



## National Unit specification

### General information

**Unit title:** Wall and Floor Tiling: Basic Cutting, Shaping and Fixing (SCQF level 5)

**Unit code:** F514 11

**Superclass:** TG

**Publication date:** April 2016

**Source:** Scottish Qualifications Authority

**Version:** 02

### Unit purpose

This Unit introduces learners to the basic cutting, shaping and fixing of tiles in wall and floor tiling. The Unit requires learners to select suitable tools and equipment, prepare the surface area to be tiled and carry out basic cutting, shaping and fixing of wall and floor tiles around a variety of obstructions. Learners will be required to fix shaped tiles, grout and finish the tiled area. Learners will be required to demonstrate their knowledge and understanding of work methods and terminology used in Wall and Floor Tiling. Completion of this Unit may provide further progression in the Construction Craft industry. This Unit is suitable for learners who have little or no experience of wall and floor tiling.

### Outcomes

On successful completion of the Unit the learner will be able to:

- 1 Demonstrate a knowledge and understanding of the types of tools and equipment, preparation methods and terminology used in relation to cutting and shaping tiles.
- 2 Select the correct tools and equipment and prepare the area to be tiled.
- 3 Prepare and cut tiles using hand and mechanical tools.
- 4 Fix and finish shaped wall and floor tiles around obstructions.

### Credit points and level

1 National Unit credit at SCQF level 5: (6 SCQF credit points at SCQF level 5)

## National Unit specification: General information (cont)

**Unit title:** Wall and Floor Tiling: Basic Cutting, Shaping and Fixing (SCQF level 5)

### Recommended entry to the Unit

Entry to this Unit is at the discretion of the centre.

### Core Skills

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes for this Unit specification.

Achievement of this unit gives automatic certification of the following Core Skills component:

Complete Core Skill	None
Core Skill component	Critical Thinking at SCQF level 4 Planning and Organising at SCQF level 4

### Context for delivery

If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

### Equality and inclusion

This Unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements).

## **National Unit specification: Statement of standards**

**Unit title:** Wall and Floor Tiling: Basic Cutting, Shaping and Fixing  
(SCQF level 5)

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

### **Outcome 1**

Demonstrate a knowledge and understanding of the types of tools and equipment, preparation methods and terminology used in relation to cutting and shaping tiles.

#### **Performance Criteria**

- (a) Identify tools and equipment used in cutting and shaping tiles.
- (b) Identify preparation methods used in wall tiling.
- (c) Identify terminology used in cutting and shaping tiles.

### **Outcome 2**

Select the correct tools and equipment and prepare the area to be tiled.

#### **Performance Criteria**

- (a) Identify and select the correct tools and equipment for the given task.
- (b) Check tools and equipment are undamaged and fit prior to use.
- (c) Prepare the surface area to receive tiles.

### **Outcome 3**

Prepare and cut tiles using hand and mechanical tools.

#### **Performance Criteria**

- (a) Measure and mark tiles accurately for straight, angled and profiled cuts.
- (b) Cut tiles using hand tools accurately.
- (c) Cut tiles using mechanical tools accurately.

### **Outcome 4**

Fix and finish shaped wall and floor tiles around obstructions.

#### **Performance Criteria**

- (a) Select and apply the correct adhesive.
- (b) Fix tiles around obstructions accurately.
- (c) Select and mix grout correctly.
- (d) Apply and finish grout correctly.
- (e) Remove grout residue from the tiled surface.
- (f) Check tiled wall is free from grout holes and bloom.

## National Unit specification: Statement of standards (cont)

**Unit title:** Wall and Floor Tiling: Basic Cutting, Shaping and Fixing (SCQF level 5)

### Evidence Requirements for this Unit

Learners must adhere to relevant Health and Safety regulations and legislation relating both to working practices within the construction environment, as well as those specific to any practical task they are requested to carry out (such as emphasising the importance of selecting and using the correct PPE at all times).

Evidence is required to demonstrate that learners have achieved all Outcomes and Performance Criteria.

Written and/or recorded oral evidence is required to demonstrate that the learner has achieved Outcome 1 to the standard specified in the Performance Criteria. Learners will be required to complete an assessment to demonstrate their knowledge and understanding of preparation methods, terminology and sequences of work used in cutting and shaping tiles. This assessment should be conducted under controlled, supervised, closed-book conditions.

Performance Evidence supported by a completed and signed assessor observation checklist is required to demonstrate that the learner has achieved Outcomes 2, 3, 4 and 5 to the standard specified in the Performance Criteria.

