

Assessment Guide

Domain

Furniture Making

Unit

9785 v4

Set and Operate a Flat Bed Sander to
Sand Wooden Furniture Components

Level 2

Credits 4

Candidate details

Name

Company

NSI No.

Email / Phone

Assessor details

Name

Company

Pre-requisite confirmation

I, the Assessor, can confirm that the candidate holds the pre-requisite(s) for this unit standard.

Yes

Not applicable

No

Verification details (if required)

Verifier Name and Company

Email / Phone

I confirm that the candidate's performance meets workplace requirements.

Signature

Date

Assessment result

Assessor judgement:

Achieved

Not yet achieved

Assessor stamp

Signature

Date

Candidate response

I, the Candidate:

Agree with the assessment result.

Wish to appeal the assessment result

Signature

Date

Assessment Requirements

This Assessment Guide is designed to help you provide evidence of your skills and knowledge required by this unit standard.

Before you begin

Read through the assessment requirements yourself. Talk with your Assessor if there is anything you don't understand.

Meet with your Assessor to plan your assessment. Your Assessor will:

- » talk you through this Guide, and discuss when and how you will be assessed.
- » check you are ready to begin this assessment.

What you need to do

1. Complete the following assessment tasks:

Questions	Answer questions about setting and operating a flat bed sander to sand wooden furniture components.
Observation Checklist	Be observed on-job or off-job. This will involve: <ul style="list-style-type: none">» Preparing to set and operate a flat bed sander.» Setting and operating a flat bed sander to sand wooden furniture components.

Note: Your Assessor may choose someone to verify and/or observe your work. This person must have expertise in furniture making and could be someone you report to, your trainer, or a supervisor or manager who works with you regularly.

1. You may wish to provide additional supporting evidence that proves you have the knowledge and skills required by this unit. Additional evidence may include, for example, workplace documentation you have used and/or completed, training records, photos, screenshots, printouts, videos, voice recordings.
2. When you have completed all assessment tasks, complete the 'Candidate evidence check' at the end of this Guide.
3. When you are sure you have completed and/or attached everything, contact your Assessor or Account Manager to arrange next steps.

Conditions

- » Your evidence must clearly show your ability to set and operate a flat bed sander to sand wooden furniture components .
- » Complete all assessment tasks yourself. Use your own words when answering questions.
- » This is a closed book assessment. You must complete it without looking at any training material.
- » It is expected that you will have had learning / experience of abrasives used in furniture production, or demonstrate equivalent knowledge and skills on more than one occasion, before you are formally assessed.
- » All tasks you carry out for this assessment must be completed following workplace procedures, and comply with organisational and legislative (legal) requirements.
- » This unit standard may be assessed against on-job or off-job.
- » Personal protective equipment, appropriate to job requirements, is to be selected and used in accordance with worksite policies and procedures and manufacturer's instructions.

Conditions

- » *Manufacturer's instructions* are instructions provided by manufacturers of substances, equipment, and machinery used in furniture making. These instructions may include details on safe and correct handling, use and storage of substances and/or details on substance properties. Examples are labels on substance containers, product data sheets, and operator's manuals.
 - » *Worksite policies and procedures* refer to documented policies and to documented or other directions provided to staff. These may include, but are not limited to, ways of managing health and safety, environmental considerations, quality, and production, and must conform to legislation. Examples include standard operating procedures, company health and safety plans, on-site briefings, and supervisor's instructions. For the purposes of this unit standard worksite policies and procedures may also refer to the policies and procedures of an off-job training site.
- Definitions

References

- » *Woodwork machinery regulations* refer to the Guidelines for the Safe Use of Woodworking Machinery, Occupational Safety and Health Service (Wellington: Department of Labour, October 1995), and any subsequent amendments. Available at: <http://www.osh.dol.govt.nz>.

Questions

Answer the following questions about setting and operating a flat bed sander to sand wooden furniture components.

Use your own words. You can answer the questions in writing, or give your answers verbally to your Assessor who will write down what you say. You may need to arrange this in advance with your Assessor.

Draw pictures or diagrams to support your answers if you wish.

Your Assessor may ask you additional questions to check your knowledge and understanding.

