

# Assessment Guide

**Domain**

Furniture Making

**Unit**

25562 v2

Fit doors to a cabinet using adjustable hinges

Level 3

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 fitting doors to a cabinet using adjustable hinges.
<b>Observation Checklist</b>	Be observed on-job or off-job. This will involve: <ul style="list-style-type: none"><li>» preparing to fit doors to a cabinet using adjustable hinges</li><li>» fitting doors to a cabinet using adjustable hinges.</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 fit doors to a cabinet using adjustable hinges.
- » Competence must be demonstrated by fitting and hanging doors to a cabinet using adjustable hinges. The adjustable hinge type used to demonstrate competence must be one of – full overlay, half overlay, inset concealed hinges, flap fitting.
- » 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 fitting doors to a cabinet using adjustable hinges 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

- » *Adjustable hinges* are hinges with mechanisms that allow adjustment of the door position either up and down, in and out, or sideways.
- » *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.
- » *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 fitting doors to a cabinet using adjustable hinges.

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 and assessor and use them to answer the following:</b>	<input checked="" type="checkbox"/>
1. Identify the door material	<input type="checkbox"/>
2. Identify the door size	<input type="checkbox"/>
3. Name the type of hinge	<input type="checkbox"/>

4. Explain the characteristic of the following adjustable hinges.

Hinge	Angles	Adjustability	Unsprung	Soft Closing
Full overlay				
Half overlay				

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 and then fitting doors to a cabinet using adjustable hinges

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 fit doors to a cabinet using adjustable Comments (optional) hinges, the candidate:**



1. Selects and uses PPE appropriate to job requirements



2. Selects equipment according to job specifications



3. Confirms all equipment is in safe working order



4. Obtains required hardware and door material as per job specifications



**When fitting doors to a cabinet using adjustable hinges, the candidate:**



5. Checks door components for:



Physical defects

Dimensional variations

6. Fits doors and adjusts them to achieve an even, parallel clearance as per job specifications



7. Ensures fitted doors are as according to worksite policies and procedures:



Edge of door is parallel with carcass

Gap between edge of fitted door and carcass is less than 3mm

Fitted door opens and closes smoothly

8. Ensures that work area is left:



Clean

Clear

Safe

Please comment on the candidate's ability to prepare to fit, and fit, doors to a cabinet using adjustable hinges.

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 25562 v2, it is clear that the candidate can competently:

- Prepare to fit doors to a cabinet using adjustable hinges
- Fit doors to a cabinet using adjustable hinges.

### Assessor feedback to the candidate

Assessor

Date