# Skills Assessment

# Trainer & Assessor Marking Guide

**Event 2 of 2**

## Criteria

### Unit code, name and release number

MEM16008A - Interact with computing technology (1)

\*\*\*This unit sits in the qualifications below – This assessment is not to be amended\*\*\*

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

MEM30305 - Certificate III in Engineering - Fabrication Trade (4)

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

\*\*\* Amend the qualification box before distributing to the student. The information here should only contain the qualification the student is enrolled in\*\*\*

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For queries, please contact:

IMRS SkillsPoint

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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 to interact with computer technology.  This assessment is in 2 parts:   1. *Practical* 2. Observation Checklist   **Pre assessment**  The student must have successfully completed the **knowledge assessment** for MEM16008A prior to attempting the practical skills assessment tasks.  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   + Job Role Environment Skills |
| **Student must provide** | TAFE NSW user login details  Writing materials   * Pen * Pencil * Eraser   Calculator (if required) |
| **Assessor must provide** | Assessor is to ensure the Computer Lab is set up with all the necessary technology, equipment, software and output devices for the duration of the tasks in the skills assessment.  Including:   * Computers with Microsoft Office * Printers * Keyboard and mouse * Access to TAFE network and internet * Access to shared network drives or memory sticks with template information   The following files are required for each student:   * MEM16008A \_AE\_2of2\_SR1 *(Document LoginStart-up Procedure)* * MEM16008A \_AE\_2of2\_SR2 *(Document LogoffShut-down Procedure)* * MEM16008A\_AE\_2of2\_SR3 *(Document Retrieving Procedure)* * MEM16008A\_AE\_2of2\_SR4 *(Document Saving Procedure)* * MEM16008A\_AE\_2of2\_SR5 *(Standard Operating Procedure. (SOP)* * MEM16008A\_AE\_2of2\_SR6 *(Tables and graphs)*   You will also need to advise student on location for saving and printing. |
| **Due date/time allowed/venue** | *90mins/TBc* |

**Contingency Management:**

While undertaking these tasks 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.

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

Table 2 Unforeseen Circumstances

|  |  |  |
| --- | --- | --- |
| **Scenario** | **Assessors question** | **Acceptable students response** |
| Power failure in Classroom | What is the correct action in the case of power failure? | *Notify assessor of failure.*  *Move to safe location* |
| Unable to login | What is the procedure required if your login access is not working? | * *Notify assessor.* * *Reset password Via TAFE Administration* * *Reset password using “forgot password” link on student portal* |
| Emergency evacuation | What do you do if an emergency evacuation drill happens during the assessment? | *Follow standard emergency evacuation procedure* |

**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.***

## 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 practicals will be observed by you, or the student can digitally record them and submit them as evidence.

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.

#### Instructions

**Task 1**

In order to complete this task, the student will be provided with a blank template for a Standard Operating Procedure (SOP) for an Electric Drill - MEM16008A\_AE\_Sk\_2of2\_SR5

The student will be required to follow the procedures that are provided for accessing, opening, saving and closing documents in order to add information into this template.

The information the student is to add will be the information that is in the completed copy of the SOP for the Electric Drill on the following page.

**Note**

* The assessor is to ensure that student clarifies information prior to submitting the assessment task.
* Use the [Observation](#_Part_2:_Observation) Checklist to confirm the tasks have been completed.

**Procedure**

You will be observing the student complete the following steps:

**STEP 1**

**Start up** your computer by following the provided procedure -

Document Login/Start-up Procedure *(Filename MEM16008A\_AE\_2of2\_SR1)*

**STEP 2**

**Select** and **Start up** the Microsoft Word application by following the provided procedure –

Document Opening/Retrieving Procedure *(Filename MEM16008A\_AE\_Sk\_2of2\_SR3)*

and **open** the file –

MEM16008A\_AE\_Sk\_2of2\_SR5. The document is a template for a Standard Operating Procedure (SOP) for an Electric Drill.

**STEP 3**

You will be provided with a *completed sample* of the Standard Operating Procedure - Electric Drill on the following pages.

Using the file you opened in Microsoft Word in Step 2 above, make any necessary changes and additions in this template, to ensure that your completed document is the same as the completed sample on the following pages.

