# 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** | Conduct on-site adjustments to cabinets and components | | | | **Unit code** | | | MSFKB3004 |
| **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. Determine required adjustment techniques** | | | | | |
| **1.1.** Access to site is obtained according to project guidelines and work health and safety (WHS) procedures |  |  |  |  |  |
| **1.2.** Measurements and required adjustments are examined |  |  |  |  |  |
| **1.3.** Problem-solving skills are applied and techniques selected to conduct adjustments with minimal disruption to cabinet construction |  |  |  |  |  |
| **1.4.** Cabinet design is checked to ensure design and industry standards will be maintained with completion of cabinet adjustments |  |  |  |  |  |
| **2. Make adjustments** | | | | | |
| **2.1.** Cabinet markings are inspected and confirmed to ensure accurate adjustments |  |  |  |  |  |
| **2.2.** Adjustments are conducted using appropriate techniques and tools |  |  |  |  |  |
| **2.3.** Area is cleaned and rubbish disposed of according to environmental standards |  |  |  |  |  |
| **3. Confirm accurate fit** | | | | | |
| **3.1.** Measurements are made to ensure cabinet readiness for installation |  |  |  |  |  |
| **3.2.** Edges and lines are measured to ensure fit is straight and flush |  |  |  |  |  |
| **3.3.** Doors, drawers, runners, handles and latches are checked for correct alignment |  |  |  |  |  |
| **3.4.** Tolerances are checked to ensure standards are achieved |  |  |  |  |  |
| **3.5.** Workplace documentation is completed |  |  |  |  |  |

| **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.** Take and record accurate measurements of installed cabinets and apply appropriate problem-solving techniques to determine the necessary adjustment required for on site cabinetry |  |  |  |  |  |
| **PE6.** Complete operations to adjust cabinets using hand and power tools safely and efficiently using identified techniques that do not damage the cabinetry or site structure |  |  |  |  |  |
| **PE7.** Conduct quality checks on adjusted cabinets to ensure they meet specifications |  |  |  |  |  |
| **PE8.** Use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements |  |  |  |  |  |
| **PE9.** 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 |  |  |  |  |  |
| **PE10.** Avoid backtracking, work flow interruptions or wastage |  |  |  |  |  |
| **PE11.** 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.** Processes used for the construction and modification of cabinets |  |  |  |  |  |
| **KE2.** Features of cabinets and components |  |  |  |  |  |
| **KE3.** State or territory WHS legislation, regulations, standards and codes of practice relevant to on-site work |  |  |  |  |  |
| **KE4.** Characteristics of materials, products and defects |  |  |  |  |  |
| **KE5.** Procedures for documenting workplace records and information |  |  |  |  |  |
| **KE6.** Appropriate mathematical procedures for estimation and measurement |  |  |  |  |  |
| **KE7.** Relevant problem identification and resolution techniques |  |  |  |  |  |

| **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. Evidence must be provided of correct adjustment of cabinetry components in at least two installation sites. |  |  |  |  |  |
| Assessment must be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, multimedia evidence and supervisor’s reports. |  |  |  |  |  |
| 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 tools required for measurement and completing adjustments; and plans, drawings and manuals relating to project. |  |  |  |  |  |
| **Other information if required** | | | | | |
|  |  |  |  |  |  |