

Model Answers

Domain

Furniture > Furniture Making

Unit

16232 v 4

Use basic portable power tools for furniture making

Level 2

Credits 4

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:

- » Task sheet
- » Observation Checklist
- » Attach additional evidence if required

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 Unit Standard 16232 v 4 assessment materials.

| Edition of this document | Changes made |
|--------------------------|---|
| Edition 2 June 2017 | <ul style="list-style-type: none">» Revised to Unit standard version 4» Updated to Competenz 2017 assessment templates, including the addition of a 'Candidate evidence check', legislative updates in 'Assessment requirements', and the addition of an 'Assessor final judgement' section.» Updated formatting.» Footer has been updated to reflect new Edition. |
| Edition 1 | Original document. Version 3. FITC original resource |

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.

Unit Standard Evidence Map

| Unit 16232 v 4 | Use basic portable power tools for furniture making | Level 2 | Credits 4 |
|--|--|-----------------------|-----------|
| <p>Explanatory Notes</p> <p>Personal protective equipment, appropriate to job requirements, is to be selected and used in accordance with worksite policies and procedures and manufacturer's instructions.</p> <p>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.</p> | | | |
| Outcomes and Evidence Requirements | | Evidence | No. |
| <p>Outcome 1: Prepare to use basic portable power tools for furniture making.</p> | | | |
| 1.1 | <p>Job specifications are obtained and explained in accordance with worksite policies and procedures.</p> <p>Range component or product to be produced, number of units to be produced, timeframe to complete the job.</p> | Task Sheet | 1, 2 |
| 1.2 | <p>Power tools are selected in accordance with job specifications and worksite policies and procedures.</p> | Observation Checklist | 1 & 2 |
| 1.3 | <p>Power tools are set up in accordance with manufacturer's instructions and worksite policies and procedures.</p> | Observation Checklist | 3 |
| 1.4 | <p>Safety requirements when using portable tools are explained in accordance with manufacturer's instructions and worksite policies and procedures.</p> <p>Range electric, pneumatic.</p> | Task Sheet | 3 and 5 |
| 1.5 | <p>Routine maintenance of portable power tools is explained in accordance with manufacturer's instructions and worksite policies and procedures.</p> <p>Range cutting edges, leads and plugs, bearings, worn or damaged parts.</p> | Task Sheet | 4 |
| <p>Outcome 2: Use portable basic power tools for furniture making.</p> | | | |
| 2.1 | <p>Portable power tools are used in accordance with job specifications and manufacturer's instructions.</p> | Observation Checklist | 4 |
| 2.2 | <p>Change of tooling is demonstrated in accordance with manufacturer's instructions and worksite policies and procedures.</p> | Observation Checklist | 5 |
| 2.3 | <p>Any defects in the finished work are identified, marked, and rectified in accordance with job specifications.</p> | Observation Checklist | 6 |

| | | | |
|-----|---|-----------------------|---|
| | | | |
| 2.4 | Equipment and materials are stored in accordance with worksite policies and procedures. | Observation Checklist | 7 |
| 2.5 | Portable power tools and work area are made clean, clear, and safe in accordance with worksite policies and procedures. | Observation Checklist | 8 |

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

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.

Assessor

This Task Sheet supports Outcome 1.

Judgement statements

- The completed Task Sheet supports the candidate's successful performance in using basic portable power tools for furniture making.
- The candidate's written and/or verbal responses support their competency in the tasks.

| | | | |
|--|---|-----------------------|---------------|
| Your name: | Candidate name provided | | |
| Workplace: | Workplace identified | | |
| Date begun: | Date recorded | Date completed | Date recorded |
| Job specifications supplied by: | <input type="checkbox"/> Candidate's workplace <input type="checkbox"/> Candidate's assessor Assessor – One box must be ticked. | | |

