# 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** | Install fitted cabinets and components | | | | **Unit code** | | | MSFKB3006 |
| **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. Determine requirements for cabinet components** | | | | | |
| **1.1.** Workplace health and safety (WHS) requirements, including personal protection needs, are observed throughout the work |  |  |  |  |  |
| **1.2.** Information resources for cabinet components is identified and accessed to inform the installation |  |  |  |  |  |
| **1.3.** Features of components are identified and verified as suitable for the application |  |  |  |  |  |
| **1.4.** Tools and equipment required for applying components are identified and prepared |  |  |  |  |  |
| **1.5.** Cabinets are checked to ensure markings and holes required for components are correctly located |  |  |  |  |  |
| **2. Install cabinets** | | | | | |
| **2.1.** Designs or plans are interpreted to determine cabinet installation requirements |  |  |  |  |  |
| **2.2.** Cabinet markings are confirmed to ensure accurate installation |  |  |  |  |  |
| **2.3.** Measurements are made to confirm fit |  |  |  |  |  |
| **2.4.** Cabinets are installed according to plans and specifications |  |  |  |  |  |
| **2.5.** Appliance installation requirements and service features are accommodated in installation |  |  |  |  |  |
| **2.6.** Components are fixed according to cabinet requirements |  |  |  |  |  |
| **2.7.** Hand and power tools are used safely and efficiently |  |  |  |  |  |
| **2.8.** Work area is cleaned and rubbish disposed of according to environmental standards |  |  |  |  |  |
| **3. Check quality finish** | | | | | |
| **3.1.** Measurements are made to ensure cabinet is square and level |  |  |  |  |  |
| **3.2.** Edges and lines are checked to ensure fit is level, straight and flush |  |  |  |  |  |
| **3.3.** Doors, drawers, runners, handles and latches are checked for correct alignment |  |  |  |  |  |
| **3.4.** Tolerances are checked to ensure they meet standard requirements |  |  |  |  |  |
| **3.4.** 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.** Access and apply information on installation requirements of cabinet components including component specifications, materials to be used and site conditions |  |  |  |  |  |
| **PE4.** Determine correct installation techniques to be applied and any or issues that would impact on the installation process |  |  |  |  |  |
| **PE5.** Complete all operations to install cabinets using hand and power tools safely and efficiently and install cabinets in at least one (1) kitchen, one (1) bathroom and laundry, including one (1) residential and one (1) commercial environment |  |  |  |  |  |
| **PE6.** Conduct quality checks on all installed components to ensure they meet specifications and complete housekeeping and required records of the work conducted |  |  |  |  |  |
| **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.** Avoid backtracking, work flow interruptions or wastage |  |  |  |  |  |
| **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 installation of cabinets |  |  |  |  |  |
| **KE2.** Features of cabinets and components |  |  |  |  |  |
| **KE3.** State or territory WHS legislation, regulations, standards and codes of practice relevant to on site work |  |  |  |  |  |
| **KE4.** Characteristics of materials, products and defects |  |  |  |  |  |
| **KE5.** Cabinet installation processes |  |  |  |  |  |
| **KE6.** Procedures for documenting workplace records and information |  |  |  |  |  |
| **KE7.** Appropriate mathematical procedures for estimation and measurement |  |  |  |  |  |
| **KE8.** 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. |  |  |  |  |  |
| Assessment must be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, multimedia evidence, supervisor’s reports, completed projects and work examples. |  |  |  |  |  |
| 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, assembling and installing cabinets. |  |  |  |  |  |
| Access is required to tools and equipment required for constructing, assembling and installing cabinets; and plans, drawings and manuals relating to work. |  |  |  |  |  |
| **Other information if required** | | | | | |
|  |  |  |  |  |  |