# Project Assessment

## Criteria

### Unit code, name and release number

MSFFM3011 - Measure and draw site layout for manufactured furniture products (1)

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

MSF31113 - Certificate III in Cabinet Making (6)

## 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: *2 August 2018*

Date modified: *18/12/2019*

For queries, please contact:

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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 |
| --- | --- |
| **Assessment overview** | The objective of this assessment is to assess your knowledge and performance as would be required to measure an area for the fabrication of furnishings to be manufactured and installed. |
| **Assessment Event number** | 2 of 2 |
| **Instructions for this assessment** | This is a project based assessment and will be assessing the student on their knowledge and performance as would be required to measure an area for the fabrication of furnishings to be manufactured and installed.  This assessment is in three parts and includes an Assessment Feedback form:   1. Project 2. Assessment Checklist 3. Assessment Feedback |
| **Submission instructions** | This assessment will be completed over a period of time and not on one occasion.  The final submission time will be by the end of week twelve (12) of the first semester.  Communicate with your teacher to clarify any uncertainties and check with them on when each task is to be presented for marking.  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.  Off-site students can digitally record themselves and submit the digital file as evidence. Students will need to include in the digital record:   * Video of the building and room to be measured * Architectural drawings of the building or room * Full coverage of the measurement process * Video evidence to confirm measurement sizes   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 task and questions must be answered correctly. |
| **What do I need to provide?** | Appropriate approved PPE, (safety helmet, eye wear, hearing protection, safety boots, protective clothing, (hair restraint *if required),* A4 or A3 paper and folder, calculator, pens, pencils, erasers, USB for electronic file downloading and saving.  For off-site students you will also require measuring devices *(tape measure, laser, levels)*, internet and a computer.  Off-site students will need to submit a time lapse video of the measuring assessment. |
| **What the assessor will provide?** | Computers, CAD Programs, student workbook. These may be hard copy or made available online. The assessor will need to ensure there is a suitable site that can be changed for each student to measure angles, services, levels, unique and non-complying features. Measuring devices. *(tape measure, laser, levels)*, internet and a computer. |
| **Due date and time allowed** | TBA/240 minutes/TBA  This assessment will be completed over a period of time and not on one occasion.  You are required to submit each Task as it is completed. Your teacher will provide feedback on each Task prior to your submitting the next Task.  Please communicate with your teacher to clarify any uncertainties. |
| **Assessment feedback, review or appeals** | In accordance with the TAFE NSW policy *Manage Assessment Appeals,* all students have the right to appeal an assessment decision in relation to how the assessment was conducted and the outcome of the assessment. Appeals must be lodged within **14 working days** of the formal notification of the result of the assessment.  If you would like to request a review of your results or if you have any concerns about your results, contact your Teacher or Head Teacher. If they are unavailable, contact the Student Administration Officer.  Contact your Head Teacher for the assessment appeals procedures at your college/campus. |

## Specific task instructions

Using the information provided and the criteria listed on the Assessment Checklist, students will need to create a Portfolio, *(using the templates provided)* to measure and draw a kitchen area for furnishings to be installed.

Simulated Environment Conditions

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

## Part 1: Project

To complete this part of the assessment, the student will be required to create a Portfolio using the templates provided below. The steps required to be followed to complete the Portfolio are provided below.

Some of these steps will require the assessor to directly observe the student performing the step and this will be recorded in the Assessment Checklist (Part 2).

Prior to any undertaking any assessment for this unit, students will need to have been inducted on each tool and sign off on a Standard Operating Procedure (SOP) for each.

## Steps in the Project (including Due Dates)

1. The customer has provided you with a sample drawing of a kitchen design (*Sample Drawing Detail for Kitchen*). They would like you to measure their site and provide information to them on how this could be achieved at their site. Your assessor will provide you with the site location to be measured.

Refer to this information provided by the customer to determine the customer’s requirements and complete the *Client Brief* provided on the following pages.

Construct a professional email to the client (your assessor):

* Advising that a Client Brief has been created for their job
* Asking them to review the details of the Client Brief
* Asking them to confirm that the details within the Client Brief are correct
* Asking them to outline any omissions or errors in the Client Brief
* Attaching the Client Brief you have created

You may choose to use the link below for guidance on creating a professional email.

<https://www.independent.co.uk/life-style/email-greeting-start-polite-business-etiquette-tips-advice-a8458086.html>

Save this Draft email and print a copy to be submitted to your assessor.

1. Work Site Evaluation Checklist

You will need to work with another class member to complete the provided *Work Site Evaluation Checklist*. You will submit an individual copy of the completed Checklist.

This is for the purpose of ensuring a student is aware of the hazards involved in entering a construction worksite. It will also show you have the skills to identify how to manage and reduce the risk of injuries prior to entering a construction worksite.

The Work Site Evaluation Checklist will document the access, identify the evacuation plan, hazards, services, load bearing walls and non-structural walls, material types and potential changes to plans to suite the new furnishings.

