# Skills Assessment

**Event: 2 of 2**

# Trainer & Assessor Marking Guide

## Criteria

### Unit code, name and release number

MEM12023A - Perform engineering measurements (1)

### Qualification/Course code, name and release number

MEM30205 - Certificate III in Engineering - Mechanical Trade (3)

Version: 1.0

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For queries, please contact:

IMRS SkillsPoint

Block B Level 1

Hamilton Campus Newcastle, 91 Parry St Newcastle West, NSW 2302

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RTO Provider Number 90003 | CRICOS Provider Code: 00591E

This assessment can be found in the: [Learning Bank](https://share.tafensw.edu.au/share/access/searching.do?doc=%3Cxml%2F%3E&in=P7ac4831b-430a-4b8d-8b56-f7b32ed5b9cf&q=&type=standard&sort=rank&dr=AFTER)

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## Assessment instructions

Table 1 Assessment instructions

| Assessment details | Instructions |
| --- | --- |
| **Instructions for the trainer and assessor** | This is a skill based assessment and will be assessing the student on their ability to demonstrate skills required in the unit.  This assessment is in 2 parts:  1. Practical  2. Observation Checklist  The student must have successfully completed the knowledge assessment for MEM12023A prior to attempting the practical skills assessment tasks.  **Task 1 – 6**  The purpose of Tasks 1 to 6 is to gather the necessary evidence that the student can identify, validate and use various measuring instruments to obtain engineering measurements accurately within allowable tolerances and specifications.  **Task 7**  Complete a free hand sketch orthogonal. The sketch is to include all measurements.  The student must address all the requirements in the observation checklist and all times during the assessment comply with Standard operating practices and recognised WHS practices whilst complying with any instructions or directions you give them as the assessor.  Model answers, sample responses or criteria for the task are provided in the observation guide.  Use these to support your judgement when determining a satisfactory or unsatisfactory result.  Complete the observation checklist for the task.  The assessment feedback comments are to be structured so as to give the student advice on the steps and actions the need to take to reach a satisfactory result when re assessed.  The Assessment feedback page must be signed by both the student and the assessor so the student displays they have received, understood and accepted the feedback.  Ensure the students name appears on the bottom of each page of the submitted assessment. |
| **About this marking guide** | The student’s response to each task or activity must contain the criteria indicated in this marking guide in order for their response to be correct.  All tasks and activities must be completed correctly in order to satisfactorily complete this assessment event.  Assessors will need to make a judgement call as to whether each response meets the criteria based upon the:   * Rules of Evidence:   + Validity – does the answer address the skill required and does the evidence reflect the four dimensions of competency?   + Sufficiency – is the task or activity sufficient in terms of length and depth?   + Currency – has the work been done so recently as to be current?   + Authenticity – is this work the student’s own authentic work? * Principles of Assessment   + Fairness – individual student’s needs are considered in the assessment process   + Flexibility – assessment is flexible to the individual student   + Validity – any assessment decision is justified, based on the evidence of performance of the student   + Reliability – evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment * Dimensions of competency   + Task skills   + Task Management Skills   + Contingency Planning Skills * (Addressed in all tasks)   + Job Role Environment Skills |
| **Student must provide** | Calculator, pen, pencil, eraser, PPE that conforms to Workshop Operations SOP. |
| **Assessor must provide** | A work area fitted with suitable space.  Access to relevant information and documentation on compliance requirements.  Assessor is to ensure the workshop is set up with all the necessary measuring tools which include:   * Tape measure ( 8 Meter) * Engineers square * Combination set * 0 – 25 mm micrometre * 25 – 50 mm micrometre * Steel rule 300mm * Vernier caliper * Vernier protractor * Metric feeler gauges   Assessor is to ensure assessment task items are available to each student prior to the commencement of assessment.  It is recommended a variety of tools are prepared for each task, depending on the number of students being assessed.  Records of correct dimensions and associated calculations will need to be recorded for each task item and used as benchmark answers.  Further details on tools required are listed on the following page. |
| **Due date/time allowed** | TBA / 90 minutes |