Learners will be provided with all of the tools, materials and equipment to complete the following practical task. Learners should use hand tools for wall tiling and mechanical cutting tools for floor tiling.

Learners are required to demonstrate that they are able to:

- ◆ measure and mark tiles accurately for straight and angled cuts
- ◆ cut tiles accurately using hand and mechanical tools
- ◆ mark straight and raked cuts clearly
- ◆ cut and fix raked and straight cuts ( $\pm 4\text{mm}$ )
- ◆ cut and fix shaped cuts around obstruction ( $\pm 4\text{mm}$ )
- ◆ fix tiles correctly (minimum 60% coverage)
- ◆ mix and apply floor grout correctly
- ◆ ensure the finished floor is free from grout holes and bloom
- ◆ comply with health and safety during all activities

Learners must complete a minimum length of 1.5 linear meters of straight and raked cuts using hand and mechanical means.

## **National Unit specification: Statement of standards (cont)**

**Unit title:** Wall and Floor Tiling: Basic Cutting, Shaping and Fixing (SCQF level 5)

Learners must complete a minimum of five different shaped cuts of each of the following:

- ◆ semi-circular curve
- ◆ circle
- ◆ square

These shapes should be contained within a minimum area of 1 m<sup>2</sup> with the tiles fixed using risbond to the wall. Tile size to be a minimum of 100 mm × 100 mm to a maximum 300 mm × 300 mm.

Learners must work individually when completing all practical tasks. Assessor observation checklists must be retained as evidence of learner achievement.

Assessment should be delivered at an appropriate time when learners have developed the necessary knowledge and skills to meet the requirements of all Outcomes and Performance Criteria contained in this Unit. The learner should be given enough time to complete the practical assessment to the given specifications.

The Assessment Support Pack for this Unit provides sample assessment material. Centres wishing to develop their own assessments should refer to the Assessment Support Pack to ensure a comparable standard.



## **National Unit Support Notes**

**Unit title:** Wall and Floor Tiling: Basic Cutting, Shaping and Fixing (SCQF level 5)

Unit Support Notes are offered as guidance and are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

### **Guidance on the content and context for this Unit**

This Unit has been developed as an optional Unit in the National Progression Award in Construction at SCQF level 5 and can also be delivered as a free-standing Unit.

The content and context of this Unit is aimed at learners who are interested in pursuing a career in the craft of wall and floor tiling. Learners will be required to gain an understanding of the correct terminology, tools and equipment and sequence of operations to cut, shape and fix wall and floor tiles. Learners will gain practical experience of tiling to given tolerances. It is important that learners are taught the reasons for carrying out tasks in a particular manner and the reasons for using specified tools, materials and equipment. This will underpin the learner's practical skills.

Power tools may be used during the learning and teaching of this Unit.

Learner will be required to gain an understanding of construction work safety practices, the correct use of Personal Protective Equipment (PPE), manual handling methods and the correct use of tools.

It is important that learners are introduced to and taught good practice that should be adopted within both workshop and work site environments. This includes keeping the working area clean, behaving in the correct manner and cleaning and storing tools safely after use.

### **Guidance on approaches to delivery of this Unit**

Learners should be made aware of the basic procedures used in wall and floor tiling. The correct selection, checks for damage of tools and equipment, the preparation of different surfaces and the terminology used in cutting wall and floor tiles must be taught.

An emphasis must be made on careful measuring and marking, with accurate neat cutting being required to ensure tight fit around obstructions. The correct practical sequences used in wall and floor tiling and the importance of a residue free grout finishing.

## National Unit Support Notes (cont)

**Unit title:** Wall and Floor Tiling: Basic Cutting, Shaping and Fixing (SCQF level 5)

The learning environment for this Unit will be a combination of classroom and workshop based learning. The knowledge element of this Unit would be taught in a classroom environment and put into practice in the workshop in conjunction with practical based Unit delivery.

Learners will be required to wear appropriate PPE whilst carrying out the practical activities, keep a clean working area and adopt safe working practices at all times

### Guidance on approaches to assessment of this Unit

Centres may use the method of assessment which they consider to be most appropriate but are encouraged to use the Training Assessment Programme (TAP) developed centrally by SQA. It is expected that learners will have to demonstrate current knowledge and understanding of safe working practice and risk assessment methods, etc prior to being set the assessment tasks.

Knowledge and Understanding of the processes involved *in Wall and Floor Tiling: Basic Cutting, Shaping and Fixing (SCQF level 5)* should be assessed before any practical assignments are carried out by learners. This will include assessment of a learner's ability to prepare the work area for laying modular pavement.