To achieve this, you will be using the following features in Microsoft Word:

* Adding text and changing font types, sizes and colours
* Adding pictures, including moving and resizing images
* Working with bulleted lists
* Changing indentation where required
* Checking the spelling of the document
* **Ensure you type your name at the bottom of the document**

**STEP 4**

Once your copy of the document matches the completed sample, **save** the document by following the provided procedure –

Document Saving Procedure *(Filename MEM16008A\_AE\_Sk\_2of2\_SR4*) to the location as directed by your assessor.

**STEP 5**

**Compare** and **Clarify** data within Electric Drill (SOP) template (provided) with the document created in the assessment task and validate with the assessor prior to printing

**STEP 6**

**Print** the completed document to the designated printer and attach to this assessment for marking *(Please ensure that your name is present on the document prior to printing)*

**STEP 7**

Exit Microsoft Word, logout, and shut down the computer following the provided procedure -

*Document Logoff/Shut-down Procedure (Filename MEM16008A\_AE\_Sk\_2of2\_SR2)*



# Electric Drill

### WARNING: Do not use this machine unless a teacher has instructed you in its safe use and operation, and has given permission.

| Potential Hazards | | | Precautions | | | |
| --- | --- | --- | --- | --- | --- | --- |
| * **Hair/clothing getting caught in moving machine parts.** * **Eye injuries.** * **Flying swarf and chips.** * **Sharp edges and burrs.** | | | * **Do not use faulty equipment. Immediately report suspect equipment.** * **Using equipment with lapsed test tag** * **Do not use machine without guarding attached** * **Do not hold the item being drilled with your hands. Use a clamp**. * **Do not distract operator while machine is in use.** | | | |
| Safety Icons 539 | Hair | T:\ADMINISTRATION OH&S UNIT\Safety Symbols\%OH&S Safety Symbols Australian\Mandatory symbols\Eye & hearing.jpg | Foot | Protective clothing | Safety Icons 020 | Safety Icons 551 |
| **Operational Safety Checks** | | | | | | |
| **Machine Startup checks**   * Check workspaces and walkways to ensure no slip/trip hazards are present. * Ensure the chuck key (if used) has been removed from the drill chuck. * Check mains powered electrical equipment is fitted with a current electrical safety test tag. * Examine the power cord for damage. * Ensure you are familiar with the operation of the drill, including direction, speed & hammer controls.   **Safe Operating Practices**   * Keep cords away from heat, oil, and sharp edges. * Always disconnect power drills when not using, before servicing or cleaning, and when changing accessory parts. * Always follow user’s manual specifications when operating power drills. * Secure work with clamps or a vice, freeing both hands to operate the equipment. * Keep your hands and fingers away from the rotating drill chuck and bit. * Never stop the rotation of the drill chuck or bit with your hands or fingers. * Feed the bit smoothly into the work. If the hole being drilled is deep, withdraw the bit frequently to remove swarf/shaving from the bit. * Never carry a power tool by the power cord. * Always disconnect power tools by pulling the plug from the outlet and not by pulling the power cord. * Keep your balance and proper footing when working, being careful not to overreach. * Don’t use power drill in damp or wet locations. * Do not leave drills on the floor. Place on a table/bench and/or in a tool case when not in use.   **Machine shutdown and clean up**   * Disconnect power drills, remove bit and return all tooling and fixtures to the correct storage location. * Ensure the equipment and work area are in a safe, clean and tidy state after job is completed. | | | | | | |

**Date of last review:** Click or tap to enter a date.

**Task 2**

In order to complete this task, the student will be provided with graphs and charts containing engineering hand tool data.

The student will be required to interpret the charts and graphs provided, complete the table and questions relating to the task on the following page.

Upon completion, the student are to verify the information with your assessor and print the document when complete.

During this task the student is required to:

* navigate to the required file to access Microsoft Word documents containing Chart information (provided)
* Answer the questions relating to the Charts and graphs
* Complete the embedded spreadsheet using data found within the charts and graphs
* Verify information is complete, and
* Print off assessment task and present to assessor

**Note**

* The Assessor is to ensure that student clarifies information prior to submitting the assessment task.
* The Assessor will use the Observation Checklist to confirm the tasks have been completed.