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| --- | --- | --- | --- |
| Assessor Must Provide – Further Details | | | |
| **Task** | **Material Requirements** | **Quantity** | **Comment** |
| 1 | Tool Kit – Complete with:   * Tape measure ( 8 Meter) * Engineers square * Combination set * 0 – 25 mm micrometre * 25 – 50 mm micrometre * Steel rule 300mm * Vernier caliper * Vernier protractor * Metric feeler gauges | 1 off per student | This tool kit will be required for Tasks 1-6. |
| 2 | Work Bench, desk, or table. | 1 off per student | The work bench, desk or table can be issued for task 2 and to work from for remaining activities |
| 3 | Machined stepped bush   * Lengths and diameters vary depending on the blank issued * Use the attached answer sheet on page 14 for sizes of blanks | Determine locally for size of group being assessed. | This is a precision measurement assessment task, Vernier callipers are to be used for this task. |
| 4 | Flat angle plate   * Each plate has four different angles which vary depending on the blank issued * Use attached answer sheet on page 16 for angle sizes | A Vernier protractor is to be used for this task. |
| 5 | Machined stepped shaft   * Diameters vary depending on the blank issued * Use attached answer sheet on page 18 for diameters | This is a precision measurement assessment task, a 0 – 25 mm and a 25 - 50 mm micrometre are to be used for this task. |
| 6 | Bolt fitted with nuts and locknuts   * set to a gap between 0.3 mm and 1.0 mm | Feeler gauges are to be used for this task. Suggested gap between 0.3 mm to 1 mm. |
| 7 | **A4 Sheet** as per template provided in MEM12023A\_AE\_Sk\_2of2 document | 1 off per student |  |

## Part 1: Practical

To complete this part of the assessment, the student is required to participate in a practical demonstration of how to complete a task or activity.

These seven (7) practical tasks will be observed by you.

The student’s responses will be used as part of the overall evidence requirements of the unit.

You should refer to the list of criteria provided in the Observation Checklist to understand what skills the student is required to demonstrate in this section of the assessment. This Checklist outlines the Performance Criteria, Performance Evidence and Assessment Conditions you will be marking the student on.

Once completed the student is required to submit this assessment and the tasks and activities required to be completed to you for marking.

**Contingency Management:**

While undertaking this task a number of unforeseen circumstances may arise. The assessor will have the opportunity to question you to gather an understanding of how you will respond to these events. Below is a table with examples of possible questions.

The assessor has the opportunity in the observation checklist to record relevant questions and responses in the table ***“Table 3 Additional Questions”***

Table 1: Possible questions

|  |  |  |
| --- | --- | --- |
| Scenario | Assessors question | Acceptable students response |
| Power failure in workshop | What is the correct action in the case of power failure? | Determine the cause of the failure and rectify if possible. If not call in the appropriately qualified to rectify the problem |
| Emergency evacuation | What do you do if an emergency evacuation drill happens during the assessment? | Turn of any equipment and make the workplace safe. Exit to the nearest emergency evacuation point. |
| Measurement tool defective | What do you do if you find a measurement tool is defective | Try to repair the tool, if not tag it out of service and get another tool |

Simulated Environment Conditions

***Note: The assessor may direct the student to use different equipment in different spaces to ensure competency is applied in new and different situations.***

The assessment is to be carried out in the workshop complying with all WHS requirements and compliance with Standard Operating Procedures.

The assessment Tasks 1 – 7 should take approximately 90 minutes.

#### Assessment requirements

In this Skills Practical assessment, you are required to satisfactorily perform the following:

* Identify and check the condition of measuring tools issued in a kit
* Select the appropriate measuring tool(s)
* Measure and record the dimensions of items you are issued or directed to measure
* Perform verification calculations as required
* Provide a sketch of an item measured in task 2
* Follow any further instructions given by the assessor.

