 MSFFL2021: Install lay flat vinyl floor coverings

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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| **‘Lay flat vinyl’ workbook** – satisfactorily completed | | | |
| **Learning activities** | **Yes** | **Assignments** | **Yes** |
| Section 1: Materials and equipment | ❑ | 1: Materials and equipment | ❑ |
| Section 2: Preparing for installation | ❑ | 2: Preparing for installation | ❑ |
| Section 3: Cutting and fitting | ❑ | 3: Cutting and fitting | ❑ |
| Section 4: Laying techniques | ❑ | 4: Laying techniques | ❑ |

| **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 |
| --- | --- |
| Complete lay flat vinyl installations to:   * a single room, including pattern match at seams and cross joins, using freehand, template and scribing method (Installation 1) * connecting rooms, including pattern match at seams and cross joins, using free-hand, template and scribing method (Installation 2) * a single room with a link up, including pattern match at seams and cross joins, using freehand, template and scribing method (Installation 3) | ❑  ❑  ❑ |

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| **Details of Installation 1** |
| Date: Location:  Description: |

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| **Details of Installation 2** |
| Date: Location:  Description: |

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| **Details of Installation 3** |
| Date: Location:  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. Read and interpret plans and written instructions relevant to the tasks | ❑ |
| 1. Assess the condition of the subfloor to determine its suitability for the installation job | ❑ |
| 1. Prepare the subfloor for the lay flat vinyl | ❑ |
| 1. Select the appropriate adhesives, trims and accessories | ❑ |
| 1. Select the correct tools and equipment, and carry out all necessary pre-start checks | ❑ |
| 1. Plan the sequence of work tasks to maintain efficiency and quality | ❑ |
| 1. Check the specifications of the floor covering against the work order | ❑ |
| 1. Acclimatise the floor covering according to the manufacturer’s recommendations | ❑ |
| 1. Identify hazards and controls risks when handling materials | ❑ |
| 1. Establish starting point and sets out working lines | ❑ |
| 1. Lay out the vinyl to achieve correct directional sequence, pattern match and joins | ❑ |
| 1. Mark and cut the vinyl to the required pattern and shape, with minimal waste | ❑ |
| 1. Apply adhesive (if required) | ❑ |
| 1. Seal the seams | ❑ |
| 1. Inspect finished installation for problems and rectify faults, if necessary | ❑ |
| 1. Store or recycle unused materials | ❑ |
| 1. Clean and store tools and equipment appropriately | ❑ |
| 1. Clean up work area and dispose of rubbish properly | ❑ |
| 1. Accurately complete all required documentation | ❑ |

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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. 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. Cut, lay and fix lay flat vinyl using appropriate techniques | ❑ |
| 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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