# 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.).

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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** | Prepare surfaces for finishing | | | | **Unit code** | | | MSFFF2004 |
| **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.

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| --- | --- | --- | --- | --- | --- | --- |
| **Outcome for this unit** | **RPL Granted** |  | **RPL Not Granted** | | |  |
| **Assessor feedback** |  | | | | | |
| **Assessor signature** |  | | | | | |
| **Student feedback** |  | | | | | |
| **Student signature** |  | | | **Date** |  | |
| **Evidence received** | | | | | | |
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|  |  | | | | | |
| **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. Prepare for surface preparation** | | | | | |
| **1.1.** Characteristics of the surface and the required surface coating materials are identified |  |  |  |  |  |
| **1.2.** Work health and safety (WHS) requirements, including personal protection needs, are observed throughout the work |  |  |  |  |  |
| **1.3.** Tools and equipment required, and related engineering controls are identified and set up |  |  |  |  |  |
| **1.4.** Sources of contamination in work area are identified and excluded |  |  |  |  |  |
| **1.5.** Workplace procedures for surface preparation are identified and followed according to the surface and surface coating materials being used |  |  |  |  |  |
| **2. Prepare surfaces** | | | | | |
| **2.1.** Surfaces are prepared according to workplace procedures and specification |  |  |  |  |  |
| **2.2.** Surface preparation is checked for conformity with workplace specifications throughout the process |  |  |  |  |  |
| **2.3.** Rectification of surface preparation faults are made as required |  |  |  |  |  |
| **2.4.** Products are inspected and approved for suitability for further processing |  |  |  |  |  |
| **2.5.** Defects are rectified and/or reported in accordance with workplace procedures |  |  |  |  |  |
| **3. Clean work area and maintain equipment** | | | | | |
| **3.1.** Prepared products are packed, stored and labelled ready for next process |  |  |  |  |  |
| **3.2.** Equipment used is cleaned and inspected for serviceable condition and stored appropriately |  |  |  |  |  |
| **3.3.** Unserviceable equipment is tagged, faults are identified and appropriate personnel are informed |  |  |  |  |  |
| **3.4.** Chemicals used are stored or disposed of correctly according to regulations |  |  |  |  |  |
| **3.5.** Work area is cleaned ready for next process or task |  |  |  |  |  |

| **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.** Interpret work order and locate and apply relevant information |  |  |  |  |  |
| **PE2.** Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment |  |  |  |  |  |
| **PE3.** Identify materials used in the work process |  |  |  |  |  |
| **PE4.** Follow work instructions, operating procedures and inspection processes to: |  |  |  |  |  |
| * **PE4.1.** minimise the risk of injury to self or others |  |  |  |  |  |
| * **PE4.2.** prevent damage to goods, equipment and products |  |  |  |  |  |
| * **PE4.3.** maintain required production output and product quality |  |  |  |  |  |
| **PE5.** Prepare furniture surfaces on a minimum of four (4) occasions, including a: |  |  |  |  |  |
| * **PE5.1.** horizontal surface |  |  |  |  |  |
| * **PE5.2.** vertical surface |  |  |  |  |  |
| * **PE5.3.** internal surface |  |  |  |  |  |
| * **PE5.4.** curved surface (moulding) |  |  |  |  |  |
| * **PE5.5.** surfaces are to include: |  |  |  |  |  |
| solid hardwood |  |  |  |  |  |
| solid softwood |  |  |  |  |  |
| veneered board |  |  |  |  |  |
| metal |  |  |  |  |  |
| **PE6.** Use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements |  |  |  |  |  |
| **PE7.** 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 |  |  |  |  |  |
| **PE8.** Minimise wastage of resources including materials, time and money |  |  |  |  |  |
| **PE9.** 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.** Types, properties and characteristics of coatings |  |  |  |  |  |
| **KE2.** Surface preparation techniques and equipment/materials |  |  |  |  |  |
| **KE3.** Hazardous substances and materials used in surface preparation |  |  |  |  |  |
| **KE4.** Work flow in relation to the application and removal of surface coatings |  |  |  |  |  |

| **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, projects and work samples. |  |  |  |  |  |
| 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. |  |  |  |  |  |
| Access is required to a range of surfaces to be prepared, preparation tools, equipment and consumables. |  |  |  |  |  |
| **Other information if required** | | | | | |
|  |  |  |  |  |  |