#### Instructions

* Verify the measuring tool kit issued for the assessment is complete and each measuring device (tool) is in good working order so that accurate measurements can be taken to within the tolerance specified
* Select the most appropriate measuring tool(s) from the list on the procedure sheet to attain the measurements for the tasks
* Circle the tool selected from the tool list to perform the measurement task. Some measuring tasks may require a second tool
* Identify the Blank/shaft number, if required, and write the number in the space provided on each procedure sheet
* Measure items as detailed on the procedure sheets with the measuring tool selected using appropriate handling and measuring techniques
* Record measurements in the spaces provided on each procedure sheet. Use millimetres (mm) unless noted otherwise.
* Ensure measurements are taken **within tolerances specified** on the top right corner of each procedure sheet.
* Perform calculations as detailed on the procedure sheet
* Ensure measuring devices are used and stored correctly
* Sketch an item as detailed for Task 7
* Clarify any details of this assessment you are unsure of with your teacher/assessor
* Use the observation checklist to confirm the tasks have been completed
* Ensure all measuring tools are cleaned, packed and returned to store at the completion of the tasks

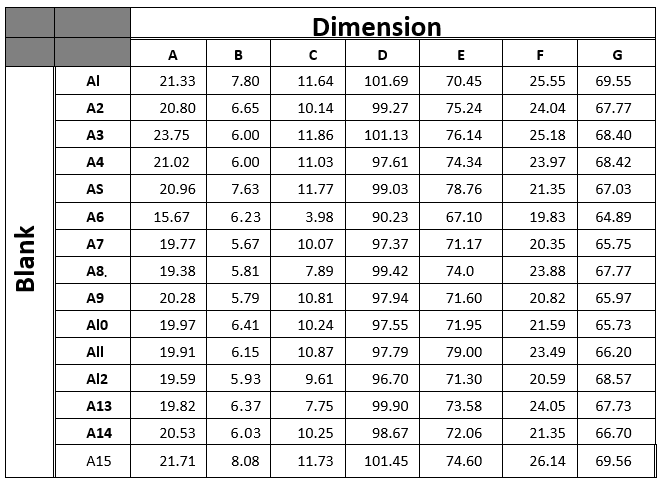
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| Task 1 Procedure Sheet – Verify measurement tools checklist | | | | | | | | |
| To complete this assessment you need to obtain the tools listed below from your tool store.  You are required to complete the checklist verifying the tools issued are suitable to carry out accurate measurements to the tolerances specified on each procedure sheet.  Any tool marked with a  must be discussed with your assessor. Clarify any details of this assessment you are unsure of with your teacher/assessor.  | | | | | | | | |
| **Tool** | **Checks and Verifications**   | | | | | | | |
| *Example line* | *Issued* |  | *Checked and OK* |  | *Checked and Not OK* | **X** |  | |
| Tape Measure ( 8 Meter) | Issued |  | Hook end is loose |  | Graduations are clear |  |
| Engineers Square | Issued |  | Squareness confirmed |  |  | | | |
| Combination set | Issued |  | Locks in position |  | Rotates freely |  | Graduations are clear |  |
| 0 – 25 mm Micrometer | Issued |  | Calibrated to zero |  | Rotates freely |  | Graduations are clear |  |
| 25 – 50 mm Micrometer | Issued |  | Calibrated to 25 mm |  | Rotates freely |  | Graduations are clear |  |
| Steel Rule 300 mm | Issued |  | Graduations are clear |  | End of rule undamaged |  |  | |
| Vernier caliper | Issued |  | Closes to zero |  | Slides freely |  | Graduations are clear |  |
| Vernier Protractor | Issued |  | Adjusting nut spins |  | Rotates freely |  | Graduations are clear |  |
| Metric Feeler Gauges | Issued |  | Blades move freely |  | Graduations are clear |  |  |  |

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| Task 2.0 Procedure Sheet – Measure workbench/table | | | | |
| **The student will be allocated a workbench or table to perform the measurement tasks and calculations as detailed below.** | | | | |
| 1. **Circle appropriate tool used to take measurements for this task** | | | | **Tolerance ±2.0mm** |
| Tape measure (8 meter) | Vernier caliper | Combination set | Steel rule (300 mm) |
| 1. **Measure table and record result in the spaces below** | | | | |
| Record your results below in millimetres (mm) | Convert your results to Meters (m) to two decimal places |  | | |
| Length A (mm) = | Length A (m) = |
| Width B (mm) = | Width B (m) = |
| Diagonal C (mm) = | Diagonal C (m) = |
| Diagonal D (mm)= | Diagonal D (m)= |
| Height E (mm) = | Height E (m) = |

