. Please indicate which tools have been used. The learner is required to use just three tools to carry out appropriate tasks (eg measuring, marking and cutting).

Learning Outcome:

- The learner will be able to recognise, use and care for hand tools correctly and safely

Assessor Initials/Date					
					E M
Practical Evidence					
					• Recognise and wear personal protective clothing
					• Recognise **all** of the following hand tools:
					- Hacksaw
					- Shears
					- 'G' clamp
					- Tape measure or measuring device
					- Tri-square
					• Recognise **all** of the following marking devices:
					- Pencil
					- French chalk stick
					- Scriber
					• Recognise mild steel sheet
					• Check that tools are safe to use
					• Use **three** different hand tools correctly and safely (indicate which tools used/tasks carried out) e.g:
					Tool used/task completed:
					Tool used/task completed:
					Tool used/task completed:
					• Clean tools after use
					• Store tools safely
					• Dispose of waste material safely
					• Remove and store personal protective clothing
					• Wash and dry hands
Knowledge Evidence *(evidence of answers given to be recorded in portfolio)*					
					• A reason for securing the metal to be worked on
					• A reason for marking out the metal correctly
					• A reason for cleaning tools after use

DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above			
Date all assessments completed for this unit:			
Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

METALWORK E2

Unit no: 275	Unit title: **Recognise and cut metal**	**Credit value 2**

Guidance: For this unit a range of metal materials must be available and appropriate tools for cutting each type. The learner will need to mark up and make a cut in each of the metal types listed.

Learning Outcome:

- The learner will be able to recognise and cut metal materials correctly and safely

Assessor Initials/Date					
					E M
Practical Evidence					
					• Recognise and wear personal protective clothing
					• Recognise **all** of the following materials:
					- Mild steel sheet
					- Mild steel bar (round or flat)
					- Copper sheet
					- Copper pipe
					• Recognise **all** of the following tools:
					- Hacksaw
					- Hand shears
					- Pipe cutters
					• Check that tools are safe to use
					• Check that material to be cut is secure
					• Mark out metal correctly
					• Use appropriate tool to cut each piece of metal (listed above)
					• Clean tools after use
					• Clean and tidy up work area
					• Remove and store personal protective clothing
					• Wash and dry hands
Knowledge Evidence *(evidence of answers given to be recorded in portfolio)*					
					• A reason for being careful when using cutting tools

DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above

Date all assessments completed for this unit:

Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

METALWORK E2

Unit no: 276	Unit title: **Use a screwdriver in metal**	**Credit value 1**

Guidance: For this unit a range of screwdrivers (slot head, cross head, hand operated or battery operated) and screws (slot head, cross head and self tapping) should be available. For the purposes of recognition, pictures may be used. The learner need only use one type of screw and screwdriver for the practical. Holes should be pre-drilled by the tutor.

Learning Outcome:

- The learner will be able to use **one** type of screwdriver to insert screws correctly and safely

Assessor Initials/Date					
					E M
Practical Evidence					
					• Recognise and wear personal protective clothing
					• Recognise **all** of the following screwdrivers:
					– Slot or flat head
					– Cross head (“Philips” or “Pozi-drive”)
					– Hand operated
					– Battery operated
					• Recognise **all** the following screw types:
					– Slot head
					– Cross head (“Philips” or “Pozi-drive”)
					– Self tapping
					• Recognise and collect the materials to be joined
					• Check that tools are safe to use
					• Secure items to be joined
					• Insert screw in pre-drilled pilot hole
					• Hold screw in pre-drilled hole
					• Use screwdriver to drive in screw to required depth
					• Clean and store tools after use safely
					• Return surplus materials to store
					• Clean and tidy up work area
					• Clean and tidy up work area
					• Remove and store personal protective clothing
					• Wash and dry hands
Knowledge Evidence *(evidence of answers given to be recorded in portfolio)*					
					• A reason for securing items to be joined
					• A reason for using the correct screwdriver for the screw head

DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above

Date all assessments completed for this unit:

Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

METALWORK E2

Unit no: 277	Unit title: **Bend metal to shape**	**Credit value 2**

Guidance: For this unit the learner is required to bend one piece of metal to an agreed shape using the appropriate tools, all of which should be available. For the purposes of recognition, pictures can be used.

