

Model Answers

Domain

Furniture Making

Unit

25550 v1

Operate a Straight Cutting Saw to Cut
Square Profiled Furniture Components

Level 2

Credits 3

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:

- » Questions
- » 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 25550 v1 assessment materials.

Edition of this document	Changes made
Edition 3 July 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 2 November 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:

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

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>.

Unit Standard Evidence Map

Unit 25550 v1	Operate a straight cutting saw to cut square profiled furniture components	Level 2	Credits 3
Outcomes and Evidence Requirements		Evidence	No.
Outcome 1: Prepare to operate a straight cutting saw.			
1.1	Job specifications are obtained and explained in accordance with worksite policies and procedures. Range: component dimensions, number of components to be produced, material, timeframe.	Question	1
1.2	Materials are selected in accordance with job specifications.	Observation Checklist	1-5
1.3	Environmental and safety requirements are met in accordance with worksite policies and procedures. Range: electrical power, lighting, ventilation, dust extraction.	Observation Checklist	1-5
Outcome 2: Operate a straight cutting saw to cut square profiled components.			
2.1	Machine is operated in accordance with woodwork machinery regulations, safety rules, and worksite policies and procedures. Range: docking saw – fence, guard settings, hood guard extension; rip saw – fence settings, guard settings, hood guard, riving knife, push stick; drop saw – fence settings, retractable hood guard.	Observation Checklist	6-24
2.2	Machine setting adjustments are made to rectify any out of specification materials in accordance with worksite policies and procedures and manufacturer's instructions.	Observation Checklist	6-24
2.3	Procedures for replacing substandard components are identified and reported in accordance with worksite policies and procedures.	Observation Checklist	25-26
2.4	Components are sawn in accordance with job specifications.		
2.5	Machine and work area are made clean, clear, and safe in accordance with worksite policies and procedures.		

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

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.

Judgement statements

- The candidate's written and/or verbal responses support their competency.
- Job specifications must be sufficient to satisfy all the evidence requirements of this assessment.

Your name	
Workplace	
Answers written by: (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)



Assessor

This questions supports ER: 1.1

1. Identify the width and length of component required



Example Answer

400mm long x 130mm wide

Identify number of components to be produced

Example Answer

8

Identify material required

Example Answer

Radiata Pine 450mm long x 135mm wide

Identify timeframe allowable

Example Answer

15 minutes

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.

Judgement statements

- The completed Observation Checklist supports the candidate's successful performance in preparing to operate a straight cutting saw and operating a straight cutting saw to cut square profiled components.

Part A: Candidate to complete this section

Your name Candidate name provided

Workplace Workplace identified

Assessor

If adjustment not required, ask candidate to explain how an adjustment would be made.

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:

Assessor

Checklist 1–5 supports E.R. 1.2, 1.3



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.



When demonstrating correct operation of a docking saw, the candidate completes the following:



Assessor

Checklist 6–11 supports E.R. 2.1, 2.2

6. Work piece is held firmly against the fence



7. Hood guard extension securely in place



8. Extension guard setting does not exceed 10 to 12mm above stock.



9. Machine settings correctly adjusted to rectify any out of specification materials



10. Components are sawn according to job specifications



11. Machine area is made clean, clear and safe



When demonstrating correct operation of rip saw, the candidate completes the following:		<input checked="" type="checkbox"/>
Assessor		
Checklist 12–19 supports E.R. 2.1, 2.2		
12.	Fence correctly adjusted to meet job specification	<input checked="" type="checkbox"/>
13.	Hood guard fitted	<input checked="" type="checkbox"/>
14.	Guard set within 12mm of timber	<input checked="" type="checkbox"/>
15.	Riving knife correctly set for blade diameter	<input checked="" type="checkbox"/>
16.	'Push stick' used correctly	<input checked="" type="checkbox"/>
17.	Machine settings correctly adjusted to rectify any out of specification materials.	<input checked="" type="checkbox"/>
18.	Components are sawn according to job specifications	<input checked="" type="checkbox"/>
19.	Machine area is made clean, clear and safe	<input checked="" type="checkbox"/>
When demonstrating correct operation of a drop saw, the candidate completes the following:		<input checked="" type="checkbox"/>
Assessor		
Checklist 20–24 supports E.R. 2.1, 2.2		
20.	Work piece held firmly against fence	<input checked="" type="checkbox"/>
21.	Retractable hood guard tested to make sure it will return to normal position covering the blade.	<input checked="" type="checkbox"/>
22.	Machine settings correctly adjusted to rectify any out of specification materials	<input checked="" type="checkbox"/>
23.	Components are sawn according to job specifications	<input checked="" type="checkbox"/>
24.	Machine area is made clean, clear and safe.	<input checked="" type="checkbox"/>
When demonstrating procedures for replacing and reporting substandard components, the candidate does the following:		<input checked="" type="checkbox"/>
Assessor		
Checklist 25–26 supports E.R. 2.3		
Candidates are required to give an oral answer		
25.	Procedures for replacing substandard components are explained	<input checked="" type="checkbox"/>
26.	Procedures for reporting the replacement substandard components are explained	<input checked="" type="checkbox"/>

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

Yes

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:

- 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**.

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, 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

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

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 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

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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