1. Freehand plan *(Birdseye or looking down on view)* sketch Site Layout

You will draw the plan view of the worksite as a free hand sketch *(walls and property borders only)* using the page provided.

1. Free hand plan sketch of site including measurements

You will measure the site for the purpose of fabricating and installing furnishings.

Create a freehand sketch *(mud map)* including the measurements taken and angles of the walls, ceilings and floors, doors, windows and services of the room that will have the furnishings installed once made and fitted.

1. Free hand elevation sketch of site area

You are to produce a free hand elevation sketch of the site to have new furnishing in it. Include the measurements of the angles of the walls, the ceilings, floors, windows and services including furnishings on one elevation.

1. CAD (computer aided drawing) of the walls and services to scale

With the aid of CAD software, create a drawing of the walls and services, including tolerances.

1. CAD (computer aided drawing) of the walls and furnishings to scale

Using the CAD file of the walls as a template, create a CAD drawing to include the furnishings to scale, including tolerances.

1. Material estimation

You are required to estimate material requirements for the job.

You may choose to use the supplied *Materials Guide* in this assessment for itemised costings, or you can obtain your own costings from individual research, to estimate the materials required for the furnishing project.

Perform calculations to complete the provided *Material and Cost Estimation Table* provided in this assessment.

1. Project Schedule (including trades)

You are required to complete the *Project Schedule* provided for a work schedule for the project including timelines and trades.

In addition, answer the questions that follow the Project Schedule to confirm your knowledge of saving time and materials and minimizing wastage.

1. Impact on manufacturing and installation

You are required to identify the unique and non-complying features that impact on the manufacturing and installation of the project by completing the table *Impact on manufacturing and installation* provided. This includes identifying which trades will be effected.

Construct a professional email to your assessor:

* Advising that there are issues that impact on the manufacturing and installation of the Project
* Outlining which trades are affected, and how each trade is affected.

The completed Project is to be submitted for assessing no later than

Students at a TAFE Campus will be assessed by the assessor while measuring walls set up for the Task.

Off-site students can digitally record themselves and submit the digital file as evidence. Students will need to include in the digital record:

* Video of the building and room to be measured
* Architectural drawings of the building or room
* Full coverage of the measurement process
* Video evidence to confirm measurement sizes

## Detail Drawings

This is a sample detail drawing for the kitchen to be installed in the specified area

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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Client Brief Clarify the client’s requirements for the project used in this portfolio. Use the template below (add rows if required) or create your own. Email to client to confirm.  Table 2 Client Brief   |  |  | | --- | --- | | *Client Brief* | | | Clients Name: |  | | Address: |  | | Contact Details: |  | | Email details |  | | Client: |  | | Site Foreman: |  | | Plumber: |  | | Electrician: |  | | Builder: |  | | Project Details: | | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | Special Requirements | | |  |  | |  |  | |  |  | |  |  | |  |  | | Budget | | |  |  | |  |  | |  |  | | Designer : Date: | | |

## Sample Email to client:

Provide printed copy to your assessor

**Task 2.Work site evaluation checklist**

Table 3 Work site evaluation checklist

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Site Evaluation Form: | | | | | | | | |
| Site address |  | | Site date | | | |  | |
| New work description |  | | | | | | | |
| Site manager |  | | Contact Number | | | |  | |
| Inspection Item | | | Yes | | No | N/A | Comments | |
| Site manager has confirmed access | | |  | |  |  |  | |
| Site manager has confirmed area to be measured | | |  | |  |  |  | |
| Appropriate PPE is selected and worn | | |  | |  |  |  | |
| Safe access to site is identified | | |  | |  |  |  | |
| Evacuation area and plan is identified | | |  | |  |  |  | |
| New work area is identified and confirmed | | |  | |  |  |  | |
| Floor surfaces are flat, even and dry | | |  | |  |  |  | |
| Floor coverings are in good condition | | |  | |  |  |  | |
| Walkways are clear of obstructions and trip hazards, e.g. debris, electrical, building materials | | |  | |  |  |  | |
| Stairs, steps and handrails are in good condition | | |  | |  |  |  | |
| All areas are adequately lit | | |  | |  |  |  | |
| Ventilation feels adequate, e.g. not stuffy | | |  | |  |  |  | |
| Area for new work is identified | | |  | |  |  |  | |
| Services are located | | |  | |  |  |  | |
| Services are isolated | | |  | |  |  |  | |
| Wall style and materials are identified | | |  | |  |  |  | |
| Load bearing walls are identified | | |  | |  |  |  | |
| Non-structural walls are identified | | |  | |  |  |  | |
| Doors, windows and openings are confirmed | | |  | |  |  |  | |
| Measuring devices required are identified.  Measurements are made | | |  | |  |  |  | |
| Entrance openings are measured and documented | | |  | |  |  |  | |
|  | | |  | |  |  |  | |
| Comments: | | | | | | | | |
| Student Signature: | | Date: | | Assessor confirmation:  Name:  Signature: | | | | Date: |

## Free hand plan sketch of Site Layout

|  |
| --- |
|  |
|  |

## Free hand plan sketch of site area, including measurements

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| --- |
|  |
|  |

## Free hand elevation sketch of site area

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| --- |
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|  |

## CAD (computer aided drawing) of the walls and furnishings to scale

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| --- |
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|  |

## CAD (computer aided drawing) of the walls and furnishings to scale

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| --- |
|  |
|  |

## Materials Guide

The prices in this table are average estimates and are only to be used for this activity.

