MSFGN2001: Make measurements and calculations

Sample assessment tool

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| **Candidate’s name** |  | **Contact** |  |

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| **Assessor’s name** |  | **Contact** |  |

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| **Supervisor’s name** |  | **Contact** |  |

### Summary of evidence

| **‘Making measurements’ workbook** – satisfactorily completed | **Yes** |
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| Section 1: Calculating (learning activities and assignments) | ❑ |
| Section 2: Measuring (learning activities and assignments) | ❑ |

| **Other evidence** (see following pages for details) | **Satisfactory** |
| --- | --- |
| **Practical demonstrations** – specific criteria and general performance evidence | ❑ |
| **Third party sign-off** – confirming the candidate’s on-the-job performance | ❑ |
| **RPL evidence** – listing previous accreditations, portfolios or other RPL evidence | ❑ |

| **Assessment result** |
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| **Competent** ❑ **Not yet competent** ❑ |

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| **Statement:** I agree that I was ready to be assessed and the assessment process was explained to me | | | |
| **Candidate’s signature** |  | **Date** |  |

| **Assessor’s comments** | | | |
| --- | --- | --- | --- |
|  | | | |
| **Assessor’s signature** |  | **Date** |  |

Practical demonstrations

The ‘Specific demonstration criteria’ listed below have been extracted from the ‘Performance evidence’ section of the ‘Assessment requirements’ for the unit of competency. They describe the essential features of the competency, and set out the specific tasks that must be demonstrated. The ‘General performance evidence’ is adapted from the elements and performance criteria.

The assessor should tick the appropriate boxes to confirm that that the candidate has physically demonstrated the performance requirements described. Where a candidate does not satisfactorily demonstrate one or more of these criteria, the assessor should mark the corresponding box with a cross, and provide further comments underneath in the ‘Assessor’s comments’ section.

| Specific demonstration criteria – the candidate has demonstrated their ability to: | Confirmed |
| --- | --- |
| Use a range of measuring, calculating and recording devices to:   * take measurements and record the results * perform calculations and check results (Measurement demonstration) | ❑  ❑ |
| Work from specific project plans or briefs to determine and cost the material quantities for a minimum of 3 different projects (Projects 1, 2 and 3) | ❑ |

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| **Details of Measurement demonstration** |
| Date: Location:  Description: |

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| **Details of Project 1** |
| Date:  Description: |

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| **Details of Project 2** |
| Date:  Description: |

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| **Details of Project 3** |
| Date:  Description: |

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| General performance evidence – the candidate has demonstrated their ability to: | **Confirmed** |
| 1. Follow all relevant WHS laws and regulations, and company policies and procedures | ❑ |
| 1. Select appropriate measuring equipment for the task at hand | ❑ |
| 1. Identify the correct units of measure and details required from the work documents | ❑ |
| 1. Check measuring equipment and calibrate it ready for use | ❑ |
| 1. Identify external factors that might affect the accuracy of the measurements and estimate the range of results expected | ❑ |
| 1. Carry out measurements using appropriate techniques | ❑ |
| 1. Check accuracy and correctness and compare results to estimates | ❑ |
| 1. Identify data to be used in calculations and choose appropriate methods and tools | ❑ |
| 1. Carry out calculations and check answers for correctness | ❑ |
| 1. Estimate material quantities using standard packaging units | ❑ |
| 1. Record measurements and calculations accurately and to the required level of detail | ❑ |
| 1. Recognise typical faults that can occur while taking measurements, and take corrective action | ❑ |
| 1. Note problems and report non-routine problems to designated personnel | ❑ |

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| **Assessor’s comments** |
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Third party sign-off

The candidate’s workplace supervisor or line manager should tick the boxes below to verify that the candidate has consistently demonstrated these performance criteria over a period of time and in a range of contexts. If any of the performance criteria have not been properly demonstrated, the supervisor should discuss the matter with the assessor and decide on an appropriate course of action.

This checklist is adapted from the ‘Performance evidence’ listed in the ‘Assessment requirements’ section of the competency. Where there are specific demonstration criteria that form an essential part of the assessment process, these have been listed in the ‘Practical demonstration’ section above.

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| **Performance evidence** – Supervisor’s statement:I acknowledge that the candidate  has confirmed their competence in the workplace by demonstrating their ability to: | **Confirmed** |
| 1. Interpret documents correctly | ❑ |
| 1. Plan and organise activities, including selecting and checking measuring equipment | ❑ |
| 1. Use mathematical techniques to correctly complete measurements and calculate material quantities and spatial size | ❑ |
| 1. Use a range of measuring, calculating and recording devices | ❑ |
| 1. Perform calculations, check results, and record results accurately | ❑ |
| 1. Communicate effectively with others to confirm work requirements and report outcomes | ❑ |
| 1. Work cooperatively with others to optimise work flow and productivity | ❑ |

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| **Supervisor’s comments** (including period of observation in the workplace) | | | |
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| **Supervisor’s signature** |  | **Date** |  |

Recognition of prior learning

The assessor should list any recognition of prior learning (RPL) evidence that has been used to support a judgement of competency in this unit. Evidence may include previous training, accreditations, work experience or other pursuits where the candidate has gained relevant skills or knowledge.

The assessor must sight all original documents or certified copies being presented as evidence, and keep a copy on file with this assessment tool.

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| **RPL evidence presented** |
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