# Project Assessment – Planning and Review

## Event 2 of 2

## Criteria

### Unit code, name and release number

MEM14004A - Plan to undertake a routine task (1)

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

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

## Student details

### Student number

### Student name

## Assessment Declaration

* This assessment is my original work and no part of it has been copied from any other source except where due acknowledgement is made.
* No part of this assessment has been written for me by any other person except where such collaboration has been authorised by the assessor concerned.
* I understand that plagiarism is the presentation of the work, idea or creation of another person as though it is your own. Plagiarism occurs when the origin of the material used is not appropriately cited. No part of this assessment is plagiarised.

### Student signature and Date

Version: 1.0

Date created: 23/09/2019

Date modified: 30/10/2019

For queries, please contact:

*IMRS SkillsPoint*

*Block B Level 1*

*Hamilton Campus Newcastle*

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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 |
| --- | --- |
| **Assessment overview** | The objective of this assessment is to assess your knowledge and performance as would be required to plan work where tasks involve one or more steps or functions and are carried out routinely on a regular basis. |
| **Assessment Event number** | 2 of 2 |
| **Instructions for this assessment** | This is a project based assessment and will be assessing you on your knowledge and performance of the unit.  This assessment is in 3 parts and includes an Assessment Feedback form:   1. Project 2. Assessment Checklist 3. Assessment feedback |
| **Submission instructions** | On completion of this assessment, you are required to upload it or hand it to your assessor for marking.  Ensure you have written your name at the bottom of each page of this assessment.  It is important that you keep a copy of all electronic and hardcopy assessments submitted to TAFE and complete the assessment declaration when submitting the assessment. |
| **What do I need to do to achieve a satisfactory result?** | To achieve a satisfactory result for this assessment all questions must be answered correctly. |
| **What do I need to provide?** | Pens, PPE that conforms to Workshop operations SOP, if required. |
| **What the assessor will provide?** | Assessment Document |
| **Due date and time allowed** | 1 hour |
| **Assessment feedback, review or appeals** | Appeals are addressed in accordance with Every Students Guide to Assessment. |

## Specific task instructions

The instructions and the criteria in the tasks and activities below will be used by the assessor to determine if you have satisfactorily completed this assessment event. Use these instructions as a guide to ensure you demonstrate the required knowledge.

If this assessment requires you to record information, your assessor will provide you with an appropriate document/template.

**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 stations.

The assessment is carried out in the workshop complying with all WHS requirements and compliance with Standard Operating Procedures. (SOP’S)

**Contingency Management:**

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

Table 2: Possible questions

|  |  |  |
| --- | --- | --- |
| Scenario | Assessors question | Acceptable students response |
| Power failure in workshop | What is the correct action in the case of power failure? |  |
| Emergency evacuation | What do you do if an emergency evacuation drill happens during the assessment? |  |

## Part 1: Project

## Task: 1 Specification table

An internal department of the company you work with has a damaged sign which needs repairs. You are required to create a job plan/procedure, and to manufacture a steel letter X for the repairs needed.

Complete the specification in **table 3** for the manufacturing of the letter X by Referring to drawing No. IMRS-0002 Letter X (In Appendix)

Table 3: specification table

|  |  |
| --- | --- |
|  | Specification |
| Number required |  |
| Material size |  |
| Hacksaw cut to |  |
| File to |  |
| Linear tolerance |  |
| Angular tolerance |  |

## Task: 2 Planning sheet

You are required tocomplete a job plan to manufacture the Letter X shown on

Drawing IMRS-0002 by completing **table 4**: job-planning sheet on the following page.

***An example is provided on the first line of the job planning sheet.***

***Your job plan is to include:***

1. Identify required manufacturing specifications
2. List the types of tools use.
3. Note any work requirements.
4. Listing all steps in sequence of activity
5. Ensure specifications checklist section on the job plan sheet is completed
6. Check plan complies with specifications and tasks required.
7. Review job plan and consider if there are any improvements to be made to the process that will provide a better outcome for the required specifications. Make your comments in the Review/Revision Notes section of the Job Planning Sheet.

