

Model Answers

Domain

Furniture > Furniture Making

Unit

9792 v 4

Operate a dovetailing machine to dovetail wooden drawers

Level 3

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:

- » Observation Checklist
- » Photograph of completed wooden drawers

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 v assessment materials.

Edition of this document	Changes made
Edition 2 April 2022	<ul style="list-style-type: none">» Corrected credit value.» Footer has been updated to reflect new Edition.» No pre-moderation was required.» This edition was pre-moderated August 2017
Edition 1 August June 2017	<ul style="list-style-type: none">» 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.

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:

Observation Checklist	<p>Be observed operating a dovetailing machine to dovetail wooden drawers. This will involve being observed:</p> <ul style="list-style-type: none">» Preparing to operate a dovetailing machine» Operating a dovetailing machine» Dovetailing three drawer fronts» Dovetailing three drawer sides» Selecting and using all relevant personal protective equipment according to worksite policies and procedures and manufacturer's instructions» Operating machinery according to woodwork machinery regulations and worksite policies and procedures.» Answering verbal questions on the tasks involved in the assessment.» Attach a photograph of completed wooden drawers.
------------------------------	--

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>.

Unit Standard Evidence Map

Unit 9792 v 4		Operate a dovetailing machine to dovetail wooden drawers	Level 3	Credits 2
Outcomes and Evidence Requirements			Evidence	No.
Outcome 1: Prepare to operate a dovetailing machine to dovetail wooden drawers.				
1.1	Job specifications are obtained and explained in accordance with worksite policies and procedures. Range component dimensions, number of drawers to be dovetailed, material, timeframe	Observation Checklist	1 & 2	
1.2	Material is selected in accordance with worksite policies and procedures.	Observation Checklist	5	
1.3	Environmental and safety requirements are met in accordance with worksite policies and procedures. Range electrical power, lighting, ventilation, dust extraction.	Observation Checklist	3, 4 & 6	
Operate a dovetailing machine to dovetail wooden drawers				
1.4	Drawer sides and fronts are loaded into the dovetailing machine in accordance with worksite policies and procedures. Range drawer sides – vertical, inside facing the cutter, bottom edge against end stop; drawer fronts – horizontal, inside facing down, bottom edge against end stop, end of drawer front against drawer side.	Observation Checklist	7 & 8	
1.5	Machine is operated in accordance with woodwork machinery regulations and worksite policies and procedures.	Observation Checklist	9	
1.6	Output of machine is monitored during operation to ensure drawers meet job specifications. Any out of specification components are rejected and replaced in accordance with worksite policies and procedures.	Observation Checklist	10 & 11	
1.7	Drawers are produced in accordance with job specifications.	Observation Checklist	12	
1.8	Machine and work area are left clean, clear, and safe in accordance with worksite policies and procedures.	Observation Checklist	13	

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

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.

Assessor

This Observation Checklist supports the candidate's successful performance in operating a dovetailing machine to dovetail wooden drawers.

Judgement statements

- The completed Observation Checklist supports the candidate's successful performance in operating a dovetailing machine to dovetail wooden drawers.
- The candidate has prepared to operate a dovetailing machine.
- The candidate has operated a dovetailing machine.
- The candidate has dovetailed three wooden drawers.
- The attached a photograph of completed wooden drawers

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



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



Assessor

Job specifications may be written or verbal.

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

Assessor

Using candidate's own words make brief notes of job specification explanation given here.

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:

Assessor

Make a note of the personal protective equipment selected and used during assessment task.

4. Identifies safety features of a dovetailing machine.

Assessor

List the safety feature identified during assessment task.

At least one safety feature must be identified.

Example answer

On/off switch, e-stop, guarding.

5. Selects material in accordance with worksite policies and procedures.

6. Meets environmental and safety requirements in accordance with worksite policies and procedures, including:

Electrical power

Lighting

Ventilation

Dust extraction

Assessor

Make notes of environmental and safety practices taken to comply with worksite policies and procedures.

For each statement below, tick if you agree.

When operating a dovetailing machine to dovetail wooden drawers, the candidate:

7. Loads drawer sides into the dovetailing machine in accordance with worksite policies and procedures, ensuring that drawer sides are:

Vertical

Inside facing the cutter

Bottom edge against end stop.

Assessor

Make notes of valid reasons for any variations.

Observe the production of a minimum of three sets of drawer sides.

8.	Loads fronts into the dovetailing machine in accordance with worksite policies and procedures, ensuring that drawer sides are:	<input checked="" 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	
	Assessor	
	Make notes of valid reasons for any variations.	
	Observe the production of a minimum of three sets of drawer fronts.	
9.	Operates all machinery in accordance with woodwork machinery regulations and worksite policies and procedures.	<input checked="" type="checkbox"/>
10.	Monitors output of machine during operation to ensure drawers meet job specifications.	<input checked="" type="checkbox"/>
11.	Rejects and replaces any out of specification components in accordance with worksite policies and procedures	<input checked="" type="checkbox"/>
12.	Produces drawers in accordance with job specifications. (Take a photograph of completed drawers and include with completed Assessment Guide.)	<input checked="" type="checkbox"/>
13.	Leaves machine and work area clean, clear and safe in accordance with worksite policies and procedures.	<input checked="" type="checkbox"/>
Please comment on the candidate's ability to operate a dovetailing machine to dovetail wooden drawers.		
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 that I have experience in operating a dovetailing machine to dovetail wooden drawers.		<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

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.

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 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

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