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| Task 2.1 Procedure Sheet – Perform verification calculations | | |
| **Using the measurements recorded from the Task 2.0 complete the calculations in the space provided below** | | |
| 1. **Perimeter** | **b) Area** | **c) Diagonal** |
| Perimeter Formula = 2(L+W)  Provide answer in Metres (m) | Area Formula = (L x W)  Provide answer in Metres (m) | Diagonal Verification Formula = √ A² + B²  Provide all working and Answer in Metres (m) |
| Length = m | Length A = m | A = m |
| Width = m | Width B = m | B = m |
| 2 x (Length + Width) = m | Length x Width = m | A² = m |
| B² = m |
| √ A² + B² = m |
| **Perimeter = Metres** | **Area = m²** | **Diagonal Verification = Metres** |

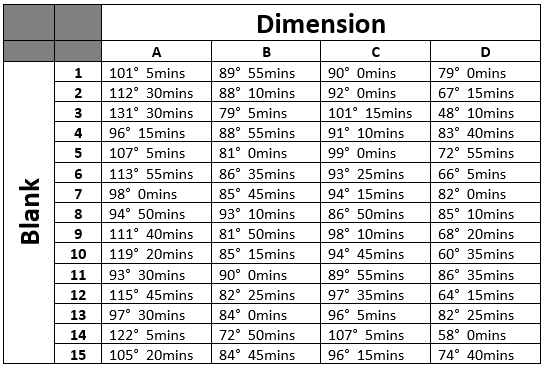
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| Task 3.0 Procedure Sheet – Disc Measurement | | | | | |
| **The student will be allocated a machined blank (letter stamped) to perform the measurement tasks as detailed below. Please record the blank number of your piece in the space provided below.** | | | | | |
| 1. **Circle appropriate tool used to take measurements for this task** | | | | | **Tolerance ± 0.04 mm** |
| Steel rule (300 mm) | | Feeler gauges | Vernier caliper | Vernier protractor | **Blank Number:** |
| 1. **Measure item and record result in the spaces below.** | | | | | |
| Length A |  | | |  | |
| Length B |  | | |
| Length C |  | | |
| Diameter D |  | | |
| Diameter E |  | | |
| Diameter F |  | | |
| Diameter G |  | | |

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| Task 3 Answer Sheet – Vernier Measurement |



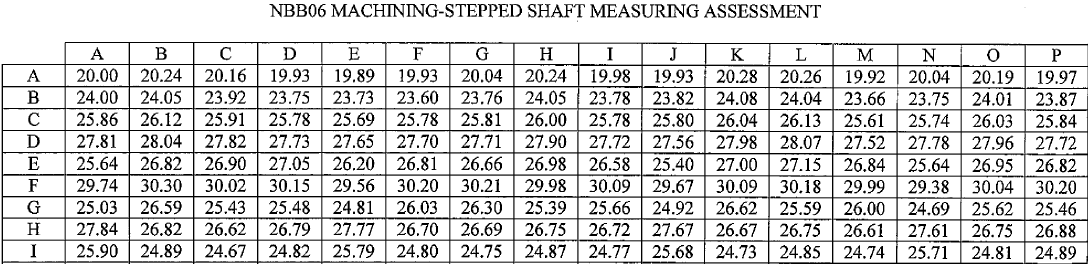
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| Task 4 Procedure Sheet – Angle Measurement | | | | |
| **The student will be allocated a blank plate to perform the measurement tasks as detailed below. Please record the blank number of your piece in the space provided below.** | | | | |
| 1. **Circle appropriate tool used to take measurements for this task** | | | | **Tolerance ± 1° on angle** |
| Steel rule (300 mm) | Vernier Protractor | Feeler gauges | Combination square | **Blank Number:** |
| 1. **Measure item and record result in the spaces below** | | | | |
| Angle A |  | |  | |
| Angle B |  | |
| Angle C |  | |
| Angle D |  | |

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| Task 4 Answer Sheet – Vernier Protractor Measurement |



