



# Skills for Employment Investment Program (SEIP)

## ASSESSMENT TOOL FOR TILE AND MARBLE WORKS *(CONSTRUCTION SECTOR)*

Finance Division, Ministry of Finance  
Government of the People's Republic of Bangladesh

## Table of Contents

<b>PART A – THE ASSESSOR</b> .....	<b>3</b>
Instructions to Assessor .....	3
Assessment Evidence Guide .....	7
Assessment Evidence Plan.....	8
<b>PART B – THE CANDIDATE</b> .....	<b>23</b>
Instructions to Candidate .....	23
Self-Assessment Guide.....	25
<b>PART C – THE ASSESSMENT</b> .....	<b>33</b>
Assessment Agreement -Tile and Marble Works.....	33
<b>PART D – THE ASSESSMENT TOOLS</b> .....	<b>36</b>
Specific Instructions to Assessor .....	36
Specific Instructions to Candidate.....	38
Written Test.....	39
Written Test - Answers .....	43
Practical Demonstration – Set A .....	46
Practical Demonstration 1 .....	46
Practical Demonstration 1 – Observation Checklist.....	49
Practical Demonstration 2 .....	53
Practical Demonstration 2 – Observation Checklist.....	56
Practical Demonstration – Set B .....	60
Practical Demonstration 1 .....	60
Practical Demonstration 1 – Observation Checklist.....	63
Practical Demonstration 2 .....	67
Practical Demonstration 2 – Observation Checklist.....	70
Practical Demonstration – Set C .....	74
Practical Demonstration 1 .....	74
Practical Demonstration 1 – Observation Checklist.....	77
Practical Demonstration 2 .....	81
Practical Demonstration 2 – Observation Checklist.....	84
Oral Questions (Optional) .....	88
Oral Questioning Guideline .....	91
Oral Questions (Optional) - Answers .....	92
Assessment Evidence Summary Sheet.....	95
Assessment Validation Map.....	97

## **PART A – THE ASSESSOR**

### **Instructions to Assessor**

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Assessment is the process of identifying a candidate's skills and knowledge set against the industry established standards in the workplace. It requires the candidate to consistently and over time demonstrate skills, knowledge and attitude that enable confident completion of workplace tasks in a variety of situations.

In judging assessment evidence, the assessor must ensure that the evidence is:

- authentic (the candidate's own work)
- valid (directly related to the current version of the endorsed competency standard)
- reliable (show that the candidate consistently meets the endorsed unit of competency)
- current (reflects the candidate's current capacity to perform the aspect of work covered by the endorsed unit of competency)
- sufficient (covers the full range of elements in the relevant unit of competency)

There are a number of assessment methods that may be employed including but not limited to:

- written examination
- oral questioning
- practical demonstration

A single unit of competency may be assessed or a group of units of competency may be assessed, either in an actual workplace or a simulated workplace environment.

### **Conducting Assessment**

Prior to commencement of assessment, candidates must have the tasks clearly explained to them. Also, the assessor should provide candidates with clear advice and information about the:

- date, time and place for assessment
- structure of assessment
- number of times performance must be demonstrated or observed
- amount or type of assistance candidates can expect
- assessment environment
- resources required for assessment
- performance standards or benchmarks relevant to the qualification

As well as informing the candidate of what they will be required to do during the assessment, the assessor will also need to explain what evidence they will need to provide in response to the various assessment tasks.

If a candidate is required to submit evidence, any explanation must include specific guidance on:

- what to include as evidence
- how to present the evidence
- how to submit the evidence and to whom

## **Assessing Competence**

Competency-based assessment does not award grades, but simply identifies if the candidate has the skills, knowledge and attitudes to undertake the required task to the specified standard.

Therefore, when assessing competency an assessor has two possible results (assessment decisions) that can be awarded:

- Competent (C)
- Not Yet Competent (NYC)

### Competent (C)

If the candidate is able to successfully answer and demonstrate what is required to the expected standard of the assessment criteria, they will be deemed as 'Competent'.

The assessor will award 'Competent' if they feel the candidate has the necessary skills, knowledge and attitudes in all assessment tasks for a given package.

### Not Yet Competent (NYC)

If the candidate is unable to answer and demonstrate competency to the expected standard, they will be deemed to be 'Not Yet Competent'.

This does not mean the candidate will need to complete all the assessment tasks again. When applying for reassessment, the focus will be on the specific assessment tasks that were not performed to the required standard.

The candidate may be required to:

- (a) undertake further training or instruction
- (b) undertake the specific assessment task again until they are deemed to be competent

## **Recording Assessment Information**

When all assessment tasks are concluded, the evidence summary sheet should be completed, signed by all parties, and any outstanding activities or issues actioned.

The assessor should ensure that all appropriate forms are completed and signed by all parties.

<b>CHECKLIST FOR ASSESSOR</b>		
<b>Prior to the assessment I have:</b>	<b>Tick (✓)</b>	<b>Remarks</b>
Ensured the candidate is informed about the venue and schedule of assessment.		
Received current copies of the assessment criteria to be assessed, assessment plan and evidence plan.		
Reviewed the assessment criteria and evidence plan to ensure I clearly understood the instructions and the requirements of the assessment process.		
Identified and accommodated any special needs of the candidate.		
Checked the set-up and resources for the assessment.		
<b>During the assessment I have:</b>		
Introduced myself and confirmed identities of candidates.		
Collected the admission slips.		
Put candidates at ease by being friendly and helpful.		
Checked completed self-assessment guide.		
Explained to candidates the purpose, context and benefits of the assessment.		
Ensured candidates understood the assessment process and the assessment procedure.		
Provided candidates with an overview of the assessment criteria to be used.		
Gave specific and clear instructions to the candidates.		
Observed carefully the specified time limits provided in the assessment package.		
Stayed at the assessment area during the entire duration of the assessment activity.		
Ensured notes are made on unusual conditions or situations during the assessment and include these in the report.		
Did not provide any assistance during the assessment or indicated in any way whether the candidate is or is not performing the activity correctly (intervened only for health and safety reasons).		

Implemented the evidence gathering process and ensured its validity, reliability, fairness and flexibility.		
Collected appropriate evidence and matched relevance to the elements, performance criteria, range of variables and evidence guide in the relevant units of competency.		
Explained the results reporting procedure to the candidate.		
Encouraged candidates to seek clarifications if in doubt about the pre- and post-assessment activity procedures.		
Asked candidates for feedback on the assessment.		
Explained legal, health and safety, and ethical issues, if applicable.		
<b>After the assessment I have:</b>		
<p>Provided feedback on the assessment decision. This includes the following:</p> <ul style="list-style-type: none"> <li>▪ clear and constructive feedback on the assessment decision</li> <li>▪ information on ways of addressing any identified gaps in competency revealed by the assessment</li> <li>▪ opportunity to discuss the assessment process and outcome</li> <li>▪ information on reassessment process (if necessary)</li> <li>▪ information on appeal (if necessary)</li> </ul>		
<p>Prepared the necessary assessment reports. This includes the following:</p> <ul style="list-style-type: none"> <li>▪ record the assessment decision using the prescribed rating sheet</li> <li>▪ maintain records of the assessment procedures, evidence collected and assessment decision</li> <li>▪ endorse assessment decision to BTEB</li> <li>▪ prepare recommendations for the issuance of certificate</li> </ul>		
Thanked candidate for participating in the assessment.		

## Assessment Evidence Guide

The purpose of assessment is to confirm that an individual can perform to the standards expected by in the workplace, as expressed in the competency standards.

To attain the certificate of **Tile and Marble Works**, a candidate must demonstrate competent skill and knowledge in all the units of competency listed below. Upon successful completion of all assessment activities, a candidate shall be awarded with a certificate.

CODE	UNIT OF COMPETENCY
<b>Generic Competencies</b>	
SEIP-CON-TIL-01-G	Perform computations using basic mathematical concepts
SEIP-CON-TIL-02-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-CON-TIL-03-G	Communicate in English in the workplace
SEIP-CON-TIL-04-G	Operate in a self-directed team
<b>Sector-specific Competencies</b>	
SEIP-CON-TIL-01-S	Translate drawings, plans and specifications
SEIP-CON-TIL-02-S	Work with hand tools and power tools
SEIP-CON-TIL-03-S	Carry out measurements and calculations
<b>Occupation-specific Competencies</b>	
SEIP-CON-TIL-01-O	Perform tile and marble laying preparation works
SEIP-CON-TIL-02-O	Install tiles on floors
SEIP-CON-TIL-03-O	Install tiles on walls
SEIP-CON-TIL-04-O	Perform marble installation
SEIP-CON-TIL-05-O	Perform rustic stone works
SEIP-CON-TIL-06-O	Perform tile and marble repair works

## Assessment Evidence Plan

An assessment evidence plan is a document that assists in establishing what evidence needs to be collected by the assessor to ensure that the candidate meets all the appropriate requirements of the competency standard. It usually contains a record of:

- evidence requirements as set out in the competency standard
- who will collect the evidence?
- time period needed to collect the evidence

<b>Occupation:</b>	Tile and Marble Works					
<b>Unit Name:</b>	Perform computations using basic mathematical concepts					
<b>Unit Code:</b>	SEIP-CON-TIL-01-G					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance <i>(including demonstration and observation)</i>	Oral questioning	Written examination <i>(including short-answer, multiple choice, and true or false questions)</i>			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
1. Identify calculation requirements in the workplace	1.1. Calculation requirements are identified from workplace information.			√		√
2. Select appropriate mathematical methods/concepts for calculation	2.1. Appropriate method is selected to carry out the calculation requirement.			√		√
3. Use tool/instrument to perform calculations	3.1. Calculations are completed using appropriate tools and instruments.			√		√

<b>Occupation:</b>	Tile and Marble Works					
<b>Unit Name:</b>	Apply occupational health and safety (OHS) practices in the workplace					
<b>Unit Code:</b>	SEIP-CON-TIL-02-G					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance <i>(including demonstration and observation)</i>	Oral questioning	Written examination <i>(including short-answer, multiple choice, and true or false questions)</i>			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
1. Identify OHS policies and procedures	1.1. OHS policies and safe operating procedures are read and understood.					√
	1.2. Safety signs and symbols are identified and followed.			√		
	1.3. Emergency response, evacuation procedures and other contingency measures are determined.					√



2. Apply personal health and safety practices	2.1. OHS policies and procedures are followed and practiced.	√		√
	2.2. Personal protective equipment is selected and used.	√		
	2.3. Personal hygiene is maintained.	√		
3. Report hazards and risks	3.1. Hazards and risks are identified, assessed and controlled.	√	√	
	3.2. Incidents arising from hazards and risks are reported to authority.		√	
	3.3. Corrective actions are implemented to correct unsafe conditions in the workplace.	√		√
4. Respond to emergencies	4.1. Alarms and warning devices are responded.			√
	4.2. Emergency response plans and procedures are implemented.		√	
	4.3. First aid procedure is applied during emergency situations.		√	

<b>Occupation:</b>	Tile and Marble Works					
<b>Unit Name:</b>	Communicate in English in the workplace					
<b>Unit Code:</b>	SEIP-CON-TIL-03-G					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
1. Read and understand workplace documents in English	1.1. Workplace documents are read and understood.			√		√
	1.2. Visual information is interpreted.				√	
2. Write simple workplace communications in English	2.1. Simple routine workplace documents are prepared using key words, phrases, simple sentences and visual aids are prepared.					√
	2.2. Key information is written in the appropriate places in standard forms.					√
3. Listen and comprehend to English conversations	3.1. Active listening is demonstrated.			√	√	
4. Perform conversations in English language	4.1. Conversation is performed in English with peers, customers and management to the required workplace standard.			√	√	

<b>Occupation:</b>	Tile and Marble Works
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<b>Unit Name:</b>	Operate in a self-directed team					
<b>Unit Code:</b>	SEIP-CON-TIL-04-G					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
1. Identify team goals and work processes	1.1. Team goals and collaborative decision-making processes are identified.					√
	1.2. Roles and responsibilities of team members are identified.				√	
	1.3. Relationships within the team and with other workers are identified.				√	
2. Communicate and cooperate with team members	2.1. Effective interpersonal skills are used to interact with team.			√		
	2.2. Formal and informal forms of communication are used effectively to support team achievement.			√		√
	2.3. Diversity in character is respected and valued in team functioning.			√	√	
	2.4. Views and opinions of other team members are understood and valued.			√	√	
	2.5. Workplace terminology is used correctly to assist communication.			√		√
3. Work as a team member	3.1. Duties, responsibilities, authorities, objectives and task requirements are identified and clarified with team.					√
	3.2. Tasks are performed in accordance with organisational and team requirements, specifications and workplace procedures.			√		√
	3.3. Team member's support with other members is made to ensure team achieves goals, awareness and requirements.			√	√	
	3.4. Agreed reporting lines are followed using standard operating procedure.			√		√
4. Solve problems as team member	4.1. Current and potential problems faced by team are identified.					√
	4.2. A solution to the problem is identified.				√	
	4.3. Problems are solved effectively and the outcome of the implemented solution is evaluated.				√	

<b>Occupation:</b>	Tile and Marble Works
<b>Unit Name:</b>	Translate drawings, plans and specifications

<b>Unit Code:</b>	SEIP-CON-TIL-01-S					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
1. Access information from manuals, designs and plans	1.1. Appropriate manuals are identified and accessed.					√
	1.2. Version and date of the manual are checked to ensure up-to-date specifications of tools, equipment, materials and procedures.					√
2. Interpret drawings and specifications from manuals, designs and plans	2.1. Relevant drawings and specifications are correctly recognized from manuals, designs and plans.					√
	2.2. Terms and abbreviations are recognized.					√
	2.3. Signs and symbols are interpreted.				√	
3. Store manuals, designs and plans	3.1. Manuals, designs and plans are collected and packed.				√	
	3.2. Manuals, designs and plans are stored to prevent damage, and ready access and updating of information when required.				√	

<b>Occupation:</b>	Tile and Marble Works					
<b>Unit Name:</b>	Work with hand tools and power tools					
<b>Unit Code:</b>	SEIP-CON-TIL-02-S					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
1. Inspect hand tools and power tools for usability	1.1. Appropriate tools are selected.			√		
	1.2. Application of tools to job requirements is determined.			√		
	1.3. Usability of tools are checked and verified.			√		√
	1.4. Hand tools and power tools are prepared.			√		
	1.5. Sources of power supply for power tools identified.			√	√	
2. Use hand tools properly and safely	2.1. Appropriate hand tool for the job is used.			√		
	2.2. Proper and safe use/operation is applied in the different types of hand tools.			√		
	2.3. Safety precautions are observed when using hand tools.			√		√

	<b>2.4.</b> Unsafe or faulty tools are identified and marked for repair.	√	√	
<b>3.</b> Operate power tools properly and safely	<b>3.1.</b> Power supply outlet and electrical cord are inspected and confirmed safe for use in accordance with established workplace safety requirements.	√		√
	<b>3.2.</b> Proper sequence of operation is applied in using power tools to produce results.	√	√	
	<b>3.3.</b> Power tools are used safely in accordance to manufacturer's operating specification.	√		
<b>4.</b> Clean/maintain hand tools and power tools are use	<b>1.1.</b> Dust and foreign matters are removed from power tools in accordance to workplace standard.	√		
	<b>1.2.</b> Condition of tools is checked after use.	√		
	<b>1.3.</b> Appropriate lubricant is applied after use and prior to storage.	√		
	<b>1.4.</b> Measuring tools are checked and calibrated.	√		
	<b>1.5.</b> Defective tools, instruments, power tools and accessories are inspected and corrected or replaced.	√		

<b>Occupation:</b>	Tile and Marble Works						
<b>Unit Name:</b>	Carry out measurements and calculations						
<b>Unit Code:</b>	SEIP-CON-TIL-03-S						
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>				
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)				
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>	
<b>1.</b> Check usability of measuring devices	<b>1.1.</b> Appropriate measuring device is selected for the job.				√		
	<b>1.2.</b> Application of tools to job requirements is determined.				√		
	<b>1.3.</b> Usability of tools are checked and verified.				√		√
	<b>1.4.</b> Measuring device is prepared.				√		
<b>2.</b> Carry out accurate construction work measurements	<b>2.1.</b> Measurements are obtained using appropriate measuring device.				√		√
	<b>2.2.</b> Systems of measurements are identified and converted where necessary.						√
	<b>2.3.</b> Results are confirmed and recorded.				√		√
	<b>3.1.</b> Simple calculations involving four basic mathematical operations are executed.				√		√

3. Execute simple construction work calculations	3.2. Other operations are used to complete tasks in construction works.	✓	✓	
	3.3. Appropriate formulas for calculating quantities of materials are selected.	✓		✓
	3.4. Calculations are performed and verified.	✓		✓
	3.5. Material quantities are calculated.	✓		
	3.6. Results are interpreted and communicated to authority.	✓		
4. Clean and maintain measuring instruments	4.1. Dust and foreign matters are removed from measuring instrument.	✓		
	4.2. Check condition of instrument.	✓		
	4.3. Apply appropriate lubricant after use and prior to storage.	✓		
	4.4. Measuring instruments are checked and calibrated.	✓		
	4.5. Store instrument in accordance to workplace procedure.	✓		✓

<b>Occupation:</b>	Tile and Marble Works					
<b>Unit Name:</b>	Perform tile and marble laying preparation works					
<b>Unit Code:</b>	SEIP-CON-TIL-01-O					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
1. Plan and prepare for tile and marble work laying	1.1	Work instructions, including plans, specifications, quality requirements and operational details are obtained, confirmed and applied.	✓	✓		
	1.2	Safety requirements are followed in accordance with OHS and workplace requirements.	✓		✓	
	1.3	Signage and barricade requirements are identified and implemented.	✓			
	1.4	Tools and equipment to carry out tasks are gathered and checked for serviceability and any faults are rectified or reported prior to start of work.	✓		✓	
	1.5	Material requirements are identified and gathered in accordance with plans and/or specifications.	✓		✓	
	1.6	Environmental protection requirements are identified and observed following National and International OHS regulations.	✓		✓	

2. Prepare materials for tile and marble laying	2.1	Floor and wall tile materials are checked for product suitability, conformity to specification and compatibility with surface material, preparation and installation technique.	√		√
	2.2	Marble installation materials are checked for product suitability, conformity to specification and compatibility with surface material, preparation and installation technique.	√		√
	2.3	Activities for material preparation are identified from manufacturers' or workplace instructions/specifications.	√	√	
	2.4	Material preparation is carried out to satisfy the requirements of the application process.	√	√	
	2.5	Tile and marble installation design pattern is identified in accordance to workplace/design requirements.	√	√	
3. Prepare subfloor/substrate surface	3.1	Surface mounted structures and attachments are safely detached, removed or arranged for removal from area and stored.	√	√	
	3.2	Subfloor structure is identified and surfaces are cleaned to remove all contaminants/foreign materials and loose material in accordance with supervisor's instructions.	√		
	3.3	Underlay materials, if specified, are proportioned and mixed to instructions ready for application.	√		
	3.4	Sub floor is stretched, cleaned, cured and dried to instructions in accordance with tile application specifications.	√		
	3.5	Underlay materials are laid on the subfloor in accordance to workplace and construction plan/design.	√		

<b>Occupation:</b>	Tile and Marble Works					
<b>Unit Name:</b>	Install tiles on floors					
<b>Unit Code:</b>	SEIP-CON-TIL-02-O					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
1. Plan and prepare for tile installation on floors	1.1	Work instructions, including plans, specifications, quality requirements and operational details are obtained, confirmed and applied.	√	√		
	1.2	Safety and environmental requirements are followed in accordance with workplace and OHS policies.	√		√	

