

# Assessment Guide

## Domain

Furniture Operations

## Unit

16235 v4

Demonstrate knowledge of manufactured boards used in furniture operations

Level 2

Credits 4

## 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:

<b>Questions</b>	Answer questions about manufactured boards used in furniture operations.
<b>Observation Checklist</b>	Be observed identifying manufactured boards. This will involve: <ul style="list-style-type: none"><li>» Identifying manufactured board samples</li><li>» Identifying manufactured boards used in furniture</li></ul>

**Note:** Your Assessor may choose someone to observe your work. This person must have expertise in manufactured boards used in furniture operations 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 you have knowledge of manufactured boards used in furniture operations.
- » Complete all assessment tasks yourself. Use your own words when answering questions.
- » It is expected that you will have had learning / experience of manufactured boards used in furniture operations on more than one occasion, before you are formally assessed.
- » It is likely that you will have already been observed manufactured boards used in furniture operations 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.
- » This unit standard may be assessed against on-job or off-job.

## References

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

- » Jackson, A. and Day, D., (2005) *Collins Complete Woodworker's Manual*, London, England: HarperCollins, which is available at: <http://www.amazon.com>

# Questions

Answer the following questions about manufactured boards used in furniture operations.

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.

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

		<input checked="" type="checkbox"/>										
1.	For at least three (3) of the following manufactured boards, explain what they can be made of.	<input type="checkbox"/>										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 30%;">Board</th> <th style="width: 70%;">Composition</th> </tr> </thead> <tbody> <tr> <td>Laminated plastics</td> <td></td> </tr> <tr> <td>Particle board</td> <td></td> </tr> <tr> <td>Medium density fibre board (MDF)</td> <td></td> </tr> <tr> <td>Plywood</td> <td></td> </tr> </tbody> </table>			Board	Composition	Laminated plastics		Particle board		Medium density fibre board (MDF)		Plywood	
Board	Composition											
Laminated plastics												
Particle board												
Medium density fibre board (MDF)												
Plywood												

Hardboard	
Pre-finished board	

2. For each type of board explained in question 1, explain at least four steps in their manufacturing process.

Board	Manufacturing process

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3. For three (3) of the following manufactured boards, name three (3) advantages and three (3) disadvantages.

Board	Advantage	Disadvantage
Laminated plastics		
Particle board		
Medium density fibre board (MDF)		

Plywood			
Hardboard			
Pre-finished board			

4. Explain two (2) common end uses for any three of the following manufactured boards.

Board	Common End Use
Laminated plastics	
Particle board	
Medium density fibre board (MDF)	
Plywood	
Hardboard	
Pre-finished board	



5. Explain how the following types of damage can be avoided when transporting manufactured boards.

Damage type	Explanation of prevention
Moisture damage	
Edge damage	
Bending/warping	

6. Name two (2) actions which should be done to avoid damage when manufactured boards are delivered to your worksite.

Provide an explanation for each action.

Action	Explanation
Keep edge and face protection	
Remove banding or strapping	
Store correctly	

7. Name two (2) common injuries that can occur when lifting and moving boards.   
For each injury, explain how it can be minimised.

Common injury	How injury can be minimised

8. Briefly explain five ways boards can be stored so they do not become distorted.

**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 identifying manufactured board samples. This will involve:

- » Identifying manufactured board samples provided by your supervisor or assessor.
- » Attach labelled photographs of board samples identified.

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, and their responses.
- » Attach photographs of boards identified.

**Part A: Candidate to complete this section**

Your name

Workplace

	Observation 1	Observation 2	Observation 3
<b>Manufactured board sample identified</b> (Tick which applies)	<input type="checkbox"/> Laminated plastics <input type="checkbox"/> Particle board <input type="checkbox"/> MDF <input type="checkbox"/> Plywood <input type="checkbox"/> Hardboard <input type="checkbox"/> Pre-finished board	<input type="checkbox"/> Laminated plastics <input type="checkbox"/> Particle board <input type="checkbox"/> MDF <input type="checkbox"/> Plywood <input type="checkbox"/> Hardboard <input type="checkbox"/> Pre-finished board	<input type="checkbox"/> Laminated plastics <input type="checkbox"/> Particle board <input type="checkbox"/> MDF <input type="checkbox"/> Plywood <input type="checkbox"/> Hardboard <input type="checkbox"/> Pre-finished board

**Part B: Observer to complete this section**

For each statement below, tick if you agree.

The following tasks must be observed on **three** separate occasions.

**When identifying and explaining the construction of manufactured boards used in furniture operations, the candidate:**

	Obs 1	Obs 2	Obs 3
	Date:	Date:	Date:
1. Correctly identified the type of manufactured board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Attached a labelled photograph of manufactured board identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Correctly explained what each board identified is made of.  <b>Observation 1</b> Explanation:          <b>Observation 2</b> Explanation:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p><b>Observation 3</b> Explanation:</p>			
<p>4. Correctly identified the manufactured boards used in an assembled furniture item.</p> <p><b>Observation 1</b></p> <p>Furniture item: _____</p> <p>Manufactured board used: _____</p> <p>_____</p> <p><b>Observation 2</b></p> <p>Furniture item: _____</p> <p>Manufactured board used: _____</p> <p>_____</p> <p><b>Observation 3</b></p> <p>Furniture item: _____</p> <p>Manufactured board used: _____</p> <p>_____</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment on the candidate's ability to demonstrate knowledge about manufactured boards used in furniture operations.

**Observation 1**

**Observation 2**

**Observation 3**

I confirm that I have directly observed the candidate carry out all the above tasks to the standard required.

	<b>Observation 1</b>	<b>Observation 2</b>	<b>Observation 3</b>
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Observer name and title</b>		(If different observer)	(If different observer)
<b>Observer phone / email</b>		(If different observer)	(If different observer)
<b>Signature</b>			
<b>Date</b>			

## 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 Questions in this guide
- one** Observation Checklist completed and signed by an observer
- photographs of manufactured board samples identified

### 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 16235 v4, it is clear that the candidate can competently:

- Identify and explain the construction of manufactured boards used in furniture operations.
- Explain the advantages, disadvantages and suitable end uses of manufactured boards used in furniture operations.
- Describe transportation, handling, and storage requirements of manufactured boards.

### Assessor feedback to the candidate

Assessor

Date