 MSFFL2002: Receive and prepare
floor covering materials for installation

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

| **‘Preparing floor coverings’ workbook**  | **Satisfactory** |
| --- | --- |
| Learning activities  | ❑ |
| Assignment  | ❑ |

| **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** |
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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 |
| --- | --- |
| Prepare, package, protect, transport, load and unload floor coverings and other materials | ❑ |
| Use mechanical devices to assist in loading, lifting and moving materials  | ❑ |

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| **Details of assessment events** |
| Date/s: Location/s:Description of tasks (including tools and materials): |

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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 the floor covering materials required from work orders
 | ❑ |
| 1. Read and interpret relevant work plans, instructions and product information
 | ❑ |
| 1. Confirm safety and security conditions at the site from reports or on-site inspection
 | ❑ |
| 1. Determine delivery point, access and storage areas and loading/unloading methods
 | ❑ |
| 1. Determine size, shape and special packaging requirements of materials
 | ❑ |
| 1. Select the correct tools and equipment, and carry out all necessary pre-start checks
 | ❑ |
| 1. Receive materials at the warehouse and check them off against delivery docket
 | ❑ |
| 1. Inspect materials for defects or damage and complete delivery documentation
 | ❑ |
| 1. Prepare materials for transportation to the work site, including measuring and cutting floor covering material to size, where required
 | ❑ |
| 1. Determine the unloading and lifting requirements for receiving the materials at the worksite, including equipment and personnel needed and estimated time it will take
 | ❑ |
| 1. Unload materials at work site using safe work practices and appropriate equipment
 | ❑ |
| 1. Check materials for damage and store them safely and securely on-site
 | ❑ |
| 1. Set up site and materials for acclimatisation process, where required
 | ❑ |
| 1. Clean up and store or recycle packing 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. 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. Prepare, package, protect, transport, load and unload floor coverings and other materials
 | ❑ |
| 1. Use mechanical devices to assist in loading, lifting and moving materials
 | ❑ |
| 1. Establish and maintain storage areas for floor covering materials
 | ❑ |
| 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) |
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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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