

# Assessment Guide

Domain

Furniture Making

Unit

25557 v2

Assemble and Fit Traditional Drawers to a Cabinet Using Wooden Runners

Level 3

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 assembling and fitting traditional drawers to a cabinet using wooden runners.
<b>Observation Checklist</b>	Be observed on-job or off-job. This will involve: <ul style="list-style-type: none"><li>» Preparing to assemble and fit traditional drawers to a cabinet using wooden runners</li><li>» Assemble and fit traditional drawers to a cabinet using wooden runners.</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.

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 assemble and fit traditional drawers to a cabinet using wooden runners.
- » 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 furniture making 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.
- » *Safety Data Sheets (SDS)* are documents containing information on toxic substances used in the worksite. It is a requirement of the Environmental Risk Management. Authority that all worksites using toxic substances have an SDS.
- » *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.

# Questions

Answer the following questions about assembling and fitting drawers to a cabinet using manufactured runners.

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):
<b>Obtain job specifications from your supervisor or assessor and use them to explain the following.</b>	<input checked="" type="checkbox"/>
1. Identify the type of cabinet the drawers are to be fitted to:	<input type="checkbox"/>
2. Identify the number of drawers to be fitted:	<input type="checkbox"/>
3. Identify the size of the drawers:	<input type="checkbox"/>
4. Identify the size of the drawer runners to be fitted:	<input type="checkbox"/>

**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 assemble and fit traditional drawers to a cabinet using wooden runners.
- » assembling and fitting traditional drawers to a cabinet using wooden runners.

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 preparing to assemble and fit traditional drawers to a cabinet using wooden runners, the candidate ensures that:**



- |    |   |                          |
|----|---|--------------------------|
| 1. | Appropriate PPE is selected and worn according to work policies and procedures  | <input type="checkbox"/> |
| 2. | Equipment is selected according to job specifications   | <input type="checkbox"/> |
| 3. | Selected equipment is confirmed as being in safe working order according to the manufacturers' instructions                 | <input type="checkbox"/> |
| 4. | Drawer components are selected according to the job specifications  | <input type="checkbox"/> |
| 5. | Correct adhesive is selected according to the job specifications  | <input type="checkbox"/> |
| 6. | All safety considerations for the selected adhesive are explained according to the SDS Assessor to record explanation below |                          |

<b>When assembling and fitting traditional drawers to a cabinet using wooden runners, the candidate ensures that:</b>		<input checked="" type="checkbox"/>
7.	Drawer components are checked for defects according to the job specifications. Checking for: <input type="checkbox"/> Any physical defects <input type="checkbox"/> Any dimensional variation	<input type="checkbox"/>
8.	Wooden drawer runners are attached to the carcass ends according to the job specifications	<input type="checkbox"/>
9.	Drawer sides are fitted to drawer runners and checked for clearance	<input type="checkbox"/>
10.	Drawers are assembled according to the job specifications	<input type="checkbox"/>
11.	Drawers are fitted to give an even, parallel clearance according to the job specifications	<input type="checkbox"/>
12.	Drawer stops are fitted according to the job specifications	<input type="checkbox"/>
13.	The drawers are fitted according to the job specifications by using one of the two methods below– tick the method that was used: <input type="checkbox"/> Hand planing <input type="checkbox"/> Sanding	<input type="checkbox"/>
14.	Machine and work area are made: <input type="checkbox"/> Clean <input type="checkbox"/> Clear <input type="checkbox"/> Safe	<input type="checkbox"/>

Please comment on the candidate's ability to assemble and fit traditional drawers to a cabinet using wooden runners.

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

### 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 25557 v2, it is clear that the candidate can competently:

- prepare to assemble and fit traditional drawers to a cabinet using wooden runners
- assemble and fit traditional drawers to a cabinet using wooden runners.

### Assessor feedback to the candidate

Assessor

Date