

Assessment Guide

Domain	Furniture > Furniture Making			
Unit	9786 v 4	Set and operate a sanding machine to sand shaped furniture components	Level 2	Credits 2

Candidate details

Name	Company
NSI No.	Email / Phone

Assessor details

Name	Company
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Pre-requisite confirmation

I, the Assessor, can confirm that the candidate holds the pre-requisite(s) for this unit standard.	<input type="checkbox"/> Yes	<input type="checkbox"/> Not applicable
	<input type="checkbox"/> No	

Verification details (if required)

Verifier Name and Company	Email / Phone
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I confirm that the candidate's performance meets workplace requirements.	
Signature	Date

Assessment result

Assessor judgement:	<input type="checkbox"/> Achieved	Assessor stamp
	<input type="checkbox"/> Not yet achieved	
Signature	Date	

Candidate response

I, the Candidate:	
<input type="checkbox"/> Agree with the assessment result.	<input type="checkbox"/> 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 sanding machine to sand shaped furniture components.
Observation Checklist	Be observed setting and operating a sanding machine to sand shaped furniture components on or off-job. This will involve: <ul style="list-style-type: none">» Preparing to sand shaped furniture components.» Preparing a sanding machine to sand shaped furniture components.» Sanding shaped furniture components using a sanding machine.

Note: Your Assessor may choose someone to observe your work. This person must have expertise in setting and operating a sanding machine to sand shaped furniture components and could be someone you report to, your trainer, or a supervisor or manager who works with you regularly.

2. 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.
3. When you have completed all assessment tasks, complete the 'Candidate evidence check' at the end of this Guide.
4. 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 you can set and operate a sanding machine to sand shaped furniture components.
- » Competence must be demonstrated on at least one of the following machines – bobbin sander, brush sander, pneumatic sander, edge sander, disc sander, drum sander.
- » This unit standard may be assessed against on-job or off-job.
- » Complete all assessment tasks yourself. Use your own words when answering questions.
- » It is expected that you will have had learning / experience of setting and operating a sanding machine to sand shaped furniture components on more than one occasion, before you are formally assessed.
- » It is likely that you will have already been observed setting and operating a sanding machine to sand shaped furniture components on more than one occasion, before you are formally assessed.
- » Personal protective equipment, appropriate to job requirements, is to be selected and used in accordance with worksite policies and procedures and manufacturer's instructions.
- » All tasks you carry out for this assessment must be completed following workplace procedures, and comply with organisational and legislative (legal) requirements.

Definitions

- » *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.

References

The assessment tasks must be completed in accordance with the following reference texts:

- » *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.worksafe.co.nz>.

Questions

Answer the following questions about setting and operating a sanding machine to sand shaped furniture components.

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	
Job specifications	<input type="checkbox"/> Attach to this Assessment Guide

		<input checked="" type="checkbox"/>
1.	Using the job specifications explain the following:	<input type="checkbox"/>
	a) Components to be sanded:	
	b) Types of sanding belts to be used:	

2. Explain at least three maintenance requirements for a sanding machine.

1.

2.

3.

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.

You must be observed setting and operating a sanding machine to sand shaped 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, and their responses.
- » Make sure the candidate has attached the job specifications.

Part A: Candidate to complete this section

Your name

Workplace

Type of machine

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> bobbin sander | <input type="checkbox"/> brush sander |
| <input type="checkbox"/> pneumatic sander | <input type="checkbox"/> edge sander |
| <input type="checkbox"/> disc sander | <input type="checkbox"/> drum sander |

Part B: Section 1 Observer to complete

Job specifications

- Attach to Assessment Guide

For each statement below, tick if you agree.

When preparing to sand shaped furniture components, the candidate:



1. Correctly selects and uses personal protective equipment, including:



- | | |
|---|--|
| <input type="checkbox"/> Gloves | <input type="checkbox"/> Eye protection |
| <input type="checkbox"/> Respiratory protection | <input type="checkbox"/> Clothing protection |
| <input type="checkbox"/> Footwear | |

2. Correctly selects belts to meet job specifications.



3. Correctly selects materials to meet job specifications.



4. Correctly meets all environmental and safety requirements.



- Electrical power
- Lighting
- Ventilation
- Dust extraction

When preparing a sanding machine to sand shaped furniture components, the candidate:	<input checked="" type="checkbox"/>
5. Correctly ensures fences and guards are set.	<input type="checkbox"/>
6. Correctly selects belt, checks for sharpness and damage, and secures in place.	<input type="checkbox"/>
7. Correctly sets machine.	<input type="checkbox"/>
8. Correctly measures materials and marks out for sanding.	<input type="checkbox"/>
When sanding shaped furniture components using a sanding machine, the candidate:	<input checked="" type="checkbox"/>
9. Operates sander correctly.	<input type="checkbox"/>
10. Correctly sands shaped components.	<input type="checkbox"/>
11. Correctly checks belts for sharpness throughout operation and changes belts when required.	<input type="checkbox"/>
12. Correctly identifies, rejects and reports substandard components to supervisor.	<input type="checkbox"/>
13. Leaves machine and work area: <input type="checkbox"/> Clean <input type="checkbox"/> Clear <input type="checkbox"/> Safe	<input type="checkbox"/>
14. Stores belts correctly in a dry environment.	<input type="checkbox"/>

Please comment on the candidate's ability to set and operate a sanding machine to sand shaped furniture components.

I confirm that I have directly observed the candidate carry out all the above tasks to the standard required. Yes
 No

I confirm I have expertise in setting and operating a sanding machine to sand shaped furniture components. Yes
 No

Observer name and title

Signature

Phone / Email

Date

Thank you for completing this Observation Checklist.

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
- Relevant documentation including job specifications

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 9786 v 4, it is clear that the candidate can competently:

- Prepare to sand shaped furniture components.
- Prepare a sanding machine to sand shaped furniture components.
- Sand shaped furniture components using a sanding machine.

Assessor feedback to the candidate

Assessor

Date