# 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** | Measure and draw site layout for manufactured furniture products | | | | **Unit code** | | | MSFFM3011 |
| **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. Obtain measurements** | | | | | |
| **1.1.** The purpose of obtaining measurements is clarified and confirmed |  |  |  |  |  |
| **1.2.** The most appropriate method of obtaining the measurement is selected and applied |  |  |  |  |  |
| **1.3.** Accurate measurements are obtained, confirmed and recorded |  |  |  |  |  |
| **1.4.** Calculations required for the measurement or validation are selected and correctly applied |  |  |  |  |  |
| **1.5.** Quality assurance requirements, standards and tolerances associated with enterprise operations are recognised and adhered to |  |  |  |  |  |
| **2. Draw site layout** | | | | | |
| **2.1.** Intended use of the site is clarified and confirmed |  |  |  |  |  |
| **2.2.** A site plan is prepared showing all features and measurements |  |  |  |  |  |
| **2.3.** A site elevation is completed showing all features and measurements |  |  |  |  |  |
| **2.4.** Unique and non-complying features which may impact on manufacture and/or installation are highlighted and referred to the appropriate party |  |  |  |  |  |

| **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.** Identify the factors relevant to the measurements and drawings |  |  |  |  |  |
| **PE2.** Communicate effectively to enable accurate calculations, measurements and drawings |  |  |  |  |  |
| **PE3.** Accurately measure and record particulars for required sector sites and materials |  |  |  |  |  |
| **PE4.** Draw accurate, scaled plans and elevations relevant to the site using manual or computer-aided methods |  |  |  |  |  |
| **PE5.** Identify and communicate on measurements and dimensions which may impact on manufacture and/or installation |  |  |  |  |  |
| **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 |  |  |  |  |  |

| **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.** Furniture design and planning criteria |  |  |  |  |  |
| **KE2.** Drawing techniques, technologies and processes |  |  |  |  |  |
| **KE3.** Furniture installation methods, criteria and techniques |  |  |  |  |  |
| **KE4.** Measurement techniques and equipment/tools |  |  |  |  |  |
| **KE5.** Theory and practice of calculations (addition, subtraction, multiplication and division) |  |  |  |  |  |
| **KE6.** Conventional signs and markings for plans and drawings |  |  |  |  |  |

| **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 information on the site and products for measurement and calculation, suitable work area appropriate to the activity, suitable site plans/drawings and/or specifications, and measuring, calculating and recording devices. |  |  |  |  |  |
| **Other information if required** | | | | | |
|  |  |  |  |  |  |