	<b>1.3</b>	Signage/barricade requirements are identified and implemented.	√		
	<b>1.4</b>	Tools and equipment are gathered and checked for serviceability and any faults are rectified or reported prior to start of work.	√		√
	<b>1.5</b>	Materials appropriate to the work application are identified, and prepared at work site.	√		√
	<b>1.6</b>	Tiles are checked in accordance with workplace plan and specifications.	√	√	
	<b>1.7</b>	Tile grid patterns and lay out design are determined and set out in accordance with workplace specifications and requirements.	√		
<b>2.</b>	<b>Cut tiles as required</b>				
	<b>2.1</b>	Tiles are cut without jagged, rough edges, breaks or damage on tile surfaces.	√		
	<b>2.2</b>	Recess hole or curve is cut by hand or machine in accordance with specified shape and size.	√	√	
	<b>2.3</b>	Tile edges are grounded to form a mitre at the joint in accordance with workplace procedures and manufacturers' recommendations.	√		
<b>3.</b>	<b>Lay floor tiles</b>				
	<b>3.1</b>	Subfloor is re-checked to ensure surface preparations are in order and levelled.		√	
	<b>3.2</b>	Tiles are positioned on the identified grid in accordance with specified pattern for sampling purposes.	√		
	<b>3.3</b>	Bonding material/adhesive is applied on the floor surface using a notched trowel.	√		
	<b>3.4</b>	Tiles are laid on the floor grid with minimum voids and maintain fully bedded alignment to specifications.	√		
	<b>3.5</b>	Position the tiles in place using required spacers.	√		
	<b>3.6</b>	Tile level and perpendicularity is regularly checked to be within specified measurements and tolerance.	√	√	
	<b>3.7</b>	Curved bead angle tile trim is fixed in accordance with specified measurements and shapes.	√		
	<b>3.8</b>	Partial tiles are set out and cut using appropriate cutting tool/equipment.	√		
	<b>3.9</b>	Corners are kept square within specified tolerance and finish in accordance with specifications.	√		
<b>4.</b>	<b>Grout floor tile joints</b>				
	<b>4.1</b>	All joints are cleaned and prepared to receive grout according to manufacturers' specifications.	√	√	
	<b>4.2</b>	Grout is mixed and applied in accordance with workplace and manufacturers' specifications/requirements.	√		
	<b>4.3</b>	Excess grout/adhesives are removed between tile/marble.	√		

	<b>4.4</b> Surfaces of tiles are cleaned and polished with cloth/sponge removing all dust and dirt from surface and joints.	√		
	<b>4.5</b> Tiles are left undisturbed for curing within the specified time in accordance with workplace requirements and specification.		√	
<b>5.</b> Clean/maintain work area	<b>5.1</b> Work area is cleared and materials disposed of, reused or recycled in accordance with workplace requirements.	√		
	<b>5.2</b> Tools and equipment are cleaned, checked, maintained and stored in accordance with workplace /manufacturer's requirements.	√		

<b>Occupation:</b>	Tile and Marble Works					
<b>Unit Name:</b>	Install tiles on walls					
<b>Unit Code:</b>	SEIP-CON-TIL-03-O					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
<b>1.</b> Plan and prepare for tile installation on wall	<b>1.1</b> Work instructions, including plans, specifications, quality requirements and operational details are obtained, confirmed and applied.			√	√	
	<b>1.2</b> Safety and environmental requirements are followed in accordance with workplace and OHS policies.			√		√
	<b>1.3</b> Signage/barricade requirements are identified and implemented.			√		
	<b>1.4</b> Tools and equipment are gathered and checked for serviceability and any faults are rectified or reported prior to start of work.			√		√
	<b>1.5</b> Materials appropriate to the work application are identified, and prepared at work site.			√		√
	<b>1.6</b> Tiles are checked in accordance with workplace plan and specifications.			√	√	
	<b>1.7</b> Tile grid patterns and lay out design are determined and set out in accordance with workplace specifications and requirements.			√		
<b>2.</b> Cut tiles as required	<b>2.1</b> Tiles are cut without jagged, rough edges, breaks or damage to tile surfaces.			√	√	
	<b>2.2</b> Recess hole or curve is cut by hand or machine to shape and size in accordance with specified tolerance.			√		



	<b>2.3</b> Tile jolly is edged to form a mitre at the joint in accordance with workplace procedures and manufacturers' recommendations.	√		
<b>3.</b> Lay floor tiles	<b>3.1</b> Wall items are removed and stored in accordance with workplace procedure.		√	
	<b>3.2</b> Wall base layer is checked for condition and for being structurally rigid.	√		
	<b>3.3</b> Identify tile location and establish the vertical and horizontal middle position on the wall using appropriate levelling, aligning and measuring tools.	√		
	<b>3.4</b> Tiles are positioned on the identified grid in accordance with specified pattern for sampling purposes.	√		
	<b>3.5</b> Batten material is placed on the wall aligned with the lay out to help in the alignment and levelling of the tiles.	√		
	<b>3.6</b> Bonding material/adhesive is applied on the wall surface using a tiling trowel in accordance with workplace techniques.	√		√
	<b>3.7</b> Tiles are laid on the wall observing the proper technique and maintaining fully bedded alignment to specifications.	√		
	<b>3.8</b> Position the tiles in place using appropriate spacers.	√		
	<b>3.9</b> Tile level and perpendicularity is regularly checked to be within specified tolerance.	√	√	
	<b>3.10</b> Partial tiles needed in some areas are set out and cut using appropriate cutting tool/equipment.	√		
	<b>3.11</b> Corners are kept square within specified tolerance and finish to specifications.	√		
<b>4.</b> Grout floor tile joints	<b>4.1</b> All joints are cleaned and prepared to receive grout in accordance workplace specifications.	√		
	<b>4.2</b> Grout is mixed and applied in accordance with workplace and manufacturers' specifications/requirements.	√	√	
	<b>4.3</b> Excess grout/adhesives are removed between tiles.	√		√
	<b>4.4</b> Surfaces of tiles are cleaned and polished with cloth/sponge removing all dust and dirt from surface and joints.	√		
	<b>4.5</b> Tiles are left undisturbed for curing within the specified time in accordance with workplace requirements and specification.		√	
<b>5.</b> Clean/maintain work area	<b>5.1</b> Work area is cleared and materials disposed of, reused or recycled in accordance with workplace requirements.	√		

	<b>5.2</b> Tools and equipment are cleaned, checked, maintained and stored in accordance with workplace /manufacturer's requirements.	√		
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<b>Occupation:</b>	Tile and Marble Works					
<b>Unit Name:</b>	Perform marble installation					
<b>Unit Code:</b>	SEIP-CON-TIL-04-O					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
1. Plan and prepare for marble installation on floors	<b>1.1</b>	Work instructions, including plans, specifications, quality requirements and operational details are obtained, confirmed and applied.	√	√		
	<b>1.2</b>	Safety and environmental requirements are followed in accordance with Workplace and OHS policies.	√		√	
	<b>1.3</b>	Signage/barricade requirements are identified and implemented.	√			
	<b>1.4</b>	Tools and equipment are gathered and checked for serviceability and any faults are rectified or reported prior to start of work.	√		√	
	<b>1.5</b>	Materials appropriate to the work application are identified, and prepared at work site.	√		√	
	<b>1.6</b>	Marble slabs are checked for conformity to size, patterns, colour and characteristics in accordance with plans and specifications.	√	√		
	<b>1.7</b>	Marble slab grid patterns and lay out design are determined and set out in accordance with workplace specifications.	√			
2. Cut marble slabs as required	<b>2.1.</b>	Marble slabs are cut without jagged, rough edges, breaks or damage to surfaces.	√			
	<b>2.2.</b>	Recess hole or curve is cut by hand or machine to shape and size in accordance with specification.	√			
	<b>2.3.</b>	Edges are ground to form a mitre at the joint in accordance with workplace procedures and specifications.	√			
3. Lay marble slabs on floor	<b>3.1</b>	Subfloor is checked to ensure surface preparations are in order and levelled.		√		
	<b>3.2</b>	Marble slabs are placed on the identified grid following the specified pattern serving as dry run.	√			
	<b>3.3</b>	Bonding material/adhesive is applied on the floor surface using a trowel.	√		√	

	<b>3.4</b>	Marble slabs are laid on the floor grid with minimum voids and maintain fully bedded alignment in accordance with specifications.	√		
	<b>3.5</b>	Position the marble slabs in place using required spacers.	√		
	<b>3.6</b>	Levelling and perpendicular are regularly checked using appropriate tools and within specified tolerance.	√	√	
	<b>3.7</b>	Partial/irregular marble slab sizes are set out, cut and laid using appropriate cutting tool/equipment.	√		
	<b>3.8</b>	Corners are kept square within specified tolerance and finished to specifications.	√		
<b>4.</b> Grout marble slab joints	<b>4.1.</b>	All joints are cleaned and prepared to receive grout in accordance workplace specifications.	√		
	<b>4.2.</b>	Grout is mixed and applied in accordance with workplace and manufacturers' specifications /requirements.	√		√
	<b>4.3.</b>	Excess grout/adhesives are removed between marble slabs.	√		
	<b>4.4.</b>	Surfaces of marble slabs are cleaned and polished with cloth/sponge removing all dust and dirt from surface and joints.	√		
	<b>4.5.</b>	Laid marble slabs are left undisturbed for curing within the specified time in accordance with workplace requirements and specification.		√	
<b>5.</b> Clean/maintain work area	<b>5.1</b>	Work area is cleared and materials disposed of, reused or recycled in accordance with workplace requirements.	√		
	<b>5.2</b>	Tools and equipment are cleaned, checked, maintained and stored in accordance with workplace /manufacturer's requirements.	√		

<b>Occupation:</b>	Tile and Marble Works					
<b>Unit Name:</b>	Perform rustic stone works					
<b>Unit Code:</b>	SEIP-CON-TIL-05-O					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
<b>1.</b> Plan and prepare for rustic stone panel installation on walls	<b>1.1</b>	Work instructions, including plans, specifications, quality requirements and operational details are obtained, confirmed and applied.		√	√	

	<b>1.2</b>	Safety and environmental requirements are followed in accordance with workplace and OHS policies.	✓		✓
	<b>1.3</b>	Signage/barricade requirements are identified and implemented.	✓		
	<b>1.4</b>	Tools and equipment are gathered and checked for serviceability and faults are rectified or reported prior to start of work.	✓		✓
	<b>1.5</b>	Materials appropriate to the work application are identified, prepared and located at work site.	✓		✓
	<b>1.6</b>	Stone panels/veneers are checked for conformity to size, pattern and colour in accordance with plans and specifications.		✓	
	<b>1.7</b>	Rustic stone installation patterns and lay out are determined and set out in accordance with workplace specifications.	✓		
<b>2.</b> Apply mortar material on wall	<b>2.1</b>	Wall panel is checked to ensure surface preparations are in order and levelled.	✓	✓	
	<b>2.2</b>	Galvanized wire or metal board is fixed to the wall in order to trap and hold the mortar.	✓		
	<b>2.3</b>	Mortar is mixed and applied on the metal board.	✓	✓	✓
	<b>2.4</b>	Excess mortar is remove using appropriate tool and apply appropriate thickness and level in accordance with workplace specification.	✓		✓
	<b>2.5</b>	Mortar on wall is allowed to dry in accordance with workplace specification.		✓	
<b>3.</b> Lay rustic stone panels/veneers on wall	<b>3.1</b>	Mortar components are mixed to specified consistency in accordance with workplace specification	✓		✓
	<b>3.2</b>	Mixed mortar is applied on the back of the rustic stone panel and laid on the wall in accordance with workplace design specification.	✓		
	<b>3.3</b>	Remove excess mortar from spaces/gaps in between rustic stone panels using appropriate tool.	✓		
	<b>3.4</b>	Partial/irregular rustic stone sizes are cut using appropriate stone cutting tool.	✓		
	<b>3.5</b>	Corners are kept square within specified tolerance and finished to specifications.	✓		
	<b>3.6</b>	Newly laid out rustic stone panels on wall are allowed to be cured in accordance with workplace specification.	✓	✓	
<b>4.</b> Apply grout on spaces of rustic stone panels	<b>4.1.</b>	All rustic stone joints are cleaned and prepared for grouting in accordance with workplace specifications.	✓	✓	
	<b>4.2.</b>	Grout material is mixed and applied in accordance with workplace specifications.	✓		✓

	<b>4.3.</b> Excess grout removed between rustic stone panels.	√		
	<b>4.4.</b> Surfaces of rustic stone panels are cleaned and polished with cloth/sponge removing all dust and dirt from surface and joints.	√		
	<b>4.5.</b> Newly laid rustic stone panels are left undisturbed for curing within the specified time in accordance with workplace requirements and specification.	√		
<b>5.</b> Clean/maintain work area	<b>5.1</b> Work area is cleared and materials disposed of, reused or recycled in accordance with workplace requirements.	√		
	<b>5.2</b> Tools and equipment are cleaned, checked, maintained and stored in accordance with workplace /manufacturer's requirements.	√		

<b>Occupation:</b>	Tile and Marble Works					
<b>Unit Name:</b>	Perform tile and marble repair works					
<b>Unit Code:</b>	SEIP-CON-TIL-06-O					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
<b>1.</b> Plan and prepare for tile and marble repair works	<b>1.1</b>	Work instructions and operational details are obtained confirmed and applied.	√	√		
	<b>1.2</b>	Safety and environmental requirements are followed in accordance with workplace and OHS policies.	√		√	
	<b>1.3</b>	Signage/barricade requirements are identified and implemented.	√			
	<b>1.4</b>	Tools and equipment are gathered and checked for serviceability and any faults are rectified or reported prior to start of work.	√		√	
	<b>1.5</b>	Materials appropriate to the work application are identified, obtained and located at work site.	√		√	
	<b>1.6</b>	Tiles/marble slabs are checked for conformity to size, patterns, colours and characteristics in accordance with plans and specifications.	√			
	<b>1.7</b>	Installation patterns and lay out design are determined and set out in accordance with workplace specifications and requirements.	√			
<b>2.</b> Repair damaged tile work	<b>2.1</b>	Damaged tiles are removed carefully avoiding further harm to adjacent tiles.	√		√	

	<b>2.2</b>	Old sheathing/bedding is cleared and cleaned to allow proper adhesion of new tile.	√		√
	<b>2.3</b>	Replacement tiles are selected and cut where applicable to match existing face, size, colour and design pattern.	√		√
	<b>2.4</b>	Tiles are fitted and fixed to maintain alignment and with uniform spacing on joints.	√		
	<b>2.5</b>	Grouting is carried out in accordance with workplace specification.	√		
	<b>2.6</b>	Tile face is cleaned to specified finish.	√		
<b>3.</b> Repair damaged marble work	<b>3.1</b>	Damaged marble slabs are removed carefully avoiding further harm to adjacent marble slabs.	√		√
	<b>3.2</b>	Old sheathing/bedding is cleared and cleaned to allow proper adhesion of new marble slab.	√		√
	<b>3.3</b>	Replacement marble slabs are selected and cut where applicable to match existing face, size, colour and design pattern.	√		√
	<b>3.4</b>	Marble slabs are fitted and fixed maintaining alignment and spacing on joints.	√		
	<b>3.5</b>	Grouting is carried out in accordance with workplace specification.	√		
	<b>3.6</b>	Marble face is cleaned to specified finish.	√		
<b>4.</b> Clean/maintain work area	<b>4.1</b>	Work area is cleared and materials disposed of, reused or recycled in accordance with workplace requirements.	√		
	<b>4.2</b>	Tools and equipment are cleaned, checked, maintained and stored in accordance with workplace /manufacturer's requirements.	√		

## PART B – THE CANDIDATE

### Instructions to Candidate

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To be assessed as competent, you must provide evidence which demonstrates that you can perform to the necessary standard the various elements of these units of competency that comprise of the Certificate in **Tile and Marble Works**. Assessment of competency requires you to consistently demonstrate skill, knowledge and aptitude (through a variety of assessment tools such as multiple choice, short-answer questions, oral questioning, workplace observation, and practical demonstration) that enables confident completion of workplace tasks in a variety of situations.

In judging the evidence, your assessor must ensure that the evidence is:

- authentic (your own work)
- valid (directly related to the current version of the units of competency)
- reliable (consistently demonstrates of your knowledge and skill)
- current (shows your current capacity to perform the work)
- sufficient (covers the full range of elements comprised within the units of competency)

Furthermore, the assessment process must:

- provide for valid, reliable, flexible and fair assessment
- provide for judgment to be made on the basis of sufficient evidence
- offer valid, authentic and current evidence
- include workplace requirements

There are two types of assessment:

1. Knowledge Assessment - is designed to enable assessment against the various *elements* contained within the units of competency through a variety of activities such as multiple choice, short-answer questions, oral questioning. It is essentially examining your theoretical knowledge.

This provides the assessor with substantial evidence of your knowledge and aptitude to perform the work relating to the specific unit of competency, in conjunction with other assessment tools such as workplace observation.

You should complete the knowledge assessment as directed by the assessor and follow all instructions as and when given. If you are unable to complete the knowledge assessment, please speak to the assessor about alternative assessment solutions.

2. Skill Assessment - is designed to enable assessment against the various *performance criteria* contained within the units of competency through, for example, demonstration of skill in a simulated or actual work environment. In essence, it is an examination of your practical ability.

This provides the assessor with substantial evidence of your ability to perform the work relating to the specific unit of competency to the standard expected by industry (the benchmark).

You should complete the skill assessment as directed by the assessor and follow all instructions as and when given, ensuring your own health and safety.

Once you have been assessed as competent against all of the units of competency comprising of the qualification being undertaken, you will be awarded your certificate.

Your assessor will discuss in more detail the requirements for assessment for each unit of competency at the appropriate time.

And please do not panic if you are not assessed as competent on any part of your qualification at your first attempt. Your assessor will discuss with you any identified skill and knowledge gaps, work through those with you and assist you as much as possible in attaining competency.



## Self-Assessment Guide

Before undertaking any assessment, you should review the list of skills, knowledge and aptitudes relating to the assessment (drawn from the units of competency, its various elements and performance criteria) to determine whether you have current competency in these areas.

If you believe you can demonstrate the skills and knowledge required and can successfully complete the various assessment activities, you should then proceed to discuss your assessment with the assessor and complete Assessment Agreement.

However, should you not believe, for whatever reason, that you are not able to successfully complete the various assessment activities, then speak with the assessor. The assessor will assist you in identifying any skill and knowledge gaps, work through those with you and assist you as much as possible in attaining competency.

Please complete the self-assessment checklist below and discuss with the assessor.

