

Model Answers

Domain

Furniture > Furniture Making

Unit

9786 v 4

Set and operate a sanding machine
to sand shaped furniture components

Level 2

Credits 2

Assessment Information

Entry Information

There are no pre-requisite requirements for this unit.

Required Evidence

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

- » Questions
- » Observation Checklist
- » Attach documentation as required

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 Unit Standard 9786 v 4 assessment materials.

Edition of this document	Changes made
Edition 2 October 2017	<ul style="list-style-type: none">» 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.» This Edition was pre-moderated October 2017
Edition 1 November 2011	No changes. FITEC 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 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.osh.dol.govt.nz>.

Unit Standard Evidence Map

Unit 9786 v 4	Set and operate a sanding machine to sand shaped furniture components	Level 2	Credits 2
Explanatory notes			
1. This unit standard may be assessed against on-job or off-job.			
2. Competence must be demonstrated on at least one of the following machines – bobbin sander, brush sander, pneumatic sander, edge sander, disc sander, drum sander.			
Outcomes and Evidence Requirements		Evidence	No.
Outcome 1: Prepare to sand shaped furniture components.			
1.1	Job specifications are obtained and explained in accordance with worksite policies and procedures. Range components, sanding belts.	Questions	1
1.2	Belts are selected in accordance with job specifications.	Observation Checklist	2
1.3	Materials are selected in accordance with job specifications.	Observation Checklist	1 and 3
1.4	Environmental and safety requirements are met in accordance with worksite policies and procedures. Range electrical power, lighting, ventilation, dust extraction.	Observation Checklist	4
Outcome 2: Prepare a sanding machine to sand shaped furniture components.			
2.1	Fences and safety guards are set in accordance with job specifications and manufacturer's instructions.	Observation Checklist	5
2.2	Belt is selected, checked for sharpness and damage, and secured in place in accordance with job specifications and manufacturer's instructions.	Observation Checklist	6
2.3	Machine is set in accordance with job specifications and manufacturer's instructions.	Observation Checklist	7
2.4	Minor maintenance requirements of equipment are explained in accordance with manufacturer's instructions.	Questions	2
2.5	Materials are measured and marked out for sanding in accordance with the job specifications.	Observation Checklist	8
Outcome 3: Sand shaped furniture components using a sanding machine.			
3.1	Sander is operated in accordance with woodworking machinery regulations and worksite policies and procedures.	Observation Checklist	9
3.2	Shaped components are sanded to meet requirements of job specifications.	Observation Checklist	10

3.3	Belts are checked for sharpness throughout operation and changed when required in accordance with worksite policies and procedures.	Observation Checklist	11
3.4	Substandard components are identified, rejected, and reported to the supervisor in accordance with job specifications.	Observation Checklist	12
3.5	Machine and work area are made clean, clear, and safe in accordance with worksite policies and procedures.	Observation Checklist	13
3.6	Belts are stored in a dry environment in accordance with worksite policies and procedures.	Observation Checklist	14

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

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	Name supplied
Workplace	Workplace supplied
Job specifications	<input checked="" type="checkbox"/> Attach to this Assessment Guide Assessor: Job specifications attached. May be same or different to job specifications used in Observation Checklist. All job specifications, equipment used, and job output must conform to current commercial industry practice. Competence must be demonstrated on at least one of the following machines – bobbin sander, brush sander, pneumatic sander, edge sander, disc sander, drum sander.

		<input checked="" type="checkbox"/>
1.	Using the job specifications explain the following: <ul style="list-style-type: none"> » Components to be sanded: E.g. 16 x shaped back chair legs (Pine) » Types of sanding belts to be used: E.g. 100 – 120 grit Assessor This question supports E.R. 1.1. Judgement statements <input type="checkbox"/> The candidate correctly explains the job specifications in accordance with worksite policies and procedures. Example answer As above. Answers will vary according to job specifications.	<input checked="" type="checkbox"/>
2.	Explain at least three maintenance requirements for a sanding machine. <ol style="list-style-type: none"> 1. Lubricate according to manufacturer’s instructions. 2. Wipe off the sawdust build-up from table surface 3. Keep unpainted surfaces rust free Check for worn or damaged wires Check for any other condition that could hamper the safe operation of this machine. 	<input checked="" type="checkbox"/>

Assessor

This question supports E.R. 2.4.

Judgement statements

- The candidate correctly explains the minor maintenance requirements of equipment in accordance with manufacturer's instructions.

Example answer

As above. Answers will vary according to manufacturer's instructions.

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 Candidate name provided

Workplace Workplace identified

Type of machine bobbin sander brush sander
 pneumatic sander edge sander
 disc sander drum sander

Assessor

One box must be ticked.

Part B: Section 1 Observer to complete

Job specifications

Attach to Assessment Guide

Assessor: Job specifications attached. May be same or different to job specifications used in Observation Checklist.

All job specifications, equipment used, and job output must conform to current commercial industry practice.

