# 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** | Produce manual and computer-aided production drawings | | | | **Unit code** | | | MSFFM3009 |
| **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. Identify object to be drawn** | | | | | |
| **1.1.** The purposes and any operational characteristics of object to be drawn are identified |  |  |  |  |  |
| **1.2.** Production materials and method are identified |  |  |  |  |  |
| **2. Establish drawing criteria and limitations** | | | | | |
| **2.1.** Type of drawing to be completed is identified |  |  |  |  |  |
| **2.2.** Drawing requirements are established and documented identifying dimensions, angles, shapes and finished sizes |  |  |  |  |  |
| **2.3.** Drawing conventions and specifications to be noted on the drawing are identified |  |  |  |  |  |
| **2.4.** Appropriate medium for drawings is identified and selected |  |  |  |  |  |
| **3. Quantify and draft initial drawing** | | | | | |
| **3.1.** Dimensions are plotted from criteria and documented specifications |  |  |  |  |  |
| **3.2.** Dimensional points are connected to match appropriate drawing views |  |  |  |  |  |
| **3.3.** Any production notes or special requirements are noted |  |  |  |  |  |
| **3.4.** Drawing conventions and specifications are noted on the documentation |  |  |  |  |  |
| **4. Complete drawing** | | | | | |
| **4.1.** Angles, shapes and dimensions are checked against specifications and sample |  |  |  |  |  |
| **4.2.** Adjustments are made to the drawing within scope of authority |  |  |  |  |  |
| **4.3.** Drawing is checked for compliance with workplace documentation requirements |  |  |  |  |  |

| **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.** Identify the factors and criteria relevant to the drawings |  |  |  |  |  |
| **PE2.** Apply safety requirements throughout the work sequence, including the use of personal protective clothing and equipment |  |  |  |  |  |
| **PE3.** Prepare production drawings of furniture/furnishings: |  |  |  |  |  |
| * **PE3.1.** covering a scope of at least three (3) products |  |  |  |  |  |
| * **PE3.2.** applying both manual and computer-aided techniques and processes |  |  |  |  |  |
| **PE4.** 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 |  |  |  |  |  |
| **PE5.** Minimise wastage of resources, including materials, time and money |  |  |  |  |  |
| **PE6.** 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.** Furniture design and planning criteria |  |  |  |  |  |
| **KE2.** Structural geometry |  |  |  |  |  |
| **KE3.** Measurement techniques and equipment/tools |  |  |  |  |  |
| **KE4.** Theory and practice of calculations (addition, subtraction, multiplication and division) |  |  |  |  |  |
| **KE5.** Types, techniques and processes of manual production drawing |  |  |  |  |  |
| **KE6.** Types of computer-aided drawing equipment, software, techniques and processes |  |  |  |  |  |
| **KE7.** Conventional signs and markings for drawings |  |  |  |  |  |

| **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 information on the subjects for drawing, computer-aided drawing systems, measuring, calculating and recording devices. |  |  |  |  |  |
| **Other information if required** | | | | | |
|  |  |  |  |  |  |