

Model Answers

Domain

Furniture Making

Unit

25559 v2

Assemble solid wood show wood shelving units

Level 3

Credits 4

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 unit standard 25559 v2 assessment materials.

Edition of this document	Changes made
Edition 5 July 2020	» Correction made to Observation Checklist. » Footer has been updated to reflect new Edition.
Edition 4 February 2018	» Updated to Competenz 2018 assessment templates. » Footer has been updated to reflect new Edition.
Edition 3 August 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 December 2014	» No changes. Original Competenz document.
Edition 1 December 2011	» No changes. Original FITEC 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 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.

Unit Standard Evidence Map

Unit 25559 v2	Assemble solid wood show wood shelving units	Level 3	Credits 4
Outcomes and Evidence Requirements		Evidence	No.
Outcome 1: Prepare to assemble solid wood show wood shelving units.			
1.1	Job specifications are obtained and explained in accordance with worksite policies and procedures. Range: unit size, type of material, joint construction, number of units.	Questions	1-4
1.2	Equipment for the job is selected and confirmed as being in safe working order in accordance with manufacturer's instructions.	Observation Checklist	1-6
1.3	Types of joint construction used in solid wood shelving are sketched and the advantages and disadvantages of each are explained. Range: housing, dowel.	Questions	5
1.4	Shelving components are obtained in accordance with job specifications.	Observation Checklist	1-6
1.5	Adhesives are selected in accordance with job specifications.	Observation Checklist	1-6
1.6	Safety considerations related to the use of selected adhesive are explained in accordance with SDS.	Observation Checklist	1-6
Outcome 2: Assemble solid wood show wood shelving units.			
2.1	Selected components are laid out in sequence ready for assembly in accordance with job specifications.	Observation Checklist	7-12
2.2	Carcase unit is assembled in accordance with job specifications. Range: square, true, free of defects.	Observation Checklist	7-12
2.3	Cramping equipment is used to cramp the carcase together in accordance with manufacturer's instructions and job specifications. Range: even pressure, cramping time, protective cover between panel timber and cramp where required.	Observation Checklist	7-12
2.4	Shelves are fitted to the carcase in accordance with job specifications. Range: level.	Observation Checklist	7-12

2.5	Assembled shelving units are cleaned up in accordance with job specifications. Range: free of dust, free of glue marks, arris.	Observation Checklist	7-12
2.6	Work area is made clean, clear, and safe in accordance with worksite policies and procedures.	Observation Checklist	7-12

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

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.

Judgement statements

The candidate's written and/or verbal responses support their competency.

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"/>
Assessor Questions 1 - 4 support ER:1.1. Candidate's responses are dependent on job specifications supplied. Ensure that job specifications provide enough information to satisfy the criteria of this unit.	
1. Identify the size of the units: Example answer 800 H x 900W x 300 Deep	<input checked="" type="checkbox"/>
2. Identify type of material to be used: Example answer Solid pine	<input checked="" type="checkbox"/>
3. Identify the joint construction to be utilised: Example answer Butt and stopped housing	<input checked="" type="checkbox"/>
4. Identify the number of units to be produced: Example answer Three units	<input checked="" type="checkbox"/>

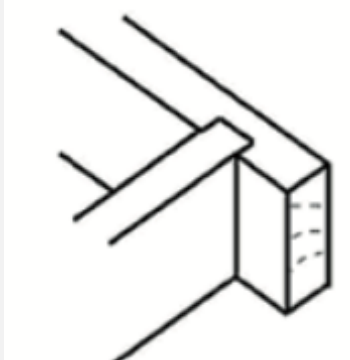
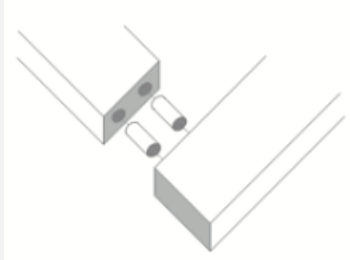


5. Sketch the following joints and provide an advantage and disadvantage for each.

Assessor

This question supports E.R. 1.3.

Example answer

Joint	Advantage	Disadvantages
Housing Joint Sketch 	Withstand stress from several directions	Joint will be required to be cramped until glue dries
Dowel Joint Sketch 	Positive positioning of joint when cramped together	Long assemble time as glue has to be applied to dowel holes

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.

Judgement statements

- The completed Observation Checklist supports the candidate's successful performance in assembling solid wood show wood shelving units

Part A: Candidate to complete this section

Your name Candidate name provided

Workplace Workplace identified

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:

Assessor

This Observation Checklist supports E.R. 1.2, 1.4, 1.5, 1.6.



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:



Assessor

This Observation Checklist supports E.R. 2.1, 2.2, 2.3, 2.4, 2.5, 2.6.

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 carcass together according to manufacturer's instructions. Ensuring:	<input checked="" type="checkbox"/>	
	<input type="checkbox"/> Even pressure is applied <input type="checkbox"/> Correct cramping time applied during assembly <input type="checkbox"/> 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 checked="" type="checkbox"/>	
11.	Assembled shelving units are cleaned according to the job specifications. Ensuring:	<input checked="" 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 checked="" 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.			
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.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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

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

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 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

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