# Instructions to Assessor

To ensure sufficiency of evidence, the Assessor must review a combination of types of evidence to support the RPL assessment judgement. Types of evidence may include (but are not limited to):

* Job descriptions/roles – these need supervisor verification
* Meeting minutes
* Informal training documentation and workplace training
* Work samples
* Portfolio
* Performance Management Reports
* Third Party Report
* Certified Transcripts that confirm formal training – Statements of Attainment, Certificates, Diplomas, Degrees
* Professional conversations
* Involvement in community groups and/or committees
* Emails and/or memos
* Letters and References
* Resume/work history – this needs to be supported by examples and supervisors contacted to verify the detail
* Video, audio recordings
* Photos (identifying the student and performing tasks)

In the Evidence tables under ‘Comments’ the Assessor must:

* Identify gaps by element/performance criteria
* Suggest ways to fill identified gaps (eg. formal training, direct observation, challenge tests etc.).

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The Unit Evidence Summary is to be used for **mapping evidence** submitted by the RPL student against the Unit requirements. .

| **Student name** |  | | | | **Student no.** | | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Unit name** | Apply surface coatings by spray gun | | | | **Unit code** | | | MSFFF2006 |
| **Pre-requisites** (If the unit above has any pre-requisites they should be listed below. Ensure the student has successfully obtained them prior to proceeding. Include evidence of the pre-requisite with your detailed RPL evidence): | | | | | | | | |
|  | | | | | | | | |
| **Student meets the pre-requisite requirements** | | **Yes** |  | **No** |  | **Date** |  | |

To confirm Validity of Evidence the Assessor must cross-reference all components of the unit with the evidence received to determine that competence has been demonstrated.

The components of a unit include: Each element and its performance criteria, each item of required skills or performance evidence, each item of required knowledge or knowledge evidence, and foundational skills and each item in critical aspects or assessment conditions.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Outcome for this unit** | **RPL Granted** |  | **RPL Not Granted** | | |  |
| **Assessor feedback** |  | | | | | |
| **Assessor signature** |  | | | | | |
| **Student feedback** |  | | | | | |
| **Student signature** |  | | | **Date** |  | |
| **Evidence received** | | | | | | |
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|  |  | | | | | |
| **Location of evidence** |  | | | | | |

| **Component of the unit is evidenced in:** | **Evidence Item 1** | **Evidence Item 2** | **Evidence Item 3** | **Evidence Item 4** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| **Elements and performance criteria** | | | | | |
| **1. Plan and prepare for work** | | | | | |
| **1.1.** Characteristics of the surface and the required surface coating are identified from work orders or instructions |  |  |  |  |  |
| **1.2.** Processing and application techniques, time and safety requirements are identified and used for work planning |  |  |  |  |  |
| **1.3.** Work health and safety (WHS) requirements, including ventilation requirements and personal protection needs, are observed throughout the work |  |  |  |  |  |
| **1.4.** Tools, equipment and accessories are identified and checked for safe and effective operation for the surface coating task |  |  |  |  |  |
| **1.5.** Surface coatings are identified and prepared, as required, for the surface coating tasks |  |  |  |  |  |
| **2. Check and prepare for spraying** | | | | | |
| **2.1.** Products with surface or other faults are identified and faults reported or repaired as appropriate |  |  |  |  |  |
| **2.2.** Other products and equipment in the workplace are protected from overspray |  |  |  |  |  |
| **2.3.** Trial applications of surface materials are made to check condition of spray system, spray patterns, equipment operation, materials viscosity and specified surface finish |  |  |  |  |  |
| **2.4.** Unserviceable components are cleaned or replaced and spray system re-assembled |  |  |  |  |  |
| **2.5.** Spray pattern faults are identified and rectified in accordance with workplace procedures |  |  |  |  |  |
| **2.6.** Material faults are identified and workplace procedures for rectification are followed |  |  |  |  |  |
| **3. Apply surface coating** | | | | | |
| **3.1.** Surfaces are kept free of contamination |  |  |  |  |  |
| **3.2.** Surface coatings are applied according to workplace procedures |  |  |  |  |  |
| **3.3.** Surface build and coverage is checked against workplace requirements for even spread and thickness |  |  |  |  |  |
| **3.4.** Rectification of surface faults are made in accordance with workplace procedures |  |  |  |  |  |
| **3.5.** Products are inspected and approved for suitability for further processing |  |  |  |  |  |
| **4. Clean work area** | | | | | |
| **4.1.** Equipment is cleaned and inspected for serviceable condition and stored appropriately |  |  |  |  |  |
| **4.2.** Unserviceable equipment is tagged, faults are identified and appropriate personnel are informed |  |  |  |  |  |
| **4.3.** Work area, including spray booth, is cleaned and returned to approved condition |  |  |  |  |  |
| **4.4.** Workplace records are completed |  |  |  |  |  |

