

Assessment Guide

Domain	Furniture Making		
Unit	25559 v2	Assemble solid wood show wood shelving units	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.	<input type="checkbox"/> Yes <input type="checkbox"/> Not applicable <input type="checkbox"/> 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: <input type="checkbox"/> Achieved <input type="checkbox"/> Not yet achieved	Assessor stamp
Signature	Date

Candidate response	
I, the Candidate: <input type="checkbox"/> Agree with the assessment result. <input type="checkbox"/> 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:

Questions	Answer questions about assembling solid wood show wood shelving units.
Observation Checklist	Be observed on-job or off-job. This will involve: <ul style="list-style-type: none">» Demonstrating correct selection and set up of equipment and materials» Demonstrating perspective drawings for use in furniture making.

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 solid wood shelving units.
- » 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 assembling solid wood shelving units 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.
- » *Safety Data Sheets (SDS)* are documents containing information on toxic substances used in the worksite.
- » *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.

Questions

Answer the following questions about assembling solid wood show wood shelving units.

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.

Your name	
Workplace	
Answers written by: (Tick one)	<input type="checkbox"/> Candidate <input type="checkbox"/> Assessor <input type="checkbox"/> Other (please write):

Obtain job specifications from your supervisor or assessor and use them to explain the following in accordance with worksite policies and procedures.	<input checked="" type="checkbox"/>
1. Identify the size of the units:	<input type="checkbox"/>
2. Identify type of material to be used:	<input type="checkbox"/>
3. Identify the joint construction to be utilised:	<input type="checkbox"/>
4. Identify the number of units to be produced:	<input type="checkbox"/>



5. Sketch the following joints and provide an advantage and disadvantage for each.

Joint	Advantage	Disadvantages
Housing Joint Sketch		
Dowel Joint Sketch		

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 solid wood show wood shelving units
- » assembling solid wood show wood shelving units.

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 selecting and setting up equipment and materials, the candidate ensures:

1. All PPE appropriate to the job is selected and worn according to manufacturers' instructions and worksite policies and procedures

2. Correct equipment for job is selected

3. Selected equipment is confirmed as being in safe working order according to the manufacturer's instructions

4. Correct shelving components are obtained according to the job specifications.

5. Adhesive is selected according to job specifications.

6. Safety considerations related to the use of the selected adhesive are explained according to the SDS Assessor to record explanation below:

Name of adhesive:

Safety considerations:

When assembling solid wood show wood shelving units, the candidate ensures that:

7. Selected components are laid out in correct sequence ready for assembly according to job specifications.

8. Carcase unit is assembled according to job specifications and is:

Square

True

Free of defects

9. Cramping equipment is used to cramp the carcase together according to manufacturer's instructions. Ensuring:

Even pressure is applied

Correct cramping time applied during assembly

Protective cover between panel timber and cramp was used if required

10.	Shelves are fitted to the carcass according to the job specifications and are level.	<input type="checkbox"/>
11.	Assembled shelving units are cleaned according to the job specifications. Ensuring:	<input type="checkbox"/>
	<input type="checkbox"/> Shelving units are free of dust	
	<input type="checkbox"/> Shelving units are free of glue marks	
	<input type="checkbox"/> All arrises have been cleaned	
12.	Work area is made:	<input type="checkbox"/>
	<input type="checkbox"/> Clean	
	<input type="checkbox"/> Clear	
	<input type="checkbox"/> Safe	

Please comment on the candidate's ability to assemble solid wood show wood shelving units.

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 25559 v2, it is clear that the candidate can competently:

- prepare to assemble solid wood show wood shelving units.
- assemble solid wood show wood shelving units.

Assessor feedback to the candidate

Assessor

Date