

## Employer confirmation guide City & Guilds Construction (Level 2) - Site Carpentry

Form A and Form B to be completed by the learner's employer.

DRAFT v0.3

**Disclaimer:** This is a draft version of the employer confirmation guide and content may be subject to change. The final version of the guide will be available in September 2026.

Version	Date	Reason for change
1.0	XXX 2026	

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## Introduction

Employers have an enhanced role in the delivery of the new apprenticeship suite of qualifications in the construction and building service engineering sector.

The employer confirmation provides guidance to employers and training providers on how the National Occupational Standards (NOS) performance statements set by the industry have been met. By completing the following evidence documents and all required methods of assessment, the learner is able to progress in attaining the relevant industry competency card.

The purpose of the employer confirmation is to provide centres and trade bodies with the assurance that the learner is occupationally proficient and has covered the full range of relevant standards. The collection of evidence allows the training provider to check that 'Form A Employer Confirmation' and 'Form B Employer Checklist' are both valid and there will be an audit trail to support the decision.

## Employer role

- They will work with and support learners throughout their apprenticeship.
- Attend an initial meeting with the training provider to identify the range of tasks required to meet NOS performance statements, work-based project and completion of 'Form A Employer Confirmation' and 'Form B Employer Checklist'.
- Provide opportunities for the learner to carry out the activities outlined within the NOS performance statements set by industry.
- Meet with training providers to review and record the learner's progress throughout their apprenticeship.
- Support the learner in gathering evidence to confirm proficiency in the activities that they carried out.
- In limited circumstances simulated activities can take place in a workshop environment to gather evidence subject to the criteria listed below being fully met.
- Support the learner in documenting their evidence, eg through a journal or diary.
- Confirm when the learner has met the required standard for the trade confirmed by completing 'Form A Employer Confirmation' and 'Form B Employer Checklist'.
- Support the learner in progressing to attain their relevant industry competency card.

## Training provider role

- The training provider will work with employers to guide and support the learner throughout their journey.
- They will attend an initial meeting with the employer to identify the range of activities required to meet industry NOS performance statements and the work-based project.
- Ensure the quality of 'Form A Employer Confirmation' and 'Form B Employer Checklist'.
- Ensure evidence gathered by all of their learners is appropriate and complete by carrying out and recording internal quality assurance sampling (confirmed by signing/dating section 3 of 'Form A Employer Confirmation').
- Support the employer and learner in documenting the evidence, eg a journal or diary, as referenced in the NOS performance statements.

## City & Guilds | EAL

- Will provide training and support to training providers and employers through webinars and information on the Skills for Wales website.
- Ensure training providers have suitable and robust quality and assessment processes in place through our quality assurance department.
- Certify learners upon successful completion of all assessment components and the employer confirmation process.

## Requirements of evidence

Compiling the learner's evidence should only start once the employer is satisfied the learner is consistently working at or above the criteria set out in the NOS performance statements. That is to say they are deemed to have achieved occupational proficiency. In making this decision, the employer may take advice from the learner's training provider. The overall decision must ultimately be made by the employer(s).

- Learners must document their evidence during the on-programme period of the apprenticeship.
- It must contain enough evidence, gathered within the workplace, to demonstrate the NOS performance statements.
- It will typically contain 15 pieces of evidence, and could take the format of a journal or diary.
- Evidence must be mapped against the NOS performance statements
- Evidence sources might include (this is not a definitive list):
  - workplace documentation, for example job cards/job sheets, check sheets/quality check records, accident records, equipment check/maintenance records
  - annotated specifications, for example drawings, cutting lists, work instructions
  - annotated photographs
  - video clips (maximum duration 10 mins) supported by clear timestamps detailing when key pieces of evidence occur.
- Evidence should not include any methods of self-reflection or self-assessment
- Any employer contributions should focus on direct observation (for example witness statements) of proficiency rather than opinions.
- The evidence must be authenticated by an employer and have been recently gathered. There should be enough evidence documented to show the site based performance statements have been met.
- The evidence provided must be valid and attributable to the learner; the documented evidence must be complete. The employer's signature on the confirmation document confirms this is the case.

