

Assessment Guide

Domain Furniture > Furniture Making

Unit 16232 v 4 **Use basic portable power tools for furniture making** Level 2 Credits 4

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

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 prepare to use, and use, basic portable power tools for 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:

Task Sheet	Complete one Task Sheet. This will involve: <ul style="list-style-type: none">» Answering 3 questions about using portable power tools.
Observation Checklist	Be observed using basic power tools for furniture making. This will involve: <ul style="list-style-type: none">» Selecting and using at least three power tools in accordance with job specifications and worksite policies and procedures» Using personal protective equipment.

Note: Your Assessor may choose someone to observe your work. This person must have expertise in using basic power tools 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 using basic portable power tools for 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 basic portable power tools for furniture making on more than one occasion, before you are formally assessed.
- » It is likely that you will have already been observed using basic portable power tools for furniture making on more than one occasion, before you are formally assessed.
- » Tasks may be assessed against on-job or off-job performance. However, job specifications, equipment used, and job output must conform to current commercial industry practice.
- » All tasks you carry out for this assessment must be completed following workplace procedures, and comply with organisational and legislative (legal) requirements.
- » Personal protective equipment, appropriate to job requirements, is to be selected and used in accordance with worksite policies and procedures and manufacturer's instructions.
- » Tools selected for this unit standard must be either pneumatic, electrically powered, or battery powered. Competence must be demonstrated using three of – orbital sander, portable screwdriver, portable drill, portable planer, portable belt sander, circular saw, trimmer.

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. 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.

Task Sheet

Carefully read through this Task Sheet so you know exactly what is expected.

Complete all tasks in this Task Sheet. You will need to:

- » Answer the following questions about using basic portable power tools for furniture making.
- » Use a job specification provided by your workplace or your assessor.

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.

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

Your name:			
Workplace:			
Date begun:		Date completed	
Job specifications supplied by:	<input type="checkbox"/> Candidate's workplace	<input type="checkbox"/> Candidate's assessor	

		<input checked="" type="checkbox"/>								
1.	Obtain job specifications from your supervisor or assessor and use them to explain the following items.	<input type="checkbox"/>								
	<table border="1"> <thead> <tr> <th>Item</th> <th>Explanation</th> </tr> </thead> <tbody> <tr> <td>Identify the type of product to be produced:</td> <td></td> </tr> <tr> <td>Identify the number of units to be produced:</td> <td></td> </tr> <tr> <td>What is the time frame allotted to complete the job?</td> <td></td> </tr> </tbody> </table>	Item	Explanation	Identify the type of product to be produced:		Identify the number of units to be produced:		What is the time frame allotted to complete the job?		
Item	Explanation									
Identify the type of product to be produced:										
Identify the number of units to be produced:										
What is the time frame allotted to complete the job?										
2.	List all power tools required to complete the job specifications in question 1.	<input type="checkbox"/>								

3. Explain at least two safety requirements for both electric and pneumatic portable power tools.

Portable power tool		Explanation
Electric	1.	
	2.	
Pneumatic	1.	
	2.	

4. Explain at least one routine portable power tool maintenance procedure for each of the following areas.

Area of maintenance	Maintenance requirements
Cutting edge	
Leads and plugs	
Bearings	
Worn or damaged parts	

5. List all personal protective equipment should you use when using power tools?



You have reached the end of the Task Sheet.

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 basic portable power tools for furniture making. This will involve:

- » Using at least three of the following basic portable power tools: orbital sander, portable screwdriver, portable drill, portable planer, portable belt sander, circular saw, trimmer.
- » Changing tooling.
- » Identifying, marking and rectifying any defects in the finished work.
- » Storing equipment and materials
- » Cleaning tools and work area.

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 any additional supporting evidence.

Part A: Candidate to complete this section

Your name

Workplace

Date

Part B: Observer to complete this section

For each statement below, tick if you agree.

When using portable basic power tools for furniture making, the candidate:

1. Selects and wears Personal Protective Equipment appropriate to job requirements, and in accordance with worksite policies and procedures and manufacturer's instructions.

2. Selects at least three of the following power tools to be used to meet job specifications.

Tick which applies (a minimum of **three** is required):

- | | |
|---|---|
| <input type="checkbox"/> orbital sander | <input type="checkbox"/> portable screwdriver |
| <input type="checkbox"/> portable drill | <input type="checkbox"/> portable planer |
| <input type="checkbox"/> portable belt sander | <input type="checkbox"/> circular saw |
| <input type="checkbox"/> trimmer | |

3. Sets up at least three of the following power tools in accordance with manufacturer's instructions and worksite policies and procedures.

Tick which applies (a minimum of **three** is required):

- | | |
|---|---|
| <input type="checkbox"/> orbital sander | <input type="checkbox"/> portable screwdriver |
| <input type="checkbox"/> portable drill | <input type="checkbox"/> portable planer |
| <input type="checkbox"/> portable belt sander | <input type="checkbox"/> circular saw |
| <input type="checkbox"/> trimmer | |

4. Uses three of the following power tools in accordance with manufacturer's instructions and worksite policies and procedures.

Tick which applies (a minimum of **three** is required):

- | | |
|---|---|
| <input type="checkbox"/> orbital sander | <input type="checkbox"/> portable screwdriver |
| <input type="checkbox"/> portable drill | <input type="checkbox"/> portable planer |
| <input type="checkbox"/> portable belt sander | <input type="checkbox"/> circular saw |
| <input type="checkbox"/> trimmer | |

5.	Changes tooling in accordance with manufacturer's instructions and worksite policies and procedures.	<input type="checkbox"/>
6.	Identifies, marks and rectifies any defects in the finished work in accordance with job specifications.	<input type="checkbox"/>
7.	Stores equipment and materials in accordance with worksite policies and procedures.	<input type="checkbox"/>
8.	Makes sure that all portable power tools and the work area are made clean, clear, and safe in accordance with worksite policies and procedures.	
Please comment on the candidate's ability to use basic portable power tools.		
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
Observer name and title		Signature
Phone / Email		Date

You have reached the end of the 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:

- One Task Sheet
- One Observation Checklist completed and signed by an observer

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 16232 v4 Use basic power tools for furniture making, it is clear that the candidate can competently:

- Prepare to use basic portable power tools for furniture making.
- Use portable basic power tools for furniture making.
- Selects and uses personal protective equipment correctly.

Assessor feedback to the candidate

Assessor

Date