**Procedure**

The student will be observed by you the assessor, completing the following steps:

**STEP 1**

**Start up** your computer by following the provided procedure

* MEM16008A\_AE\_2of2\_SR1. *(Document Login/Start-up Procedure)*

**STEP 2**

**Select** and **Start up** the Microsoft Word application and open the file:

* MEM16008A\_AE\_Sk\_2of2\_SR6 *(Tables and graphs)* while following the provided Document Retrieving Procedure - MEM16008A\_AE\_Sk\_2of2\_SR3

**STEP 3**

Read and interpret the Graphs and charts given in the Microsoft Word document opened in the previous step, and digitally record the answers within the document.

**STEP 4**

Save the document by following:

* MEM16008A\_AE\_Sk\_2of2\_SR4 *(Document Saving Procedure)* to the correct output device using the format **Firstname-Lastname-chart(DATE).docx** as discussed with your assessor

**STEP 5**

**Clarify** data within the questions and validate with the assessor prior to printing

**STEP 6**

**Print** the completed document to the designated output device and submit to your teacher for marking.

* Please ensure that your name is present on the document prior to printing, as hand written information will not be accepted

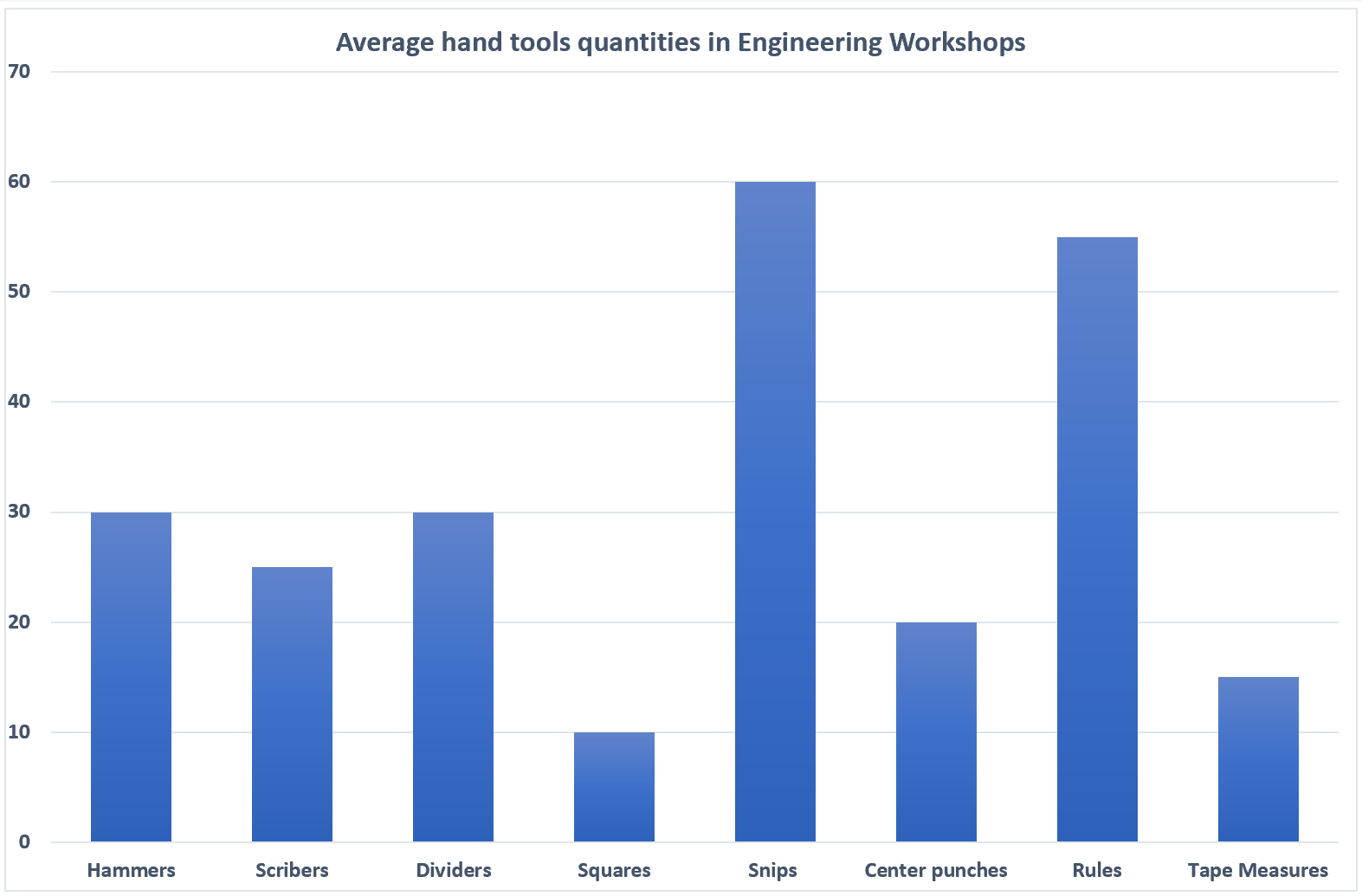
**STEP 7**

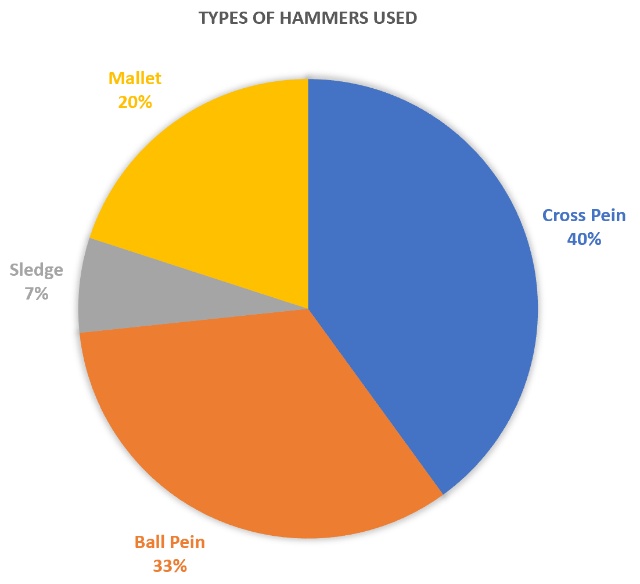
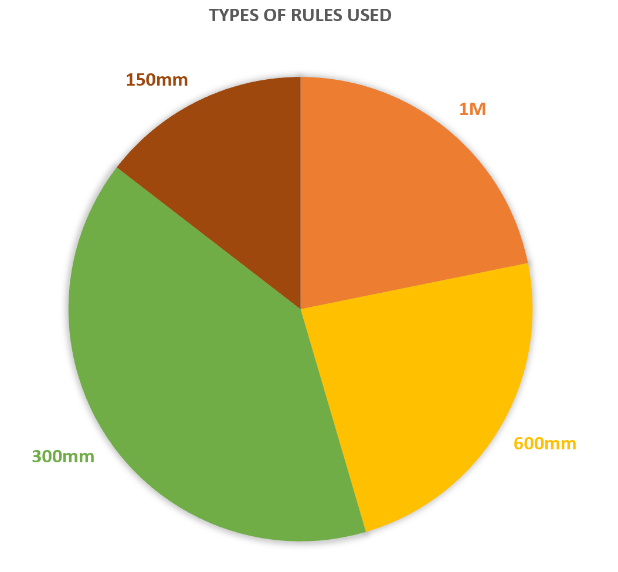
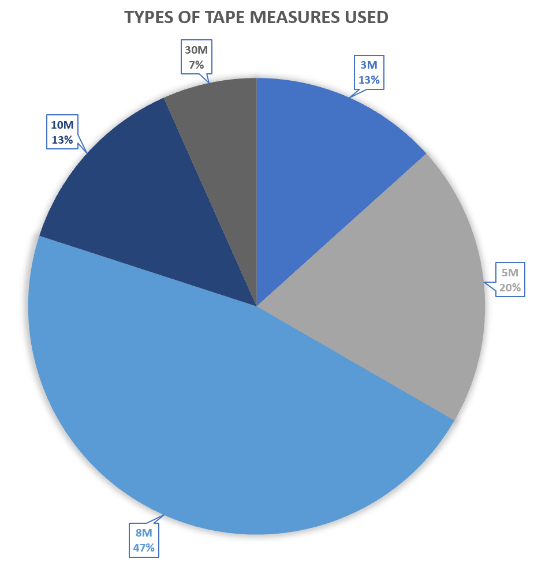
Exit Microsoft Word, logout, and shut down the computer following the provided procedure -

