

# Assessment Guide

Domain

Furniture Making

Unit

18917 v2

Construct hand joints for furniture

Level 2

Credits 3

## 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 constructing hand joints for furniture.
<b>Observation Checklist</b>	Be observed on-job or off-job. This will involve: <ul style="list-style-type: none"><li>» preparing to construct hand joints for furniture</li><li>» constructing hand joints for furniture.</li></ul>

**Note:** Your Assessor may choose someone to verify and/or observe your work. This person must have expertise in constructing hand joints for furniture 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 your ability to construct hand joints for furniture.
- » Competence must be demonstrated on a minimum of three of the following hand joints – through dovetail, lapped dovetail, housing, stopped housing, mortise and tenon, bridle, halving, mitre.
- » Personal protective equipment, appropriate to job requirements, is to be selected and used in accordance with worksite policies and procedures and manufacturer's instructions.
- » 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.
- » It is expected that you will have had learning / experience of constructing hand joints for furniture on more than one occasion, before you are formally assessed.
- » It is likely that you will have already been observed on-job or off-job 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.

## 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.

## Questions

Answer the following questions about constructing hand joints for furniture.

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):



1. From the job specification provided by your supervisor/ assessor explain the following requirements.

Requirement	Explanation
<b>Supply an explanation of the drawing</b>	
<b>Identify the material/s to be used</b>	
<b>Identify the dimensions of the object</b>	
<b>Identify all the hand joints required to be constructed</b>	

2. Choose three joints from the hand joints listed below; add them to the table as Joints 1, 2 and 3. Draw a sketch and explain a common use for each joint in the table.

Hand joints: Through dovetail, lapped dovetail, housing, stopped housing, mortise and tenon, bridle, halving, mitre.

Joint	Sketch	Use

**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 on-job or off-job. This will involve:

- » preparing to construct hand joints for furniture
- » constructing, hand joints for furniture.

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 demonstrating correct selection of PPE, the candidate ensures that:**

1. Personal protective equipment appropriate to job requirements is selected and used.

**When selecting materials and tools, the candidate ensures that:**

2. Material is selected according to job specifications

3. Hand tools and equipment for the job are selected according to job specifications

4. Environmental and safety requirements are met according to relevant regulations and worksite policies and procedures

**When constructing hand joints for furniture, the candidate ensures that:**

5. Timber is laid out and marked according to job specifications:

Correct placement of face marks

Correct placement of edge marks

6. Joints are marked onto the timber according to job specifications

7. All hand joints are cut according to job specifications

8. Hand joints are fitted together to meet quality requirements: Quality requirements include:

Dimensional requirements

Tolerance requirements

A firm fit



9. Competence is demonstrated for at least three of the following joints:
- through dovetail
  - lapped dovetail
  - housing
  - stopped housing
  - mortise and tenon
  - bridle
  - halving
  - mitre

10. Work area is made:
- Clean
  - Clear
  - Safe

Please comment on the candidate's ability to construct hand joints for furniture.

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

- The Questions in this guide
- 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 18917 v2, it is clear that the candidate can competently:

- Prepare to construct hand joints for furniture.
- Construct hand joints for furniture.

### Assessor feedback to the candidate

Assessor

Date