 MSFKB3004: Conduct on-site adjustments   
to cabinets and components

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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| **‘Adjusting cabinets on-site’ workbook** – satisfactorily completed | | | |
| **Learning activities** | **Yes** | **Assignments** | **Yes** |
| Section 1: Making adjustments | ❑ | 1: Making adjustments | ❑ |
| Section 2: Using tools on-site | ❑ | 2: Using tools on-site | ❑ |

| **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** |
| --- |
| **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. Examine measurements and required adjustments | ❑ |
| 1. Decide on the best method for adjusting cabinets while maintaining their integrity and compliance with quality standards | ❑ |
| 1. Mark up cabinets and confirm measurements and adjustments needed | ❑ |
| 1. Make adjustments using appropriate techniques and tools | ❑ |
| 1. Clean up work area and dispose of rubbish properly | ❑ |
| 1. Inspect work to ensure that finished sizes are within tolerances and components are correctly aligned | ❑ |
| 1. Complete workplace documentation | ❑ |

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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. Comply with all relevant laws, regulations and company policies and procedures | ❑ |
| 1. Correct interpret work orders and information | ❑ |
| 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. Take and record accurate measurements, and determine the necessary adjustments required | ❑ |
| 1. Adjust cabinets using hand and power tools safely and efficiently, without damaging cabinetry or other items | ❑ |
| 1. Check that adjusted cabinets meet specifications | ❑ |
| 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) | | | |
|  | | | |
| **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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