 MSFFL2018: Install unpatterned tufted   
and bonded carpet 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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| **Integrated assessment** – assessed in conjunction with the unit listed below: | Yes ❑ No ❑ |
| *MSFFL2017: Install carpet cushion underlays and gripper accessories* | |

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| **‘Carpet basics’ workbook** – satisfactorily completed | | | |
| **Learning activities** | **Yes** | **Assignments** | **Yes** |
| Section 1: Preparing for installation | ❑ | 1: Preparing for installation | ❑ |
| Section 4: Tufted and bonded carpets | ❑ | 4: Tufted and bonded carpets | ❑ |

| **Other evidence** (see following pages for details) | **Satisfactory** |
| --- | --- |
| **Practical demonstrations** – specific criteria and general performance evidence | ❑ |
| **Supervisor 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 performance evidence’ and ‘Specific knowledge evidence’ requirements listed below have been extracted from the ‘Assessment requirements’ section of the unit of competency. The ‘General’ evidence requirements on the following page are adapted from the elements and performance criteria and the remaining items from the ‘Assessment requirements’.

The assessor should tick the appropriate boxes to confirm that that the candidate has demonstrated the evidence 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 performance evidence** – the candidate has demonstrated their ability to: | **Confirmed** |
| --- | --- |
| Complete a minimum of:   * 1 installation of tufted carpet (Installation 1) * 1 installation of bonded carpet using a carpet gripper installation system to connecting rooms, including at least one seam join and one cross join (Installation 2) | ❑  ❑ |

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| **Specific knowledge evidence** – the candidate has demonstrated their understanding of: | **Confirmed** |
| Tools and equipment, including procedures for their safe use, operation and maintenance | ❑ |
| Types, characteristics, uses and limitations of tufted and bonded carpets | ❑ |
| Techniques for installing, joining and stretching carpet | ❑ |

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

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

| **General performance evidence** – the candidate has demonstrated their ability to: | **Yes** |
| --- | --- |
| Correctly understand instructions and work orders, and seek out all relevant information | ❑ |
| Handle tools, materials and products safely, and wear all required PPE | ❑ |
| Use safe work practices to minimise the risks of injury to self and others | ❑ |
| Follow procedures to prevent damage to materials or equipment and minimise wastage | ❑ |
| Plan activities to avoid any backtracking, interruptions or wastage | ❑ |
| Work efficiently to optimise work flow and maintain production output and product quality | ❑ |
| Carry out pre-checks and inspections to anticipate problems and take corrective action | ❑ |
| Modify activities to cater for variations in workplace conditions | ❑ |
| Interpret basic plans and take accurate measurements | ❑ |
| Calculate area and estimate material requirements | ❑ |
| Communicate effectively, work cooperatively with others and ask for help when needed | ❑ |
| Report work outcomes and problems | ❑ |

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| **General knowledge evidence** – the candidate has demonstrated their understanding of: | **Yes** |
| WHS legislation, regulations, standards and codes of practice relevant to the task | ❑ |
| Company and worksite policies and procedures relevant to the task | ❑ |
| Types of tools and equipment, and procedures for their safe use and maintenance | ❑ |
| Control measures and safety equipment used to manage risk | ❑ |
| Procedures for recording workplace information and reporting problems | ❑ |
| Methods for estimating and calculating quantities and measurements | ❑ |
| Strategies for working with others in a team | ❑ |
| Environmental protection requirements | ❑ |
| Lines of communication and procedures for resolving problems | ❑ |

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| **Assessor’s comments** |
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Supervisor 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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| **Supervisor’s statement:** I acknowledge that the candidate has confirmed their competence in the workplace by consistently 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. Install tufted and bonded carpets using a gripper system | ❑ |
| 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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