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| --- | --- | --- | --- | --- | --- | --- | --- |
| Task 5 Procedure Sheet – Micrometer Measurement | | | | | | | |
| **The student will be allocated a machined blank to perform the measurement tasks as detailed below. Please record the shaft number of your piece in the space provided below.** | | | | | | | |
| 1. **Circle appropriate tool used to take measurements for this task** | | | | | | | **Tolerance ± 0.01 mm** |
| Tape measure (8 meter) | Steel rule (300 mm) | | 0 – 25 mm Micrometer | | 25 – 50 mm Micrometer | | **Shaft Number:** |
| 1. **Measure item and record result in the spaces below** | | | | | | | |
| Diameter A | |  | | Diameter F | |  | |
| Diameter B | |  | | Diameter G | |  | |
| Diameter C | |  | | Diameter H | |  | |
| Diameter D | |  | | Diameter I | |  | |
| Diameter E | |  | |  | | | |
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| Task 5 Answer Sheet - Micrometer Measurement |



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| --- | --- | --- | --- | --- | --- |
| Task 6 Procedure Sheet – Gap Measurement | | | | | |
| **The student will be allocated a preset gap to perform the measurement tasks as detailed below. Please record the shaft number of your piece in the space provided below.** | | | | | |
| 1. **Circle appropriate tool used to take measurements for this task** | | | | | **Tolerance ± 0.05 mm** |
| Steel rule (300 mm) | Feeler Gauges | Block square (engineers) | | Combination square | **Shaft Number:** |
| 1. **Measure item and record maximum and minimum clearance in the spaces below** | | | | | |
| Minimum clearance | | |  | | |
| Maximum clearance | | |  | | |
|  | | | | | |

**Task 7: Free hand sketch of workbench used for Measurements in task 1.**

**Instructions**

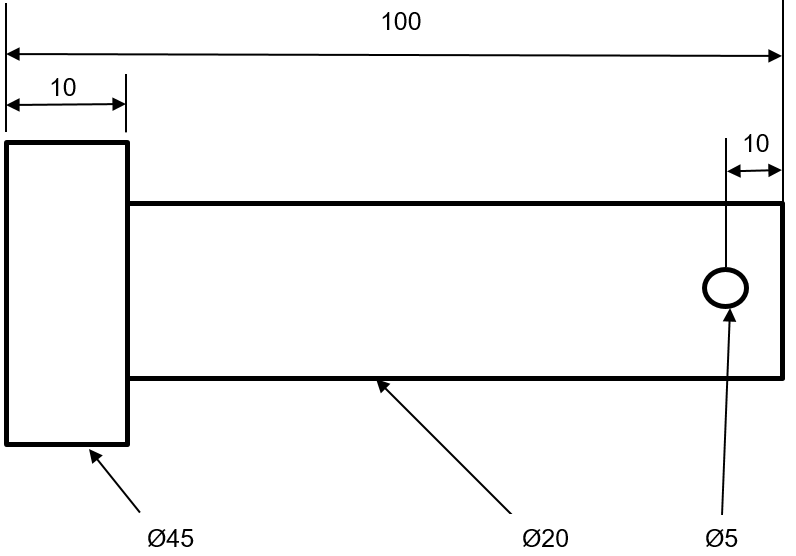
* Complete a free hand sketch of the task 7 job on the following page
* Provide a front view
* Dimensions required include Length and diameter
* Sketch to be in proportion and legible
* Line weight conventions to be used outlines dark, dimension lines light

**NOTE** –Hidden detail is not required on the sketch

**Task 7 – Produce a freehand sketch**

Draw a fully dimensioned freehand sketch to manufacture the following component.