*Document Logoff/Shut-down Procedure (Filename MEM16008A\_AE\_Sk\_2of2\_SR2)*

**The follow charts and graphs show the average hand tool quantities found within Engineering workshops.**

Your Task is to interpret the information located within the charts to complete the **table** and **questions** below.





1. Using the chart given identify the amount of handtools that relate to the different catagories and enter the information in the chart below.

***Note:*** *the total tool amount must be calculated and entered as part of this exercise.*



1. Using the check boxes given place an X next to the correct answer to the following questions relating to the charts.

|  |  |  |  |
| --- | --- | --- | --- |
| The most common hammer used in the engineering workshop is? | | | |
|  | Ball Pein |  | Sledge |
|  | Cross Pein |  | Mallet |

|  |  |  |  |
| --- | --- | --- | --- |
| The least common type of rule found in the engineering workshop is? | | | |
|  | 1M |  | 300mm |
|  | 600mm |  | 150mm |

|  |  |  |  |
| --- | --- | --- | --- |
| What is the percentage of tape measures found in the 8M category? | | | |
|  | 13% |  | 20% |
|  | 47% |  | 7% |

**Task 3**

In order to complete this task, you are required to demonstrate your ability to access help within Microsoft Word and screen shot the information into a new word document

**Procedure**

You will be observed by your assessor, completing the following steps:

**STEP 1**

**Start up** your computer by following the provided procedure

* MEM16008A\_AE\_Sk\_2of2\_SR1. *(Document Login/Start-up Procedure)*

**STEP 2**

**Select** and **Start up** the Microsoft Word application while following the provided document retrieving procedure MEM16008A \_AE\_Sk\_2of2\_SR3 *(Document Retrieving Procedure)*

**STEP 3**

**Create** a new blank document in Microsoft Word and save it as the name

**Firstname-Lastname-Help(DATE).docx**, where DATE is today’s date. **Save** this file to your computer or digital device using MEM16008A \_AE\_Sk\_2of2\_SR4 *(Document Saving Procedure)*

**STEP 4**

**Access** the **Tell me what you want to do…** in Microsoft Word and search for instructions on the following tasks

* + 1. Insert a page break
    2. Resize and image
    3. Change font size

**STEP 5**

**Copy** and **paste** each of these Help instructions into your Microsoft Word document named **Firstname-Lastname-Help(DATE).docx**, save to your computer or digital device.

**STEP 6**

**Clarify** data within the **task** and validate with the assessor prior to printing

**STEP 7**

**Print** the completed document to the correct **output device** and **submit** to your teacher for marking (Please ensure that your name is present on the document prior to printing, as hand written information will not be accepted).

**STEP 8**

Exit Software Application, logout, and shut down the computer following

* MEM16008A\_AE\_Sk\_2of2\_SR2. *(Document Logoff/Shut-down Procedure)*

## Part 2: Observation Checklist

The Observation Checklist will be used by you to mark the students’ performance in any of the previous three event types. Use this 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. All the criteria must be met. The student’s demonstration will be used as part of the overall evidence requirements of the unit. You may ask questions while the demonstration is taking place or if appropriate directly after the task/activity has been completed.

