

Model Answers

Domain

Furniture Making

Unit

18909 v1

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

Level 2

Credits 2

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:

- » Observation Checklist

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 18909 v1 assessment materials.

Edition of this document	Changes made
Edition 2 August 2017	» 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 June 2012	No changes. Original document.

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:

Observation Checklist	Be observed on-job. This will involve: <ul style="list-style-type: none">» Establishing job requirements for furniture making.» Preparing a basic planing machine for operation for furniture making.» Performing planing operations for furniture making.
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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, commercial documents 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 4th 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 for the latest NZ laws.

Unit Standard Evidence Map

Unit 18909	Set and operate a basic planing machine to produce simple wooden furniture components	Level 2	Credits 2
Outcomes and Evidence Requirements		Evidence	No.
Outcome 1: Establish job requirements for furniture making.			
1.1	Job specifications are obtained, understood, and verified with the supervisor according to in-company working practices.	Observation Checklist	1-7
1.2	Safety equipment is obtained and worn according to the manufacturer's and the company's requirements.	Observation Checklist	1-7
1.3	Tools are selected according to the job specifications.	Observation Checklist	1-7
1.4	Materials are selected according to the job specifications.	Observation Checklist	1-7
1.5	Presence of services is ensured and the supervisor is informed if they are not present. Range: electrical power, lighting, ventilation, dust extraction fans.	Observation Checklist	1-7
Outcome 2: Prepare a basic planing machine for operation for furniture making.			
2.1	Knives are removed and replaced according to the job specifications and manufacturer's instructions.	Observation Checklist	8-13
2.2	Fences, safety guards, and tooling are selected and secured in place according to the job specifications and manufacturer's instructions.	Observation Checklist	8-13
2.3	Jigs and templates are selected according to the job specifications.	Observation Checklist	8-13
2.4	Machine is set according to the job and the manufacturer's specifications.	Observation Checklist	8-13
2.5	Routine and minor maintenance of equipment is undertaken according to the manufacturer's specifications.	Observation Checklist	8-13
2.6	Materials are measured and marked out for planing according to the job specifications.	Observation Checklist	8-13
2.7	Materials are delivered to the machine in readiness for the operation according to the job specifications.	Observation Checklist	8-13

Outcome 3: Perform planing operations for furniture making.			
3.1	Machine is operated to conform to the job and the health and safety regulations. Range: flatting, edging.	Observation Checklist	14-19
3.2	Machine setting adjustments are made to rectify out of specification materials, and are subsequently checked by the supervisor according to in-company working practices.	Observation Checklist	14-19
3.3	Substandard components are identified, rejected, and reported to the supervisor according to the job specifications.	Observation Checklist	14-19
3.4	Machine and work area are made clean, clear, and safe according to incompany working practices.	Observation Checklist	14-19

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

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.

Judgement statements

- The completed Observation Checklist supports the candidate's successful performance in setting and operating a basic planing machine to produce simple wooden furniture components.

Part A: Candidate to complete this section

Your name Candidate name provided

Workplace Workplace identified

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:

Assessor

Checklist 1-7 supports E.R. 1.1, 1.2, 1.3, 1.4, 1.5

1. Obtains and understands the job specifications

2. Verifies specifications with the supervisor

3. Obtains and wears safety equipment as required

4. Selects tools according to job specifications

5. Selects materials according to job specifications

6. The following services are present and working

Electrical power

Lighting

Ventilation

Dust extraction fans

7. Advises supervisor if any of the above services are not present

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

Assessor

Checklist 8-13 supports E.R. 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7

8. Removes and replaces knives correctly

9. Selects and correctly secures fences, safety guards, and tooling

10. Selects jigs and templates as per job specifications

11. Sets machine according to job specifications and manufacturer's instructions.

12.	Undertakes routine and minor maintenance of equipment as required by manufacturer's instructions	<input checked="" type="checkbox"/>	
13.	Measures and marks out materials as per job specifications	<input checked="" type="checkbox"/>	
When operating a basic planing machine, the candidate completes the following:		<input checked="" type="checkbox"/>	
Assessor			
Checklist 14-19 supports E.R. 3.1, 3.2, 3.3, 3.4			
14.	Machine is operated to perform the following processes: <input checked="" type="checkbox"/> Flattening <input checked="" type="checkbox"/> Edging	<input checked="" type="checkbox"/>	
15.	Operates machine according to health and safety regulations	<input checked="" type="checkbox"/>	
16.	Makes setting adjustments to rectify out of specification materials	<input checked="" type="checkbox"/>	
17.	Adjustments checked by supervisor	<input checked="" type="checkbox"/>	
18.	Identifies and rejects any substandard components as per job specifications and reports them to the supervisor	<input checked="" type="checkbox"/>	
19.	Makes machine and work area is clean, clear and safe	<input checked="" type="checkbox"/>	
Please comment on the candidate's ability to set and operate a basic planing machine to produce simple wooden furniture components.			
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

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

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, 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

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 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.

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
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