# 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.).

This page intentionally left blank

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** | Prepare and apply decorative surfaces for furniture | | | | **Unit code** | | | MSFFM3007 |
| **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** | | | | | | |
|  |  | | | | | |
|  |  | | | | | |
|  |  | | | | | |
|  |  | | | | | |
| **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. Prepare the work** | | | | | |
| **1.1.** Work instructions are used to determine job requirements, including design, tolerances, process, materials, finish and quantity |  |  |  |  |  |
| **1.2.** Construction sequence is planned |  |  |  |  |  |
| **1.3.** Procedures are determined for checking quality at each stage of the process |  |  |  |  |  |
| **1.4.** Work health and safety (WHS) requirements, including personal protection needs, are observed throughout the work |  |  |  |  |  |
| **1.5.** Suitable work area is selected for the task |  |  |  |  |  |
| **1.6.** Tools and equipment suitable for construction are identified and checked for safe and effective operation |  |  |  |  |  |
| **2. Lay out and prepare materials** | | | | | |
| **2.1.** Materials are selected and checked for flaws following work instructions |  |  |  |  |  |
| **2.2.** Materials are laid out to requirements |  |  |  |  |  |
| **2.3.** Suitable joining points are selected |  |  |  |  |  |
| **2.4.** Material is prepared for cutting |  |  |  |  |  |
| **3. Construct and apply decorative surfaces** | | | | | |
| **3.1.** Material is cut to size and required thickness |  |  |  |  |  |
| **3.2.** Materials are laid out in the required design |  |  |  |  |  |
| **3.3.** Machinery is used in accordance with workplace procedures, including use of personal protective equipment |  |  |  |  |  |
| **3.4.** Items are cut to requirements |  |  |  |  |  |
| **3.5.** Joining process is undertaken according to workplace procedures |  |  |  |  |  |
| **3.6.** Adhesives are applied according to workplace procedures and/or manufacturer instructions |  |  |  |  |  |
| **3.7.** Work is checked against required quality standards |  |  |  |  |  |
| **3.8.** Any non-conformity with the required quality standards is rectified |  |  |  |  |  |
| **4. Finalise operation and maintain equipment** | | | | | |
| **4.1.** Work area is cleaned, hand and/or power tools and equipment are cleaned, maintained and stored in accordance with workplace procedures |  |  |  |  |  |
| **4.2.** Machinery is cleaned and left in a safe mode |  |  |  |  |  |
| **4.3.** Faulty and/or defective equipment is tagged and reported in accordance with workplace practices |  |  |  |  |  |
| **4.4.** Unused hardware is collected and stored for re-use or disposal following workplace procedures |  |  |  |  |  |
| **4.5.** Waste and scrap materials are dealt with following workplace procedures |  |  |  |  |  |

| **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 relevant information |  |  |  |  |  |
| **PE2.** Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment |  |  |  |  |  |
| **PE3.** Follow work instructions, operating procedures and inspection practices to: |  |  |  |  |  |
| * **PE3.1.** minimise the risk of injury to self or others |  |  |  |  |  |
| * **PE3.2.** prevent damage to goods, tools, equipment or products |  |  |  |  |  |
| * **PE3.3.** maintain required production output and product quality |  |  |  |  |  |
| **PE4.** Prepare and apply a minimum of three (3) different decorative surfaces to various substrates |  |  |  |  |  |
| **PE5.** Use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements |  |  |  |  |  |
| **PE6.** 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 |  |  |  |  |  |
| **PE7.** Minimise wastage of resources, including materials, time and money |  |  |  |  |  |
| **PE8.** 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.** Types, characteristics, uses and limitations of decorative surfaces |  |  |  |  |  |
| **KE2.** Interpretation of plan representation of furniture design |  |  |  |  |  |
| **KE3.** Preparation of drawings/set-outs |  |  |  |  |  |
| **KE4.** Identification of hand and/or power tools, materials, equipment, processes and procedures |  |  |  |  |  |
| **KE5.** Work flow in relation to furniture production |  |  |  |  |  |

| **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 plans, tools and equipment required to prepare and apply decorative surfaces for furniture. |  |  |  |  |  |
| **Other information if required** | | | | | |
|  |  |  |  |  |  |