Competence must be demonstrated on at least one of the following machines – bobbin sander, brush sander, pneumatic sander, edge sander, disc sander, drum sander.

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:



Gloves

Eye protection

Respiratory protection

Clothing protection

Footwear

Assessor

This supports E.R. 1.3.

Judgement Statement

The candidate selects and uses personal protective equipment in accordance with worksite policies and procedures.

2. Correctly selects belts to meet job specifications.



Assessor

This supports E.R. 1.2.

Judgement Statement

The candidate selects belts in accordance with job specifications.

<p>3. Correctly selects materials to meet job specifications. <input checked="" type="checkbox"/></p> <p>Assessor</p> <p>This supports E.R. 1.3.</p> <p>Judgement Statement</p> <p><input type="checkbox"/> The candidate selects materials in accordance with job specifications.</p>
<p>4. Correctly meets all environmental and safety requirements. <input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/> Electrical power</p> <p><input checked="" type="checkbox"/> Lighting</p> <p><input checked="" type="checkbox"/> Ventilation</p> <p><input checked="" type="checkbox"/> Dust extraction</p> <p>Assessor</p> <p>This supports E.R. 1.4.</p> <p>Judgement Statement</p> <p><input type="checkbox"/> The candidate meets all environmental and safety requirements in accordance with worksite policies and procedures.</p>
<p>When preparing a sanding machine to sand shaped furniture components, the candidate: <input checked="" type="checkbox"/></p>
<p>5. Correctly ensures fences and guards are set. <input checked="" type="checkbox"/></p> <p>Assessor</p> <p>This supports E.R. 2.1.</p> <p>Judgement Statement</p> <p><input type="checkbox"/> The candidate ensures fences and guards are set in accordance with job specifications and manufacturer's instructions.</p>
<p>6. Correctly selects belt, checks for sharpness and damage, and secures in place. <input checked="" type="checkbox"/></p> <p>Assessor</p> <p>This supports E.R. 2.2.</p> <p>Judgement Statement</p> <p><input type="checkbox"/> The candidate selects belt, checks for sharpness and damage, and secures in place in accordance with job specifications and manufacturer's instructions.</p>
<p>7. Correctly sets machine. <input checked="" type="checkbox"/></p> <p>Assessor</p> <p>This supports E.R. 2.3.</p> <p>Judgement Statement</p> <p><input type="checkbox"/> The candidate sets machine in accordance with job specifications and manufacturer's instructions.</p>

8.	Correctly measures materials and marks out for sanding.	<input checked="" type="checkbox"/>
	Assessor	
	This supports E.R. 2.5.	
	Judgement Statement	
	<input type="checkbox"/> The candidate measures materials and marks out for sanding in accordance with job specifications and manufacturer's instructions.	
When sanding shaped furniture components using a sanding machine, the candidate:		<input checked="" type="checkbox"/>
9.	Operates sander correctly.	<input checked="" type="checkbox"/>
	Assessor	
	This supports E.R. 3.1.	
	Judgement Statement	
	<input type="checkbox"/> The candidate operates sander in accordance with woodworking machinery regulations and worksite policies and procedures.	
10.	Correctly sands shaped components.	<input checked="" type="checkbox"/>
	Assessor	
	This supports E.R. 3.2.	
	Judgement Statement	
	<input type="checkbox"/> The candidate sands shaped components to meet requirements of job specifications.	
11.	Correctly checks belts for sharpness throughout operation and changes belts when required.	<input checked="" type="checkbox"/>
	Assessor	
	This supports E.R. 3.3.	
	Judgement Statement	
	<input type="checkbox"/> The candidate checks belts for sharpness throughout operation and changes when required in accordance with worksite policies and procedures.	
12.	Correctly identifies, rejects and reports substandard components to supervisor.	<input checked="" type="checkbox"/>
	Assessor	
	This supports E.R. 3.4.	
	Judgement Statement	
	<input type="checkbox"/> The candidate identifies and rejects substandard components and reports to the supervisor in accordance with job specifications	

13. Leaves machine and work area:		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Clean <input checked="" type="checkbox"/> Clear <input checked="" type="checkbox"/> Safe Assessor This supports E.R. 3.5. Judgement Statement <input type="checkbox"/> The candidate leaves machine and work area clean, clear, and safe in accordance with worksite policies and procedures.			
14. Stores belts correctly in a dry environment.		<input checked="" type="checkbox"/>	
Assessor This supports E.R. 3.6. Judgement Statement <input type="checkbox"/> The candidate stores belts in a dry environment in accordance with worksite policies and procedures.			
Please comment on the candidate's ability to set and operate a sanding machine to sand shaped 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.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
I confirm I have expertise in setting and operating a sanding machine to sand shaped furniture components.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Observer name and title	Observer name and title recorded	Signature	Observer signed
Phone / Email	Contact details recorded	Date	Date recorded

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

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 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

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