Practical assignments should be carried out under supervised conditions and recorded in an assessor observation/operational checklist. Assessments should confirm that a learner has the ability to safely lay modular pavement using designated machinery or equipment correctly and safely, whilst adhering to current statutory Health and Safety regulations and legislation.

Adherence to current statutory working regulations and Health and Safety procedures will be observed during the practical exercise carried out by the learner towards all Outcomes.

Detailed assessment material for this Unit will be found in the relevant Training and Assessment Programme (TAP). Centres may use the instruments of assessment which they consider to be most appropriate but are advised to use the TAP which has been developed centrally by SQA. Any other instruments of assessment used must be comparable to the TAP and have been prior verified.

### Opportunities for e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at [www.sqa.org.uk/e-assessment](http://www.sqa.org.uk/e-assessment).

## National Unit Support Notes (cont)

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### Opportunities for developing Core and other essential skills

Components of the Core Skill of *Problem Solving*, such as Planning, Organising and Critical Thinking will be developed as learners undertake this Unit. Learners will need to plan the task to be completed, organise their time and materials and take account of a range of factors in order to work efficiently and safely.

*Numeracy* skills will be enhanced through the interpretation of information from working drawings and the practical use of calculation in setting out, measuring and cutting of tiles required

Learners will have the opportunity to develop Written and/or Oral Communication skills for the assessment for their knowledge. As learners complete practical tasks, they should be expected to communicate with others using the correct terminology, tone and style.

This Unit has the Critical Thinking and Planning and Organising components of Problem Solving embedded in it. This means that when learners achieve the Unit, their Core Skills profile will also be updated to show they have achieved Critical Thinking at SCQF level 4 and Planning and Organising at SCQF level 4.



## History of changes to Unit

Version	Description of change	Date
02	Clarification of Standards and updated to new Unit Specification Standard.  Core Skills Components Critical Thinking and Planning and Organising at SCQF level 4 embedded.	29/04/16

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## General information for learners

### **Unit title:** Wall and Floor Tiling: Basic Cutting, Shaping and Fixing (SCQF level 5)

This section will help you decide whether this is the Unit for you by explaining what the Unit is about, what you should know or be able to do before you start, what you will need to do during the Unit and opportunities for further learning and employment.

This Unit will enable you to complete the basic cutting, shaping and fixing of tiles in wall and floor tiling. You will also be able to select suitable tools and equipment, prepare the surface area to be tiled and carry out basic cutting, shaping and fixing of wall and floor tiles around a variety of obstructions. You will also be able to fix shaped tiles, grout and finish the tiled area.

You will also develop your knowledge and understanding of work methods and terminology used in Wall and Floor Tiling. The Unit may provide further progression in the Construction Craft industry.

You will also be provided with the knowledge to allow you to appreciate the reasons for carrying out the practical work in the manner directed and the reasons for using specific tools, materials, components and equipment.

Health and Safety and Sustainability are integral and key to the Construction Industry therefore throughout the Unit emphasis will be placed where appropriate on the application of Health and Safety and Sustainability. Safety working practices will be looked at in accordance with current safety codes of practice and regulations.

There will be a series of training exercises followed by some practical task based assessment and multi choice knowledge assessment. Completion of the Unit will provide you with the basic skills necessary to enable you to progress to more complex aspects of Carpentry and Joinery which in turn will further develop your skills and knowledge.

The elements of the Core Skill of *Problem Solving*, such as Planning and Organising and Critical Thinking will be developed and enhanced as you undertake this Unit. You will need to take account of a range of factors in order to work efficiently and safely, such as the choice of tools, appropriate materials, safety issues, safety equipment and sustainability.

There are opportunities to develop co-operative working skills. You will also be required to comply fully with health and safety requirements which gives you opportunities to develop awareness of the safety of others.

Opportunities also arise to develop the Core Skill of *Information and Communication Technology (ICT)* by researching Health and Safety.

*Numeracy* skills will be naturally enhanced through the practical use of calculation and measuring scales and although *Communication* skills are not formally assessed, as you complete practical tasks, you may be expected to communicate with others using the correct terminology, tone and style suited to the workplace.

This Unit has the Critical Thinking and Planning and Organising components of Problem Solving embedded in it. This means that when you achieve the Unit, your Core Skills profile will also be updated to show you have achieved Critical Thinking at SCQF level 4 and Planning and Organising at SCQF level 4.