 MSFKB3002: Determine requirements   
for installation of cabinets

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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| **‘Installation requirements’ workbook** – satisfactorily completed | | | |
| **Learning activities** | **Yes** | **Assignments** | **Yes** |
| Section 1: Site assessment | ❑ | 1: Site assessment | ❑ |
| Section 2: Construction features | ❑ | 2: Construction features | ❑ |
| Section 3: Services and design | ❑ | 3: Services and design | ❑ |

| **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** | | | |
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|  | | | |
| **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 |
| --- | --- |
| Conduct a site assessment and identify all issues that will impact on the installation of cabinets and appliances, including:   * floor and wall construction * other structural elements * availability and location of required services | ❑ |

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| **Details of site assessment** |
| Date/s: Location/s:  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. Consult project brief and plans to guide site assessment | ❑ |
| 1. Arrange site access with client | ❑ |
| 1. Determine on-site access locations for materials and equipment and other works that might impact on the installation project | ❑ |
| 1. Inspect wall and floor construction and other features to determine their impact on the methods used to install the cabinetry | ❑ |
| 1. Inspect appliances and consult manuals to determine installation details and location of appliances in cabinets | ❑ |
| 1. Determine compliance, layout and design issues relating to appliances, services and cabinets | ❑ |
| 1. Determine installation sequence of cabinets and appliances | ❑ |
| 1. Document the findings of the site assessment in an approved format, using industry standards | ❑ |

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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. Comply with all relevant laws, regulations and company policies and procedures | ❑ |
| 1. Interpret work orders correctly | ❑ |
| 1. Use safe work practices when handling tools, equipment and materials, and use appropriate PPE for the task being undertaken | ❑ |
| 1. Follow work instructions, operating procedures and inspection processes to:  * minimise the risk of injury to self or others * prevent damage to goods, equipment and products * maintain required production output and product quality | ❑  ❑  ❑ |
| 1. Carry out site assessments to identify the issues that will impact on the installation project | ❑ |
| 1. Identify the implications of the site assessment on the installation of cabinets, including their design, compliance issues and any levelling required | ❑ |
| 1. Document the site assessment findings, including site conditions, sequence of installation and quality standards that apply | ❑ |
| 1. Refer to quality standards, Australian Standards, Building Code of Australia and other information sources as required | ❑ |
| 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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