## Simulation

Simulated evidence is only acceptable where indicated in the competency statement checklist. Units and assessment criteria where simulation is permitted are shown in ***bold italic***.

All simulated evidence must be:

- authentic and recently gathered
- sufficiently documented to demonstrate that the NOS performance statements have been met.

Where permitted, simulation can take place in a workshop environment. The simulated activity and setting must, as far as possible, reflect the conditions found on site, including:

- PPE
- supervision
- safety protocols
- realistic timescales; as would be reasonably expected on the job
- quality standards.

For additional information refer to the [Consolidated Assessment Strategy for Construction and the Built Environment](#).

## Form A Employer confirmation

This form is split into three sections and has been contextualised for each trade within the construction and building services engineering sectors. It is the responsibility of the employer to complete this form in collaboration with the training provider and learner.

### Section 1

- Completed at the start of the learner journey following an initial meeting with the training provider.
- Identifies the range of activities required to meet the industry NOS performance statements and work-based project.

### Section 2

- Identifies the unit headings of the NOS performance statements that the learner will have to complete.
- The employer will tick and initial the occupational competency unit a learner achieves while under their guidance.
- Provision has been made to allow for more than one employer to complete this section. This is to allow provision when a learner is employed through the shared apprenticeship scheme and more than one employer becomes involved.
- When more than one employer is involved with the same learner, this section will be completed by the employer who confirms the final activity in Form B has been carried out.
- When simulation has been carried out with an employer present, and is acceptable for a unit(s), the occupationally competent assessor will complete this section to confirm the activities in Form B have been completed.

### Section 3

- This section is to be completed where a change of employer has occurred.
- This section is completed by each of the employers involved in supporting and guiding the learner, as well as the training provider, internal quality assurer and learner.
- When simulation is acceptable the occupationally competent assessor will complete this section.
- Upon completion the learner can be confirmed as being occupationally proficient in their trade.

## Form B Employer checklist

This form has been contextualised for each trade within the construction and building service engineering sectors. The NOS performance statement log highlights the occupational competency units that a learner will have to complete for their trade. It is the responsibility of the employer(s) to complete Form B in collaboration with the training provider and learner.

- Each unit consists of a title, activity and provision for the employer(s) to confirm the learner is proficient by placing a tick within the corresponding employer box.
- Each occupational competency unit has provision for up to four employers to provide confirmation that the learner is proficient within each criteria.
- When a learner has more than one employer, the employer who signs as employer one will continue as employer one when completing documentation. Additional employers will complete the corresponding sections for additional employers.
- Employers are making judgements that in their view the learner can complete the activity to a satisfactory industry standard and in a timely and safe manner.
- Different employers may confirm the learner is proficient on the same activity which is acceptable.
- When simulation is acceptable for a unit(s), the occupationally competent assessor will make a judgement that in their view the learner can complete the activity to a satisfactory industrial standard and in a timely manner.
- The learner will gather and retain evidence to demonstrate how they have achieved the activity criteria in line with the NOS performance statement.

## Employer and Provider 7 Step Delivery Guide

This 7 step guide gives employers and providers an overview of the learner support that will be required for the delivery of the Level 2 apprenticeship suite of Construction and Building Services Engineering qualifications in Wales.



### Step 1

Learner secures employment and starts their learning journey.



### Step 2

Provider meets with employer to identify the range of tasks required to meet the industry NOS performance statements and work-based project.



### Step 3

Develop and agree quality assurance checks for employer confirmation process.



### Step 4

Periodic reviews of learner's progress and quality checks of evidence from industry.



### Step 5

Observation of practical industry project.



### Step 6

Final review meeting with employer and learner. Employer completes confirmation documentation, learner completes their documented evidence.



### Step 7

Upon successful completion of all components City & Guilds will certificate and the learner can progress to attain the industry competency card.

## Form A Employer confirmation

Employer confirmation is confirming the learner is occupationally proficient and has met all the NOS performance statements.

- The confirmation document is the responsibility of the employer with the support of the training provider.
- Quality assurance of the process will be the responsibility of the internal quality assurer.
- The awarding organisation will check the process as part of external quality assurance.

