

# Assessment Guide

**Domain**

Furniture Making

**Unit**

20047 v3

Hand turn wood to produce furniture articles

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 hand turning wood to produce furniture articles
<b>Observation Checklist</b>	Be observed on-job or off-job. This will involve: <ul style="list-style-type: none"><li>» Describing the wood lathe and turning tools used to produce furniture articles.</li><li>» Preparing to hand turn wood to produce furniture articles.</li><li>» Hand turning wood to produce furniture articles.</li></ul>

**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, 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 hand turn wood to produce furniture articles.
- » 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 may be assessed against on-job or off-job.
- » Competence must be demonstrated for a one-off article of furniture or craft piece. Examples may include but are not limited to – mug tree, paper towel holder, mortar and pestle, lamp stand, table column.
- » Personal protective equipment, appropriate to job requirements, is to be selected and used in accordance with worksite policies and procedures and manufacturer's instructions.

## 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 hand turning wood to produce furniture articles.

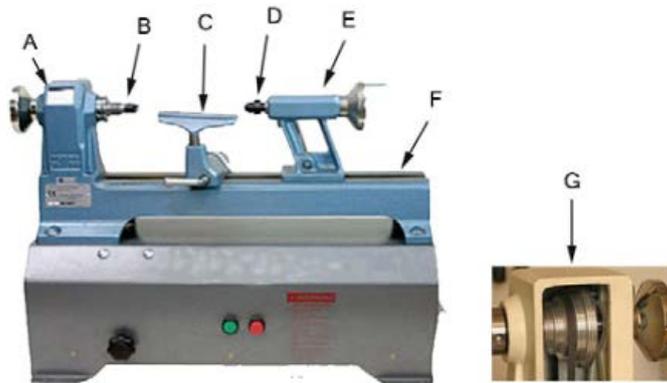
Use your own words. You can answer the questions in writing, or give your answers verbally to your Assessor who will write down what you say. You may need to arrange this in advance with your Assessor.

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. Match the correct letter to the lathe part in the diagram below and then describe its main function and give one requirement to ensure safe operation.



Lathe Part	ID	Function	Safe Operation
Tool rest			
Driving spur			
Pulleys			
Tail stock			
Revolving centre			
Lathe bed			
Head stock			

2. Explain the correct function of the following wood turning tools and measuring equipment.

<b>Tool</b>	<b>Function</b>
<b>Chisel</b>	
<b>Gouge</b>	
<b>Scrapers</b>	
<b>Parting tool</b>	
<b>Dividers</b>	
<b>Callipers</b>	
<b>Ruler</b>	

3. Explain the correct maintenance and storage procedure for the following tools in accordance with the manufactures instructions and worksite policies and procedures.

<b>Tool</b>	<b>Maintenance and storage procedure</b>
<b>Chisels, Gouges, Scrapers, Parting Tool</b>	
<b>Dividers and Callipers</b>	

4. Complete this worksheet to describe the relevant job specifications for the piece of furniture you will make, in terms of the items listed below.

Give a copy of this worksheet to your assessor.

Item	Description
Type of product to be produced:	
Material to be used:	
No. of units to be produced:	
Quantity and dimensions:	
Shape or template to be used:	
Turning tools, marking and measuring equipment required:	

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.

Be observed on-job or off-job. This will involve:

- » Describing the wood lathe and turning tools used to produce furniture articles.
- » Preparing to hand turn wood to produce furniture articles.
- » Hand turning wood to produce furniture articles.

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 the worksheet with the relevant job specifications for the piece of furniture they will make.

### 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 selecting materials and equipment required for the job, the candidate:**



1. Provided completed worksheet accurately explaining all the job specifications.



2. Correctly selected materials required in the job specifications



3. Selected and prepared the tools and equipment required to produce the piece



Turning tools

Marking

Measuring equipment

**When demonstrating that all appropriate safety equipment is selected and fits correctly, the candidate has ensured:**



4. Footwear, eye protection, ear protection, dusk mask is worn.



5. Hair is out of the way / tied back.



6. Clothing is fitted and not loose.



**When operating lathe in accordance with manufacturer's instructions and worksite policies and procedures, the candidate:**



7. Selected the correct speed



8. Ensured stock is correctly secured



9. Adjusted the tool rest to the correct height



<b>When demonstrating correct selection of tools, the candidate:</b>		<input checked="" type="checkbox"/>
10.	Manipulated tools correctly to ensure the wood is correctly shaped when using <b>between centre turning techniques.</b>	<input type="checkbox"/>
11.	Manipulated tools correctly to ensure the wood is correctly shaped when using <b>face plated or chuck mounted turning techniques.</b>	<input type="checkbox"/>
12.	Used the chisel in conjunction with sand paper to ensure that the surface of the stock is smooth.	<input type="checkbox"/>
<b>When demonstrating that checks are carried out to ensure all job specifications are met, the candidate:</b>		<input checked="" type="checkbox"/>
13.	Checks the dimensions and shapes during the turning process at appropriate times using either callipers, sizing tool or the template.	<input type="checkbox"/>
14.	Makes adjustments to tool and machine settings as required so that any out of specification material is corrected.	<input type="checkbox"/>
<b>When demonstrating that work area is kept clean, clear and safe according to worksite procedures, the candidate:</b>		<input checked="" type="checkbox"/>
15.	Ensures machine is turned off, made safe and cleaned in accordance with manufacturer's instructions and worksite policies and procedures.	<input type="checkbox"/>
16.	Cleans work area to make it safe (e.g. discarding any wastage i.e. bigger materials in recycling, smaller items in the bin, sweeping up dust, shavings etc)	<input type="checkbox"/>
<b>When demonstrating health and safety and environmental requirements of worksite policies and procedures, the candidate has ensured:</b>		<input checked="" type="checkbox"/>
17.	Dust extractor is operating correctly.	<input type="checkbox"/>
18.	Work area well lit.	<input type="checkbox"/>
19.	Machine is isolated before any adjustments made.	<input type="checkbox"/>
20.	PPE used appropriately.	<input type="checkbox"/>

Please comment on the candidate's ability to hand turn wood to produce furniture carcass.

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

Yes

No

**Observer  
name and title**

**Signature**

**Phone / Email**

**Date**

## 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
- One worksheet with the relevant job specifications for the piece of furniture they will make.

### 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 20047 v3, it is clear that the candidate can competently:

- Describe the wood lathe and turning tools used to produce furniture articles.
- Prepare to hand turn wood to produce furniture articles.
- Hand turn wood to produce furniture articles.

### Assessor feedback to the candidate

Assessor

Date