* A diameter 20mm by 100mm long stepped pin
* Diameter 45mm x 10mm long shoulder on one end
* 5mm hole, 10 mm from the end of the 20mm diameter

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## Part 2: Observation Checklist

The Observation Checklist will be used by your assessor to mark your performance in the previous events. Use this Checklist to understand what skills you need to demonstrate in the practical assessment. The Checklist lists the assessment criteria used to determine whether you have successfully completed this assessment event. All the criteria must be met. Your demonstration will be used as part of the overall evidence requirements of the unit. The assessor may ask questions while the demonstration is taking place or if appropriate directly after the task/activity has been completed.

| Task | Task/Activity Performed | S | U/S | Assessor Comments (Describe the student’s ability in demonstrating the  required skills and knowledge) |
| --- | --- | --- | --- | --- |
| 1 | Select appropriate measurement tool.   * **Complete the Tool Verification Checklist** |  |  | *The Student:*   * *Identifies each tool issued in the kit provided.* * *Carries out necessary checks to verify tools are in suitable working order* * *Communicates with the assessor if their tool kits is not verified as complete or in suitable working order to complete Tasks 1 to 6* * *Clarifies with the assessor any assessment details they do not understand* |
| * + Identify the measuring tools issued |  |  |
| * + Check the condition of the tools |  |  |
| * + Communicate with the Assessor if your tools are not in suitable working order |  |  |
| * + Discuss any aspects of the assessment you are unclear of with your assessor |  |  |

| Task | Task/Activity Performed | S | U/S | Assessor Comments (Describe the student’s ability in demonstrating the required skills and knowledge) |
| --- | --- | --- | --- | --- |
| 2.0 | Measure item as detailed and record dimensions   * **Complete Task 2.0 (a)** |  |  | *The Student*   * *Selects measuring tool or tools that are appropriate for the measurement task and able to measure item to tolerance specified* * *Uses the tool correctly and carefully.* * *Stores the measuring tool appropriately during the measuring tasks and on completion of each procedure*   *The Student records measurements:*   * *For the item specified* * *Within the tolerance detailed* * *Using the correct unit; millimetres* |
| * + Select appropriate measuring tool |  |  |
| * + Measure item to tolerance specified |  |  |
| * + Use measuring tools correctly and carefully |  |  |
| * + Store tools appropriately |  |  |
| * **Complete Task 2.0 (b)** |  |  |
| * + Record dimensions for the item specified |  |  |
| * + Ensure item dimensions are recorded within tolerance |  |  |
| * Check correct unit of measurement has been recorded |  |  |

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| --- | --- | --- | --- | --- |
| **Task** | **Task/Activity Performed** | **S** | **U/S** | **Assessor Comments (Describe the student’s ability in demonstrating the required skills and knowledge)** |
| 2.1 | Perform calculations   * **Complete Task 2.1 (a)** |  |  | *The student:*   * *Completes perimeter calculation correctly* * *Completes area calculation correctly* * *Student completes diagonal (verification) calculation correctly. This calculated answer should correspond to the recorded measurement for C and D (if measured item is square)* |
| * + Carry out perimeter calculation |  |  |
| * **Complete Task 2.1 (b)** |  |  |
| * + Carry out area calculation |  |  |
| * **Complete Task 2.1 (c)** |  |  |
| * + Verify recorded dimension for measurement C and measurement D (diagonals) correspond to calculated answer |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Task/Activity Performed** | **S** | | **U/S** | | **Assessor Comments (Describe the student’s ability in demonstrating the required skills and knowledge)** |
| 3 | Perform calculations   * **Complete Task 3 (a)** |  | |  | | *The Student*   * *Selects measuring tool or tools that are appropriate for the measurement task and able to measure item to tolerance specified* * *Uses the tool correctly and carefully.* * *Stores the measuring tool appropriately during the measuring tasks and on completion of each procedure*     *The Student records measurements:*   * *For the item specified* * *Within the tolerance detailed* * *Using the correct unit; millimetres* |
| * + Select appropriate measuring tool |  | |  | |
| * + Measure item to tolerance specified |  | |  | |
| * + Use measuring tools correctly and carefully |  | |  | |
| * + Store tools appropriately |  | |  | |
| * **Complete Task 3 (b)** |  | |  | |
| * + Record dimensions for the item specified |  | |  | |
| * + Ensure item dimensions are recorded within tolerance |  | |  | |
| * + Check correct unit of measurement has been recorded |  | |  | |
| **Task** | **Task/Activity Performed** | **S** | **U/S** | | **Assessor Comments (Describe the student’s ability in demonstrating the required skills and knowledge)** | |
| 4 | Measure item as detailed and record dimensions   * **Complete Task 4 (a)** |  |  | | *The Student*   * *Selects measuring tool or tools that are appropriate for the measurement task and able to measure item to tolerance specified* * *Uses the tool correctly and carefully.* * *Stores the measuring tool appropriately during the measuring tasks and on completion of each procedure*     *The Student records measurements:*   * *For the item specified* * *Within the tolerance detailed* * *Using the correct unit; degrees* | |
| * + Select appropriate measuring tool |  |  | |
| * + Measure item to tolerance specified |  |  | |
| * + Use measuring tools correctly and carefully |  |  | |
| * + Store tools appropriately |  |  | |
| * **Complete Task 4 (b)** |  |  | |
| * + Record dimensions for the item specified |  |  | |
| * + Ensure item dimensions are recorded within tolerance |  |  | |
| * + Check correct unit of measurement has been recorded |  |  | |
| **Task** | **Task/Activity Performed** | **S** | **U/S** | | **Assessor Comments (Describe the student’s ability in demonstrating the required skills and knowledge)** | |
| 5 | Measure item as detailed and record dimensions   * **Complete Task 5 (a)** |  |  | | *The Student*   * *Selects measuring tool or tools that are appropriate for the measurement task and able to measure item to tolerance specified* * *Uses the tool correctly and carefully.* * *Stores the measuring tool appropriately during the measuring tasks and on completion of each procedure*     *The Student records measurements:*   * *For the item specified* * *Within the tolerance detailed* * *Using the correct unit; millimetres* | |
| * + Select appropriate measuring tool |  |  | |
| * + Measure item to tolerance specified |  |  | |
| * + Use measuring tools correctly and carefully |  |  | |
| * + Store tools appropriately |  |  | |
| * **Complete Task 5 (b)** |  |  | |
| * + Record dimensions for the item specified |  |  | |
| * + Ensure item dimensions are recorded within tolerance |  |  | |
| * + Check correct unit of measurement has been recorded |  |  | |