### Section 1: Learner details

Learner name

Learner registration number

Qualification title and number

Centre name

### Section 2: NOS performance statements

NOS performance statements met for	Yes	Employer initial
Conform to general workplace, health and safety and welfare COSVR641	<input type="checkbox"/>	
Conform to productive practices COSVR642	<input type="checkbox"/>	
Move, handle and store resources COSVR643	<input type="checkbox"/>	
Install first fixing components COSVR09	<input type="checkbox"/>	
Install second fixing components COSVR10	<input type="checkbox"/>	
Erect structural carcassing components COSVR11	<input type="checkbox"/>	
Attitudes and behaviours	<input type="checkbox"/>	
Documented evidence complete	<input type="checkbox"/>	

## Form A Continued

Upon completion and following awarding organisation external quality assurance the learner qualification certificate will be issued.

### Section 3: Employer's confirmation

Role	Company name	Employee name	Position in company	Signature (which may be typed)	Initial	Date
Learner						
Employer 1						
Employer 2						
Employer 3						
Employer 4						
Internal Quality Assurer						

# Form B Employer checklist

## NOS performance statement checklist: Site Carpentry

Learner Name

Conform to General Workplace Health, Safety & Welfare (COSVR641)	Employer			
	E1	E2	E3	E4
The Site Carpenter must be able to:				
Comply with all workplace health, safety and welfare legislation requirements at all times through:				
The avoidance of risk by complying with given information relating to induction, briefings, application of prior training (safe use of health and safety control equipment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adherence to statutory requirements and/or safety notices and warning signs displayed in the workplace or on equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognise hazards (created by changing circumstances), associated with the workplace, that have not been previously controlled, and report them in accordance with organisational procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Show personal behaviour which demonstrates active responsibility for general workplace health, safety, and welfare in the context of complying with organisational policies and procedures:				
Consideration of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpretation of given instructions to maintain safe systems of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contributing to discussions (offer and provide feedback)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintaining quality working practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contributing to the maintenance of workplace welfare facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage and use of equipment provided to keep people safe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposal of waste and/or consumable items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comply with organisational procedures for maintaining the security of the workplace:				
During the working day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On completion of the day's work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
From unauthorised personnel (other operatives and/or the general public)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
From theft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Form B Continued

Conform to Productive Work Practices (COSVR642)	Employer			
	E1	E2	E3	E4
The Site Carpenter must be able to:				
Communicate with line management, colleagues, or customers to ensure work is carried out productively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respect the needs of others when communicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpret procedures and use resources to plan the sequence of work, so that it is completed productively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete documentation as required by the organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work productively with line management, colleagues, customers, or other people to maintain good working relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply the principles of equality and diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Move, Handle or Store Resources (COSVR643)	Employer			
	E1	E2	E3	E4
The Site Carpenter must be able to:				
Interpret given information to move, handle or store occupational resources, and use and store lifting aids and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avoid risk by complying with the given information relating to at least two of the following:				
Methods of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe use of health and safety control equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe use of lifting aids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protection of the environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select the required quantity and quality of resources for the method of moving, handling or storing occupational resources:				
Lifting and handling aids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Container(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fixing, holding and securing systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protect the occupational resources and their surrounding area from damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dispose of waste and packaging in accordance with legislation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Form B Continued

Maintain a clean workspace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate work skills to move, position, store, secure and/or use lifting aids and kinetic lifting Techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, handle or store occupational resources to meet product information and organisational requirements relating to at least three of the following:				
Sheet material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loose material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bagged or wrapped material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fragile material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tools and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liquids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete the work within the estimated, allocated time to meet the needs of other occupations and/or customer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Form B Continued

Install first fixing components (COSVR09)	Employer			
	E1	E2	E3	E4
The Site Carpenter must be able to:				
Interpret drawings, specifications, schedules, method statements, risk assessments and manufacturers' information related to the work to be carried out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avoid risk by complying with the given information relating to at least four of the following:				
Methods of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe use of health and safety control equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe use of access equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe use, storage and handling of materials, tools and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specific risks to health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select resources associated with own work:				
Materials, components and fixings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tools and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comply with organisational procedures to minimise the risk of damage to the work and surrounding area by:				
Protecting the work and its surrounding area from damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintaining a clear and tidy work space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposing of waste in accordance with current legislation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate work skills to measure, mark out, finish, position, and secure materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use and maintain hand and power tools to install at least three of the following to given working instructions:				
Frames (door and/or window)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linings (door and/or hatch)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor joist coverings (or flat roof decking)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staircases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Form B Continued