<b>Qualification:</b>	<b>Tile and Marble Works</b>	
<b>Units of competency:</b>	<p><b>Generic units:</b></p> <p>Perform computations using basic mathematical concepts</p> <p>Apply occupational health and safety (OHS) practices in the workplace</p> <p>Communicate in English in the workplace</p> <p>Operate in a self-directed team</p> <p><b>Sector-specific units:</b></p> <p>Translate drawings, plans and specifications</p> <p>Work with hand tools and power tools</p> <p>Carry-out measurements and calculations</p> <p><b>Occupation-specific units:</b></p> <p>Perform tile and marble laying preparation works</p> <p>Install tiles on floors</p> <p>Install tiles on walls</p> <p>Perform marble installation</p> <p>Perform rustic stone works</p> <p>Perform tile and marble repair works</p>	
<p><b>Instructions:</b></p> <ul style="list-style-type: none"> <li>▪ Read each of the questions in the left-hand column of the chart</li> <li>▪ Place a tick(√) in the appropriate box opposite each question to indicate your answer</li> </ul>		
<b>Can I?</b>	<b>YES</b>	<b>NO</b>
▪ Identify calculation requirements from workplace information		
▪ Select appropriate method to carry out calculation requirements		
▪ Complete calculations using appropriate tools and instruments		

▪ Read and understand OHS policies and safe operating procedures		
▪ Identify and follow safety signs and symbols		
▪ Determine emergency response, evacuation procedures and other contingency measures		
▪ Follow and practice OHS policies and procedures		
▪ Select and use Personal Protective Equipment		
▪ Maintain personal hygiene		
▪ Identify, assess and control hazards and risks		
▪ Report incidents arising from hazards and risks to authority		
▪ Implements corrective actions to correct unsafe conditions in the workplace		
▪ Respond to alarms and warning devices		
▪ Implement emergency response plans and procedures		
▪ Apply first aid procedures during emergency situations		
▪ Read and understand workplace documents		
▪ Interpret visual information		
▪ Prepare simple routine workplace documents using key words, phrases, simple sentences and visual aids		
▪ Write key information in the appropriate places in standard forms		
▪ Demonstrate active listening		
▪ Perform conversation in English with peers, customers and management to the required workplace standard		
▪ Identify team goals and collaborative decision-making processes		
▪ Identify roles and responsibilities of team members		
▪ Identify relationship within team and with other workers are identified		
▪ Use effective interpersonal skills to interact with team members and to contribute to activities and objectives		
▪ Use formal and informal forms of communication effectively to support team achievement		
▪ Respect and value diversity in character in team functioning		

▪ Understand and value views and opinions of other team members		
▪ Use workplace terminology correctly to assist communication		
▪ Identify and clarify with team the duties, responsibilities, authorities, objectives and task requirements		
▪ Perform tasks in accordance with organizational and team requirements, specifications and workplace procedures		
▪ Make team member's support with other members to ensure team achieves goals, awareness and requirements		
▪ Follow agreed reporting lines using standard operating procedure		
▪ Identify current and potential problems faced by team		
▪ Identify a solution to the problem		
▪ Solve problems effectively and the outcome of the implemented solution is evaluated		
▪ Identify and accessed appropriate manuals		
▪ Check version and date of the manual to ensure up-to-date specifications, tools, equipment, materials and procedures		
▪ Recognize correctly relevant drawings and specifications from manuals, designs and plans		
▪ Recognize terms and abbreviations		
▪ Interpret signs and symbols		
▪ Collect and pack manuals, designs and plans		
▪ Store manuals, designs and plans to prevent damage, and ready access and updating of information when required		
▪ Select appropriate tools		
▪ Determine application of tools to job requirements		
▪ Check and verify usability of tools		
▪ Prepare hand tools and power tools		
▪ Identify sources of power supply for power tools		
▪ Use appropriate hand tool for the job		
▪ Apply proper and safe use/operation in the different types of hand tools		
▪ Observe safety precautions when using hand tools		

▪ Identify and mark unsafe or faulty tools for repair		
▪ Inspect and confirm safe for use power supply outlet and electrical cord in accordance with established workplace safety requirements		
▪ Apply proper sequence of operation in using power tools to produce results		
▪ Use power tools safely in accordance to manufacturer's operating specification		
▪ Remove dust and foreign matters from power tools and instrument in accordance to workplace standard		
▪ Check condition of tools after use		
▪ Apply appropriate lubricant after use and prior to storage		
▪ Check and calibrate measuring tools		
▪ Inspect and correct defective tools, instruments, power tools and accessories		
▪ Select appropriate measuring device for the job		
▪ Determine application of tools to job requirements		
▪ Check and verify usability of tools		
▪ Prepare measuring device		
▪ Obtain measurements using appropriate measuring device		
▪ Identify systems of measurements and converted where necessary		
▪ Confirm and record results		
▪ Execute simple calculations involving four basic mathematical operations		
▪ Use other operations to complete tasks in construction works		
▪ Select appropriate formulas for calculating quantities of materials		
▪ Perform and verify calculations		
▪ Calculate material quantities		
▪ Interpret and communicate results to authority		
▪ Check condition of instrument		
▪ Apply appropriate lubricant after use and prior to storage		

▪ Check and calibrate measuring instruments		
▪ Store instrument in accordance to workplace procedure		
▪ Obtain, confirm and apply work instructions and operational details		
▪ Follow safety requirements while plan and prepare for tile and marble work laying		
▪ Identify and implement signage and barricade requirements		
▪ Gather and check tools and equipment to carry out tasks		
▪ Identify and gather materials in accordance with plans and specifications		
▪ Identify and observe environmental protection requirements		
▪ Check floor and wall tiles for product suitability and conformity		
▪ Check marble slabs for product suitability and conformity		
▪ Carry out material preparation activities to satisfy requirements		
▪ Identify tiles and marble installation design pattern		
▪ Detach, remove or arrange surface mounted structures		
▪ Identify and clean surface of subfloor structure		
▪ Remove all contaminants/foreign or loose materials as necessary		
▪ Prepare underlay materials as per requirements		
▪ Scratch, clean, cure and dry subfloor as per requirement and specifications		
▪ Lay the underlay materials as per requirements		
▪ Identify and gather materials to install tiles on floor in accordance with plans and specifications		
▪ Check floor tiles for product suitability and conformity		
▪ Determine and set out tile grid patterns and lay out design on floor tiles in accordance with workplace specifications and requirements		
▪ Cut floor tiles with out jagged, rough edges, breaks or damage on tile surface		
▪ Cut curve or recess hole by hand and machine in accordance with specified shape and size		
▪ Form the mitre joints in accordance with workplace procedures and manufacturers' recommendations.		

<ul style="list-style-type: none"> <li>▪ Identify and position tile grid in accordance with specified pattern for sampling purposes</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Apply bonding material/adhesive on the floor surface using a notched trowel</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Lay the tiles on floor grid with minimum voids and maintain fully bedded alignment to specifications</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Position the floor tiles in place using required spacers</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Regularly check the tile level and perpendicular within specified measurements and tolerance</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Fix curved bead angle tile trim in accordance with specified measurements and shapes</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Set out and cut the partial tiles using appropriate cutting tool/equipment</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Keep the corners square within specified tolerance and finish in accordance with specifications.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Clean and prepare all joints to receive grout according to manufacturers' specifications.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Mix and apply grout in accordance with workplace and manufacturers' specifications/requirements</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Remove the excess grout/adhesives in between floor tiles</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Clean and polish the surfaces of floor tiles with cloth/sponge to remove all dust and dirt from surface and joints</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Left undisturbed for curing within the specified time</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Identify and gather materials to install wall tiles in accordance with plans and specifications</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Check wall tiles for product suitability and conformity</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Determine and set out tile grid patterns and lay out design on wall in accordance with workplace specifications and requirements</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Cut wall tiles without jagged, rough edges, breaks or damage on tile surface</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Remove and store wall items in accordance with workplace procedure</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Check wall base layer for condition and being structurally rigid</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Identify tile location and establish the vertical and horizontal middle position on the wall using appropriate levelling, aligning and measuring tools</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Identify and position wall tile grid in accordance with specified pattern for sampling purposes</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Place the batten material on the wall aligned with the lay out to help in the alignment and levelling of the tiles.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Apply bonding material/adhesive on the wall surface using a tilting trowel in accordance with workplace techniques</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Lay the tiles on wall grid with minimum voids and maintain fully bedded alignment to specifications</li> </ul>		

<ul style="list-style-type: none"> <li>▪ Position the wall tiles in place using required spacers</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Remove the excess grout/adhesives in between wall tiles</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Clean and polish the surfaces of wall tiles with cloth/sponge to remove all dust and dirt from surface and joints</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Identify and gather materials to install marble installation on floor in accordance with plans and specifications</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Check marble slabs for product suitability and conformity to size, patterns, colour and characteristics in accordance with plans and specifications</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Cut marble slabs without jagged, rough edges, breaks or damage to surfaces</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Place the marble slab on the identified grid following the specified pattern serving as dry run</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Apply bonding material/adhesive on the floor surface using a trowel</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Lay the marble slabs on floor grid with minimum voids and maintain fully bedded alignment to specifications</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Position the marble slabs in place using required spacers</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Set out and cut the partial/irregular marble slabs sizes using appropriate cutting tool/equipment</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Clean and polish the surfaces of marble slabs with cloth/sponge to remove all dust and dirt from surface and joints</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Identify and gather materials to perform rustic stone works in accordance with plans and specifications</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Check stone panels/veneers for product suitability and conformity to size, pattern and colour in accordance with plans and specifications</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Determine and set out installation patterns and lay out design on wall in accordance with workplace specifications and requirements</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Check and ensure surface preparations in order and levelled</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Fix galvanized wire or metal board to the wall in order to trap and hold the mortar</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Mix and apply mortar on the metal board</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Remove excess mortar using appropriate tool and apply appropriate thickness and level in accordance with workplace specification</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Allow the mortar to dry in accordance with workplace specification</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Mix the mortar components to specified consistency in accordance with workplace specification</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Apply the mixed mortar on the back of the rustic stone panel and lay on the wall in accordance with workplace design specification</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Remove excess mortar from spaces/gaps in between rustic stone panels using appropriate tool</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Cut the partial/irregular rustic stone sizes using appropriate stone cutting tool</li> </ul>		

▪ Cure the newly laid out rustic stone panels on wall in accordance with workplace specification		
▪ Clean all rustic stone joints and prepare for grouting in accordance with workplace specifications		
▪ Identify the damaged tiles/marble slabs		
▪ Remove the damaged tiles carefully avoiding further harm to adjacent tiles		
▪ Clear and clean the old sheathing/bedding to allow proper adhesion of new tiles		
▪ Select and cut replacement tiles where applicable to match existing face, size, color and design pattern		
▪ Fit and fix tiles to maintain alignment and with uniform spacing on joints		
▪ Carry out grouting in accordance with workplace specification		
▪ Clean tile faces to specified finish		
▪ Remove the damaged marble slabs carefully avoiding further harm to adjacent tiles		
▪ Clear and clean the old sheathing/bedding to allow proper adhesion of new marble slabs		
▪ Select and cut replacement marble slabs where applicable to match existing face, size, colour and design pattern		
▪ Fit and fix marble slabs to maintain alignment and with uniform spacing on joints		
▪ Clean marble faces to specified finish		
▪ Clean and sort PPE, tools and equipment and store all		
▪ Clean/maintain work area as per standard practice		
▪ Dispose waste materials in proper places		
I agree to undertake assessment in the knowledge that the information gathered will only be used for educational and professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
<b>Candidate's signature:</b>		<b>Date:</b>



## PART C – THE ASSESSMENT

### Assessment Agreement – Tile and Marble Works

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The purpose of assessment is to confirm that you can perform to the standards expected in the workplace of an occupation, as expressed in the competency standards (after completion of self-assessment and in agreement with assessor).

To help achieve this, an assessment agreement is required to navigate both you and the assessor through the assessment process.

The assessment agreement is designed to provide a clear understanding of what and how you will be assessed and to nominate the tools that may be used to collect the assessment evidence.

You, the assessor and/or workplace supervisor should agree on the assessment requirements, dates and deadlines.

Therefore, to attain the Certificate of Tile and Marble Works, you must demonstrate competence in the following units, as established in the assessment agreement:

CODE	UNIT OF COMPETENCY
<b>Generic Competencies</b>	
SEIP-CON-TIL-01-G	Perform computations using basic mathematical concepts
SEIP-CON-TIL-02-G	Apply occupational health and safety (OHS) practices in the workplace
SEIP-CON-TIL-03-G	Communicate in English in the workplace
SEIP-CON-TIL-04-G	Operate in a self-directed team
<b>Sector-specific Competencies</b>	
SEIP-CON-TIL-01-S	Translate drawings, plans and specifications
SEIP-CON-TIL-02-S	Work with hand tools and power tools
SEIP-CON-TIL-03-S	Carry-out measurements and calculations
<b>Occupation-specific Competencies</b>	
SEIP-CON-TIL-01-O	Perform tile and marble laying preparation works
SEIP-CON-TIL-02-O	Install tiles on floors
SEIP-CON-TIL-03-O	Install tiles on walls
SEIP-CON-TIL-04-O	Perform marble installation
SEIP-CON-TIL-05-O	Perform rustic stone works
SEIP-CON-TIL-06-O	Perform tile and marble repair works

After successful completion of learning and assessment, you shall be awarded with a certificate.

<b>Assessment Agreement</b>	
<b>Occupation:</b>	Tile and Marble Works
<b>Assessment Centre:</b>	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Unit of Competency</b>	
<b>Generic Competencies</b>	
SEIP-CON-TIL-01-G	Perform computations using basic mathematical concepts
SEIP-CON-TIL-02-G	Apply occupational health and safety (OHS) practices in the workplace
SEIP-CON-TIL-03-G	Communicate in English in the workplace
SEIP-CON-TIL-04-G	Operate in a self-directed team
<b>Sector-specific Competencies</b>	
SEIP-CON-TIL-01-S	Translate drawings, plans and specifications
SEIP-CON-TIL-02-S	Work with hand tools and power tools
SEIP-CON-TIL-03-S	Carry-out measurements and calculations
<b>Occupation-specific Competencies</b>	
SEIP-CON-TIL-01-O	Perform tile and marble laying preparation works
SEIP-CON-TIL-02-O	Install tiles on floors
SEIP-CON-TIL-03-O	Install tiles on walls
SEIP-CON-TIL-04-O	Perform marble installation
SEIP-CON-TIL-05-O	Perform rustic stone works
SEIP-CON-TIL-06-O	Perform tile and marble repair works
<b>Resources Required for Assessment</b>	
<p>Candidates must have access to the following:</p> <ul style="list-style-type: none"> <li>▪ copies of activities, questions, projects nominated by the assessor</li> <li>▪ relevant organisational policies, protocols and procedural documents (if required)</li> <li>▪ devices or tools to record answers</li> <li>▪ appropriate actual or simulated workplace</li> <li>▪ all necessary tools and equipment used in performance of the work-based task</li> <li>▪ any other resources normally used in the workplace</li> </ul>	
<b>Assessment Instructions</b>	
<p>Candidates should respond to the formative and summative assessments either verbally or in writing as agreed with the assessor. Written responses can be recorded in the spaces provided (if more space is required attach additional pages) or submitted in a word-processed document.</p> <p>If candidates answer verbally, the assessor should record their answers in detail.</p> <p>Candidates should also undertake observable tasks that provide evidence of performance. The assessor must provide instruction to candidates on what is expected during observation, and arrange a suitable time and location for demonstration of these skills.</p> <p>Candidates must fully understand what they are required to do to complete these assessment tasks successfully, then sign the declaration.</p>	
<b>Performance Standards</b>	

To receive a **satisfactory** result for the assessments, candidates must complete all activities, questions, projects, and tasks nominated by the assessor, to the required standard.

Completion of all tasks for a unit of competency, to a satisfactory level, will contribute to an assessment of competence for that specific individual unit (or units if holistic assessment approach is taken).

Successful completion of all units of competency that comprise of the qualification **Tile and Marble Works**, will result in the candidate being issued with the relevant, nationally recognised certificate.

Assessors must clearly explain the required performance standards.

**Declaration**

I declare that:

- the assessment requirements have been clearly explained to me
- all the work completed towards assessment will be my own
- cheating and plagiarism are unacceptable

<b>Candidate Signature:</b>		<b>Date:</b>	
<b>Assessor Signature:</b>		<b>Date:</b>	

## PART D – ASSESSMENT TOOLS

### Specific Instructions to Assessor

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Please read carefully and prepare as necessary:

1. The assessor shall (practical demonstration assessment activities):
  - provide the candidate with the necessary tools, equipment, machinery and materials for completion of one (1) set of the following practical demonstration assessment activities:
    - Set A:
      - **Install** tiles on floors
      - **Install** tiles on walls
    - Set B:
      - **Install** marble slabs on floors
      - Perform rustic stone works
    - Set C:
      - **Install** tiles on floors
      - Perform rustic stone works
  - provide the candidate with the copy of the specific instruction to candidate
  - allow each practical demonstration to be performed within two (2) hours including preparation of the materials
  - ensure that the candidate **FULLY** understands the instructions before proceeding to the performance of the assessment activity
  - allow fifteen (15) minutes for the candidate to familiarise themselves with the resources to be used during the practical demonstrations
  - ensure that the candidate is wearing appropriate personal protective equipment (PPE) before allowing them to proceed with the assessment activity
2. Assessment shall be based on the performance criteria in each of the units of competency. The evidence gathering method shall be comprised of:
  - (a) Written Test (1 hour) – **knowledge evidence**
  - (b) Practical Demonstration (4 hours) – **performance evidence**

The practical demonstration activities will be divided into two (2) tasks:

  - (i) Practical Demonstration 1 (2 hours)
  - (ii) Practical Demonstration 2 (2 hours)
3. Final assessment is your responsibility as the accredit/certified assessor.
4. At the conclusion of each assessment activity, you will provide feedback to the candidate of the assessment result. The feedback will indicate whether the candidate is:

**COMPETENT**

**NOT YET COMPETENT**

5. The list of tools, equipment, machinery and materials to be provided for completion of the practical demonstration assessment activities can be found at:
- Set A – Practical Demonstration 1 pages 47
  - Set A – Practical Demonstration 2: pages 54
  - Set B – Practical Demonstration 1: pages 61
  - Set B – Practical Demonstration 2: pages 68
  - Set C – Practical Demonstration 1: pages 75
  - Set C – Practical Demonstration 2: pages 82

## Specific Instructions to Candidate

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You should respond to the assessment either in writing or verbally as agreed with the assessor. Written responses can be recorded in the spaces provided; if more space is required attach additional pages) or submit a word-processed document.

If you answer verbally, the assessor should record your answers in detail. Please check your recorded answers carefully and thoroughly to ensure that they are accurate.

You may also be undertaking observable activities (i.e. practical demonstration) that provide evidence of performance. The assessor must provide you with clear instructions on what is expected during this type of assessment and arrange a suitable time and location for demonstration of these skills.

To receive a satisfactory result for the assessments, you must complete all of the assessment activities; including questions, projects and tasks nominated by the assessor, to the required standard.

This assessment is based upon the units of competency in **Tile and Marble Works**. Using the performance criteria as a benchmark, evidence will be gathered through:

1. Written Test (1 hour) – a variety of multiple-choice, true or false and short answer theory questions to support your competence with regard to the required knowledge (**knowledge evidence**).
2. Practical Demonstration (4 hours) – observable tasks outlined in the elements and performance criteria of the units of competency, completed to support a judgement of satisfactory performance to the required standard (**performance evidence**).

