

Model Answers

Domain

Furniture Making

Unit

9785 v4 Set and Operate a Flat Bed Sander to Level 2 Credits 4
Sand Wooden Furniture Components

Assessment Information

Entry Information

It is recommended that the candidate has achieved the following unit standard(s) before starting this assessment.

- » Unit 25570, *Demonstrate knowledge of abrasives used in furniture production*, or demonstrate equivalent knowledge and skills.

Required Evidence

This Assessment Guide, that includes the following completed assessment tasks:

- » Questions
- » Observation Checklist

Appeals

The candidate must understand the appeals process before carrying out this assessment.

Information about Competenz's assessment appeals process can be found on the Assessors and Moderators page of Competenz's website www.competenz.org.nz.

Change control

The following changes have been made to 9785 v4 assessment materials.

Edition of this document	Changes made
Edition 2 July 2017	» Updated to Competenz 2017 assessment templates, including the addition of a 'Candidate evidence check', legislative updates in 'Assessment requirements', and the addition of an 'Assessor final judgement' section. » Updated formatting. » Footer has been updated to reflect new Edition.
Edition 1 November 2011	No changes. Original document.

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>.

Unit Standard Evidence Map

Unit 9785 v4	Set and operate a flat bed sander to sand wooden furniture components	Level 2	Credits 4
Outcomes and Evidence Requirements		Evidence	No.
Outcome 1: Prepare to set and operate a flat bed sander.			
1.1	Job specifications are obtained and explained in accordance with worksite policies and procedures. Range: components to be sanded, sander belt.	Questions	1
1.2	Sander belts are selected in accordance with job specifications and worksite policies and procedures.	Observation Checklist	1-8
1.3	Action to be taken when a sander belt requires replacement is explained in accordance with worksite policies and procedures.	Questions	2
1.4	Materials are selected in accordance with job specifications.	Observation Checklist	1-8
1.5	Environmental and safety requirements are met in accordance with worksite policies and procedures. Range: electrical power, lighting, ventilation, dust extraction.	Observation Checklist	1-8
Outcome 2: Set and operate a flat bed sander to sand wooden furniture components.			
2.1	Fences, safety guards, and belts are secured in place in accordance with job specifications and manufacturer's instructions.	Observation Checklist	9-17
2.2	Routine and minor maintenance of flat bed sander is undertaken in accordance with worksite policies and procedures.	Observation Checklist	9-17
2.3	Flat bed sander is operated in accordance with woodwork machinery regulations and worksite policies and procedures.	Observation Checklist	9-17
2.4	Faces of furniture components are sanded on flat bed in accordance with job specifications.	Observation Checklist	9-17
2.5	Edges of furniture components are sanded on top belt in accordance with job specifications.	Observation Checklist	9-17
2.6	Belts are checked for sharpness throughout operation and changed if required in accordance with worksite policies and procedures.	Observation Checklist	9-17
2.7	Components are compared to job specifications throughout sanding operation. If required, machine settings are adjusted to rectify any out of specification components in accordance with worksite policies and procedures.	Observation Checklist	9-17
2.8	Sanded components are in accordance with job specifications.	Observation Checklist	9-17

2.9	Belts are removed from flat bed sander in accordance with manufacturer's instructions and stored in a dry area in accordance with worksite policies and procedures.	Observation Checklist	9-17
2.10	Work area is left clean, clear, and safe in accordance with worksite policies and procedures.	Observation Checklist	9-17

Any queries, contact: Kompetenz, PO Box 9005, Newmarket, Auckland 1149. Ph. 0800 526 1800

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.

Judgement statements

The candidate's written and/or verbal responses support their competency.

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.

Assessor

This question supports E.R. 1.1.

Job specifications need to be sufficient to complete all tasks in this assessment.

Example answer

Item	Description
Identify the number of components to be sanded	Dependent on specifications: E.g. 10 Cabinet Doors
Identify which sander belt to be used	E.g. 100 x 2745 A/O 150 Grit Belt

2. Explain the steps you must take when the sander belt requires replacement.

Assessor

This question supports E.R. 1.3.

Example answer

Disconnect sander from power

Release tension on belt

Open Covers

Slide belt off wheels

Place new belt on one wheel, slide belt under platen(Pad) and over other wheel making sure to check arrows point in correct direction

Centre the belts and replace covers

Tension belt and check tracking.

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.

Judgement statements

- The completed Observation Checklist supports the candidate's successful performance in setting and operating a flat bed sander to sand wooden furniture components.

Part A: Candidate to complete this section

Your name Candidate name provided

Workplace Workplace identified

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:

Assessor

Checklist 1-8 supports 1.2, 1.4, 1.5.



- | | | |
|----|---|-------------------------------------|
| 1. | Sander belts are selected according to the job specifications | <input checked="" type="checkbox"/> |
| 2. | Materials are selected according to the job specifications | <input checked="" type="checkbox"/> |
| 3. | Environmental and safety requirements are met according to worksite policies and procedures. | <input checked="" 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 checked="" type="checkbox"/> |
| 5. | Lighting in work area meets Department of Labour guidelines | <input checked="" type="checkbox"/> |
| 6. | Work area is adequately ventilated | <input checked="" type="checkbox"/> |
| 7. | Dust extraction is on and operating efficiently. | <input checked="" type="checkbox"/> |
| 8. | All required items of PPE are selected and used correctly.
Record below which PPE is selected and used. | <input checked="" type="checkbox"/> |

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



Assesor

Checklist 9-18 supports E.R. 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 2.10

9.	Fences, safety guards and belts are secured in place according to job specifications and manufacturer's instructions	<input checked="" type="checkbox"/>
10.	Routine and minor maintenance of flat bed sander is undertaken according to worksite policies and procedures	<input checked="" type="checkbox"/>
11.	Flat bed sander is operated according to woodwork machinery regulations and worksite policy and procedures	<input checked="" type="checkbox"/>
12.	Faces of furniture components are sanded on flat bed according to the job specifications	<input checked="" type="checkbox"/>
13.	Belts are checked for sharpness throughout the operation and changed if required	<input checked="" type="checkbox"/>
14.	Components are compared to job specifications throughout sanding	<input checked="" type="checkbox"/>
15.	If required, machine settings are adjusted to put right any out of specification components	<input checked="" type="checkbox"/>
16.	All sanded components are in accordance with job specifications	<input checked="" type="checkbox"/>
17.	Belts are removed from flat bed sander according to the manufacturer's instructions and stored in an appropriate dry area	<input checked="" type="checkbox"/>
18.	Work area is left: <input checked="" type="checkbox"/> Clean <input checked="" type="checkbox"/> Clear <input checked="" type="checkbox"/> Safe	<input checked="" type="checkbox"/>

Please comment on the candidate's ability to set and operate a flat bed sander to sand wooden furniture components.

Any comments support the candidate's successful performance in meeting the above standards.

I confirm that I have directly observed the candidate carry out all the above tasks to the standard required.

Yes

No

Observer name and title

Observer name and title recorded

Signature

Observer signed

Phone / Email

Contact details recorded

Date

Date recorded

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

Assessor

The required evidence for each assessment has been completed and/or attached.

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

There is no requirement to attach additional supporting evidence.

Any additional supporting evidence is relevant and further supports the candidate's competency in this unit.

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

Please provide specific feedback to the candidate about their performance in meeting the requirements of this unit standard.

Assessor	Assessor name recorded	Date	Date recorded
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