Roof verge and eaves finishings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete own work within the estimated, allocated time to meet the needs of other occupations and/or client	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Install second fixing components (COSVR10)	Employer			
	E1	E2	E3	E4
The Site Carpenter must be able to:				
Interpret drawings, specifications, schedules, method statements, risk assessments and manufacturers' information related to the work to be carried out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avoid risk by complying with the given information relating to at least four of the following:				
Methods of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe use of health and safety control equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe use of access equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe use, storage and handling of materials, tools and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specific risks to health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select resources associated with own work:				
Materials, components and fixings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tools and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comply with organisational procedures to minimise the risk of damage to the work and surrounding area by:				
Protecting of the work and its surrounding area from damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintaining a clear and tidy work space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposing of waste in accordance with current legislation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate work skills to measure, mark out, fit, finish, position, and secure materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use and maintain hand and power tools to install at least five of the following to given working instructions:				
Side hung doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mouldings (architrave, skirting)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Form B Continued

Ironmongery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service encasement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prefabricated units or fitments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cladding or panelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stair components (balustrades, handrails, spindles)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete own work within the estimated, allocated time to meet the needs of other occupations and/or client	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Erect Structural carcassing components (COSVR11) The Site Carpenter must be able to:	Employer			
	E1	E2	E3	E4
Interpret drawings, specifications, schedules, method statements, risk assessments and manufacturers' information related to the work to be carried out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avoid risk by complying with the given information relating to at least four of the following:				
Methods of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe use of health and safety control equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe use of access equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe use, storage and handling of materials, tools and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specific risks to health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select resources associated with own work:				
Materials, components and fixings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tools and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comply with organisational procedures to minimise the risk of damage to the work and surrounding area by:				
Protecting the work and its surrounding area from damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintaining a clear and tidy work space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposing of waste in accordance with current legislation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate work skills to measure, mark out, fit, finish, position, and secure materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Form B Continued

Use and maintain hand and power tools to erect at least one of the following to given working instructions:

Inclined roofs with gables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Load bearing partitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joists (ground, upper or flat roof), including coverings (flat roofs, decks or floors)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete own work within the estimated, allocated time to meet the needs of other occupations and/or client	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Form B Continued

Attitudes and behaviours	Employer			
	E1	E2	E3	E4
The learner in their day to day execution of their role, demonstrated the following Personal Based Attitudes and Behaviours:				
Assertive and challenge unsafe behaviours/activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify and manage risks to self and others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep work area clean and tidy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctual and manage own time effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliable and work effectively individually and in a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in accordance with quality requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work productively and be respectful (in terms of equality, diversity and inclusion)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dressed appropriately and work safely and ensure safety of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work within own level of competence and know when to seek advice from others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employer	Company name	Employee name	Employee initial	Date
Employer 1				
Employer 2				
Employer 3				
Employer 4				

## Contact us

### City & Guilds

E: [skillsforwales.customer@cityandguilds.com](mailto:skillsforwales.customer@cityandguilds.com)

### EAL

E: [skillsforwales.customer@eal.org.uk](mailto:skillsforwales.customer@eal.org.uk)

T: 01924 930800

Lines open: Monday to Friday 08.00 to 18.00 GMT

### About City & Guilds | EAL

City & Guilds and EAL are two awarding bodies who have come together to collaborate on the development of a suite of construction and building services engineering qualifications for Wales.

We bring over 150 years' experience of developing qualifications and assessments in the construction and built environment sector. City & Guilds and EAL have always shared a great relationship, so this really is a proven partnership that is truly focused on supporting the sector to meet the opportunity that the future holds.

We strongly believe in empowering people with opportunities for the future, and our aims of this new suite of qualifications are to help people get into a job, get on in the job and go further.

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/EAL's 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/EAL cannot accept liability for loss or damage arising from the use of information in this publication.

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