There will be one (1) set of practical demonstration activities to complete. The assessor will direct you as to which 'set' you will be required to complete out of the following:

- Set A:
    - **Install** tiles on floors (2 hours)
    - **Install** tiles on walls (2 hours)
  - Set B:
    - **Install** marble slab on floors (2 hours)
    - Perform rustic stone works (2 hours)
  - Set C:
    - **Install** tiles on floors (2 hours)
    - Perform rustic stone works (2 hours)
3. The assessor will provide all necessary tools, equipment, machinery and materials required to complete each assessment activity.
  4. These assessments cover all units of competency for Tile and Marble Works. The assessor will provide you with feedback of your performance after completion of each assessment activity. This feedback shall indicate whether you are:

**COMPETENT**

**NOT YET COMPETENT**

5. Complete of all assessment activities, to a satisfactory level, will contribute to a final assessment of competence.

## Written Test

WRITTEN TEST - INSTRUCTIONS	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Qualification:</b>	Certificate in Tile and Marble Works
<b>Unit of Competency</b>	<b>Element</b>
<b>Generic Competencies</b>	
SEIP-CON-TIL-01-G	Perform computations using basic mathematical concepts
SEIP-CON-TIL-02-G	Apply occupational health and safety (OHS) practices in the workplace
SEIP-CON-TIL-03-G	Communicate in English in the workplace
SEIP-CON-TIL-04-G	Operate in a self-directed team
<b>Sector-specific Competencies</b>	
SEIP-CON-TIL-01-S	Translate drawings, plans and specifications
SEIP-CON-TIL-02-S	Work with hand tools and power tools
SEIP-CON-TIL-03-S	Carry-out measurements and calculations
<b>Occupation-specific Competencies</b>	
SEIP-CON-TIL-01-O	Perform tile and marble laying preparation works
SEIP-CON-TIL-02-O	Install tiles on floors
SEIP-CON-TIL-03-O	Install tiles on walls
SEIP-CON-TIL-04-O	Perform marble installation
SEIP-CON-TIL-05-O	Perform rustic stone works
SEIP-CON-TIL-06-O	Perform tile and marble repair works
<b>Assessment Centre:</b>	
<b>Date of Assessment:</b>	
<b>Time of Assessment:</b>	
<b>Instructions:</b>	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> <li>▪ this written examination is based on the performance criteria from all the units of competency in Tile and Marble Works</li> <li>▪ this assessment activity will be used to measure your underpinning knowledge</li> <li>▪ write your answers on the paper provided</li> <li>▪ answer all the questions as best as possible</li> <li>▪ you have 1 (one) hour to complete this test</li> </ul>	

**WRITTEN TEST****Multiple Choice**

This is a **multiple-choice** of test. Choose the appropriate answer and circle the letter that corresponds with your answer.

1.	What percentage of 500 is 125?	a. 10% b. 20% c. 25% d. 50%
2.	The joining space between two tiles is?	a. 3mm b. 4mm c. 5mm d. 6mm
3.	What are the advantages of a self-directed team?	a. Improved quality, productivity and service b. Greater flexibility c. Prohibition signs d. Faster response to technological change e. All of the above
4.	Which is a cutting tool?	a. Helmet b. Chisel c. Hammer d. Plum bob
5.	What type of line is used to show the visible shape of an object?	a. Chain line b. Object line c. Section line d. Extension line
6.	For cement mortar to lay tiles on floors the ratio used is?	a. Cement to sand (1:3) b. Cement to sand (1:4) c. Cement to sand (1:6) d. Cement to sand (1:8)
7.	For plain cement/concrete works, the ratio used is?	a. Cement to sand to chips (1:1:2) b. Cement to sand to chips (1:3:6) c. Cement to sand to chips (1:1.5:3) d. Cement to sand to chips (1:4:8)
8.	Which is not used as an underlay material?	a. Sand



		b. Cement c. Thin set d. Broken tiles
9.	Impact resulting from being struck by or against objects may cause what type of serious accidents?	a. Chemical b. Physical c. Biological d. Ergonomics
10.	Ways to build relationships within a team include?	a. Discuss team member work styles b. Define “team personality” c. Discuss individual goals, hopes, concerns d. All of the above
<b>True or False Quiz</b>		
Tick (✓) the box corresponding to the correct answer.		
11.	The word “all right” indicates a positive response?	True <input type="checkbox"/> False <input type="checkbox"/>
12.	Excessive noise can cause permanent hearing loss?	True <input type="checkbox"/> False <input type="checkbox"/>
13.	Scaffolding is a permanent surface mounted structure built for construction purposes?	True <input type="checkbox"/> False <input type="checkbox"/>
<b>Fill in the Missing Blanks</b>		
Write the word or group of words needed to complete the following sentences.		
14.	_____ is used to protect eyes from flying particles and other debris which may cause personal injury to a worker.	
15.	To move or shift construction materials or items on the worksite, workers often use a piece of equipment that has one wheel and can be operated by a single person – this piece of equipment is known as a _____.	
<b>Short Answer</b>		
Write a short answer in the space provided (not to exceed more than approximately twenty-five (25) words).		
16.	How many tiles will be needed if the floor size is 8m x 6m and tile size is 30cm x 30 cm?	
17.	Why is cement used in construction work?	

18.	How many days do you need to keep the surface wet after completion of tile and marble works?	
19.	What is grouting?	
20.	What are the bonding materials used in tile and marble works?	
<b>Feedback to candidate:</b>		
Assessment decision for this assessment activity:		
<input type="checkbox"/> <b>Competent</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>Not Yet Competent</b></span>		
<b>Candidate Signature:</b>		<b>Date:</b>
<b>Assessor Signature:</b>		<b>Date:</b>

## Written Test - Answers

Answers are highlighted in **bold** and *italics*.

Multiple Choice		
1.	What percentage of 500 is 125?	a. 10% b. 20% <b>c. 25%</b> d. 50%
2.	The joining space between two tiles is?	<b>a. 3mm</b> b. 4mm c. 5mm d. 6mm
3.	What are the advantages of a self-directed team?	a. Improved quality, productivity and service b. Greater flexibility c. Prohibition signs d. Faster response to technological change <b>e. All of the above</b>
4.	Which is a cutting tool?	a. Helmet <b>b. Chisel</b> c. Hammer d. Plumb bob
5.	What type of line is used to show the visible shape of an object?	a. Chain line <b>b. Object line</b> c. Section line d. Extension line
6.	For cement mortar to lay tiles on floors the ratio used is?	<b>a. Cement to sand (1:3)</b> b. Cement to sand (1:4) c. Cement to sand (1:6) d. Cement to sand (1:8)
7.	For plain cement/concrete works, the ratio used is?	a. Cement to sand to chips (1:1:2) <b>b. Cement to sand to chips (1:3:6)</b> c. Cement to sand to chips (1:1.5:3) d. Cement to sand to chips (1:4:8)
8.	Which is not used as an underlay material?	a. Sand b. Cement

		c. Thin set <b>d. Broken tiles</b>
9.	Impact resulting from being struck by or against objects may cause what type of serious accidents?	a. Chemical hazards b. Physical hazards <b>c. Biological hazards</b> d. Ergonomics hazards
10.	Ways to build relationships within a team include?	a. Discuss team member work styles b. Define “team personality” c. Discuss individual goals, hopes, concerns <b>d. All of the above</b>
<b>True or False Quiz</b>		
11.	The word “All right” indicates a positive response?	<b>True</b> <input checked="" type="checkbox"/> False <input type="checkbox"/>
12.	Excessive noise can cause permanent hearing loss?	<b>True</b> <input checked="" type="checkbox"/> False <input type="checkbox"/>
13.	Scaffolding is a permanent structure built for construction purposes?	True <input type="checkbox"/> <b>False</b> <input checked="" type="checkbox"/>
<b>Fill in the Missing Blanks</b>		
14.	<b><u>Safety glasses or goggles</u> (both are suitable answers)</b> is used to protect eyes from flying particles and other debris which may cause personal injury to a worker.	
15.	To move or shift construction materials or items on the worksite, workers often use a piece of equipment that has one wheel and can be operated by a single person – this piece of equipment is known as a <b><u>wheelbarrow</u></b> .	
<b>Short Answer</b>		
16.	How many tiles will be needed if floor size is 8m x 6m and tile size is 30cm x 30 cm?	<b>8m=800cm and 6m=600cm. Floor area= 800 x 600 = 480000sqcm Area of each tile= 30 x 30 = 900sqcm No. of tiles= 480000/900 = 533.33 say 534</b>
17.	Why is cement used in construction work?	<b>Cement is a binder substance used in construction which sets, hardens and adheres to other materials and binds them together.</b>
18.	How many days do you need to keep the surface wet after completion of tile and marble works?	<b>After completion of tile and marble work, it is kept wet by water on it for at least seven (7) days.</b>
19.	What is the grouting?	<b>When cement and water mixed together then it is called grouting.</b>
20.	What are the bonding materials used in tile and marble works?	<b>Following are the bonding materials used in tile and marble works:</b> <ul style="list-style-type: none"><li>▪ <b>Grout</b></li></ul>

		<ul style="list-style-type: none"><li>▪ <b><i>Tile adhesive</i></b></li><li>▪ <b><i>Mortar</i></b></li><li>▪ <b><i>Thin set etc.</i></b></li></ul>
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## Set A: Practical Demonstration 1

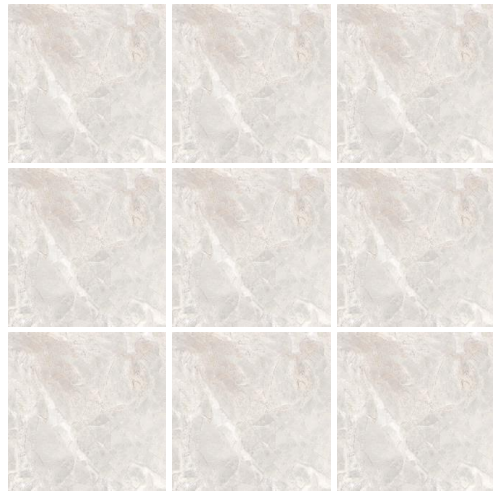
PRACTICAL DEMONSTRATION 1	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Qualification:</b>	Certificate in Tile and Marble Works
<b>Task:</b>	<b>Install</b> tiles on floor (300mm x 300mm) or (400mm x 400mm)
<b>Assessment Centre:</b>	
<b>Date of Assessment:</b>	
<b>Time of Assessment:</b>	
<b>Instructions:</b>	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> <li>▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Tile and Marble Works</li> <li>▪ this assessment activity will be used to measure your underpinning skills</li> <li>▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used</li> <li>▪ you have two (2) hours to complete this demonstration</li> </ul>	
<b>Procedure:</b>	
<ul style="list-style-type: none"> <li>▪ observe and wear personal protective equipment (PPE) as required for the task to be performed</li> <li>▪ read the <b>job</b> specification information provided</li> <li>▪ collect all materials needed to complete the task</li> <li>▪ perform the task within the given time</li> <li>▪ observe and follow all health and safety (OHS) requirements at all times</li> </ul>	
<b>Job Specification Information:</b>	
<ol style="list-style-type: none"> <li>1. <b>Prepare for work including confirming work instruction.</b></li> <li>2. <b>Identify, collect and inspect</b> all necessary tools, equipment <b>and materials.</b></li> <li>3. <b>Calculate size and/or volume of materials needed.</b></li> <li>4. <b>Apply occupational health and safety procedures (including identifying and reporting hazards).</b></li> <li>5. <b>Read and interpret drawings and specifications.</b></li> <li>6. Collect and check floor tiles, sand and cement.</li> <li>7. Soak required numbers of floor tiles.</li> <li>8. Prepare cement mortar with <b>appropriate ratio mix.</b></li> <li>9. Cut the floor tiles as <b>per specification.</b></li> <li>10. Prepare floor surface.</li> <li>11. Lay floor tiles as per the drawing.</li> <li>12. Maintain straight-line using string.</li> <li>13. Maintain level using spirit level.</li> <li>14. Use spacers <b>to properly align</b> floor tiles.</li> <li>15. <b>Mix grout as per manufacturer's specifications.</b></li> <li>16. Grout floor tile joints.</li> <li>17. <b>Tile surface is cleaned and polished.</b></li> <li>18. <b>Repair any damaged floor tiles.</b></li> <li>19. <b>Check, clean and store</b> tools and equipment.</li> <li>20. <b>Clean and maintain</b> work area.</li> <li>21. Dispose <b>of</b> waste materials.</li> </ol>	
<b>Drawing, Plan, Diagram or Sketch:</b>	

The drawing below is the blueprint of the **task** to be performed. During **installation of** the floor tiles, you are to ensure:

- alignment
- level
- spacing
- edging
- corner
- grid pattern

The installation of **floor tiles** must **adhere to** the following dimensions:

- minimum length of the floor will be 90cm
- minimum width of the floor will be 60cm
- use floor tile size of 300mm x 300mm or 400mm x 400mm
- maintain the grid pattern as per **drawing**



**Resources Required:**

Tools:	Tile cutter (manual) Spatula Notched trowel Spirit level Measuring tape Grout float Grouting tool Wet saw Tile spacers Caulking guns Hammer (plastic/rubber faced) Mallet (plastic, rubber) Shovel String line Plumb bob Aluminium straight edge
Equipment:	Portable grinder Tile cutting machine
Machinery:	N/A
Materials:	Floor tiles Cement Sand Water Thin set Tile underlayment Grout release agent Tile and grout sealer

	Sponge Chalk/marker
PPE:	Apron Mask Ear plugs Safety glasses Safety helmet Safety gloves Safety shoes



## Set A: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
<b>Candidate Name:</b>		
<b>Assessor Name:</b>		
<b>Qualification:</b>	Certificate in Tile and Marble Works	
<b>Task:</b>	Installation of tiles on floors (300mm x 300mm) or (400mm x 400mm)	
<b>Assessment Centre:</b>		
<b>Date of Assessment:</b>		
<b>Instructions:</b>	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> <li>▪ fit industry requirements in which the assessment will be conducted</li> <li>▪ adhere, where possible, to reasonable adjustment practices</li> <li>▪ ensure that suitable performance benchmarks are applied and explained to the candidate</li> </ul>	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Work instructions, including plans, specifications, quality requirements and operational details are obtained, confirmed and applied.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace documents are read and understood.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate tools are selected.	<input type="checkbox"/>	<input type="checkbox"/>
Application of tools to job requirements is determined.	<input type="checkbox"/>	<input type="checkbox"/>
Usability of tools are checked and verified.	<input type="checkbox"/>	<input type="checkbox"/>
Hand tools and power tools are prepared.	<input type="checkbox"/>	<input type="checkbox"/>
Sources of power supply for power tools identified.	<input type="checkbox"/>	<input type="checkbox"/>
Material requirements are identified and gathered in accordance with plans and/or specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Environmental protection requirements are identified and observed following National and International OHS regulations.	<input type="checkbox"/>	<input type="checkbox"/>

Calculation requirements are identified from workplace information.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate method is selected to carry out the calculation requirement.	<input type="checkbox"/>	<input type="checkbox"/>
Calculations are completed using appropriate tools and instruments.	<input type="checkbox"/>	<input type="checkbox"/>
Safety signs and symbols are identified and followed.	<input type="checkbox"/>	<input type="checkbox"/>
OHS policies and procedures are followed and practiced.	<input type="checkbox"/>	<input type="checkbox"/>
Personal protective equipment is selected and used.	<input type="checkbox"/>	<input type="checkbox"/>
Personal hygiene is maintained.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks are identified, assessed and controlled.	<input type="checkbox"/>	<input type="checkbox"/>
Corrective actions are implemented to correct unsafe conditions in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate hand tool for the job is used.	<input type="checkbox"/>	<input type="checkbox"/>
Proper and safe use/operation is applied in the different types of hand tools.	<input type="checkbox"/>	<input type="checkbox"/>
Safety precautions are observed when using hand tools.	<input type="checkbox"/>	<input type="checkbox"/>
Unsafe or faulty tools are identified and marked for repair.	<input type="checkbox"/>	<input type="checkbox"/>
Power supply outlet and electrical cord are inspected and confirmed safe for use in accordance with established workplace safety requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Proper sequence of operation is applied in using power tools to produce results.	<input type="checkbox"/>	<input type="checkbox"/>
Power tools are used safely in accordance to manufacturer's operating specification.	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate measuring device for the job.	<input type="checkbox"/>	<input type="checkbox"/>
Prepared measuring device.	<input type="checkbox"/>	<input type="checkbox"/>
Calculated material quantities.	<input type="checkbox"/>	<input type="checkbox"/>
Interpreted and communicated results to authority.	<input type="checkbox"/>	<input type="checkbox"/>
Identified floor tile, sand and cement from specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Collected and gathered floor tiles, sand and cement at worksite.	<input type="checkbox"/>	<input type="checkbox"/>
Prepared leaked-proof platform for cement mortar mixing.	<input type="checkbox"/>	<input type="checkbox"/>
Mixed cement, sand and water according to specified proportion and consistency.	<input type="checkbox"/>	<input type="checkbox"/>
Applied cement mortar uniformly.	<input type="checkbox"/>	<input type="checkbox"/>
Sieved the sand before use.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned and soaked the floor tiles before use.	<input type="checkbox"/>	<input type="checkbox"/>
Cut floor tiles without jagged, rough edges, breaks or damage to tile surfaces.	<input type="checkbox"/>	<input type="checkbox"/>
Laid tiles on the floor grid with minimum voids.	<input type="checkbox"/>	<input type="checkbox"/>

Positioned the floor tiles in place using required spacers.	<input type="checkbox"/>	<input type="checkbox"/>
Kept the corners square within specified tolerance and finished to specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Applied bonding materials/adhesive on floor surface using a notched trowel.	<input type="checkbox"/>	<input type="checkbox"/>
Maintained straight-line is using string.	<input type="checkbox"/>	<input type="checkbox"/>
Levelled the floor using spirit level.	<input type="checkbox"/>	<input type="checkbox"/>
Mixed appropriate grout and applied in accordance with workplace and manufacturers' specification/requirement.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned and polished surfaces of tiles with cloth/sponge.	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate transport for carrying materials.	<input type="checkbox"/>	<input type="checkbox"/>
Tiles/marble slabs are checked for conformity to size, patterns, colours and characteristics in accordance with plans and specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Installation patterns and lay out design are determined and set out in accordance with workplace specifications and requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Damaged tiles are removed carefully avoiding further harm to adjacent tiles.	<input type="checkbox"/>	<input type="checkbox"/>
Old sheathing/bedding is cleared and cleaned to allow proper adhesion of new tile.	<input type="checkbox"/>	<input type="checkbox"/>
Replacement tiles are selected and cut where applicable to match existing face, size, colour and design pattern.	<input type="checkbox"/>	<input type="checkbox"/>
Tiles are fitted and fixed to maintain alignment and with uniform spacing on joints.	<input type="checkbox"/>	<input type="checkbox"/>
Grouting is carried out in accordance with workplace specification.	<input type="checkbox"/>	<input type="checkbox"/>
Tile face is cleaned to specified finish.	<input type="checkbox"/>	<input type="checkbox"/>
Removed dust and foreign matters from power tools in accordance to workplace standard.	<input type="checkbox"/>	<input type="checkbox"/>
Checked condition of tools after use.	<input type="checkbox"/>	<input type="checkbox"/>
Applied appropriate lubricant after use and prior to storage.	<input type="checkbox"/>	<input type="checkbox"/>
Checked and calibrated measuring tools.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned, checked maintained and stored tools and equipment in accordance with manufacturer's specifications and instructions and workplace standard practices.	<input type="checkbox"/>	<input type="checkbox"/>
Cleared work area of any obstruction and disposed or recycled materials in accordance with workplace environmental plan and regulations.	<input type="checkbox"/>	<input type="checkbox"/>
Gathered and disposed excess materials in accordance with workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Active listening is demonstrated.	<input type="checkbox"/>	<input type="checkbox"/>
Conversation is performed in English with peers, customers and management to the required workplace standard.	<input type="checkbox"/>	<input type="checkbox"/>
Effective interpersonal skills are used to interact with team.	<input type="checkbox"/>	<input type="checkbox"/>