Learning Outcome:

- The learner will be able to secure and bend metal to shape correctly and safely

Assessor Initials/Date						E M
					Practical Evidence	
					• Recognise and wear personal protective clothing	
					• Recognise the following tools:	
					– Engineers hammer (ball pein or cross pein)	
					– Pliers	
					– Mole wrench	
					– Engineers vice	
					• Recognise metal to be bent to shape:	
					– Mild steel sheet	
					– Copper sheet	
					• Check that tools are safe to use	
					• Mark metal correctly	
					• Secure metal to be bent safely	
					• Bend metal using correct method	
					• Release bent metal from securing device	
					• Store bent metal safely	
					• Clean and store tools after use safely	
					• Clean and tidy up work area	
					• Remove and store personal protective clothing	
					• Wash and dry hands	
					Knowledge Evidence *(evidence of answers given to be recorded in portfolio)*	
					• A reason for securing metal safely	
					• A reason for marking metal	

DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above

Date all assessments completed for this unit:

Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

METALWORK E2

Unit no: 278	Unit title: **Remove a burr from a piece of metal**	**Credit value 1**

Guidance: This unit can be done in conjunction with the cutting unit 293

Learning Outcome:

- The learner will be able to remove a burr on a piece of metal
-

Assessor Initials/Date					
					E M
Practical Evidence					
					• Recognise and wear personal protective clothing
					• Recognise **all** of the following hand tools:
					– File
					– De-burring tool
					• Recognise **all** of the following metals to be de-burred:
					– Mild steel (sheet or bar round/flat)
					– Copper
					– Aluminium
					• Check that tools are safe to use
					• Secure metal in position correctly
					• De-burr edge using correct technique
					• Clean and store tools after use safely
					• Clean and tidy the work place safely
					• Remove and store personal protective clothing
					• Wash and dry hands
Knowledge Evidence*(evidence of answers given to be recorded in portfolio)*					
					• A reason for de-burring metal
					• A reason for securing the metal to be de-burred

DECLARATION – The Learning Outcome has been achieved by satisfactory performance of all the components listed above

Date all assessments completed for this unit:

Name of Assessor	Signature of Assessor	Name of Learner	Signature of Learner

Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on www.cityandguilds.com.

Centre Manual - Supporting Customer Excellence contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

Our Quality Assurance Requirements encompasses all of the relevant requirements of key regulatory documents such as:

- Regulatory Arrangements for the Qualifications and Credit Framework (2008)
- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

Access to Assessment & Qualifications provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information on such things as:

- **Walled Garden:** how to register and certificate candidates on line
- **Qualifications and Credit Framework (QCF)**: general guidance about the QCF and how qualifications will change, as well as information on the IT systems needed and FAQs
- **Events**: dates and information on the latest Centre events
- **Online assessment**: how to register for e-assessments.

City & Guilds

Believe you can

www.cityandguilds.com

Useful contacts

UK learners **General qualification information**	**T: +44 (0)844 543 0033** **E: learnersupport@cityandguilds.com**
International learners General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413 E: **intcg@cityandguilds.com**
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: **centresupport@cityandguilds.com**
Single subject qualifications Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: **singlesubjects@cityandguilds.com**
International awards Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: **intops@cityandguilds.com**
Walled Garden Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: **walledgarden@cityandguilds.com**
Employer Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	T: +44 (0)121 503 8993 E: **business@cityandguilds.com**
Publications Logbooks, Centre documents, Forms, Free literature	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.
If you have a complaint, or any suggestions for improvement about any of the services that we provide, email: feedbackandcomplaints@cityandguilds.com

About City & Guilds
As the UK's leading vocational education organisation, City & Guilds is leading the talent revolution by inspiring people to unlock their potential and develop their skills. We offer over 500 qualifications across 28 industries through 8500 centres worldwide and award around two million certificates every year. City & Guilds is recognised and respected by employers across the world as a sign of quality and exceptional training.

City & Guilds Group
The City & Guilds Group operates from three major hubs: London (servicing Europe, the Caribbean and Americas), Johannesburg (servicing Africa), and Singapore (servicing Asia, Australia and New Zealand). The Group also includes the Institute of Leadership & Management (management and leadership qualifications), City & Guilds Licence to Practice (land-based qualifications), the Centre for Skills Development (CSD works to improve the policy and practice of vocational education and training worldwide) and Learning Assistant (an online e-portfolio).

Copyright
The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute and may not be copied, reproduced or distributed without prior written consent. However, approved City & Guilds centres and candidates studying for City & Guilds qualifications may photocopy this document free of charge and/or include a PDF version of it on centre intranets on the following conditions:

- **centre staff may copy the material only for the purpose of teaching candidates working towards a City & Guilds qualification, or for internal administration purposes**
- **candidates may copy the material only for their own use when working towards a City & Guilds qualification**

The *Standard Copying Conditions* (see the City & Guilds website) also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.
Published by City & Guilds, a registered charity established to promote education and training

City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)844 543 0000
F +44 (0)20 7294 2413
www.cityandguilds.com