

Assessment Guide

Domain

Furniture Making

Unit

14995 v3

Construct free-hand drawings for use
in furniture making

Level 2

Credits 2

Candidate details

Name

Company

NSI No.

Email / Phone

Assessor details

Name

Company

Pre-requisite confirmation

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

Yes

Not applicable

No

Verification details (if required)

Verifier Name and Company

Email / Phone

I confirm that the candidate's performance meets workplace requirements.

Signature

Date

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.

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 one question about the furniture or furniture components you will draw.
Observation Checklist	Be observed off-job or on-job. This will involve: <ul style="list-style-type: none">» Selecting and preparing equipment for free hand furniture drawing» Constructing two-dimensional free hand drawings» Constructing three-dimensional free hand drawings» Storing drawings and drawing equipment.

2. **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.
3. 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.
4. When you have completed all assessment tasks, complete the 'Candidate evidence check' at the end of this Guide.
5. 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 construct free hand drawings for use in furniture making.
- » 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.
- » All tasks you carry out for this assessment must be completed following workplace procedures and comply with organisational and legislative (legal) requirements.
- » The drawings may be of items of furniture or furniture componentry. Furniture or furniture componentry may include but is not limited to – bedside cabinets, tables, dining chairs, chair legs, table legs, desks and beds.

Definitions

- » *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.

References

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

- » NZS/AS 1100.101:1992 Technical Drawing – General Principles, which is available at: <http://www.standards.co.nz>.

Questions

Answer the following question about the furniture or furniture components you will draw.

Use your own words. You can answer the question in writing or give your answer 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 answer if you wish.

Your Assessor may ask you additional questions to check your knowledge and understanding.

Your name	
Workplace	
Answers written by: (Tick one)	<input type="checkbox"/> Candidate <input type="checkbox"/> Assessor <input type="checkbox"/> Other (please write):

		<input checked="" type="checkbox"/>
1.	What two items of furniture or furniture componentry do you wish to draw? Items may include - bedside cabinets, tables, dining chairs, chair legs, table legs, desks and beds, or one of the two items you sketch may be of your own choosing. You will need to find the job specification for each item and enter the details below.	<input type="checkbox"/>
Drawing 1		
Item name		
Shape		
Dimensions		
Drawing 2		
Item name		
Shape		
Dimensions		

You have reached the end of the questions.

Observation Checklist

You must be observed construction free-hand drawings for use in furniture making.

You will need to:

- » Complete Part A of the checklist. An assessor or verifier will need to complete Part B.
- » Select and prepare equipment for free hand furniture drawing
- » Construct two-dimensional free hand drawings
- » Construct three-dimensional free hand drawings
- » Store drawings and drawing equipment.
- » Attach the two, two-dimensional and two, three-dimensional free hand drawings you constructed. (Copies are acceptable).

You may be asked additional questions to check your knowledge and understanding and may need to demonstrate your skills and/or carry out tasks more than once.

Your Observer may ask you additional questions to check your knowledge and understanding.

Note to the Assessor or Verifier

- » Complete Part B of the checklist. By completing this checklist, you are confirming that you have seen the candidate complete the tasks and/or demonstrate the skills.
- » All tasks must be carried out in accordance with workplace procedures.
- » Where prompted, please record details of what you observed, e.g. comments about the candidate's performance, what the candidate did or said, and specific questions and responses.
- » Check the candidate has completed Part A and has attached any required evidence.

Part A: Candidate to complete this section

Your name

Workplace

Drawing 1 - item name

Drawing 2 – item name

Part B: Observer to complete this section

For each statement below, tick if you agree.

When selecting and preparing equipment for free hand furniture drawing, the candidate:



1. Selects and prepares equipment to produce drawings as required by job specification e.g. drawing board, pencils, drawing paper, fasteners.
Record details of the equipment selected and prepared by the candidate.



2. Checks selected equipment is of appropriate quality to produce drawings e.g. undamaged, clean and clear surface of drawing board, correct grade pencil, unmarked paper
Record details of equipment quality checks made by the candidate.



When constructing two-dimensional free hand drawings, the candidate:		<input checked="" type="checkbox"/>
3.	Constructs two free-hand two dimensional drawings in accordance with job specifications <input type="checkbox"/> Two-dimensional drawing one <input type="checkbox"/> Two-dimensional drawing two	<input type="checkbox"/>
4.	Ensures line quality is clear, cut and dark	<input type="checkbox"/>
5.	Ensures drawing is in correct proportion	<input type="checkbox"/>
When constructing three-dimensional free hand drawings, the candidate:		<input checked="" type="checkbox"/>
6.	Constructs two free-hand three dimensional drawings in accordance with job specifications <input type="checkbox"/> Three-dimensional drawing one <input type="checkbox"/> Three-dimensional drawing two	<input type="checkbox"/>
7.	Ensures line quality is clear, cut and dark	<input type="checkbox"/>
8.	Ensures drawing is in correct proportion	<input type="checkbox"/>
9.	Uses right shading to show source of light	<input type="checkbox"/>
10.	Gives most appropriate perspective view	<input type="checkbox"/>
When storing drawings and drawing equipment, the candidate:		<input checked="" type="checkbox"/>
11.	Stores drawings using appropriate storage system e.g. drawer, folder, plastic envelope tube	<input type="checkbox"/>
12.	Returns equipment to original location and stores correctly	<input type="checkbox"/>
13.	Returns and stores unused materials	<input type="checkbox"/>
14.	Leaves work area: <input type="checkbox"/> clean <input type="checkbox"/> clear <input type="checkbox"/> safe.	<input type="checkbox"/>

Please comment on the candidate's ability to construct free-hand drawings for use in furniture making

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

Signature

Phone / Email

Date

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** Question in this guide
- One** Observation Checklist completed and signed by an observer.
- Two** two-dimensional drawings
- Two** three-dimensional drawings.

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 14995 v3, it is clear that the candidate can competently:

- Establish job requirements for free-hand furniture drawings
- Select and prepare equipment for free-hand furniture drawings
- Construct free-hand drawings for use in furniture making
- Store drawings and equipment.

Assessor feedback to the candidate

Assessor

Date