Formal and informal forms of communication are used effectively to support team achievement.	<input type="checkbox"/>	<input type="checkbox"/>
Diversity in character is respected and valued in team functioning.	<input type="checkbox"/>	<input type="checkbox"/>
Views and opinions of other team members are understood and valued.	<input type="checkbox"/>	<input type="checkbox"/>
Tasks are performed in accordance with organisational and team requirements, specifications and workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Team member's support with other members is made to ensure team achieves goals, awareness and requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Agreed reporting lines are followed using standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feedback to candidate:</b>		
Assessment decision for this assessment activity:		
<input type="checkbox"/> <b>Competent</b>		<input type="checkbox"/> <b>Not Yet Competent</b>
<b>Candidate Signature:</b>		<b>Date:</b>
<b>Assessor Signature:</b>		<b>Date:</b>

## Set A: Practical Demonstration 2

PRACTICAL DEMONSTRATION 2	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Qualification:</b>	Certificate in Tile and Marble Works
<b>Task:</b>	<b>Install</b> tiles on walls
<b>Assessment Centre:</b>	
<b>Date of Assessment:</b>	
<b>Time of Assessment:</b>	
<b>Instructions:</b>	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> <li>▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Tile and Marble Works</li> <li>▪ this assessment activity will be used to measure your underpinning skills</li> <li>▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used</li> <li>▪ you have two (2) hours to complete this demonstration</li> </ul>	
<b>Procedure:</b>	
<ul style="list-style-type: none"> <li>▪ observe and wear personal protective equipment (PPE) as required for the task to be performed</li> <li>▪ read the <b>job</b> specification information provided</li> <li>▪ collect all materials needed to complete the task</li> <li>▪ perform the task within the given time</li> <li>▪ observe and follow all health and safety (OHS) requirements at all times</li> </ul>	
<b>Job Specification Information:</b>	
<ol style="list-style-type: none"> <li>1. <b>Prepare for work including confirming work instruction.</b></li> <li>2. <b>Identify, collect and inspect</b> all necessary tools, equipment <b>and materials.</b></li> <li>3. <b>Calculate size and/or volume of materials needed.</b></li> <li>4. <b>Apply occupational health and safety procedures (including identifying and reporting hazards).</b></li> <li>5. <b>Read and interpret drawings and specifications.</b></li> <li>6. Collect and check wall tiles, sand and cement.</li> <li>7. Soak required numbers of wall tiles.</li> <li>8. Prepare cement mortar with <b>appropriate ratio mix.</b></li> <li>9. Cut the wall tiles as <b>per specification.</b></li> <li>10. Prepare wall surface.</li> <li>11. Place batten material on the wall to help <b>with</b> alignment and levelling of the tiles.</li> <li>12. Lay wall tiles as per the drawing.</li> <li>13. Maintain straight-line using string.</li> <li>14. Maintain the perpend using plumb bob.</li> <li>15. Use spacers <b>to properly align</b> wall tiles.</li> <li>16. <b>Mix grout as per manufacturer's specifications.</b></li> <li>17. Grout wall tile joints.</li> <li>18. <b>Tile surface is cleaned and polished.</b></li> <li>19. <b>Repair any damaged wall tiles.</b></li> <li>20. <b>Check, clean and store</b> tools and equipment.</li> <li>21. <b>Clean and maintain</b> work area.</li> <li>22. Dispose <b>of</b> waste materials.</li> </ol>	
<b>Drawing, Plan, Diagram or Sketch:</b>	

The drawing below is the blueprint of the **task** to be performed. During **installation of** the wall tiles, you are to ensure:

- alignment
- perpend
- spacing
- edging
- corner
- grid pattern

The installation of **wall tiles** must **adhere to** the following dimensions:

- minimum length of the wall will be 90cm
- minimum height of the wall will be 40cm
- use wall tile size of 20cm x 30cm
- maintain the grid pattern as per **drawing**



**Resources Required:**

Tools:	Tile cutter (manual) Spatula Notched trowel Spirit level Measuring tape Grout float Grouting tool Wet saw Tile spacers Caulking guns Hammer (plastic/rubber faced) Mallet (plastic, rubber) Shovel String line Plumb bob Aluminium straight edge
Equipment:	Portable grinder Tile cutting machine
Machinery:	N/A
Materials:	Wall tiles Cement Sand Water Thin set

	Tile underlayment Grout release agent Tile and grout sealer Sponge Chalk/marker
PPE:	Apron Mask Ear plugs Safety glasses Safety helmet Safety gloves Safety shoes

## Set A: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
<b>Candidate Name:</b>		
<b>Assessor Name:</b>		
<b>Qualification:</b>	Certificate in Tile and Marble Works	
<b>Task:</b>	Install tiles on walls	
<b>Assessment Centre:</b>		
<b>Date of Assessment:</b>		
<b>Instructions:</b>	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> <li>▪ fit industry requirements in which the assessment will be conducted</li> <li>▪ adhere, where possible, to reasonable adjustment practices</li> <li>▪ ensure that suitable performance benchmarks are applied and explained to the candidate</li> </ul>	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Work instructions, including plans, specifications, quality requirements and operational details are obtained, confirmed and applied.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace documents are read and understood.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate tools are selected.	<input type="checkbox"/>	<input type="checkbox"/>
Application of tools to job requirements is determined.	<input type="checkbox"/>	<input type="checkbox"/>
Usability of tools are checked and verified.	<input type="checkbox"/>	<input type="checkbox"/>
Hand tools and power tools are prepared.	<input type="checkbox"/>	<input type="checkbox"/>
Sources of power supply for power tools identified.	<input type="checkbox"/>	<input type="checkbox"/>
Material requirements are identified and gathered in accordance with plans and/or specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Environmental protection requirements are identified and observed following National and International OHS regulations.	<input type="checkbox"/>	<input type="checkbox"/>



Calculation requirements are identified from workplace information.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate method is selected to carry out the calculation requirement.	<input type="checkbox"/>	<input type="checkbox"/>
Calculations are completed using appropriate tools and instruments.	<input type="checkbox"/>	<input type="checkbox"/>
Safety signs and symbols are identified and followed.	<input type="checkbox"/>	<input type="checkbox"/>
OHS policies and procedures are followed and practiced.	<input type="checkbox"/>	<input type="checkbox"/>
Personal protective equipment is selected and used.	<input type="checkbox"/>	<input type="checkbox"/>
Personal hygiene is maintained.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks are identified, assessed and controlled.	<input type="checkbox"/>	<input type="checkbox"/>
Corrective actions are implemented to correct unsafe conditions in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate hand tool for the job is used.	<input type="checkbox"/>	<input type="checkbox"/>
Proper and safe use/operation is applied in the different types of hand tools.	<input type="checkbox"/>	<input type="checkbox"/>
Safety precautions are observed when using hand tools.	<input type="checkbox"/>	<input type="checkbox"/>
Unsafe or faulty tools are identified and marked for repair.	<input type="checkbox"/>	<input type="checkbox"/>
Power supply outlet and electrical cord are inspected and confirmed safe for use in accordance with established workplace safety requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Proper sequence of operation is applied in using power tools to produce results.	<input type="checkbox"/>	<input type="checkbox"/>
Power tools are used safely in accordance to manufacturer's operating specification.	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate measuring device for the job.	<input type="checkbox"/>	<input type="checkbox"/>
Prepared measuring device.	<input type="checkbox"/>	<input type="checkbox"/>
Calculated material quantities.	<input type="checkbox"/>	<input type="checkbox"/>
Interpreted and communicated results to authority.	<input type="checkbox"/>	<input type="checkbox"/>
Identified wall tile, sand and cement from design specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Collected and gathered wall tiles, sand and cement at work site.	<input type="checkbox"/>	<input type="checkbox"/>
Tile grid patterns and lay out design are determined and set out in accordance with workplace specifications and requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Prepared leaked-proof platform for cement mortar mixing.	<input type="checkbox"/>	<input type="checkbox"/>
Mixed cement, sand and water according to specified proportion and consistency.	<input type="checkbox"/>	<input type="checkbox"/>
Applied cement mortar uniformly.	<input type="checkbox"/>	<input type="checkbox"/>
Sieved the sand before use.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned and soaked the wall tiles before use.	<input type="checkbox"/>	<input type="checkbox"/>

Cut wall tiles without jagged, rough edges, breaks or damage to tile surfaces.	<input type="checkbox"/>	<input type="checkbox"/>
Laid tiles on the wall grid with minimum voids.	<input type="checkbox"/>	<input type="checkbox"/>
Positioned the wall tiles in place using required spacers.	<input type="checkbox"/>	<input type="checkbox"/>
Kept the corners square within specified tolerance and finished to specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Applied bonding materials/adhesive on wall surface using a tilting trowel.	<input type="checkbox"/>	<input type="checkbox"/>
Maintained straight-line is using string.	<input type="checkbox"/>	<input type="checkbox"/>
Levelled the wall using plumb bob.	<input type="checkbox"/>	<input type="checkbox"/>
Mixed appropriate grout and applied in accordance with workplace and manufacturers' specification/requirement.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned and polished surfaces of tiles with cloth/sponge.	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate transport for carrying materials.	<input type="checkbox"/>	<input type="checkbox"/>
Tiles/marble slabs are checked for conformity to size, patterns, colours and characteristics in accordance with plans and specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Installation patterns and lay out design are determined and set out in accordance with workplace specifications and requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Damaged tiles are removed carefully avoiding further harm to adjacent tiles.	<input type="checkbox"/>	<input type="checkbox"/>
Old sheathing/bedding is cleared and cleaned to allow proper adhesion of new tile.	<input type="checkbox"/>	<input type="checkbox"/>
Replacement tiles are selected and cut where applicable to match existing face, size, colour and design pattern.	<input type="checkbox"/>	<input type="checkbox"/>
Tiles are fitted and fixed to maintain alignment and with uniform spacing on joints.	<input type="checkbox"/>	<input type="checkbox"/>
Grouting is carried out in accordance with workplace specification.	<input type="checkbox"/>	<input type="checkbox"/>
Tile face is cleaned to specified finish.	<input type="checkbox"/>	<input type="checkbox"/>
Removed dust and foreign matters from power tools in accordance to workplace standard.	<input type="checkbox"/>	<input type="checkbox"/>
Checked condition of tools after use.	<input type="checkbox"/>	<input type="checkbox"/>
Applied appropriate lubricant after use and prior to storage.	<input type="checkbox"/>	<input type="checkbox"/>
Checked and calibrated measuring tools.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned, checked maintained and stored tools and equipment in accordance with manufacturer's specifications and instructions and workplace standard practices.	<input type="checkbox"/>	<input type="checkbox"/>
Cleared work area of any obstruction and disposed or recycled materials in accordance with workplace environmental plan and regulations.	<input type="checkbox"/>	<input type="checkbox"/>
Gathered and disposed excess materials in accordance with workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Active listening is demonstrated.	<input type="checkbox"/>	<input type="checkbox"/>

Conversation is performed in English with peers, customers and management to the required workplace standard.	<input type="checkbox"/>	<input type="checkbox"/>
Effective interpersonal skills are used to interact with team.	<input type="checkbox"/>	<input type="checkbox"/>
Formal and informal forms of communication are used effectively to support team achievement.	<input type="checkbox"/>	<input type="checkbox"/>
Diversity in character is respected and valued in team functioning.	<input type="checkbox"/>	<input type="checkbox"/>
Views and opinions of other team members are understood and valued.	<input type="checkbox"/>	<input type="checkbox"/>
Tasks are performed in accordance with organisational and team requirements, specifications and workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Team member's support with other members is made to ensure team achieves goals, awareness and requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Agreed reporting lines are followed using standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feedback to candidate:</b>		
Assessment decision for this assessment activity:		
<input type="checkbox"/> <b>Competent</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>Not Yet Competent</b></span>		
<b>Candidate Signature:</b>		<b>Date:</b>
<b>Assessor Signature:</b>		<b>Date:</b>

## Set B: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Qualification:</b>	Certificate in Tile and Marble Works
<b>Task:</b>	<b>Install</b> marble slabs on floors
<b>Assessment Centre:</b>	
<b>Date of Assessment:</b>	
<b>Time of Assessment:</b>	
<b>Instructions:</b>	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> <li>▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Tile and Marble Works</li> <li>▪ this assessment activity will be used to measure your underpinning skills</li> <li>▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used</li> <li>▪ you have two (2) hours to complete this demonstration</li> </ul>	
<b>Procedure:</b>	
<ul style="list-style-type: none"> <li>▪ observe and wear personal protective equipment (PPE) as required for the task to be performed</li> <li>▪ read the <b>job</b> specification information provided</li> <li>▪ collect all materials needed to complete the task</li> <li>▪ perform the task within the given time</li> <li>▪ observe and follow all health and safety (OHS) requirements at all times</li> </ul>	
<b>Job Specification Information:</b>	
<ol style="list-style-type: none"> <li>1. <b>Prepare for work including confirming work instruction.</b></li> <li>2. <b>Identify, collect and inspect</b> all necessary tools, equipment <b>and materials.</b></li> <li>3. <b>Calculate size and/or volume of materials needed.</b></li> <li>4. <b>Apply occupational health and safety procedures (including identifying and reporting hazards).</b></li> <li>5. <b>Read and interpret drawings and specifications.</b></li> <li>6. Collect and check marble slabs, sand and cement.</li> <li>7. Soak required numbers of marble slabs.</li> <li>8. Prepare cement mortar with <b>appropriate ratio mix.</b></li> <li>9. Cut the marble slabs as <b>per specification.</b></li> <li>10. Prepare floor surface.</li> <li>11. Lay marble slabs as per the drawing.</li> <li>12. Maintain straight-line using string.</li> <li>13. Maintain level using spirit level.</li> <li>14. Use spacers <b>to properly align</b> marble slabs.</li> <li>15. <b>Mix grout as per manufacturer's specifications.</b></li> <li>16. Grout marble slab joints.</li> <li>17. <b>Tile surface is cleaned and polished.</b></li> <li>18. <b>Repair any damaged marble slabs.</b></li> <li>19. <b>Check, clean and store</b> tools and equipment.</li> <li>20. <b>Clean and maintain</b> work area.</li> <li>21. Dispose <b>of</b> waste materials.</li> </ol>	
<b>Drawing, Plan, Diagram or Sketch:</b>	

The drawing below is the blueprint of the **task** to be performed. During **installation of** the marble slabs, you are to ensure:

- alignment
- level
- spacing
- edging
- corner
- grid pattern

The installation of **marble slabs** must **adhere to** the following dimensions:

- minimum length of the floor will be 90cm
- minimum width of the floor will be 60cm
- use marble slab size of 300mm x 300mm
- maintain the grid pattern as per **drawing**



#### Resources Required:

Tools:	Spatula Notched trowel Spirit level Measuring tape Grout float Grouting tool Wet saw Tile spacers Caulking guns Hammer (plastic/rubber faced) Mallet (plastic, rubber) Shovel String line
Equipment:	Portable grinder Marble cutting machine
Machinery:	N/A
Materials:	Marble slabs Cement Sand Water Thin set Tile underlayment Grout release agent

	Tile and grout sealer Sponge Chalk/marker
PPE:	Apron Mask Ear plugs Safety glasses Safety helmet Safety gloves Safety shoes

## Set B: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
<b>Candidate Name:</b>		
<b>Assessor Name:</b>		
<b>Qualification:</b>	Certificate in Tile and Marble Works	
<b>Task:</b>	Install marble slabs on floors	
<b>Assessment Centre:</b>		
<b>Date of Assessment:</b>		
<b>Instructions:</b>	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> <li>▪ fit industry requirements in which the assessment will be conducted</li> <li>▪ adhere, where possible, to reasonable adjustment practices</li> <li>▪ ensure that suitable performance benchmarks are applied and explained to the candidate</li> </ul>	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Work instructions, including plans, specifications, quality requirements and operational details are obtained, confirmed and applied.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace documents are read and understood.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate tools are selected.	<input type="checkbox"/>	<input type="checkbox"/>
Application of tools to job requirements is determined.	<input type="checkbox"/>	<input type="checkbox"/>
Usability of tools are checked and verified.	<input type="checkbox"/>	<input type="checkbox"/>
Hand tools and power tools are prepared.	<input type="checkbox"/>	<input type="checkbox"/>
Sources of power supply for power tools identified.	<input type="checkbox"/>	<input type="checkbox"/>
Material requirements are identified and gathered in accordance with plans and/or specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Environmental protection requirements are identified and observed following National and International OHS regulations.	<input type="checkbox"/>	<input type="checkbox"/>

Calculation requirements are identified from workplace information.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate method is selected to carry out the calculation requirement.	<input type="checkbox"/>	<input type="checkbox"/>
Calculations are completed using appropriate tools and instruments.	<input type="checkbox"/>	<input type="checkbox"/>
Safety signs and symbols are identified and followed.	<input type="checkbox"/>	<input type="checkbox"/>
OHS policies and procedures are followed and practiced.	<input type="checkbox"/>	<input type="checkbox"/>
Personal protective equipment is selected and used.	<input type="checkbox"/>	<input type="checkbox"/>
Personal hygiene is maintained.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks are identified, assessed and controlled.	<input type="checkbox"/>	<input type="checkbox"/>
Corrective actions are implemented to correct unsafe conditions in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate hand tool for the job is used.	<input type="checkbox"/>	<input type="checkbox"/>
Proper and safe use/operation is applied in the different types of hand tools.	<input type="checkbox"/>	<input type="checkbox"/>
Safety precautions are observed when using hand tools.	<input type="checkbox"/>	<input type="checkbox"/>
Unsafe or faulty tools are identified and marked for repair.	<input type="checkbox"/>	<input type="checkbox"/>
Power supply outlet and electrical cord are inspected and confirmed safe for use in accordance with established workplace safety requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Proper sequence of operation is applied in using power tools to produce results.	<input type="checkbox"/>	<input type="checkbox"/>
Power tools are used safely in accordance to manufacturer's operating specification.	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate measuring device for the job.	<input type="checkbox"/>	<input type="checkbox"/>
Prepared measuring device.	<input type="checkbox"/>	<input type="checkbox"/>
Calculated material quantities.	<input type="checkbox"/>	<input type="checkbox"/>
Interpreted and communicated results to authority.	<input type="checkbox"/>	<input type="checkbox"/>
Identified marble slab, sand and cement from design specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Marble slabs are checked for conformity to size, patterns, colour and characteristics in accordance with plans and specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Marble slab grid patterns and lay out design are determined and set out in accordance with workplace specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Collected and gathered marble slabs, sand and cement at work site.	<input type="checkbox"/>	<input type="checkbox"/>
Prepared leaked-proof platform for cement mortar mixing.	<input type="checkbox"/>	<input type="checkbox"/>
Mixed cement, sand and water according to specified proportion and consistency.	<input type="checkbox"/>	<input type="checkbox"/>
Applied cement mortar uniformly.	<input type="checkbox"/>	<input type="checkbox"/>