Your name	
Workplace	
Answers written by: (Tick one)	<input type="checkbox"/> Candidate <input type="checkbox"/> Assessor <input type="checkbox"/> Other (please write):

1. Obtain job specifications from your supervisor or assessor and use them to answer the following. <input type="checkbox"/>							
<table border="1"><thead><tr><th>Item</th><th>Description</th></tr></thead><tbody><tr><td>Identify the number of components to be sanded</td><td></td></tr><tr><td>Identify which sander belt to be used</td><td></td></tr></tbody></table>	Item	Description	Identify the number of components to be sanded		Identify which sander belt to be used		
Item	Description						
Identify the number of components to be sanded							
Identify which sander belt to be used							
2. Explain the steps you must take when the sander belt requires replacement. <input type="checkbox"/>							

You have reached the end of the questions.

Observation Checklist

Carefully read through this Observation Checklist so you know exactly what is expected.

You, the candidate, must fill in Part A.

Part B will be completed by your Assessor or someone who has been approved by your Assessor.

Be observed on-job or off-job. This will involve:

- » Preparing to set and operate a flat bed sander.
- » Setting and operating a flat bed sander to sand wooden furniture components.

You may need to be observed more than once.

Your Observer may ask you additional questions to check your knowledge and understanding.

Note to the Observer

- » Complete Part B of this checklist.
- » Watch the candidate carry out each task.
- » Note down any extra questions you ask of the candidate during the observation, and their response.

Part A: Candidate to complete this section

Your name

Workplace

Part B: Observer to complete this section

For each statement below, tick if you agree.

When preparing for set up and operation, the candidate completes the following:

- | | |
|--|-------------------------------------|
| | <input checked="" type="checkbox"/> |
| 1. Sander belts are selected according to the job specifications | <input type="checkbox"/> |
| 2. Materials are selected according to the job specifications | <input type="checkbox"/> |
| 3. Environmental and safety requirements are met according to worksite policies and procedures. | <input type="checkbox"/> |
| 4. Equipment to be used meets legislative electrical safety requirements e.g. electrical safety tag is up to date, leads are sound not frayed etc. | <input type="checkbox"/> |
| 5. Lighting in work area meets Department of Labour guidelines | <input type="checkbox"/> |
| 6. Work area is adequately ventilated | <input type="checkbox"/> |
| 7. Dust extraction is on and operating efficiently. | <input type="checkbox"/> |
| 8. All required items of PPE are selected and used correctly.
Record below which PPE is selected and used. | <input type="checkbox"/> |

When setting up and operating a flat bed sander to sand wooden furniture components, the candidate completes the following:

- | | |
|---|-------------------------------------|
| | <input checked="" type="checkbox"/> |
| 9. Fences, safety guards and belts are secured in place according to job specifications and manufacturer's instructions | <input type="checkbox"/> |

10.	Routine and minor maintenance of flat bed sander is undertaken according to worksite policies and procedures	<input type="checkbox"/>
11.	Flat bed sander is operated according to woodwork machinery regulations and worksite policy and procedures	<input type="checkbox"/>
12.	Faces of furniture components are sanded on flat bed according to the job specifications	<input type="checkbox"/>
13.	Belts are checked for sharpness throughout the operation and changed if required	<input type="checkbox"/>
14.	Components are compared to job specifications throughout sanding	<input type="checkbox"/>
15.	If required, machine settings are adjusted to put right any out of specification components	<input type="checkbox"/>
16.	All sanded components are in accordance with job specifications	<input type="checkbox"/>
17.	Belts are removed from flat bed sander according to the manufacturer's instructions and stored in an appropriate dry area	<input type="checkbox"/>
18.	Work area is left: <input type="checkbox"/> Clean <input type="checkbox"/> Clear <input type="checkbox"/> Safe	<input type="checkbox"/>
Please comment on the candidate's ability to set and operate a flat bed sander to sand wooden furniture components.		
I confirm that I have directly observed the candidate carry out all the above tasks to the standard required.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Observer name and title		Signature
Phone / Email		Date

Candidate evidence check

Required evidence

Use this checklist to make sure you finished the assessment tasks in full.

Clearly name and label all attachments.

I have completed and/or attached:

- The Questions in this guide
- One** Observation Checklist completed and signed by an observer

Additional supporting evidence

If you have any other evidence which helps prove your skills and knowledge in this unit (such as completed documents, photos, videos or voice recordings), attach it and record it below.

Clearly name and label all attachments.

I have attached the following as additional supporting evidence:

Assessor final judgement

After reviewing the candidate's evidence for Unit Standard 9785 v4, it is clear that the candidate can competently:

- Prepare to set and operate a flat bed sander.
- Set and operate a flat bed sander to sand wooden furniture components.

Assessor feedback to the candidate

Assessor

Date