Table 2 Observation Checklist

| Item # | Interact with Computer technology | S | U/S | Assessor Comments (Describe the student’s ability in demonstrating the required skills and knowledge) |
| --- | --- | --- | --- | --- |
| 1 | Follow Standard Operating Procedure (SOP) for interacting with computer technology to produce required outcome.   * Correct posture and stretching techniques used. * Follow safe practices and housekeeping |  |  | (RS2, RS4, 2.4) *Student referred to and followed SOP for interacting with computer technology.*  *Correct equipment setup is established to ensure that work area meets rule of ergonomics.*   * *Chair is adjusted to suit operator.* * *Keyboard, mouse and monitors are adjusted.* * *Desk is free from clutter* * *No cables present under desk* * *Stretching techniques and posture are observed during assessment*   *Student cleaned up work area and immediate area on completion of task* |
| 2 | Assessment task is Identified and information is located as per work instruction |  |  | (1.1, 1.2, 1.3, 2.4, RS2, RS4) *Student is to identify Assessment task requirements within the Assessment briefing and correct source information and data files are accessed from correct locations*   * *SOP Document of which student is to reconstruct during assessment* * *Location of template files needed to conduct the assessment* * *Printer name or email address that document is to be output/sent to:* |
| 3 | Correct PC Start up and login procedures observed |  |  | (RS2, PC2.1, 2.2) *Follow Login procedure for TAFENSW network system*   * *Power button is initiated* * *Boot sequence is performed, without interruption* * *Windows successfully loaded.*   *Correct login procedures witness*   * *Student uses enrolment username and password to login to the TAFENSW network and student desktop is loaded* |
| 4 | Identify template file location |  |  | (RS2, PC2.1, 2.2, RS1) *Student is to navigate using file explorer to find the template files used for assessment task as per procedure steps in task 1 to 3.* |
| 5 | Identify Software needed to complete task and start software |  |  | (RS2,RS1, RK1) *Student is to load the MS Word application within the windows environment.*  *Correct procedure is identified to ensure correct startup of application followed as per “Login procedure for TAFENSW network system”* |
| 6 | Apply software functions and commands to **open, enter, edit, and change** document information by planning an approach to the task |  |  | (2.3,3.1, 3.2, RS1,RS2, RS3,RK1)*Correct procedure is followed to ensure correct document manipulation of assessment task to include*   * *Relevant menus and command used to open, enter, edit, and change Data within the scope of the document* * *Student is to open template <filename.docx>* * *Student is to edit, enter, change, and format the template to produce the document* (SOP) Electric Drill * *Student is to replace bullet points with numerical points as instructed* |
| 7 | Save document in the format **Firstname-Lastname(DATE).docx** |  |  | (4.1, RS1, RS2) *Student is to save document to at location decided by TafeNSW section. Using the format* ***Firstname-Lastname(DATE).docx*** *for all 3 tasks* |
| 8 | Document is checked against template and is modified if needed |  |  | (2.5, RS1, RS4) *Student is to check data with template provided.*  *Consultation with teacher to verify document prior to printing/ emailing* |
| 9 | Graphs and charts are identified/interpreted and data is correctly recorded |  |  | (RS1, RS2, RS5) *Student is to read and interpret the graphs within assessment Task 2*  *Using Microsoft word tables and question must be answered digitally.*  *Student responses must reflect the answers given in Task 2 benchmark responses* |
| 10 | Document help file is accessed and recorded within MS Word document |  |  | (PC 5.2,RS1,RK2)*Student is to access the Help within Microsoft word and collect reference material for the following items found within Task 3:-*   1. *Insert a page break* 2. *Resize and image* 3. *Change font size*   *Material must be verified by assessor prior to printing of final hardcopy* |
| 11 | Print/Email document to your teacher for marking |  |  | (4.2, RS1) *Student is to print their assessment task ensuring that the correct printer type and location is selected.*  *Students to ensure that name has been entered on document prior to printing as handwritten responses will not be accepted.* |
| 12 | Students demonstrates the following shutdown procedures.   * Correct application closure is followed * Correct logout procedure is followed * Correct Shutdown procedure is followed |  |  | (RS2, PC4.3) *Students are to demonstrate the ability to*   * *Correctly shutdown software,*   *This is achieved by clicking the X button on the top right corner of the application.*   * *Student is to ensure that the assessment task has been saved before closing application* * *Correct logout techniques,*   *Students are to demonstrate how to logoff the TAFENSW network to ensure no unauthorised access*   * *Correct computer shutdown techniques are followed on completion of assessment task.*   *Student is to click the windows button, select the power icon and select shutdown to complete this task* |

Table 3 Additional Questions

|  |
| --- |
| **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. |