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| --- | --- | --- | --- | --- |
| **Task** | **Task/Activity Performed** | **S** | **U/S** | **Assessor Comments (Describe the student’s ability in demonstrating the required skills and knowledge)** |
| 6 | Measure item as detailed and record dimensions   * **Complete Task 6 (a)** |  |  | *The Student*   * *Selects measuring tool or tools that are appropriate for the measurement task and able to measure item to tolerance specified* * *Uses the tool correctly and carefully.* * *Stores the measuring tool appropriately during the measuring tasks and on completion of each procedure*     *The Student records measurements:*   * *For the item specified* * *Within the tolerance detailed* * *Using the correct unit; millimetres* |
| * + Select appropriate measuring tool |  |  |
| * + Measure item to tolerance specified |  |  |
| * + Use measuring tools correctly and carefully |  |  |
| * + Store tools appropriately |  |  |
| * **Complete Task 6 (b)** |  |  |
| * + Record dimensions for the item specified |  |  |
| * + Ensure item dimensions are recorded within tolerance |  |  |
| * + Check correct unit of measurement has been recorded |  |  |

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| --- | --- | --- | --- | --- |
| **Task** | **Task/Activity Performed** | **S** | **U/S** | **Assessor Comments (Describe the student’s ability in demonstrating the required skills and knowledge)** |
| 7 | Prepare a detailed sketch to specifications   * **Complete Task 7** |  |  | *The Student completes a detailed free hand sketch of pin in Task 7 as per instruction sheet for Task 7. Sketch must:*   * *Show front view* * *Show dimensions for:*    + *Overall length*   + *Length of shoulder*   + *Diameter of shoulder*   + *Diameter of body*   + *Hole diameter*   + *Length from hole centre to end of pin* |
| * + Provide front view |  |  |
| * + Include all dimensions for length and diameter |  |  |
| * + Ensure line weights and clarity of drawing conform to specification |  |  |

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| Assessors may ask additional questions to clarify student understanding. List here any additional questions that were asked during this assessment event.  *Record all additional questions that were asked of the student during the assessment event.* |
| **Student Reponses to Additional Questions** |
| List here the student responses to any additional questions that were asked during this assessment event.  *Record the student responses to any additional questions that were asked during this assessment event.* |