 MSFFL2001: Use flooring technology   
sector hand and power tools

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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| **‘Hand and power tools’ workbook** – satisfactorily completed | | | |
| **Learning activities** | **Yes** | **Assignments** | **Yes** |
| Section 1: Types of tools | ❑ | 1: Types of tools | ❑ |
| Section 2: Power sources | ❑ | 2: Power sources | ❑ |
| Section 3: Safe operating procedures | ❑ | 3: Safe operating procedures | ❑ |

| **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** | | | |
| --- | --- | --- | --- |
| Other units assessed in conjunction with this unit: | | | |
| **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 tools and their functions, and select the correct tools for the job | ❑ |
| 1. Check that tools are operating properly and safely | ❑ |
| 1. Recognise different sources of power supply | ❑ |
| 1. Correct faults within level of authority, or take tools to authorised person for repair | ❑ |
| 1. Select appropriate equipment for holding down or supporting materials | ❑ |
| 1. Secure material firmly before starting work with hand or power tools | ❑ |
| 1. Wear appropriate PPE for the job being undertaken | ❑ |
| 1. Operate tools safely and efficiently, and keep them secure when not in use | ❑ |
| 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** |
| Date/s: Location/s:  Description (including list of hand and power tools used in these demonstrations): |

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 unit of 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. Interpret work orders and carry out the task accordingly | ❑ |
| 1. Identify the correct tools, equipment and materials for the job at hand, and use appropriate PPE for the job 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. Use hand and power tools correctly and safely | ❑ |
| 1. Complete operator maintenance on hand and power tools | ❑ |
| 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. 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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