Sieved the sand before use.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned and soaked the marble slabs before use.	<input type="checkbox"/>	<input type="checkbox"/>
Cut marble slabs without jagged, rough edges, breaks or damage to tile surfaces.	<input type="checkbox"/>	<input type="checkbox"/>
Subfloor is checked to ensure surface preparations are in order and levelled.	<input type="checkbox"/>	<input type="checkbox"/>
Laid marble slabs on the floor grid with minimum voids.	<input type="checkbox"/>	<input type="checkbox"/>
Positioned the marble slabs in place using required spacers.	<input type="checkbox"/>	<input type="checkbox"/>
Kept the corners square within specified tolerance and finished to specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Applied bonding materials/adhesive on floor surface using a trowel.	<input type="checkbox"/>	<input type="checkbox"/>
Maintained straight-line is using string.	<input type="checkbox"/>	<input type="checkbox"/>
Levelled the floor using spirit level.	<input type="checkbox"/>	<input type="checkbox"/>
Mixed appropriate grout and applied in accordance with workplace and manufacturers' specification/requirement.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned and polished surfaces of marble slabs with cloth/sponge.	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate transport for carrying materials.	<input type="checkbox"/>	<input type="checkbox"/>
Tiles/marble slabs are checked for conformity to size, patterns, colours and characteristics in accordance with plans and specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Installation patterns and lay out design are determined and set out in accordance with workplace specifications and requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Damaged slabs are removed carefully avoiding further harm to adjacent tiles.	<input type="checkbox"/>	<input type="checkbox"/>
Old sheathing/bedding is cleared and cleaned to allow proper adhesion of new tile.	<input type="checkbox"/>	<input type="checkbox"/>
Replacement slabs are selected and cut where applicable to match existing face, size, colour and design pattern.	<input type="checkbox"/>	<input type="checkbox"/>
Marble slabs are fitted and fixed to maintain alignment and with uniform spacing on joints.	<input type="checkbox"/>	<input type="checkbox"/>
Grouting is carried out in accordance with workplace specification.	<input type="checkbox"/>	<input type="checkbox"/>
Slab face is cleaned to specified finish.	<input type="checkbox"/>	<input type="checkbox"/>
Removed dust and foreign matters from power tools in accordance to workplace standard.	<input type="checkbox"/>	<input type="checkbox"/>
Checked condition of tools after use.	<input type="checkbox"/>	<input type="checkbox"/>
Applied appropriate lubricant after use and prior to storage.	<input type="checkbox"/>	<input type="checkbox"/>
Checked and calibrated measuring tools.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned, checked maintained and stored tools and equipment in accordance with manufacturer's specifications and instructions and workplace standard practices.	<input type="checkbox"/>	<input type="checkbox"/>

Cleared work area of any obstruction and disposed or recycled materials in accordance with workplace environmental plan and regulations.	<input type="checkbox"/>	<input type="checkbox"/>
Gathered and disposed excess materials in accordance with workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Active listening is demonstrated.	<input type="checkbox"/>	<input type="checkbox"/>
Conversation is performed in English with peers, customers and management to the required workplace standard.	<input type="checkbox"/>	<input type="checkbox"/>
Effective interpersonal skills are used to interact with team.	<input type="checkbox"/>	<input type="checkbox"/>
Formal and informal forms of communication are used effectively to support team achievement.	<input type="checkbox"/>	<input type="checkbox"/>
Diversity in character is respected and valued in team functioning.	<input type="checkbox"/>	<input type="checkbox"/>
Views and opinions of other team members are understood and valued.	<input type="checkbox"/>	<input type="checkbox"/>
Tasks are performed in accordance with organisational and team requirements, specifications and workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Team member's support with other members is made to ensure team achieves goals, awareness and requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Agreed reporting lines are followed using standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feedback to candidate:</b>		
Assessment decision for this assessment activity:		
<input type="checkbox"/> <b>Competent</b>		<input type="checkbox"/> <b>Not Yet Competent</b>
<b>Candidate Signature:</b>		<b>Date:</b>
<b>Assessor Signature:</b>		<b>Date:</b>

## Set B: Practical Demonstration 2

PRACTICAL DEMONSTRATION 2	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Qualification:</b>	Certificate in Tile and Marble Works
<b>Task:</b>	Perform rustic stone works
<b>Assessment Centre:</b>	
<b>Date of Assessment:</b>	
<b>Time of Assessment:</b>	
<b>Instructions:</b>	
Read and understand the directions carefully:	
<ul style="list-style-type: none"><li>▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Tile and Marble Works</li><li>▪ this assessment activity will be used to measure your underpinning skills</li><li>▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used</li><li>▪ you have two (2) hours to complete this demonstration</li></ul>	
<b>Procedure:</b>	
<ul style="list-style-type: none"><li>▪ observe and wear personal protective equipment (PPE) as required for the task to be performed</li><li>▪ read the <b>job</b> specification information provided</li><li>▪ collect all materials needed to complete the task</li><li>▪ perform the task within the given time</li><li>▪ observe and follow all health and safety (OHS) requirements at all times</li></ul>	
<b>Job Specification Information:</b>	
<ol style="list-style-type: none"><li>1. Prepare for work including confirming work instruction.</li><li>2. Identify, collect and inspect all necessary tools, equipment and materials.</li><li>3. Calculate size and/or volume of materials needed.</li><li>4. Apply occupational health and safety procedures (including identifying and reporting hazards).</li><li>5. Read and interpret drawings and specifications.</li><li>6. Collect and check rustic stone panels/veneers, sand and cement.</li><li>7. Soak required numbers of rustic stone panels/veneers.</li><li>8. Prepare cement mortar with appropriate ratio mix.</li><li>9. Cut the rustic stone panels/veneers as per specification.</li><li>10. Prepare wall surface.</li><li>11. Nail/fix galvanized wire/metal board to the wall in order to trap/hold the mortar mix.</li><li>12. Apply mixed mortar and allow to dry in accordance with workplace specification.</li><li>13. Lay the rustic stone panels/veneers as per grid patterns and design in accordance with workplace specifications.</li><li>14. Maintain straight-line using string.</li><li>15. Maintain the perpend using plumb bob.</li><li>16. Use spacers to properly align rustic stone panels/veneers.</li><li>17. Mix grout as per manufacturer's specifications.</li><li>18. Grout rustic stone panels/veneers joints.</li><li>19. Rustic stone surface is cleaned and polished.</li><li>20. Repair any damaged rustic stone panels/veneers.</li><li>21. Check, clean and store tools and equipment.</li><li>22. Clean and maintain work area.</li></ol>	

23. Dispose of waste materials.

**Drawing, Plan, Diagram or Sketch:**

The drawing below is the blueprint of the task to be performed. During installation of the rustic stone, you are to ensure:

- alignment
- perpend
- spacing
- edging
- corner
- grid pattern

The installation of the rustic stone must adhere to the following dimensions:

- minimum length of the wall will be 100cm
- minimum height of the wall will be 50cm



**Resources Required:**

Tools:	<ul style="list-style-type: none"> <li>Mechanical pliers</li> <li>Adjustable wrench</li> <li>Screw drivers</li> <li>Spatula</li> <li>Notched trowel</li> <li>Spirit level</li> <li>Tri-square</li> <li>Measuring tape</li> <li>Grout float</li> <li>Grouting tool</li> <li>Tile spacers</li> <li>Caulking guns</li> <li>Hammers (claw, chipping)</li> <li>Mallet (plastic, rubber)</li> <li>Shovel</li> <li>String line</li> <li>Plumb bob</li> <li>Industrial stapler</li> <li>Whisk broom</li> </ul>
Equipment:	<ul style="list-style-type: none"> <li>Portable drill</li> <li>Portable grinder</li> <li>Stone cutting machine</li> </ul>
Machinery:	N/A
Materials:	<ul style="list-style-type: none"> <li>Rustic stone panels/veneers</li> <li>Cement</li> <li>Sand</li> <li>Water</li> <li>Grouting material</li> <li>Sponge</li> <li>Chalk/marker</li> </ul>

	Metal lath/screen
PPE:	Apron Mask Ear plugs Safety glasses Safety helmet Safety gloves Safety shoes

## Set B: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
<b>Candidate Name:</b>		
<b>Assessor Name:</b>		
<b>Qualification:</b>	Certificate in Tile and Marble Works	
<b>Task:</b>	Perform rustic stone works	
<b>Assessment Centre:</b>		
<b>Date of Assessment:</b>		
<b>Instructions:</b>	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> <li>▪ fit industry requirements in which the assessment will be conducted</li> <li>▪ adhere, where possible, to reasonable adjustment practices</li> <li>▪ ensure that suitable performance benchmarks are applied and explained to the candidate</li> </ul>	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Work instructions, including plans, specifications, quality requirements and operational details are obtained, confirmed and applied.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace documents are read and understood.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate tools are selected.	<input type="checkbox"/>	<input type="checkbox"/>
Application of tools to job requirements is determined.	<input type="checkbox"/>	<input type="checkbox"/>
Usability of tools are checked and verified.	<input type="checkbox"/>	<input type="checkbox"/>
Hand tools and power tools are prepared.	<input type="checkbox"/>	<input type="checkbox"/>
Sources of power supply for power tools identified.	<input type="checkbox"/>	<input type="checkbox"/>
Material requirements are identified and gathered in accordance with plans and/or specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Environmental protection requirements are identified and observed following National and International OHS regulations.	<input type="checkbox"/>	<input type="checkbox"/>

Calculation requirements are identified from workplace information.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate method is selected to carry out the calculation requirement.	<input type="checkbox"/>	<input type="checkbox"/>
Calculations are completed using appropriate tools and instruments.	<input type="checkbox"/>	<input type="checkbox"/>
Safety signs and symbols are identified and followed.	<input type="checkbox"/>	<input type="checkbox"/>
OHS policies and procedures are followed and practiced.	<input type="checkbox"/>	<input type="checkbox"/>
Personal protective equipment is selected and used.	<input type="checkbox"/>	<input type="checkbox"/>
Personal hygiene is maintained.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks are identified, assessed and controlled.	<input type="checkbox"/>	<input type="checkbox"/>
Corrective actions are implemented to correct unsafe conditions in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate hand tool for the job is used.	<input type="checkbox"/>	<input type="checkbox"/>
Proper and safe use/operation is applied in the different types of hand tools.	<input type="checkbox"/>	<input type="checkbox"/>
Safety precautions are observed when using hand tools.	<input type="checkbox"/>	<input type="checkbox"/>
Unsafe or faulty tools are identified and marked for repair.	<input type="checkbox"/>	<input type="checkbox"/>
Power supply outlet and electrical cord are inspected and confirmed safe for use in accordance with established workplace safety requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Proper sequence of operation is applied in using power tools to produce results.	<input type="checkbox"/>	<input type="checkbox"/>
Power tools are used safely in accordance to manufacturer's operating specification.	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate measuring device for the job.	<input type="checkbox"/>	<input type="checkbox"/>
Prepared measuring device.	<input type="checkbox"/>	<input type="checkbox"/>
Calculated material quantities.	<input type="checkbox"/>	<input type="checkbox"/>
Interpreted and communicated results to authority.	<input type="checkbox"/>	<input type="checkbox"/>
Stone panels/veneers are checked for conformity to size, pattern and colour in accordance with plans and specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Rustic stone installation patterns and lay out are determined and set out in accordance with workplace specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Identified rustic stone, sand and cement from design specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Collected and gathered rustic stone, sand and cement at work site.	<input type="checkbox"/>	<input type="checkbox"/>
Prepared leaked-proof platform for cement mortar mixing.	<input type="checkbox"/>	<input type="checkbox"/>
Mixed cement, sand and water according to specified proportion and consistency.	<input type="checkbox"/>	<input type="checkbox"/>
Applied cement mortar uniformly.	<input type="checkbox"/>	<input type="checkbox"/>

Sieved the sand before use.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned and soaked the rustic stones before use.	<input type="checkbox"/>	<input type="checkbox"/>
Nailed/fixd galvanized wire/metal board to the wall in order to trap/hold the mortar mix.	<input type="checkbox"/>	<input type="checkbox"/>
Applied the mixed mortar on the metal lath and allow to dry in accordance with workplace specification.	<input type="checkbox"/>	<input type="checkbox"/>
Applied mortar on the back of the rustic stone and laid the wall in accordance with design pattern.	<input type="checkbox"/>	<input type="checkbox"/>
Cut partial/irregular rustic stone sizes using appropriate stone cutting tool.	<input type="checkbox"/>	<input type="checkbox"/>
Kept the corners square within specified tolerance and finished to specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Maintained straight-line is using string.	<input type="checkbox"/>	<input type="checkbox"/>
Perpend the wall using plumb bob.	<input type="checkbox"/>	<input type="checkbox"/>
Mixed appropriate grout and applied in accordance with workplace and manufacturers' specification/requirement.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned and polished surfaces of tiles with cloth/sponge.	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate transport for carrying materials.	<input type="checkbox"/>	<input type="checkbox"/>
Rustic stone panels/veneers are checked for conformity to size, patterns, colours and characteristics in accordance with plans and specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Installation patterns and lay out design are determined and set out in accordance with workplace specifications and requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Damaged rustic stone panels/veneers are removed carefully avoiding further harm to adjacent tiles.	<input type="checkbox"/>	<input type="checkbox"/>
Old sheathing/bedding is cleared and cleaned to allow proper adhesion of new tile.	<input type="checkbox"/>	<input type="checkbox"/>
Replacement rustic stone panels/veneers are selected and cut where applicable to match existing face, size, colour and design pattern.	<input type="checkbox"/>	<input type="checkbox"/>
Rustic stone panels/veneers are fitted and fixed to maintain alignment and with uniform spacing on joints.	<input type="checkbox"/>	<input type="checkbox"/>
Grouting is carried out in accordance with workplace specification.	<input type="checkbox"/>	<input type="checkbox"/>
Rustic stone panels/veneers face is cleaned to specified finish.	<input type="checkbox"/>	<input type="checkbox"/>
Removed dust and foreign matters from power tools in accordance to workplace standard.	<input type="checkbox"/>	<input type="checkbox"/>
Checked condition of tools after use.	<input type="checkbox"/>	<input type="checkbox"/>
Applied appropriate lubricant after use and prior to storage.	<input type="checkbox"/>	<input type="checkbox"/>
Checked and calibrated measuring tools.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned, checked maintained and stored tools and equipment in accordance with manufacturer's specifications and instructions and workplace standard practices.	<input type="checkbox"/>	<input type="checkbox"/>



Cleared work area of any obstruction and disposed or recycled materials in accordance with workplace environmental plan and regulations.	<input type="checkbox"/>	<input type="checkbox"/>
Gathered and disposed excess materials in accordance with workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Active listening is demonstrated.	<input type="checkbox"/>	<input type="checkbox"/>
Conversation is performed in English with peers, customers and management to the required workplace standard.	<input type="checkbox"/>	<input type="checkbox"/>
Effective interpersonal skills are used to interact with team.	<input type="checkbox"/>	<input type="checkbox"/>
Formal and informal forms of communication are used effectively to support team achievement.	<input type="checkbox"/>	<input type="checkbox"/>
Diversity in character is respected and valued in team functioning.	<input type="checkbox"/>	<input type="checkbox"/>
Views and opinions of other team members are understood and valued.	<input type="checkbox"/>	<input type="checkbox"/>
Tasks are performed in accordance with organisational and team requirements, specifications and workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Team member's support with other members is made to ensure team achieves goals, awareness and requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Agreed reporting lines are followed using standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feedback to candidate:</b>		
Assessment decision for this assessment activity:		
<input type="checkbox"/> <b>Competent</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>Not Yet Competent</b></span>		
<b>Candidate Signature:</b>		<b>Date:</b>
<b>Assessor Signature:</b>		<b>Date:</b>

## Set C: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Qualification:</b>	Certificate in Tile and Marble Works
<b>Task:</b>	<b>Install</b> tiles on floors above 600mm x 600mm size
<b>Assessment Centre:</b>	
<b>Date of Assessment:</b>	
<b>Time of Assessment:</b>	
<b>Instructions:</b>	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> <li>▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Tile and Marble Works</li> <li>▪ this assessment activity will be used to measure your underpinning skills</li> <li>▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used</li> <li>▪ you have two (2) hours to complete this demonstration</li> </ul>	
<b>Procedure:</b>	
<ul style="list-style-type: none"> <li>▪ observe and wear personal protective equipment (PPE) as required for the task to be performed</li> <li>▪ read the <b>job</b> specification information provided</li> <li>▪ collect all materials needed to complete the task</li> <li>▪ perform the task within the given time</li> <li>▪ observe and follow all health and safety (OHS) requirements at all times</li> </ul>	
<b>Job Specification Information:</b>	
<ol style="list-style-type: none"> <li>1. <b>Prepare for work including confirming work instruction.</b></li> <li>2. <b>Identify, collect and inspect</b> all necessary tools, equipment <b>and materials.</b></li> <li>3. <b>Calculate size and/or volume of materials needed.</b></li> <li>4. <b>Apply occupational health and safety procedures (including identifying and reporting hazards).</b></li> <li>5. <b>Read and interpret drawings and specifications.</b></li> <li>6. Collect and check floor tiles, sand and cement.</li> <li>7. Soak required numbers of floor tiles.</li> <li>8. Prepare cement mortar with <b>appropriate ratio mix.</b></li> <li>9. Cut the floor tiles as <b>per specification.</b></li> <li>10. Prepare floor surface.</li> <li>11. Lay floor tiles as per the drawing.</li> <li>12. Maintain straight-line using string.</li> <li>13. Maintain level using spirit level.</li> <li>14. Use spacers <b>to properly align</b> floor tiles.</li> <li>15. <b>Mix grout as per manufacturer's specifications.</b></li> <li>16. Grout floor tile joints.</li> <li>17. <b>Tile surface is cleaned and polished.</b></li> <li>18. <b>Repair any damaged floor tiles.</b></li> <li>19. <b>Check, clean and store</b> tools and equipment.</li> <li>20. <b>Clean and maintain</b> work area.</li> <li>21. Dispose <b>of</b> waste materials.</li> </ol>	
<b>Drawing, Plan, Diagram or Sketch:</b>	

The drawing below is the blueprint of the **task** to be performed. During **installation of** the floor tiles, you are to ensure:

- alignment
- level
- spacing
- edging
- corner
- grid pattern

The installation of **floor tiles** must **adhere to** the following dimensions:

- minimum length of the floor will be 90cm
- minimum width of the floor will be 60cm
- use floor tile size of 600mm x 600mm
- maintain the grid pattern as per **drawing**



**Resources Required:**

Tools:	Tile cutter (manual) Spatula Notched trowel Spirit level Measuring tape Grout float Grouting tool Wet saw Tile spacers Caulking guns Hammer (plastic/rubber faced) Mallet (plastic, rubber) Shovel String line Plumb bob
Equipment:	Portable grinder Tile cutting machine
Machinery:	N/A
Materials:	Floor tile Cement Sand Water Thin set Tile underlayment Grout release agent Tile and grout sealer

	Sponge Chalk/marker
PPE:	Apron Mask Ear plugs Safety glasses Safety helmet Safety gloves Safety shoes