| | | <input checked="" type="checkbox"/> | | | | | | | | | | |
|---|---|-------------------------------------|------|-------------|--|----------------|--|-----|--|-----------|--|--|
| 1. | Obtain job specifications from your supervisor or assessor and use them to explain the following items. | <input checked="" 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>Rimu Bookshelf</td> </tr> <tr> <td>Identify the number of units to be produced:</td> <td>One</td> </tr> <tr> <td>What is the time frame allotted to complete the job:</td> <td>1 ½ hours</td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table> | | | Item | Explanation | Identify the type of product to be produced: | Rimu Bookshelf | Identify the number of units to be produced: | One | What is the time frame allotted to complete the job: | 1 ½ hours | | |
| Item | Explanation | | | | | | | | | | | |
| Identify the type of product to be produced: | Rimu Bookshelf | | | | | | | | | | | |
| Identify the number of units to be produced: | One | | | | | | | | | | | |
| What is the time frame allotted to complete the job: | 1 ½ hours | | | | | | | | | | | |
| | | | | | | | | | | | | |
| <p>Assessor This question supports E.R. 1.1.</p> <p>Judgement statement <input type="checkbox"/> The candidate provides sufficient explanation of job specifications</p> <p>Example answer Answers will vary according to job specification.</p> | | | | | | | | | | | | |
| 2. | List all power tools required to complete the job specifications in question 1. | <input checked="" type="checkbox"/> | | | | | | | | | | |
| <p>Assessor This question supports E.R. 1.1.</p> <p>Judgement statement <input type="checkbox"/> The candidate correctly lists power tools required to complete job specification.</p> <p>Example answer Answers will vary according to job specification and may include any of: drill, orbital sander, belt sander, bench saw, skill saw, planer or other</p> | | | | | | | | | | | | |

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

| Portable power tool | | Explanation |
|---------------------|----|---|
| Electric | 1. | All electrical tools must have up to date certification |
| | 2. | The power supply needs to be electrically safe either through an isolating transformer or RCD |
| Pneumatic | 1. | Air hose connections must be of the quick release/snap coupler type |
| | 2. | Always disconnect tool when it is left unattended |

Assessor

This question supports E.R. 1.4.

Judgement statements

- The candidate explains two safety requirements for both electric and pneumatic portable power tools.

Example answer

Answers will vary according to workplace.

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

| Area of maintenance | Maintenance requirements |
|-----------------------|---|
| Cutting edge | Check cutting edge is sharp by inspection - sharpen/send away for sharpening. |
| Leads and plugs | Check leads for cuts or deterioration - do not use/replace as required. Check plug fittings are firm and no loose prongs – replace/send away for repair as required |
| Bearings | Check for noise and remove waste material |
| Worn or damaged parts | Check drill chuck – repair/replace as required. Check router collet - replace as required. Check damaged screws and nuts - replace as required. |

Assessor

This question supports E.R. 1.5.

Judgement statements

- The candidate explains routine maintenance of portable power tools explained in accordance with manufacturer's instructions and worksite policies and procedures
- The candidate explains routine maintenance for cutting edges, leads and plugs, bearings, worn or damaged parts.

Example answer

Answers will vary according to workplace.

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

Assessor

This question supports E.R. 1.4.

Judgement statements

- The candidate lists all personal protective equipment used when using power tools

Example answer

Answers will vary according to workplace. May include: safety glasses, gloves, ear protection

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.

Assessor

This Observation Checklist supports the candidate's successful performance in using basic portable power tools for furniture making.

Judgement statements

- The completed Observation Checklist supports the candidate's successful performance in using basic portable power tools for furniture making.
- The candidate has used at least three of the following basic portable power tools: orbital sander, portable screwdriver, portable drill, portable planer, portable belt sander, circular saw, trimmer.

Part A: Candidate to complete this section

Your name Candidate name provided

Workplace Workplace identified

Date Date of observation

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 | |

Assessor – A minimum of **three** boxes must be ticked.

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 | |

Assessor – A minimum of **three** boxes must be ticked.

| | | | |
|---|--|--|-----------------|
| 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 checked="" type="checkbox"/> | |
| | <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 | | |
| Assessor – A minimum of three boxes must be ticked. | | | |
| 5. | Changes tooling in accordance with manufacturer's instructions and worksite policies and procedures. | <input checked="" type="checkbox"/> | |
| 6. | Identifies, marks and rectifies any defects in the finished work in accordance with job specifications. | <input checked="" type="checkbox"/> | |
| 7. | Stores equipment and materials in accordance with worksite policies and procedures. | <input checked="" 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. | <input checked="" type="checkbox"/> | |
| Please comment on the candidate's ability to use basic portable power tools. | | | |
| 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 | |
| Observer name and title | Observer name and title recorded | Signature | Observer signed |
| Phone / Email | Contact details recorded | Date | Date recorded |

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

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 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

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