



LEARNER PORTFOLIO CHECKLIST

LEVEL 1 AWARD IN CREATING INTERIORS



ABC Level 1 Award in Creating Interiors

Centre Name: _____ Learner Name: _____

Notes to learners – this checklist is to be completed, to show that you have met all the requirements of the qualification.

Unit 01 Health and Safety when Creating Interiors

Assessment Criteria	Evidence (Brief description/title)	Portfolio Reference	Date Completed	Comment
1.1. Explain the key personal responsibilities of the employee with regard to Health and Safety at Work Act 1974 and PUWER regulations when Creating Interiors.				
2.1. Identify where potential health and safety hazards may occur within a workplace when Creating Interiors. 2.2. Identify the necessary precautions to take when: <ul style="list-style-type: none">• moving and handling materials;• using hand and power tools;• creating interiors.				
3.1. Complete a risk assessment for Creating Interiors following the 5 identified steps.				

<p>4.1 Select the appropriate protective clothing and equipment that should be worn for specific tasks when Creating Interiors and state 3 reasons why.</p> <p>4.2 Identify the location and purpose of guards on work equipment.</p> <p>4.3 Demonstrate how to set up a safe work environment.</p>				
<p>5.1 State the procedure to follow in the event of an accident or emergency when Creating Interiors.</p> <p>5.2 Identify the four different types of fire extinguisher and what they should/should not be used for.</p>				
<p>6.1 Identify, locate and explain the meaning of safety signs and signals, as indicated in the Health and Safety (Safety Signs and Signals) Regulations.</p>				
<p>7.1 Identify five different waste materials and explain the correct way to dispose of them.</p>				

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Unit 02 Prepare to Create an Interior

Assessment Criteria	Evidence (Brief description/title)	Portfolio Reference	Date Completed	Comment
<p>1.1 Give examples of basic hand tools used to create interiors and an example of a use of each.</p> <p>1.2 Demonstrate how to use measuring and marking-out tools, striking tools, cutting tools and finishing tools.</p> <p>1.3 Demonstrate how to check and maintain the condition of hand tools.</p>				
<p>2.1 Identify the main types of materials used to create interiors and give an example of the use of each.</p>				
<p>3.1 Identify the key information that should be contained within a specification.</p> <p>3.2 Locate two pieces of key information contained within an actual specification.</p> <p>3.3 Interpret pre-prepared drawings to locate specific features.</p>				

<p>4.1 Demonstrate how to use specified tools, materials and techniques to complete the given specification.</p> <p>4.2 Demonstrate how to organise the work area to work safely in a realistic working environment.</p>				
<p>5.1 Identify things they felt went well and things they felt went less well in the production process and production outcome.</p> <p>5.2 Give examples of ways they could improve.</p>				

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Unit 03 Prepare Resources and Materials for Creating Interiors

Assessment Criteria	Evidence (Brief description/title)	Portfolio Reference	Date Completed	Comment
1.1 Prepare the work area correctly and safely, ready to install furniture.				
2.1 Check that the correct quality and quantity of components are available. 2.2 Make sure that resources are available and ready for use. 2.3 Lay out resources and components in a logical order for effective working.				
3.1 Maintain a safe working environment.				

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Unit 04 Assemble Units for Interiors

Assessment Criteria	Evidence (Brief description/title)	Portfolio Reference	Date Completed	Comment
1.1 Follow drawings and assembly instructions to complete assembly of interior units.				
2.1 Check the correct quality and quantity of components are available. 2.2 Check that resources are available and ready for use. 2.3 Carry out any specified preparatory work on components and materials correctly. 2.4 Lay out resources and components in a logical order for effective working. 2.5 Complete assembly in the correct sequence according to work specifications and specified quality.				

3.1 Check assembly with relevant person to ensure quality standards. 3.2 Clean and clear work area ready for further work.				
4.1 Maintain a safe working environment.				

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Unit 05 Fitting Units for Interiors

Assessment Criteria	Evidence (Brief description/title)	Portfolio Reference	Date Completed	Comment
1.1 Follow drawings and verbal instructions to complete fitting of interior units.				
2.1 Select the correct units as specified for each location. 2.2 Level up and secure the components in location.				
3.1 Check interior for quality standards with relevant person. 3.2 Clean and clear work area.				
4.1 Maintain a safe working environment.				

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Unit 06 Re-instate a Location after Assembly and Placement of an Interior

Assessment Criteria	Evidence (Brief description/title)	Portfolio Reference	Date Completed	Comment
<p>1.1 Follow drawings, written and verbal instructions to complete the interior.</p>				
<p>2.1 Check they have the correct information, materials, tools and equipment to complete the required finish. 2.2 Make sure that they have enough of the material to complete the work before starting.</p>				
<p>3.1 Make sure that surfaces are clean and in a suitable condition for the decorative effect required. 3.2 Identify surface faults that may affect the final finish.</p>				

<p>4.1 Apply decorative effects to identified and prepared surfaces.</p> <p>4.2 Check and confirm that all decorative effects are finished correctly.</p>				
<p>5.1 Check and confirm that the interior is complete.</p> <p>5.2 Make sure that all the specified tools and equipment are stored safely and have been removed from the location.</p> <p>5.3 Ensure that the interior is left clean and tidy.</p>				

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Unit 07 Fix and Fit Work Surfaces

Assessment Criteria	Evidence (Brief description/title)	Portfolio Reference	Date Completed	Comment
1.1 Follow drawings and verbal instructions to complete the fitting and fixing of a work surface.				
2.1 Check with an appropriate person that the work area is ready and that all preparations have been completed. 2.2 Ensure the required tools and fixings are available to carry out the work required. 2.3 Make sure that dimensions and alignments are to the required specification.				
3.1 Securely fit the work surface in location using the appropriate fixings 3.2 Finish the work surface using the appropriate method 3.3 Check with an appropriate person that the work surface/s have been fitted correctly				
4.1 Maintain a safe working environment.				

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Unit 08 Attach Fittings to Finished Interior

Assessment Criteria	Evidence (Brief description/title)	Portfolio Reference	Date Completed	Comment
1.1 Check that the fittings to be used are correct.				
2.1 Correctly position the fittings. 2.2 Ensure that surfaces to which the fittings are to be attached are in a suitable condition. 2.3 Securely attach the fittings using the required method.				
3.1 Accurately check the doors and drawers against the specification. 3.2 Confirm with an appropriate person that doors and drawers fit correctly. 3.3 Rectify any fitting faults identified by the appropriate person.				
4.1 Maintain a safe working environment.				

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Unit 09 Designing an Interior

Assessment Criteria	Evidence (Brief description/title)	Portfolio Reference	Date Completed	Comment
<p>1.1 Present initial design ideas using appropriate media to convey initial design ideas to an appropriate person.</p> <p>1.2 Collect feedback from an appropriate person.</p>				
<p>2.1 Produce final drawings based on feedback given. These are to include appropriate information on:</p> <ul style="list-style-type: none"> • Sizes • Materials • Scale • Finishes • Client details. <p>2.2 Present final design ideas using appropriate media to an appropriate person.</p>				
<p>3.1 Identify what went well with your design and how successful it was in meeting the design brief.</p>				

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