# 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** | Fabricate cabinets for the built-in environment | | | | **Unit code** | | | MSFKB3005 |
| **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 cabinet construction** | | | | | |
| **1.1.** Workplace health and safety (WHS) requirements, including personal protection needs, are observed throughout the work |  |  |  |  |  |
| **1.2.** Drawings, specifications and customer instructions are completed or interpreted, including design, tolerances, process, materials, finish and quantity |  |  |  |  |  |
| **1.3.** Construction techniques to be used in cabinet manufacture are identified and selected |  |  |  |  |  |
| **1.4.** Industry standards for cabinet construction are determined |  |  |  |  |  |
| **1.5.** Construction and assembly sequence is planned |  |  |  |  |  |
| **1.6.** A cutting list is developed from the plan |  |  |  |  |  |
| **1.7.** Tools, machines and equipment suitable for construction are identified and checked for safe and effective operation |  |  |  |  |  |
| **1.8.** Procedures for checking quality at each stage of the process are determined |  |  |  |  |  |
| **1.9.** Work area is cleared and prepared for production |  |  |  |  |  |
| **2. Select and prepare materials for cabinet construction** | | | | | |
| **2.1.** Features, benefits and limitations of materials and components used for cabinet construction are identified |  |  |  |  |  |
| **2.2.** Surface treatments used for cabinets in a range of applications are identified |  |  |  |  |  |
| **2.3.** Industry standards for materials used in cabinets are identified |  |  |  |  |  |
| **2.4.** Materials to meet the customer requirements are selected and prepared for use |  |  |  |  |  |
| **3. Select and prepare cabinet components** | | | | | |
| **3.1.** Features, benefits and limitations of components used for cabinets in a range of applications are identified |  |  |  |  |  |
| **3.2.** Components to meet the customer requirements are selected and prepared for use |  |  |  |  |  |
| **4. Construct cabinets** | | | | | |
| **4.1.** Observe WHS requirements, including personal protection needs, throughout the work |  |  |  |  |  |
| **4.2.** Use tools, machines and equipment in accordance with safety requirements and manufacturer specifications |  |  |  |  |  |
| **4.3.** Cut and form materials in accordance with the plan |  |  |  |  |  |
| **4.4.** Cabinets are manufactured and checked against set-outs for tolerances, fit and accuracy |  |  |  |  |  |
| **4.5.** Product is checked against plans at identified checkpoints |  |  |  |  |  |
| **5. Assemble cabinets** | | | | | |
| **5.1.** Cabinets are assembled using components identified in construction plan |  |  |  |  |  |
| **5.2.** Components are attached and checked against set-outs for accuracy, fit, twist and distortion |  |  |  |  |  |
| **5.3.** Doors, drawers and shelves are assembled and fitted |  |  |  |  |  |
| **5.4.** Product is prepared for final finish, including the removal of bruises, scratches, dents and marks |  |  |  |  |  |
| **5.5.** Work area is cleaned and rubbish disposed of according to environmental standards |  |  |  |  |  |
| **5.6.** Workplace documentation is 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.** Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment |  |  |  |  |  |
| **PE2.** Follow work instructions, operating procedures and inspection processes to: |  |  |  |  |  |
| * **PE2.1.** minimise the risk of injury to self or others |  |  |  |  |  |
| * **PE2.2.** prevent damage to goods, equipment and products |  |  |  |  |  |
| * **PE2.3.** maintain required production output and product quality |  |  |  |  |  |
| **PE3.** Interpret and apply information from plans and drawings to inform the materials required, sequence of operations and assembly techniques for fabrication of cabinets |  |  |  |  |  |
| **PE4.** Identify and source materials and components used in cabinets for kitchens, bathrooms and other residential settings specified in the design plan and specifications |  |  |  |  |  |
| **PE5.** Plan fabrication process for cutting, forming and finishing cabinet components and construct and assemble cabinets using hand and power tools safely and efficiently to meet the design specifications |  |  |  |  |  |
| **PE6.** Determine that fabricated cabinets meet specified quality outcomes, complete housekeeping and reporting requirements |  |  |  |  |  |
| **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.** Processes used for the construction of cabinets |  |  |  |  |  |
| **KE2.** Features of cabinets and components used in kitchen and bathroom and other residential projects |  |  |  |  |  |
| **KE3.** State or territory WHS legislation, regulations, standards and codes of practice relevant to work |  |  |  |  |  |
| **KE4.** Characteristics of materials, products and defects |  |  |  |  |  |
| **KE5.** Procedures for documenting workplace records and information |  |  |  |  |  |
| **KE6.** Appropriate mathematical procedures for measurement |  |  |  |  |  |
| **KE7.** Relevant problem identification and resolution techniques |  |  |  |  |  |

| **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 must be provided of fabrication of at least two different cabinet fabrication projects |  |  |  |  |  |
| Assessment must be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, multimedia evidence, supervisor’s reports, completed cabinet fabrication 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 required for constructing and assembling cabinets. |  |  |  |  |  |
| Access is required to tools and equipment required for constructing and assembling cabinets; and plans, drawings and manuals relating to work. |  |  |  |  |  |
| **Other information if required** | | | | | |
|  |  |  |  |  |  |