

# Assessment Guide

**Domain**

Furniture Making

**Unit**

18909 v1

Set and operate a basic planing machine to produce simple wooden furniture components

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:

<b>Observation Checklist</b>	Be observed on-job. This will involve: <ul style="list-style-type: none"><li>» Establishing job requirements for furniture making.</li><li>» Preparing a basic planing machine for operation for furniture making.</li><li>» Performing planing operations for furniture making.</li></ul>
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**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.

1. 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 including job sheets and/or drawings, training records, photos, screenshots, printouts, videos, voice recordings.
2. When you have completed all assessment tasks, complete the 'Candidate evidence check' at the end of this Guide.
3. 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 set and operate a basic planing machine to produce simple wooden furniture components.
- » 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.
- » This unit standard applies to a buzzer or thicknesser.
- » The operator's responsibility refers to those responsibilities documented for that machine or worksite.
- » This unit standard must be assessed in a commercial furniture making environment. Practical assessment evidence of competence must be gathered from commercial jobs in the workplace under normal conditions.
- » Examples of simple components include any component that requires a process to flatten an edge, or to make an edge square in its production. Components that require rebating, tapering, bevelling, or chamfering operations in the production process are considered complex.

## Further information

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

- » Health and Safety at Work 2015 (which replaced the Health and Safety in Employment Act 1992 on 4<sup>th</sup> April 2016).
- » Health and Safety Regulations 1995, Resource
- » Management Act 1991, Dangerous Goods Act 1974
- » and their subsequent amendments.

**Note:** This unit standard includes references to laws that are now out-of-date (see above). Assessment tasks must be completed in accordance with the latest laws. There may be a transition period where answers relating to the earlier law may be acceptable. This decision is at the discretion of the Assessor.

Visit [www.legislation.govt.nz](http://www.legislation.govt.nz) for the latest NZ laws.

# 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.

Be observed on-job. This will involve:

- » Establishing job requirements for furniture making.
- » Preparing a basic planing machine for operation for furniture making.
- » Performing planing operations for 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

### Part B: Observer to complete this section

For each statement below, tick if you agree.

**When establishing job requirements for operating a planing machine in furniture making, the candidate completes the following:**



- |    |   |                          |
|----|---|--------------------------|
| 1. | Obtains and understands the job specifications  | <input type="checkbox"/> |
| 2. | Verifies specifications with the supervisor   | <input type="checkbox"/> |
| 3. | Obtains and wears safety equipment as required  | <input type="checkbox"/> |
| 4. | Selects tools according to job specifications   | <input type="checkbox"/> |
| 5. | Selects materials according to job specifications   | <input type="checkbox"/> |
| 6. | The following services are present and working<br><input type="checkbox"/> Electrical power<br><input type="checkbox"/> Lighting<br><input type="checkbox"/> Ventilation<br><input type="checkbox"/> Dust extraction fans | <input type="checkbox"/> |
| 7. | Advise supervisor if any of the above services are not present  | <input type="checkbox"/> |

**When preparing a basic planing machine, the candidate completes the following:**



- |     |  |                          |
|-----|--|--------------------------|
| 8.  | Removes and replaces knives correctly  | <input type="checkbox"/> |
| 9.  | Selects and correctly secures fences, safety guards, and tooling                                 | <input type="checkbox"/> |
| 10. | Selects jigs and templates as per job specifications   | <input type="checkbox"/> |
| 11. | Sets machine according to job specifications and manufacturer's instructions.                    | <input type="checkbox"/> |
| 12. | Undertakes routine and minor maintenance of equipment as required by manufacturer's instructions | <input type="checkbox"/> |
| 13. | Measures and marks out materials as per job specifications                                       | <input type="checkbox"/> |

<b>When operating a basic planing machine, the candidate completes the following:</b>		<input checked="" type="checkbox"/>
14.	Machine is operated to perform the following processes: <input type="checkbox"/> Flattening <input type="checkbox"/> Edging	<input type="checkbox"/>
15.	Operates machine according to health and safety regulations	<input type="checkbox"/>
16.	Makes setting adjustments to rectify out of specification materials	<input type="checkbox"/>
17.	Adjustments checked by supervisor	<input type="checkbox"/>
18.	Identifies and rejects any substandard components as per job specifications and reports them to the supervisor	<input type="checkbox"/>
19.	Makes machine and work area is clean, clear and safe	<input type="checkbox"/>
Please comment on the candidate's ability to set and operate a basic planing machine to produce simple wooden furniture components.		
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
<b>Observer name and title</b>		<b>Signature</b>
<b>Phone / Email</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:

- 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, commercial documents including job sheets and/or drawings, 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 18909 v1, it is clear that the candidate can competently:

- Establish job requirements for furniture making.
- Prepare a basic planing machine for operation for furniture making.
- Perform planing operations for furniture making.
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### Assessor feedback to the candidate

Assessor

Date