

# Assessment Guide

**Domain**

Furniture > Furniture Making

**Unit**

9792 v 4

**Operate a dovetailing machine to dovetail wooden drawers**

Level 3

Credits 2

## Candidate details

**Name**

**Company**

**NSI No.**

**Email / Phone**

## Assessor details

**Name**

**Company**

## Verifier details (if required)

**Name and Company**

**Email / Phone**

## Pre-requisite confirmation

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

- Yes  
 No  
 Not applicable

## 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.

People credited with this unit standard are able to prepare to operate, and operate a dovetailing machine, to dovetail wooden drawers.

### 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:

<b>Observation Checklist</b>	<p>Be observed operating a dovetailing machine to dovetail wooden drawers. This will involve being observed:</p> <ul style="list-style-type: none"><li>» Preparing to operate a dovetailing machine</li><li>» Operating a dovetailing machine</li><li>» Dovetailing three drawer fronts</li><li>» Dovetailing three drawer sides</li><li>» Selecting and using all relevant personal protective equipment according to worksite policies and procedures and manufacturer's instructions</li><li>» Operating machinery according to woodwork machinery regulations and worksite policies and procedures.</li><li>» Answering verbal questions on the tasks involved in the assessment.</li><li>» Attach a photograph of completed wooden drawers.</li></ul>
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**Note:** Your Assessor may choose someone to verify and/or observe your work. This person must have expertise in operating a dovetailing machine to dovetail wooden drawers 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 competence in preparing to operate and operating a dovetailing machine to dovetail wooden drawers.
- » Complete all assessment tasks yourself. Use your own words when answering questions.
- » It is expected that you will have had learning / experience of operating a dovetailing machine to dovetail wooden drawers on more than one occasion, before you are formally assessed.
- » It is likely that you will have already been observed operating a dovetailing machine to dovetail wooden drawers 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.
- » Your assessment tasks may be in an on-job or off-job environment.
- » 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>.

# 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 dovetailing wooden drawers. This will involve:

- » Preparing to operate a dovetailing machine to dovetail wooden drawers.
- » Operating a dovetailing machine to dovetail wooden drawers.
- » Complying with all environmental and safety requirements in accordance with worksite policies and procedures.
- » Attaching a photograph of completed wooden drawers.

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.
- » Make sure the candidate has attached a photograph of completed wooden drawers.

### 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 to operate a dovetailing machine to dovetail wooden drawers, the candidate:**



1. Obtains relevant job specifications in accordance with worksite policies and procedures.

2. Uses the job specifications to give you a verbal explanation of:

Component dimension

Number of drawers to be dovetailed (at least three required)

Material to be used

Timeframe of job

3. Selects and uses personal protective equipment appropriate to job requirements and in accordance with worksite policies and procedures and manufacturer's instructions.

Personal protective equipment used:

4.	Identifies safety features of a dovetailing machine.	<input type="checkbox"/>
5.	Selects material in accordance with worksite policies and procedures.	<input type="checkbox"/>
6.	Meets environmental and safety requirements in accordance with worksite policies and procedures, including:	<input type="checkbox"/>
	<input type="checkbox"/> Electrical power	
	<input type="checkbox"/> Lighting	
	<input type="checkbox"/> Ventilation	
	<input type="checkbox"/> Dust extraction	
For each statement below, tick if you agree.		
<b>When operating a dovetailing machine to dovetail wooden drawers, the candidate:</b>		<input checked="" type="checkbox"/>
7.	Loads drawer sides into the dovetailing machine in accordance with worksite policies and procedures, ensuring that drawer sides are:	<input checked="" type="checkbox"/>
	<input type="checkbox"/> Vertical	
	<input type="checkbox"/> Inside facing the cutter	
	<input type="checkbox"/> Bottom edge against end stop.	

8.	Loads fronts into the dovetailing machine in accordance with worksite policies and procedures, ensuring that drawer sides are:	<input type="checkbox"/>
	<input type="checkbox"/> Horizontal	
	<input type="checkbox"/> Inside facing down	
	<input type="checkbox"/> Bottom edge against end stop	
	<input type="checkbox"/> End of drawer front against drawer side	
9.	Operates all machinery in accordance with woodwork machinery regulations and worksite policies and procedures.	<input type="checkbox"/>
10.	Monitors output of machine during operation to ensure drawers meet job specifications.	<input type="checkbox"/>
11.	Rejects and replaces any out of specification components in accordance with worksite policies and procedures	<input type="checkbox"/>
12.	Produces drawers in accordance with job specifications. (Take a photograph of completed drawers and include with completed Assessment Guide.)	<input type="checkbox"/>
13.	Leaves machine and work area clean, clear and safe in accordance with worksite policies and procedures.	<input type="checkbox"/>
Please comment on the candidate's ability to operate a dovetailing machine to dovetail wooden drawers.		
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
I confirm that I have experience in operating a dovetailing machine to dovetail wooden drawers.		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Observer name and title</b>		<b>Signature</b>
<b>Phone / Email</b>		<b>Date</b>





## 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:

- One Observation Checklist completed and signed by an observer
- One photograph of completed wooden drawers.

### 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 9792 v4 **Operate a dovetailing machine to dovetail wooden drawers**, it is clear that the candidate can competently:

- Prepare to operate a dovetailing machine to dovetail wooden drawers.
- Operate a dovetailing machine to dovetail wooden drawers.

### Assessor feedback to the candidate

Assessor

Date