## Set C: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
<b>Candidate Name:</b>		
<b>Assessor Name:</b>		
<b>Qualification:</b>	Certificate in Tile and Marble Works	
<b>Task:</b>	Install tiles on floors above 600mm x 600mm size	
<b>Assessment Centre:</b>		
<b>Date of Assessment:</b>		
<b>Instructions:</b>	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> <li>▪ fit industry requirements in which the assessment will be conducted</li> <li>▪ adhere, where possible, to reasonable adjustment practices</li> <li>▪ ensure that suitable performance benchmarks are applied and explained to the candidate</li> </ul>	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Work instructions, including plans, specifications, quality requirements and operational details are obtained, confirmed and applied.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace documents are read and understood.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate tools are selected.	<input type="checkbox"/>	<input type="checkbox"/>
Application of tools to job requirements is determined.	<input type="checkbox"/>	<input type="checkbox"/>
Usability of tools are checked and verified.	<input type="checkbox"/>	<input type="checkbox"/>
Hand tools and power tools are prepared.	<input type="checkbox"/>	<input type="checkbox"/>
Sources of power supply for power tools identified.	<input type="checkbox"/>	<input type="checkbox"/>
Material requirements are identified and gathered in accordance with plans and/or specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Environmental protection requirements are identified and observed following National and International OHS regulations.	<input type="checkbox"/>	<input type="checkbox"/>

Calculation requirements are identified from workplace information.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate method is selected to carry out the calculation requirement.	<input type="checkbox"/>	<input type="checkbox"/>
Calculations are completed using appropriate tools and instruments.	<input type="checkbox"/>	<input type="checkbox"/>
Safety signs and symbols are identified and followed.	<input type="checkbox"/>	<input type="checkbox"/>
OHS policies and procedures are followed and practiced.	<input type="checkbox"/>	<input type="checkbox"/>
Personal protective equipment is selected and used.	<input type="checkbox"/>	<input type="checkbox"/>
Personal hygiene is maintained.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks are identified, assessed and controlled.	<input type="checkbox"/>	<input type="checkbox"/>
Corrective actions are implemented to correct unsafe conditions in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate hand tool for the job is used.	<input type="checkbox"/>	<input type="checkbox"/>
Proper and safe use/operation is applied in the different types of hand tools.	<input type="checkbox"/>	<input type="checkbox"/>
Safety precautions are observed when using hand tools.	<input type="checkbox"/>	<input type="checkbox"/>
Unsafe or faulty tools are identified and marked for repair.	<input type="checkbox"/>	<input type="checkbox"/>
Power supply outlet and electrical cord are inspected and confirmed safe for use in accordance with established workplace safety requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Proper sequence of operation is applied in using power tools to produce results.	<input type="checkbox"/>	<input type="checkbox"/>
Power tools are used safely in accordance to manufacturer's operating specification.	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate measuring device for the job.	<input type="checkbox"/>	<input type="checkbox"/>
Prepared measuring device.	<input type="checkbox"/>	<input type="checkbox"/>
Calculated material quantities.	<input type="checkbox"/>	<input type="checkbox"/>
Interpreted and communicated results to authority.	<input type="checkbox"/>	<input type="checkbox"/>
Identified floor tile, sand and cement from specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Collected and gathered floor tiles, sand and cement at worksite.	<input type="checkbox"/>	<input type="checkbox"/>
Prepared leaked-proof platform for cement mortar mixing.	<input type="checkbox"/>	<input type="checkbox"/>
Mixed cement, sand and water according to specified proportion and consistency.	<input type="checkbox"/>	<input type="checkbox"/>
Applied cement mortar uniformly.	<input type="checkbox"/>	<input type="checkbox"/>
Sieved the sand before use.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned and soaked the floor tiles before use.	<input type="checkbox"/>	<input type="checkbox"/>
Cut floor tiles without jagged, rough edges, breaks or damage to tile surfaces.	<input type="checkbox"/>	<input type="checkbox"/>
Laid tiles on the floor grid with minimum voids.	<input type="checkbox"/>	<input type="checkbox"/>

Positioned the floor tiles in place using required spacers.	<input type="checkbox"/>	<input type="checkbox"/>
Kept the corners square within specified tolerance and finished to specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Applied bonding materials/adhesive on floor surface using a notched trowel.	<input type="checkbox"/>	<input type="checkbox"/>
Maintained straight-line is using string.	<input type="checkbox"/>	<input type="checkbox"/>
Levelled the floor using spirit level.	<input type="checkbox"/>	<input type="checkbox"/>
Mixed appropriate grout and applied in accordance with workplace and manufacturers' specification/requirement.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned and polished surfaces of tiles with cloth/sponge.	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate transport for carrying materials.	<input type="checkbox"/>	<input type="checkbox"/>
Tiles/marble slabs are checked for conformity to size, patterns, colours and characteristics in accordance with plans and specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Installation patterns and lay out design are determined and set out in accordance with workplace specifications and requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Damaged tiles are removed carefully avoiding further harm to adjacent tiles.	<input type="checkbox"/>	<input type="checkbox"/>
Old sheathing/bedding is cleared and cleaned to allow proper adhesion of new tile.	<input type="checkbox"/>	<input type="checkbox"/>
Replacement tiles are selected and cut where applicable to match existing face, size, colour and design pattern.	<input type="checkbox"/>	<input type="checkbox"/>
Tiles are fitted and fixed to maintain alignment and with uniform spacing on joints.	<input type="checkbox"/>	<input type="checkbox"/>
Grouting is carried out in accordance with workplace specification.	<input type="checkbox"/>	<input type="checkbox"/>
Tile face is cleaned to specified finish.	<input type="checkbox"/>	<input type="checkbox"/>
Removed dust and foreign matters from power tools in accordance to workplace standard.	<input type="checkbox"/>	<input type="checkbox"/>
Checked condition of tools after use.	<input type="checkbox"/>	<input type="checkbox"/>
Applied appropriate lubricant after use and prior to storage.	<input type="checkbox"/>	<input type="checkbox"/>
Checked and calibrated measuring tools.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned, checked maintained and stored tools and equipment in accordance with manufacturer's specifications and instructions and workplace standard practices.	<input type="checkbox"/>	<input type="checkbox"/>
Cleared work area of any obstruction and disposed or recycled materials in accordance with workplace environmental plan and regulations.	<input type="checkbox"/>	<input type="checkbox"/>
Gathered and disposed excess materials in accordance with workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Active listening is demonstrated.	<input type="checkbox"/>	<input type="checkbox"/>
Conversation is performed in English with peers, customers and management to the required workplace standard.	<input type="checkbox"/>	<input type="checkbox"/>
Effective interpersonal skills are used to interact with team.	<input type="checkbox"/>	<input type="checkbox"/>

Formal and informal forms of communication are used effectively to support team achievement.	<input type="checkbox"/>	<input type="checkbox"/>
Diversity in character is respected and valued in team functioning.	<input type="checkbox"/>	<input type="checkbox"/>
Views and opinions of other team members are understood and valued.	<input type="checkbox"/>	<input type="checkbox"/>
Tasks are performed in accordance with organisational and team requirements, specifications and workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Team member's support with other members is made to ensure team achieves goals, awareness and requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Agreed reporting lines are followed using standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feedback to candidate:</b>		
Assessment decision for this assessment activity:		
<input type="checkbox"/> <b>Competent</b>		<input type="checkbox"/> <b>Not Yet Competent</b>
<b>Candidate Signature:</b>		<b>Date:</b>
<b>Assessor Signature:</b>		<b>Date:</b>



## Set C: Practical Demonstration 2

PRACTICAL DEMONSTRATION 2	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Qualification:</b>	Certificate in Tile and Marble Works
<b>Task:</b>	Perform rustic stone works
<b>Assessment Centre:</b>	
<b>Date of Assessment:</b>	
<b>Time of Assessment:</b>	
<b>Instructions:</b>	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> <li>▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Tile and Marble Works</li> <li>▪ this assessment activity will be used to measure your underpinning skills</li> <li>▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used</li> <li>▪ you have two (2) hours to complete this demonstration</li> </ul>	
<b>Procedure:</b>	
<ul style="list-style-type: none"> <li>▪ observe and wear personal protective equipment (PPE) as required for the task to be performed</li> <li>▪ read the <b>job</b> specification information provided</li> <li>▪ collect all materials needed to complete the task</li> <li>▪ perform the task within the given time</li> <li>▪ observe and follow all health and safety (OHS) requirements at all times</li> </ul>	
<b>Job Specification Information:</b>	
<ol style="list-style-type: none"> <li>1. Prepare for work including confirming work instruction.</li> <li>2. Identify, collect and inspect all necessary tools, equipment and materials.</li> <li>3. Calculate size and/or volume of materials needed.</li> <li>4. Apply occupational health and safety procedures (including identifying and reporting hazards).</li> <li>5. Read and interpret drawings and specifications.</li> <li>6. Collect and check rustic stone panels/veneers, sand and cement.</li> <li>7. Soak required numbers of rustic stone panels/veneers.</li> <li>8. Prepare cement mortar with appropriate ratio mix.</li> <li>9. Cut the rustic stone panels/veneers as per specification.</li> <li>10. Prepare wall surface.</li> <li>11. Nail/fix galvanized wire/metal board to the wall in order to trap/hold the mortar mix.</li> <li>12. Apply mixed mortar and allow to dry in accordance with workplace specification.</li> <li>13. Lay the rustic stone panels/veneers as per grid patterns and design in accordance with workplace specifications.</li> <li>14. Maintain straight-line using string.</li> <li>15. Maintain the perpendicular using plumb bob.</li> <li>16. Use spacers to properly align rustic stone panels/veneers.</li> <li>17. Mix grout as per manufacturer's specifications.</li> <li>18. Grout rustic stone panels/veneers joints.</li> <li>19. Rustic stone surface is cleaned and polished.</li> <li>20. Repair any damaged rustic stone panels/veneers.</li> <li>21. Check, clean and store tools and equipment.</li> <li>22. Clean and maintain work area.</li> </ol>	

23. Dispose of waste materials.

**Drawing, Plan, Diagram or Sketch:**

The drawing below is the blueprint of the task to be performed. During installation of the rustic stone, you are to ensure:

- alignment
- perpend
- spacing
- edging
- corner
- grid pattern

The installation of the rustic stone must adhere to the following dimensions:

- Minimum length of the wall will be 60cm
- Minimum height of the wall will be 60 cm



**Resources Required:**

Tools:	<ul style="list-style-type: none"> <li>Mechanical pliers</li> <li>Adjustable wrench</li> <li>Screw drivers</li> <li>Spatula</li> <li>Notched trowel</li> <li>Spirit level</li> <li>Tri-square</li> <li>Measuring tape</li> <li>Grout float</li> <li>Grouting tool</li> <li>Tile spacers</li> <li>Caulking guns</li> <li>Hammers (claw, chipping)</li> <li>Mallet (plastic, rubber)</li> <li>Shovel</li> <li>String line</li> <li>Plumb bob</li> <li>Industrial stapler</li> <li>Whisk broom</li> </ul>
Equipment:	<ul style="list-style-type: none"> <li>Portable drill</li> <li>Portable grinder</li> <li>Stone cutting machine</li> </ul>
Machinery:	N/A
Materials:	<ul style="list-style-type: none"> <li>Rustic stone panels/veneers</li> <li>Cement</li> <li>Sand</li> <li>Water</li> <li>Grouting material</li> <li>Sponge</li> <li>Chalk/marker</li> <li>Metal lath/screen</li> </ul>
PPE:	Apron

	Mask Ear plugs Safety glasses Safety helmet Safety gloves Safety shoes
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## Set C: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
<b>Candidate Name:</b>		
<b>Assessor Name:</b>		
<b>Qualification:</b>	Certificate in Tile and Marble Works	
<b>Task:</b>	Perform rustic stone works	
<b>Assessment Centre:</b>		
<b>Date of Assessment:</b>		
<b>Instructions:</b>	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> <li>▪ fit industry requirements in which the assessment will be conducted</li> <li>▪ adhere, where possible, to reasonable adjustment practices</li> <li>▪ ensure that suitable performance benchmarks are applied and explained to the candidate</li> </ul>	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Work instructions, including plans, specifications, quality requirements and operational details are obtained, confirmed and applied.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace documents are read and understood.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate tools are selected.	<input type="checkbox"/>	<input type="checkbox"/>
Application of tools to job requirements is determined.	<input type="checkbox"/>	<input type="checkbox"/>
Usability of tools are checked and verified.	<input type="checkbox"/>	<input type="checkbox"/>
Hand tools and power tools are prepared.	<input type="checkbox"/>	<input type="checkbox"/>
Sources of power supply for power tools identified.	<input type="checkbox"/>	<input type="checkbox"/>
Material requirements are identified and gathered in accordance with plans and/or specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Environmental protection requirements are identified and observed following National and International OHS regulations.	<input type="checkbox"/>	<input type="checkbox"/>

Calculation requirements are identified from workplace information.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate method is selected to carry out the calculation requirement.	<input type="checkbox"/>	<input type="checkbox"/>
Calculations are completed using appropriate tools and instruments.	<input type="checkbox"/>	<input type="checkbox"/>
Safety signs and symbols are identified and followed.	<input type="checkbox"/>	<input type="checkbox"/>
OHS policies and procedures are followed and practiced.	<input type="checkbox"/>	<input type="checkbox"/>
Personal protective equipment is selected and used.	<input type="checkbox"/>	<input type="checkbox"/>
Personal hygiene is maintained.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks are identified, assessed and controlled.	<input type="checkbox"/>	<input type="checkbox"/>
Corrective actions are implemented to correct unsafe conditions in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate hand tool for the job is used.	<input type="checkbox"/>	<input type="checkbox"/>
Proper and safe use/operation is applied in the different types of hand tools.	<input type="checkbox"/>	<input type="checkbox"/>
Safety precautions are observed when using hand tools.	<input type="checkbox"/>	<input type="checkbox"/>
Unsafe or faulty tools are identified and marked for repair.	<input type="checkbox"/>	<input type="checkbox"/>
Power supply outlet and electrical cord are inspected and confirmed safe for use in accordance with established workplace safety requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Proper sequence of operation is applied in using power tools to produce results.	<input type="checkbox"/>	<input type="checkbox"/>
Power tools are used safely in accordance to manufacturer's operating specification.	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate measuring device for the job.	<input type="checkbox"/>	<input type="checkbox"/>
Prepared measuring device.	<input type="checkbox"/>	<input type="checkbox"/>
Calculated material quantities.	<input type="checkbox"/>	<input type="checkbox"/>
Interpreted and communicated results to authority.	<input type="checkbox"/>	<input type="checkbox"/>
Stone panels/veneers are checked for conformity to size, pattern and colour in accordance with plans and specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Rustic stone installation patterns and lay out are determined and set out in accordance with workplace specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Identified rustic stone, sand and cement from design specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Collected and gathered rustic stone, sand and cement at work site.	<input type="checkbox"/>	<input type="checkbox"/>
Prepared leaked-proof platform for cement mortar mixing.	<input type="checkbox"/>	<input type="checkbox"/>
Mixed cement, sand and water according to specified proportion and consistency.	<input type="checkbox"/>	<input type="checkbox"/>
Applied cement mortar uniformly.	<input type="checkbox"/>	<input type="checkbox"/>



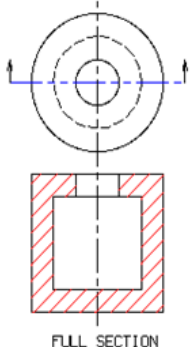
Sieved the sand before use.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned and soaked the rustic stones before use.	<input type="checkbox"/>	<input type="checkbox"/>
Nailed/fixes galvanized wire/metal board to the wall in order to trap/hold the mortar mix.	<input type="checkbox"/>	<input type="checkbox"/>
Applied the mixed mortar on the metal lath and allow to dry in accordance with workplace specification.	<input type="checkbox"/>	<input type="checkbox"/>
Applied mortar on the back of the rustic stone and laid the wall in accordance with design pattern.	<input type="checkbox"/>	<input type="checkbox"/>
Cut partial/irregular rustic stone sizes using appropriate stone cutting tool.	<input type="checkbox"/>	<input type="checkbox"/>
Kept the corners square within specified tolerance and finished to specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Maintained straight-line is using string.	<input type="checkbox"/>	<input type="checkbox"/>
Perpend the wall using plumb bob.	<input type="checkbox"/>	<input type="checkbox"/>
Mixed appropriate grout and applied in accordance with workplace and manufacturers' specification/requirement.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned and polished surfaces of tiles with cloth/sponge.	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate transport for carrying materials.	<input type="checkbox"/>	<input type="checkbox"/>
Rustic stone panels/veneers are checked for conformity to size, patterns, colours and characteristics in accordance with plans and specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Installation patterns and lay out design are determined and set out in accordance with workplace specifications and requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Damaged rustic stone panels/veneers are removed carefully avoiding further harm to adjacent tiles.	<input type="checkbox"/>	<input type="checkbox"/>
Old sheathing/bedding is cleared and cleaned to allow proper adhesion of new tile.	<input type="checkbox"/>	<input type="checkbox"/>
Replacement rustic stone panels/veneers are selected and cut where applicable to match existing face, size, colour and design pattern.	<input type="checkbox"/>	<input type="checkbox"/>
Rustic stone panels/veneers are fitted and fixed to maintain alignment and with uniform spacing on joints.	<input type="checkbox"/>	<input type="checkbox"/>
Grouting is carried out in accordance with workplace specification.	<input type="checkbox"/>	<input type="checkbox"/>
Rustic stone panels/veneers face is cleaned to specified finish.	<input type="checkbox"/>	<input type="checkbox"/>
Removed dust and foreign matters from power tools in accordance to workplace standard.	<input type="checkbox"/>	<input type="checkbox"/>
Checked condition of tools after use.	<input type="checkbox"/>	<input type="checkbox"/>
Applied appropriate lubricant after use and prior to storage.	<input type="checkbox"/>	<input type="checkbox"/>
Checked and calibrated measuring tools.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned, checked maintained and stored tools and equipment in accordance with manufacturer's specifications and instructions and workplace standard practices.	<input type="checkbox"/>	<input type="checkbox"/>

Cleared work area of any obstruction and disposed or recycled materials in accordance with workplace environmental plan and regulations.	<input type="checkbox"/>	<input type="checkbox"/>
Gathered and disposed excess materials in accordance with workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Active listening is demonstrated.	<input type="checkbox"/>	<input type="checkbox"/>
Conversation is performed in English with peers, customers and management to the required workplace standard.	<input type="checkbox"/>	<input type="checkbox"/>
Effective interpersonal skills are used to interact with team.	<input type="checkbox"/>	<input type="checkbox"/>
Formal and informal forms of communication are used effectively to support team achievement.	<input type="checkbox"/>	<input type="checkbox"/>
Diversity in character is respected and valued in team functioning.	<input type="checkbox"/>	<input type="checkbox"/>
Views and opinions of other team members are understood and valued.	<input type="checkbox"/>	<input type="checkbox"/>
Tasks are performed in accordance with organisational and team requirements, specifications and workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Team member's support with other members is made to ensure team achieves goals, awareness and requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Agreed reporting lines are followed using standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feedback to candidate:</b>		
Assessment decision for this assessment activity:		
<input type="checkbox"/> <b>Competent</b>		<input type="checkbox"/> <b>Not Yet Competent</b>
<b>Candidate Signature:</b>		<b>Date:</b>
<b>Assessor Signature:</b>		<b>Date:</b>

