# 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** | Determine requirements for installation of cabinets | | | | **Unit code** | | | MSFKB3002 |
| **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. Access the site** | | | | | |
| **1.1.** Project brief and plans are revived to guide site assessment |  |  |  |  |  |
| **1.2.** Site access is arranged with client |  |  |  |  |  |
| **1.3.** Required access for materials and equipment is determined |  |  |  |  |  |
| **1.4.** On-site work health and safety (WHS) procedures are followed |  |  |  |  |  |
| **1.5.** Other work procedures being undertaken at the site for impact on installation work are evaluated |  |  |  |  |  |
| **2. Identify construction features that impact on cabinet installation** | | | | | |
| **2.1.** Wall construction and features are examined to determine implications for cabinet installation |  |  |  |  |  |
| **2.2.** Flooring construction and features are examined to determine implications for cabinet installation |  |  |  |  |  |
| **2.3.** Other structural features are analysed to determine implications for cabinet installation |  |  |  |  |  |
| **3. Identify installation requirements of appliances** | | | | | |
| **3.1.** Appliances are examined to confirm location and placement in cabinets |  |  |  |  |  |
| **3.2.** Installation requirements for appliances are examined using manuals to determine implications for cabinet installation |  |  |  |  |  |
| **4. Determine implications for layout or design** | | | | | |
| **4.1.** Services and appliances are accessed to identify any compliance issues for layout or design |  |  |  |  |  |
| **4.2.** Development plan and site assessment is used to determine implications for design and cabinet construction |  |  |  |  |  |
| **4.3.** Sequence for cabinet installation is determined according to site findings |  |  |  |  |  |
| **5. Document installation requirements** | | | | | |
| **5.1.** Findings from site assessment are documented to inform adjustments that are required to the design layout and cabinet construction |  |  |  |  |  |
| **5.2.** Information is recorded using industry standards |  |  |  |  |  |

| **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.** Follow work instructions, operating procedures and inspection processes to: |  |  |  |  |  |
| * **PE3.1.** minimise the risk of injury to self or others |  |  |  |  |  |
| * **PE3.2.** prevent damage to goods, equipment and products |  |  |  |  |  |
| * **PE3.3.** maintain required production output and product quality |  |  |  |  |  |
| **PE4.** Conduct a site assessment and identify all issues that will impact on the installation of cabinets and appliances including floor and wall construction and other structural elements of the site and availability and location of required services |  |  |  |  |  |
| **PE5.** Identify limitations of cabinet construction and implications for design, including compliance issues for work and levelling required |  |  |  |  |  |
| **PE6.** Complete detailed documentation to inform installation, including site conditions, sequence of component installation and quality standards that apply |  |  |  |  |  |
| **PE7.** Apply quality standards, Australian Standards and resource information appropriate to cabinet construction and installation on site, including accessing and apply appropriate requirements set out in the Building Code of Australia (BCA) |  |  |  |  |  |
| **PE8.** Use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements |  |  |  |  |  |
| **PE9.** 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 |  |  |  |  |  |
| **PE10.** Avoid backtracking, work flow interruptions or wastage |  |  |  |  |  |
| **PE11.** 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.** Roles of trades in the kitchen and bathroom industry |  |  |  |  |  |
| **KE2.** Planning processes |  |  |  |  |  |
| **KE3.** Processes used for the construction of cabinets |  |  |  |  |  |
| **KE4.** Features of cabinets and components used in kitchen and bathroom projects |  |  |  |  |  |
| **KE5.** State or territory WHS legislation, regulations, standards and codes of practice relevant to the full range of processes for assessing a site |  |  |  |  |  |
| **KE6.** Organisational and site standards, requirements, policies and procedures for assessing a site |  |  |  |  |  |
| **KE7.** The role of Australian Standards and the BCA |  |  |  |  |  |
| **KE8.** Characteristics of materials, products and defects |  |  |  |  |  |
| **KE9.** Procedures for documenting workplace records and information |  |  |  |  |  |
| **KE10.** Appropriate mathematical procedures for estimation and measurement |  |  |  |  |  |
| **KE11.** Environmental protection requirements |  |  |  |  |  |
| **KE12.** Established communication channels and protocols |  |  |  |  |  |
| **KE13.** Relevant problem identification and resolution techniques |  |  |  |  |  |
| **KE14.** Basic building and architectural terminology |  |  |  |  |  |
| **KE15.** Common structural and non-structural components of a residential building |  |  |  |  |  |
| **KE16.** Materials and methods involved in interior refurbishment |  |  |  |  |  |
| **KE17.** Local regulations/councils |  |  |  |  |  |
| **KE18.** Construction techniques/technologies |  |  |  |  |  |
| **KE19.** Statutory planning regulations affecting kitchens and bathrooms |  |  |  |  |  |

| **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. Evidence is required of effectively planning cabinet installation in at least two different sites. |  |  |  |  |  |
| Assessment must be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, supervisor’s reports, completed projects or 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 tools required for site assessment and plans, drawings and manuals relating to project. |  |  |  |  |  |
| **Other information if required** | | | | | |
|  |  |  |  |  |  |