

Assessment Guide

Domain	Furniture > Furniture making		
Unit	16230 v 3	Demonstrate knowledge of and use adhesives in furniture making	Level 2 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable

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

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.

People credited with this unit standard are able to: demonstrate knowledge of adhesives; prepare to use adhesives; and use adhesives, in furniture making.

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 using adhesives in furniture making. This will involve: <ul style="list-style-type: none">» Obtaining and explaining a job specification from your workplace» Answering 5 questions about adhesive use in furniture making.
Observation Checklist	Be observed using adhesives in furniture making. This will involve: <ul style="list-style-type: none">» Selecting and using adhesives» Comply with all manufacturer's instructions, MSDS and worksite policies and procedures relating to adhesive use.

Note: Your Assessor may choose someone to observe your work. This person must have expertise in using adhesives in furniture making 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 your knowledge of and use of adhesives in furniture making.
- » Complete all assessment tasks yourself. Use your own words when answering questions.
- » It is expected that you will have had learning / experience of using adhesives in furniture making on more than one occasion, before you are formally assessed.
- » It is likely that you will have already been observed using adhesives in furniture making on more than one occasion, before you are formally assessed.
- » All tasks you carry out for this assessment must be completed following workplace procedures, and comply with organisational and legislative (legal) requirements.
- » You may be assessed against on-job or off-job tasks.
- » You must show competence in at least two of the following adhesives: hot glue, PVA, aliphatic resins, contact glue, epoxy resins, casein glues, urea formaldehyde, polyurethane glue, melamine glue.
- » You must select and use Personal protective equipment (PPE), appropriate to job requirements, in accordance with worksite policies and procedures and manufacturer's instructions. For this unit standard PPE includes but is not limited to – gloves, respirators or masks, goggles.

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.
- » *Material Safety Data Sheets (MSDS)* are documents containing information on toxic substances used in the worksite. It is a requirement of the Environmental Risk Management Authority that all worksites using toxic substances have an MSDS.
- » *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.

Further information

The following legislation (law) applies to this unit standard:

- » Hazardous Substances and New Organisms Act 1996.

Questions

Answer the following questions about your knowledge and use of adhesives in furniture making.

Use your own words. You can answer the questions in writing, or give your answers 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 answers 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.	For each adhesives listed below explain a suitable use for furniture making.	<input type="checkbox"/>										
	<table border="1"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 30%;">Adhesive</th> <th>Use</th> </tr> </thead> <tbody> <tr> <td>Hot animal glue</td> <td></td> </tr> <tr> <td>PVA</td> <td></td> </tr> <tr> <td>Aliphatic resin</td> <td></td> </tr> <tr> <td>Contact glue</td> <td></td> </tr> </tbody> </table>	Adhesive	Use	Hot animal glue		PVA		Aliphatic resin		Contact glue		
Adhesive	Use											
Hot animal glue												
PVA												
Aliphatic resin												
Contact glue												

Epoxy resin	
Casein glue	
Hot melt adhesive	
Urea-formaldehyde	
Polyurethane	
Melamine glue	

2. Name two adhesives used on your worksite and describe all safe handling requirements as listed in the MSDS.

Note you may refer to the MSDS Sheet to complete this question.

#	Adhesive	Safe handling requirements
1.		
2.		

3. Compare the following two adhesives and describe their key characteristics and explain one advantage of using each glue over the other.

Adhesive	Key characteristics	One advantage
PVA		
Polyurethane		

4. Obtain a job specification from your worksite and attach to this Guide.

Note: this job must include one of: hot glue, PVA, aliphatic resins, contact glue, epoxy resins, casein glues, urea formaldehyde, polyurethane glue, melamine glue.

- Job specification attached.

Using the above job specification complete this table for the piece of furniture you will make.

Item	Description
Type of product to be produced	
No. of units to be produced	
Material type	
Adhesives (two required)	
Quantity and dimensions of timber required	
Any other relevant details i.e. details of timeframes, other materials, tools, equipment etc	

5. Select two adhesives used in your workplace and explain one key safety precaution required to be taken for each, as detailed in the MSDS.

#	Name of adhesive	Safety precaution
1		
2		

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 using adhesives in furniture making. This will involve:

- » Using the job specification from your workplace.
- » Preparing to use adhesives in furniture making.
- » Using adhesives in furniture making.

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

Part A: Candidate to complete this section	
Your name	
Workplace	
Job specification	<input type="checkbox"/> Provided by workplace <input type="checkbox"/> Attached to Assessment Guide

Part B: Observer to complete this section	
For each statement below, tick if you agree.	
When preparing to use adhesives for furniture making, the candidate: <input checked="" type="checkbox"/>	
1. Selects all equipment and materials in accordance with job specification.	<input type="checkbox"/>

2.	Selects and uses Personal Protective equipment correctly, including:	<input type="checkbox"/>
	<input type="checkbox"/> Gloves	<input type="checkbox"/> Respirators or masks
	<input type="checkbox"/> Goggles	<input type="checkbox"/> Other: (list)
3.	Checks materials for defects and identifies and marks any defects found. Omits defective material in accordance with job specifications.	<input type="checkbox"/>
4.	Selects adhesives in accordance with job specifications.	<input type="checkbox"/>
5.	Prepares adhesives and application equipment in accordance with manufacturer's instructions.	<input type="checkbox"/>
When using adhesives for furniture making, the candidate:		<input checked="" type="checkbox"/>
6.	Makes sure the atmospheric conditions for gluing are in accordance with manufacturer's instructions.	<input type="checkbox"/>
7.	Applies adhesives in accordance with manufacturer's instructions and MSDS.	<input type="checkbox"/>
8.	Cleans and stores equipment and adhesives in accordance with worksite policies and procedures and MSDS.	<input type="checkbox"/>

9. Leaves work area:

- Clean
- Clear
- Safe

10. Completes the above tasks in accordance with all manufacturer's instructions, MSDS and worksite policies and procedures relating to adhesive use.

- All manufacturer's instructions
- MSDS
- Worksite policies and procedures relating to adhesive use

Please comment on the candidate's ability to use adhesives in furniture making.

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 knowledge and experience in use of adhesives in furniture making.	<input type="checkbox"/> Yes <input type="checkbox"/> 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:

- The completed questions in this guide
- One Observation Checklist completed and signed by an observer
- One job specification from my worksite.

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 16230 v 3, it is clear that the candidate can competently:

- Demonstrate knowledge of adhesives used in furniture making.
- Prepare to use adhesives in furniture making.
- Use adhesives in furniture making
- Comply with all manufacturer's instructions, MSDS and worksite policies and procedures relating to adhesive use.

Assessor feedback to the candidate

Assessor

Date