

# Assessment Guide

**Domain**

Furniture Making

**Unit**

25550 v1

Operate a Straight Cutting Saw to Cut  
Square Profiled Furniture Components

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 operating a straight cutting saw to cut square profiled furniture components.
<b>Observation Checklist</b>	Be observed off-job or on-job. This will involve: <ul style="list-style-type: none"><li>» Preparing to operate a straight cutting saw</li><li>» Demonstrating correct operation of a docking saw</li><li>» Demonstrating correct operation of rip saw</li><li>» Demonstrating correct operation of a drop saw</li><li>» Demonstrating procedures for replacing and reporting substandard components</li></ul>

1. **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.
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 operate a straight cutting saw to cut square profiled 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. This unit standard may be assessed against on-job or off-job.
- » All tasks you carry out for this assessment must be completed following workplace procedures, and comply with organisational and legislative (legal) requirements.
- » Demonstration of competence must include two of the following saws – docking saw, rip saw, drop saw.
- » 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.
- » *Square profiled components* are components made using no angle cutting. Examples include cutting components to length and width.
- » *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.

## References

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

- » *Woodwork machinery regulations* refer to the *Guidelines for the Safe Use of Woodworking Machinery*, Occupational Safety and Health Service (Wellington: Department of Labour, October 1995), and any subsequent amendments. Available at: <http://www.osh.dol.govt.nz>.
- » *Safety rules* refer to the *Safe use of Circular Saws* bulletin, Occupational Safety and Health Service (Wellington: Department of Labour), and any subsequent amendments, which is available at: <http://www.osh.dol.govt.nz>.

## Questions

Answer the following questions about operating a straight cutting saw to cut square profiled furniture components.

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):

**From the job specifications provided by your assessor, answer the questions below.  
(Attach a copy of the job specifications to this assessment - Label as Appendix A)**



1. Identify the width and length of component required



Identify number of components to be produced

Identify material required

Identify timeframe allowable

# 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. This will involve:

- » Preparing to operate a straight cutting saw
- » Operating a straight cutting saw to cut square profiled components.

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 a copy of the job specifications to this assessment.

### 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 preparing to operate a straight cutting saw, the candidate:**



1. Selects materials according to job specifications.



2. Ensures that all electrical equipment meets site safety requirements e.g. tagged as electrically safe, there is no sign of damage and all isolation procedures have been followed



3. Ensures that all lighting in work area and over machines meets required standards



4. Ensures that all ventilation is adequate and meets site requirements



5.	Ensures dust extraction is working efficiently and meets requirements.	<input type="checkbox"/>
<b>When demonstrating correct operation of a docking saw, the candidate completes the following:</b>		<input checked="" type="checkbox"/>
6.	Work piece is held firmly against the fence	<input type="checkbox"/>
7.	Hood guard extension securely in place	<input type="checkbox"/>
8.	Extension guard setting does not exceed 10 to 12mm above stock.	<input type="checkbox"/>
9.	Machine settings correctly adjusted to rectify any out of specification materials	<input type="checkbox"/>
10.	Components are sawn according to job specifications	<input type="checkbox"/>
11.	Machine area is made clean, clear and safe	<input type="checkbox"/>
<b>When demonstrating correct operation of rip saw, the candidate completes the following:</b>		<input checked="" type="checkbox"/>
12.	Fence correctly adjusted to meet job specification	<input type="checkbox"/>
13.	Hood guard fitted	<input type="checkbox"/>
14.	Guard set within 12mm of timber	<input type="checkbox"/>
15.	Riving knife correctly set for blade diameter	<input type="checkbox"/>
16.	'Push stick' used correctly	<input type="checkbox"/>
17.	Machine settings correctly adjusted to rectify any out of specification materials.	<input type="checkbox"/>
18.	Components are sawn according to job specifications	<input type="checkbox"/>
19.	Machine area is made clean, clear and safe	<input type="checkbox"/>
<b>When demonstrating correct operation of a drop saw, the candidate completes the following:</b>		<input checked="" type="checkbox"/>
20.	Work piece held firmly against fence	<input type="checkbox"/>
21.	Retractable hood guard tested to make sure it will return to normal position covering the blade.	<input type="checkbox"/>
22.	Machine settings correctly adjusted to rectify any out of specification materials	<input type="checkbox"/>
23.	Components are sawn according to job specifications	<input type="checkbox"/>
24.	Machine area is made clean, clear and safe.	<input type="checkbox"/>

<b>When demonstrating procedures for replacing and reporting substandard components, the candidate does the following:</b>		<input checked="" type="checkbox"/>
25.	Procedures for replacing substandard components are explained	<input type="checkbox"/>
26.	Procedures for reporting the replacement substandard components are explained	<input type="checkbox"/>

Please comment on the candidate's ability to operate a straight cutting saw to cut square profiled furniture components:

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
- A copy of the job specifications for this assessment labeled as **Appendix A**.

### 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 25550 v1, it is clear that the candidate can competently:

- Prepare to operate a straight cutting saw
- Operate a straight cutting saw to cut square profiled components.

### Assessor feedback to the candidate

Assessor

Date