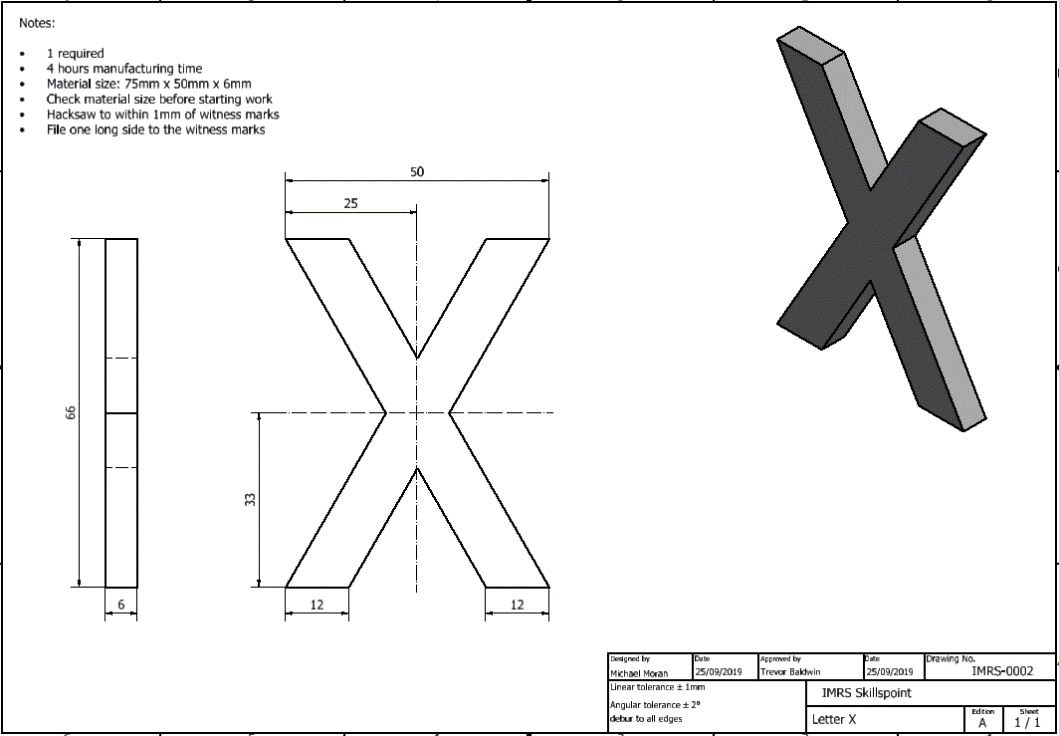
**Job Planning Sheet**

Table 4: planning sheet

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Planning sheet - Drawing No. IMRS-0002 | | | | | | | | | | |
| **Operation Number** | **Operation** | | | **Tooling** | | | **Other Information** | | | |
| 1 | Measurement | | | Ruler | | | Check material size | | | |
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|  |  | | |  | | |  | | | |
| Specifications checklist | | QTY: | HRS: | | | MAT’L: | | TOLERANCE*:* | FINISH: | |
| Review/revision Notes: | | | | | | | | | | |
| Supervisor  Approved | NAME: | | | | SIGNATURE: | | | | | DATE: |

1. The Job Planning Sheet requires supervisor approval to confirm you have met the required outcomes. Briefly explain why this is important and how you would obtain this confirmation.

**APPENDIX**



**QTY: 1OFF**

**MAT’L: 75mm X 50mm X 6mm LCS**

NOTES:

* 1 required
* 4 hours manufacture time
* Hack saw within 1mm of witnessed marking out

Cross file finish all edges

## Part 2: Assessment Checklist

The following checklist will be used by your assessor to mark your performance against the assessment criteria of your submitted/presented project. Use this checklist to understand what skills and/or knowledge you need to demonstrate in your submission/presentation. All the criteria described in the Assessment Checklist must be met. The assessor may ask questions while the submission/presentation is taking place or if appropriate directly after the task/activity has been submitted/completed.

Table 5: Observation checklist

| Part | Task/Activity Performed | S | U/S | Assessor Comments |
| --- | --- | --- | --- | --- |
| 1 | Review drawing IMRS-0002 to complete Table 3 - Specifications |  |  |  |
| 2 | Review drawing IMRS-0002 to complete Table 4 - Job Planning Sheet |  |  |  |

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

## Part 3: Assessment Feedback

*NOTE: This section* ***must*** *have the assessor signature and student signature to complete the feedback.*

### Assessment outcome

Satisfactory

Unsatisfactory

### Assessor Feedback

Was the assessment event successfully completed?

If no, was the resubmission/re-assessment successfully completed?

Was reasonable adjustment in place for this assessment event?  
*If yes, ensure it is detailed on the assessment document.*

Comments:

### Assessor name, signature and date:

### Student acknowledgement of assessment outcome

Would you like to make any comments about this assessment?

### Student name, signature and date

***NOTE: Make sure you have written your name at the bottom of each page of your submission before attaching the cover sheet and submitting to your assessor for marking.***