

Model Answers

Domain

Furniture Making

Unit

25562 v2

Fit doors to a cabinet using adjustable hinges

Level 3

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 25562 v2 assessment materials.

Edition of this document	Changes made
Edition 2 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 1 November 2011	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 fitting doors to a cabinet using adjustable hinges.
Observation Checklist	Be observed on-job or off-job. This will involve: <ul style="list-style-type: none">» preparing to fit doors to a cabinet using adjustable hinges» fitting doors to a cabinet using adjustable hinges.

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.

Unit Standard Evidence Map

Unit 25562 v2	Fit doors to a cabinet using adjustable hinges	Level 3	Credits 3
Outcomes and Evidence Requirements		Evidence	No.
Outcome 1: Prepare to fit doors to a cabinet using adjustable hinges.			
1.1	Job specifications are obtained and explained in accordance with worksite policies and procedures. Range: door material, door size, hinge type.	Questions	1-3
1.2	Equipment is selected in accordance with job specifications and confirmed as being in safe working order in accordance with manufacturer's instructions.	Observation Checklist	1-4
1.3	Characteristics of full overlay, half overlay, and inset hinges are explained. Range: angles, adjustability, unsprung, soft closing.	Question	4
1.4	Hardware and door material are obtained in accordance with job specifications.	Observation Checklist	1-4
Outcome 2: Fit doors to a cabinet using adjustable hinges.			
2.1	Door components are checked for defects in accordance with job specifications. Range: physical defects, dimensional variations.	Observation Checklist	5-8
2.2	Hinges are attached to the door and mounts attached to the cabinet in accordance with job specifications and worksite policies and procedures.	Observation Checklist	5-8
2.3	Doors are fitted and adjusted to give an even, parallel clearance in accordance with job specifications and worksite policies and procedures.	Observation Checklist	5-8
2.4	Fitted doors are in accordance with worksite policies and procedures. Range: edge of door parallel with carcass, gap between edge of door carcass less than 3 mm, open and close smoothly.	Observation Checklist	5-8
2.5	Work area is left clean, clear, and safe in accordance with worksite policies and procedures.	Observation Checklist	5-8

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

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.

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 and assessor and use them to answer the following: <input checked="" type="checkbox"/>	
Assessor: This question supports E.R. 1.1. Job specification supplied must be sufficient for the candidate to complete all the tasks in the assessment. Answers are dependant on the job specifications.	
1. Identify the door material	<input checked="" type="checkbox"/>
Example answer 16 mm meltica	
2. Identify the door size	<input checked="" type="checkbox"/>
Example answer 400mm wide x 700mm wide	
3. Name the type of hinge	<input checked="" type="checkbox"/>
Example answer Full overlay concealed hinges	

4. Explain the characteristic of the following adjustable hinges.

Assessor:

This question supports E.R. 1.3.

Hinge	Angles	Adjustability	Unsprung	Soft Closing
Full overlay	110°	Horizontal & vertical	Spring mechanism can be removed	Attachment can be added
Half overlay	95° - 180°	Horizontal & vertical	Spring mechanism can be removed	Attachment can be added

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.

Judgement statements

- The completed Observation Checklist supports the candidate's successful performance in fitting doors to a cabinet using adjustable hinges.

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

Assessor

Items 1-4 support E.R. 1.2, 1.4.



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:



Assessor

Items 5-8 support E.R. 2.1, 2.2, 2.3, 2.4, 2.5.

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.

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

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

There is no requirement to attach additional supporting evidence.

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 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

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