## Oral Questions (Optional)

ORAL QUESTIONS - INSTRUCTIONS	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Qualification:</b>	Certificate in Tile and Marble Works
<b>Unit of Competency</b>	
<b>Generic Competencies</b>	
SEIP-CON-TIL-01-G	Perform computations using basic mathematical concepts
SEIP-CON-TIL-02-G	Apply occupational health and safety (OHS) practices in the workplace
SEIP-CON-TIL-03-G	Communicate in English in the workplace
SEIP-CON-TIL-04-G	Operate in a self-directed team
<b>Sector-specific Competencies</b>	
SEIP-CON-TIL-01-S	Translate drawings, plans and specifications
SEIP-CON-TIL-02-S	Work with hand tools and power tools
SEIP-CON-TIL-03-S	Carry-out measurements and calculations
<b>Occupation-specific Competencies</b>	
SEIP-CON-TIL-01-O	Perform tile and marble laying preparation works
SEIP-CON-TIL-02-O	Install tiles on floors
SEIP-CON-TIL-03-O	Install tiles on walls
SEIP-CON-TIL-04-O	Perform marble installation
SEIP-CON-TIL-05-O	Perform rustic stone works
SEIP-CON-TIL-06-O	Perform tile and marble repair works
<b>Assessment Centre:</b>	
<b>Date of Assessment:</b>	
<b>Time of Assessment:</b>	
<b>Instructions:</b>	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> <li>▪ these oral questions are based on the performance criteria from all the units of competency in Masonry</li> <li>▪ oral questions are designed to enable additional assessment of your underpinning knowledge</li> <li>▪ you should present your responses as directed by the assessor</li> <li>▪ answer all the questions asked by the assessor as best as possible</li> </ul>	



ORAL QUESTIONS			
Question		Place a ✓ in the appropriate box to show if evidence has been demonstrated competently	
		Yes	No
1.	What will you do when there is too much noise in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
2.	What does the following sign mean: 	<input type="checkbox"/>	<input type="checkbox"/>
3.	What does the following sign mean: 	<input type="checkbox"/>	<input type="checkbox"/>
4.	What are your duties and responsibilities as a Tile and Marble Worker?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Interpret the following technical drawing: 	<input type="checkbox"/>	<input type="checkbox"/>
6.	What happens to bolt and nut heads due to use of an adjustable wrench instead of a box wrench?	<input type="checkbox"/>	<input type="checkbox"/>
7.	What is the official system of measurement in almost every country in the world?	<input type="checkbox"/>	<input type="checkbox"/>
8.	What is the binding material generally used for making mortar?	<input type="checkbox"/>	<input type="checkbox"/>
9.	State the quality of water that is suitable for mixing cement mortar and curing purposes.	<input type="checkbox"/>	<input type="checkbox"/>
10.	What kind of drawings are required for tile and marble works?	<input type="checkbox"/>	<input type="checkbox"/>
11.	What is the kind of hammers used for tile and marble works?	<input type="checkbox"/>	<input type="checkbox"/>
12.	What is tile setting?	<input type="checkbox"/>	<input type="checkbox"/>
13.	Why is tile spacer used?	<input type="checkbox"/>	<input type="checkbox"/>
14.	What are the steps to be followed to repair damaged tile works?	<input type="checkbox"/>	<input type="checkbox"/>
15.	What are the safety requirements should consider while tile and marble works?	<input type="checkbox"/>	<input type="checkbox"/>

16.	Robin mixed a bag of cement, sand and water to make mortar. After preparing the mortar, he went off with his friends to have his lunch in a nearby shop and then had a meeting with his supervisor. He came back after an hour and started to work with using the prepared mortar. However, he observed that the mortar was not sticking well and falling off. Please state possible reasons for this and remedial measures that Hasan can take to fix the mortar.	<input type="checkbox"/>	<input type="checkbox"/>
17.	Robin has to lay tiles on a wall. What tools should he collect and use to identify tile location and establish the vertical and horizontal middle position of the wall?	<input type="checkbox"/>	<input type="checkbox"/>
18.	Robin has to perform rustic stone works. What process should he follow to apply mortar material on the wall?	<input type="checkbox"/>	<input type="checkbox"/>
19.	What steps should Robin take to renew the old joints of floor/wall tiles?	<input type="checkbox"/>	<input type="checkbox"/>
20.	The wall that Robin has to install tiles is not level and has an uneven surface. What steps should Robin take to correct these problems?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feedback to candidate:</b>			
Assessment decision for this assessment activity:  <input type="checkbox"/> <b>Competent</b> <input type="checkbox"/> <b>Not Yet Competent</b>			
<b>Candidate's Signature:</b>		<b>Date:</b>	
<b>Assessor' Signature:</b>		<b>Date:</b>	



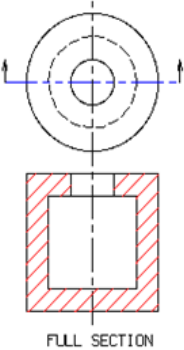
## Oral Questioning Guideline

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<b>General Guidelines For Effective Questioning</b>	
▪	Keep questions short and focused on one key concept
▪	Ensure that questions are structured
▪	Test the questions to check that they are not ambiguous
▪	Use `open-ended questions such as `what if...?' and `why...?' questions, rather than closed questions
▪	Keep questions clear and straight forward and ask one at a time
▪	Use words that the candidate is able to understand
▪	Look at the candidate when asking questions
▪	Check to ensure that the candidate fully understands the questions
▪	Ask the candidate to clarify or re-phrase their answer if the assessor does not understand the initial response
▪	Confirm the candidate's response by repeating the answer back in his/her own words
▪	Encourage a conversational approach with the candidate when appropriate, to put him or her at ease
▪	Use questions or statements as prompts for keeping focused on the purpose of the questions and the kind of evidence being collected
▪	Use language at a suitable level for the candidate
▪	Listen carefully to the answers for opportunities to find unexpected evidence
▪	Follow up responses with further questions, if useful, to draw out more evidence or to make links between knowledge areas
▪	Compile a list of acceptable responses to ensure reliability of assessments

## Oral Questions (Optional) - Answers

Answers are highlighted in **bold** and *italics*.

ORAL QUESTIONS		
Question		Answer
1.	What will you do when there is too much noise in the workplace?	<i>Use appropriate personal protective equipment (PPE) in the workplace such as ear plugs. Provide sound proofing in the workplace, if possible.</i>
2.	What does the following sign mean: 	<i>High voltage electricity hazard</i>
3.	What does the following sign mean: 	<i>Emergency exit</i>
4.	What are your duties and responsibilities of a Tile and Marble Setter?	<i>May include but are not limited to the following answers:</i> <ul style="list-style-type: none"> <li>▪ <i>Awareness and practice good occupational health and safety in the workplace</i></li> <li>▪ <i>Awareness on proper and safe use of tools, equipment, supplies and materials</i></li> <li>▪ <i>Perform basic tile and marble works</i></li> </ul>
5.	Interpret the following technical drawing: 	<i>This is a full section view used to show the object as if one half of the object was removed.</i>
6.	What happens to bolt and nut heads due to use of an adjustable wrench instead of a box wrench?	<i>Chance of slip and may cause accident.</i>
7.	What is the official system of measurement in almost every country in the world?	<i>Metric.</i>
8.	What is the binding material generally used for making mortar?	<i>Mainly cement.</i>

9.	State the quality of water that is suitable for mixing cement mortar and curing purposes.	<b>Potable water.</b>
10.	What kind of drawings are required for tile and marble works?	<ul style="list-style-type: none"> <li>▪ <b>Technical drawings</b></li> <li>▪ <b>Sketches</b></li> </ul>
11.	What is the kind of hammers used for tile and marble works?	<ul style="list-style-type: none"> <li>▪ <b>Plastic faced</b></li> <li>▪ <b>Rubber faced</b></li> <li>▪ <b>Soft wood mallet</b></li> </ul>
12.	What is tile setting?	<b>A tile is a manufactured piece of hard-wearing material such as ceramic, stone, metal, or even glass, generally used for covering roofs, floors, walls, showers, or other objects such as tabletops</b>
13.	Why is the tile spacer used?	<b>The tile spacer is used to align the tiles and to make sure of equal spacing between the tiles.</b>
14.	What are the steps to be followed to repair damaged tile works?	<ul style="list-style-type: none"> <li>▪ <b>Remove the damaged tile carefully</b></li> <li>▪ <b>Clear and clean the old sheathing / bedding</b></li> <li>▪ <b>Apply new base materials</b></li> <li>▪ <b>Replace tiles and carry out grouting</b></li> <li>▪ <b>Clean the tile face.</b></li> </ul>
15.	What are the safety requirements should consider while tile and marble works?	<p><b>The following safety requirements should consider for tile and marble works:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Wearing of PPEs</b></li> <li>▪ <b>Installing safety barrier lines/guards</b></li> <li>▪ <b>Proper lighting</b></li> </ul>
16.	Robin mixed a bag of cement, sand and water to make mortar. After preparing the mortar, he went off with his friends to have his lunch in a nearby shop and then had a meeting with his supervisor. He came back after an hour and started to work with using the prepared mortar. However, he observed that the mortar was not sticking well and falling off. Please state possible reasons for this and remedial measures that Hasan can take to fix the mortar.	<p><b>This happened due to chemical action and delay of time.</b></p> <p><b>To avoid this type of problem, always mix in dry conditions and add water just before using.</b></p> <p><b>The existing mortar can be used with adding some new materials as per ratio but this is not recommended.</b></p>
17.	Robin has to lay tiles on a wall. What tools should he collect and use to identify tile location and establish the vertical and horizontal middle position of the wall?	<b>Appropriate levelling, aligning and measuring tools.</b>
18.	Robin has to perform rustic stone works. What process should he follow to apply mortar material on the wall?	<ul style="list-style-type: none"> <li>▪ <b>Check the wall panel and ensure surface preparations are in order and levelled</b></li> <li>▪ <b>Fix G.I wire or metal board to the wall in order to trap and hold mortar</b></li> <li>▪ <b>Mix the mortar and apply on the metal board</b></li> <li>▪ <b>Remove excess mortar</b></li> <li>▪ <b>Allow mortar to dry.</b></li> </ul>

19.	What steps should Robin take to renew the old joints of floor/wall tiles?	<b><i>Remove all the loose and unwanted materials from the joints, raked out the joints using proper tools, wash the joints with clean water. After drying apply appropriate sealer and finish.</i></b>
20.	The wall that Robin has to install tiles is not level and has an uneven surface. What steps should Robin take to correct these problems?	<b><i>Clean the wall surface, grout and add more mortar on the uneven surface and, level accordingly. This must be done before installation of tiles.</i></b>

## Assessment Evidence Summary Sheet

EVIDENCE SUMMARY SHEET			
<b>Candidate Name:</b>			
<b>Assessor Name:</b>			
<b>Qualification:</b>	Certificate in Tile and Marble Works		
<b>Assessment Centre:</b>			
<b>Date(s) of Assessment:</b>			
The performance of the candidate in the following unit or units of competency and the methods engaged to assess performance are as follows:			
Unit of Competency	Assessment Method	Competent	Not Yet Competent
All units of competency comprising of the qualification	Written Test	<input type="checkbox"/>	<input type="checkbox"/>
	Practical Demonstration 1 (Set .....	<input type="checkbox"/>	<input type="checkbox"/>
	Practical Demonstration 2 (Set .....	<input type="checkbox"/>	<input type="checkbox"/>
	Oral Questioning (optional)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b> Issuance of a certificate will only be given to a candidate who has successfully been assessed as competent for <b>ALL</b> units of competency.			
Recommendation			
<input type="checkbox"/> Issuance of Statement of Achievement ( <i>indicate title of SOA, if full Certificate is not met</i> )	<input type="checkbox"/> Submission of additional documents Specify:	<input type="checkbox"/> Reassessment Specify:	
Did the candidate overall performance meet the required evidence/standard?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Overall Evaluation:	<input type="checkbox"/> <b>Competent</b> <input type="checkbox"/> <b>Not Yet Competent</b>		
General Comments:			
Candidate Signature:		Date:	
Assessor Signature:		Date:	
Institution Manager Signature:		Date:	

CANDIDATES COPY  
(Please presents this form when you claim your Certificate)

ASSESSMENT RESULTS SUMMARY			
<b>Qualification:</b>	Certificate in Tile and Marble Works		
<b>Name of Candidate:</b>		<b>Date:</b>	
<b>Name at Assessment Centre:</b>		<b>Date:</b>	
<b>Assessment Results:</b>	<input type="checkbox"/> <b>Competent</b>  <input type="checkbox"/> <b>Not Yet Competent</b>		
<b>Recommendation:</b>	<input type="checkbox"/> Issuance of SOA ( <i>indicate title of SOA, if full certificate is not met</i> )		
	<input type="checkbox"/> Submission of additional documents – specify:		
	<input type="checkbox"/> Reassessment - specify:		
<b>Assessed by:</b> (name and signature)		<b>Date:</b>	
<b>Attested by:</b> (name and signature):		<b>Date</b>	



## Assessment Validation Map

This identifies how the assessment tools in this resource assess:

- elements and performance criteria
- critical aspects of assessment
- skills and knowledge
- employability skills

<b>Unit of Competency:</b>	SEIP-CON-TIL-01-G – Perform computations using basic mathematical concepts		
<b>Element</b>	<b>Assessment Method</b>		
	<b>Written</b>	<b>Practical</b>	<b>Oral</b>
1. Identify calculation requirements in the workplace.	1	A1, A2, B1, B2, C1, C2	
2. Select appropriate mathematical methods/concepts for the calculation.	1	A1, A2, B1, B2, C1, C2	
3. Use tool/instrument to perform calculation.		A1, A2, B1, B2, C1, C2	6
<b>Unit of Competency:</b>	SEIP-CON-TIL-02-G – Apply occupational health and safety (OHS) practices in the workplace		
<b>Element</b>	<b>Assessment Method</b>		
	<b>Written</b>	<b>Practical</b>	<b>Oral</b>
1. Identify OHS policies and procedures.	9, 12, 14	A1, A2, B1, B2, C1, C2	1
2. Apply personal health and safety practices.		A1, A2, B1, B2, C1, C2	
3. Report hazards and risks.	12, 14	A1, A2, B1, B2, C1, C2	
4. Respond to emergencies.		A1, A2, B1, B2, C1, C2	
<b>Unit of Competency:</b>	SEIP-CON-TIL-03-G – Communicate in English in the workplace		
<b>Element</b>	<b>Assessment Method</b>		
	<b>Written</b>	<b>Practical</b>	<b>Oral</b>

1. Read and understand workplace documents in English.	11	A1, A2, B1, B2, C1, C2	2
2. Write simple workplace communications in English.	11		
3. Listen and comprehend to English conversations.		A1, A2, B1, B2, C1, C2	2
4. Perform conversations in English language.		A1, A2, B1, B2, C1, C2	2
<b>Unit of Competency:</b>	SEIP-CON-TIL-04-G – Operate in a self-directed team		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify team goals and work processes.			3
2. Communicate and cooperate with team members.	10	A1, A2, B1, B2, C1, C2	
3. Work as a team member.	3, 10	A1, A2, B1, B2, C1, C2	4
4. Solve problems as a team member.			3
<b>Unit of Competency:</b>	SEIP-CON-TIL-01-S – Translate drawings, plans and specifications		
Element	Assessment Method		
	Written	Practical	Oral
1. Access information from manuals, designs and plans.	17, 20	A1, A2, B1, B2, C1, C2	9, 16
2. Interpret drawings and specifications from manuals, designs and plans.		A1, A2, B1, B2, C1, C2	
3. Store manuals, designs and plans.			9, 16
<b>Unit of Competency:</b>	SEIP-CON-TIL-02-S – Work with hand tools and power tools		
Element	Assessment Method		
	Written	Practical	Oral
1. Inspect hand tools and power tools for usability.	4	A1, A2, B1, B2, C1, C2	

2. Use hand tools properly and safely.		A1, A2, B1, B2, C1, C2	5
3. Operate power tools properly and safely.		A1, A2, B1, B2, C1, C2	
4. Clean/maintain hand tools and power tools after use.		A1, A2, B1, B2, C1, C2	
<b>Unit of Competency:</b>	SEIP-CON-TIL-03-S – Carry out measurements and calculations		
Element	Assessment Method		
	Written	Practical	Oral
1. Check usability of measuring devices.		A1, A2, B1, B2, C1, C2	
2. Carry out accurate construction work measurement.		A1, A2, B1, B2, C1, C2	6
3. Execute simple construction work calculations.		A1, A2, B1, B2, C1, C2	
4. Clean and maintain measuring instruments.		A1, A2, B1, B2, C1, C2	
<b>Unit of Competency:</b>	SEIP-CON-TIL-01-O – Perform tile and marble laying preparation works		
Element	Assessment Evidence Method		
	Written	Practical	Oral
1. Plan and prepare for tile and marble work laying.	2, 6, 15, 17	A1, A2, B1, B2, C1, C2	7, 8, 17
2. Prepare materials for tile and marble laying.		A1, A2, B1, B2, C1, C2	15
3. Prepare subfloor/substrate surface.	2, 6	A1, A2, B1, B2, C1, C2	15
<b>Unit of Competency:</b>	SEIP-CON-TIL-02-O – Install tiles on floors		
Element	Assessment Method		
	Written	Practical	Oral

1. Plan and prepare for tile installation on floors.	15, 17	A1, B1, C1	8
2. Cut tiles as required.	7, 8, 15	A1, B1, C1	
3. Lay floor tiles.		A1, B1, C1	13
4. Grout floor tile joints.	16	A1, B1, C1	
5. Clean/maintain work area.		A1, B1, C1	
<b>Unit of Competency:</b>	SEIP-CON-TIL-03-O – Install tiles on walls		
Element	Assessment Method		
	Written	Practical	Oral
1. Plan and prepare for tile installation on wall.	15, 20	A2, B2, C2	7
2. Cut tiles as required.	17	A2, B2, C2	
3. Lay tiles on wall.		A2, B2, C2	
4. Grout wall tile joints.		A2, B2, C2	
5. Clean/maintain the work area.		A2, B2, C2	
<b>Unit of Competency:</b>	SEIP-CON-TIL-04-O – Perform marble installation		
Element	Assessment Method		
	Written	Practical	Oral
1. Plan and prepare for marble installation on floors.	15	A1, B1, C1	
2. Cut marble slabs as required.	15	A1, B1, C1	
3. Lay marble slabs on floor.	17	A1, B1, C1	9
4. Grout marble slab joints.	13	A1, B1, C1	10
5. Clean/maintain work area.		A1, B1, C1	
<b>Unit of Competency:</b>	SEIP-CON-TIL-05-O – Perform rustic stone works		
Element	Assessment Method		

	Written	Practical	Oral
1. Plan and prepare for rustic stone panel installation on walls.		A2, B2, C2	11, 19
2. Apply mortar material on wall.	15, 17	A2, B2, C2	8, 18
3. Lay rustic stone panels/veneers on wall.	18	A2, B2, C2	
4. Apply grout on spaces on rustic stone panels.	19	A2, B2, C2	
5. Clean/maintain work area.		A2, B2, C2	
<b>Unit of Competency:</b>	SEIP-CON-TIL-06-O – Perform tile and marble repair work		
Element	Assessment Method		
	Written	Practical	Oral
1. Plan and prepare for tile and marble repair works.	17		14
2. Repair damaged tile work.	15	A2, B2, C2	7
3. Mix pattern stone materials.		A2, B2, C2	12
4. Repair damaged marble work.		A1, A2, B1, B2, C1, C2	20
5. Clean/maintain work area.		A1, A2, B1, B2, C1, C2	