| **Component of the unit is evidenced in:** | **Evidence Item 1** | **Evidence Item 2** | **Evidence Item 3** | **Evidence Item 4** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| **Foundation Skills** | | | | | |
| Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. |  |  |  |  |  |

| **Component of the unit is evidenced in:** | **Evidence Item 1** | **Evidence Item 2** | **Evidence Item 3** | **Evidence Item 4** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| **Required skills or performance evidence** | | | | | |
| **PE1.** Interpret work order and locate and apply relevant information |  |  |  |  |  |
| **PE2.** Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment |  |  |  |  |  |
| **PE3.** Identify materials used in the work process |  |  |  |  |  |
| **PE4.** Follow work instructions, operating procedures and inspection processes to: |  |  |  |  |  |
| * **PE4.1.** minimise the risk of injury to self or others |  |  |  |  |  |
| * **PE4.2.** prevent damage to goods, equipment and products |  |  |  |  |  |
| * **PE4.3.** maintain required production output and product quality |  |  |  |  |  |
| **PE5.** Select and apply surface coatings, including the adjustment of spray equipment, to effect required spray pattern for a minimum of three (3) different surface types and shapes |  |  |  |  |  |
| **PE6.** Maintain spray equipment and work area, including spray booth |  |  |  |  |  |
| **PE7.** Use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements |  |  |  |  |  |
| **PE8.** Communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures |  |  |  |  |  |
| **PE9.** Minimise wastage of resources, including materials, time and money |  |  |  |  |  |
| **PE10.** Work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity |  |  |  |  |  |

| **Component of the unit is evidenced in:** | **Evidence Item 1** | **Evidence Item 2** | **Evidence Item 3** | **Evidence Item 4** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| **Required knowledge or knowledge evidence** | | | | | |
| **KE1.** Identification of spray equipment, processes and procedures |  |  |  |  |  |
| **KE2.** Characteristics of the coatings and base materials in terms of toxicity, reactivity, flammability, required viscosity and recoatability |  |  |  |  |  |
| **KE3.** Effects of fumes, heat and other radiations on surface coatings |  |  |  |  |  |
| **KE4.** Methods to prevent contamination of surfaces during and after surface coating |  |  |  |  |  |
| **KE5.** Work flow in relation to spraying operations |  |  |  |  |  |

| **Component of the unit is evidenced in:** | **Evidence Item 1** | **Evidence Item 2** | **Evidence Item 3** | **Evidence Item 4** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| **Critical aspects or assessment conditions** | | | | | |
| Assessors must: |  |  |  |  |  |
| hold training and assessment competencies as determined by the National Skills Standards Council (NSSC) or its successors |  |  |  |  |  |
| have vocational competency in the furnishing industry at least to the level being assessed with broad industry knowledge and experience, usually combined with a relevant industry qualification |  |  |  |  |  |
| be familiar with the current skills and knowledge used and have relevant, current experience in the furnishing industry. |  |  |  |  |  |
| Assessment methods must confirm consistency of performance over time rather than a single assessment event and in a range of workplace relevant contexts. |  |  |  |  |  |
| Assessment must be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, multimedia evidence, supervisor’s reports, projects and work samples. |  |  |  |  |  |
| Assessment is to be conducted on single units of competency or in conjunction with other related units of competency. Foundation skills are integral to competent performance in the unit and should not be assessed separately. |  |  |  |  |  |
| Assessment must occur on the job or in a workplace simulated facility with relevant process, equipment, materials, work instructions and deadlines. |  |  |  |  |  |
| Access is required to spray equipment, spray booth, coatings and cleaning products. |  |  |  |  |  |
| **Other information if required** | | | | | |
|  |  |  |  |  |  |