Table Materials Guide

|  |  |  |
| --- | --- | --- |
| Materials Guide |  | Square metre rate |
| Plasterboard | 2400mm x 1200mm x 10mm standard Plasterboard | $5.00 per m² |
| Bricks/blocks | Internal wall single side | $700.00 per m² |
| Rendering | Cement | $150.00 per m² |
| Concrete | 200mm thick | $300.00 per m³ |
| Tiles | Standard plain 150mm x 150mm | $150.00 m² |
| Vinyl Flooring | Middle grade commercial grade | $50.00 per m² |
| Timber flooring | Cyprus 115mm x 25mm | $5.00 per lineal metre |
| Synthetic bench top | Corian/ | $800.00 per m² |
| Stone bench top | Natural and reconstituted | $650.00 per m² |
| Laminate bench top | Any Brand Pattern or plain | $300.00 per m² |
| Timber bench top | Any special species will need to be quoted | $520.00 per m² |
| White HMR particle board Kitchen cabinets | Basic hardware & fittings | $500.00 per metre |
| Solid timber | Tasmanian oak for furnishings | $2000.00 per m³ |
| Wall Paint | Middle quality paint | $65.00 m² |
| Cabinet painted panels | Flat panels with polyurethane | $150.00 per m² |
| Timber clear coatings | Polyurethane | $50.00 per m² |
| Waterproofing | Silicon injected damp-proof course | $85.00 per m² |

## Material and Cost Estimation Table

For this part of the assessment, use information from the previous table to create an estimate of materials and costs.

Table 5 Materials and Cost Table

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surface/area | Material | Square meters | Lineal meters | M² , M³ or lineal rate | Material Cost |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total =** | | | | |  |

**Project Schedule**

Table 6 Project schedule

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Task | Trade | Date | S | U/S | Comments |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |

## Minimising Wastage

## In Steps 8 and 9 of the Project, you developed documentation outlining an estimation of materials and costs, and the project schedule. By referring to these completed documents, describe how you have minimised wastage of the following resources:

Your answer should be a minimum of 25 words but no longer than 100 words for each heading.

Materials:

Time:

Money:

## Impact on manufacturing and installation *(sample on line 1)*

Table 7 Impact on manufacturing and installation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Location | Impact | Action | Notify | Comfirmation |
| 1 | West wall right hand corner | Column in corner | Make cut out in cabinet to fit | Cabinetmaker | Email 1.1.01 |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |

## Confirmation email of issues

Provide printed email to your assessor

## Part 2: Assessment Checklist

The student’s copy of the Assessment Checklist will be used by you to capture evidence of their performance in any type of project. This checklist outlines all the required criteria you will be marking the student on. All criteria must be met. The following checklist contains benchmark responses for you to use when assessing to ensure reliability of judgement. You may ask questions during the demonstration or if appropriate directly after the assessment has been completed noting that both the question and student response needs to be captured on the checklist.

Table 8 Assessment Checklist

| TASK # | Instructions | S | U/S | Date | Assessor Comments |
| --- | --- | --- | --- | --- | --- |
| **1**  **2**  **3**  **4**  **5**  **6**  **7**  **8**  **9**  **10** | Complete a Client Brief to determine customer requirements  Construct a professional email to be sent to the customer to confirm the Client Brief  Complete the Work Site Evaluation Checklist for the site, ensuring you include access and safety of the site.  Complete a free hand sketch in plan view of the site.  Complete a freehand sketch of the room to be furnished, including the measurements needs to be drawn.  Create a freehand sketch in an elevation view of the walls, doors, windows and furnishings of the room, including the furnishings to be installed once made and fitted.  Create a CAD drawing of the walls and services of the room (to scale) to have the furnishings fitted.  Using the CAD file of the walls, create a drawing to include the furnishings to scale.  Using the Materials Guide supplied, estimate the materials and costs for the furnishing project in the room that has been measured and drawn.  Complete a Project Schedule for the project including timelines and trades. Describe how materials, time and money was minimised on the project.  Student is to identify the unique and non-complying features that will impact on the manufacturing and installation of the project. This is done by completing the table provided *Impact on manufacturing and installation.*  Construct a professional email outlining these impacts and the trades affected. |  |  |  | *Comments:*  *Comments:*  *Comments:*  *Comments:*  *Comments:*  *Comments:*  *Comments:*  *Comments:*  *Comments:*  *Comments:* |

## 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.***