 MSFKB3001: Identify processes in   
kitchen and bathroom projects

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

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| **‘Processes in K&B projects’ workbook** – satisfactorily completed | | | |
| **Learning activities** | **Yes** | **Assignments** | **Yes** |
| Section 1: Trades and services | ❑ | 1: Trades and services | ❑ |
| Section 2: Key stages | ❑ | 2: Key stages | ❑ |
| Section 3: Manufacturing processes | ❑ | 3: Manufacturing processes | ❑ |
| Section 4: Quality elements | ❑ | 4: Quality elements | ❑ |

| **Other evidence** (see following pages for details) | **Satisfactory** |
| --- | --- |
| **Practical demonstrations** – specific criteria and general performance evidence | ❑ |
| **Third party sign-off** – confirming the candidate’s consistent 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 assessor should tick the appropriate boxes below to confirm that that the candidate has physically demonstrated each of 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.

This checklist of ‘General performance evidence’ is adapted from the elements and performance criteria listed in the unit of competency.

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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. Identify the following aspects of kitchen and bathroom renovation projects:  * processes involved in the site assessment * elements of a project design brief and project plan, including contracting and legislative requirements * sequence of work | ❑  ❑  ❑ |
| 1. Identify the following aspects of new kitchen and bathroom projects:  * processes involved in the site assessment * elements of a project design brief and project plan, including contracting and legislative requirements * sequence of work | ❑  ❑  ❑ |
| 1. Identify the services to be provided by tradespeople and other service providers | ❑ |
| 1. Access key information resources for kitchen and bathroom projects | ❑ |
| 1. Identify manufacturing processes used in cabinet construction and features and benefits of particular techniques | ❑ |
| 1. Identify supply sources for materials, fixtures and fittings | ❑ |
| 1. Determine market standards for the quality requirements of a finished projects | ❑ |

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| **Assessor’s comments** |
| Date/s: Location/s:  Description: |

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.

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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. Correctly interpret project design briefs for kitchen and bathroom installations | ❑ |
| 1. Determine the processes involved in kitchen and bathroom renovations and new projects, including the services required | ❑ |
| 1. Determine the quality requirements and sources for cabinets and components, as specified in the project brief | ❑ |
| 1. Carry out mathematical calculations necessary for the job | ❑ |
| 1. Communicate effectively with others to confirm work requirements, report outcomes, interpret basic plans and follow safety procedures | ❑ |
| 1. Plan activities to avoid backtracking, work flow interruptions or wastage | ❑ |
| 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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