



**ASSESSMENT PLAN AND RECORD SHEET**

**A. Candidate details**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ DOB \_\_\_\_\_ - \_\_\_\_ -19

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ P/C \_\_\_\_\_

**B. Employer details**

Company \_\_\_\_\_ Address \_\_\_\_\_

Contact \_\_\_\_\_ Ph No. \_\_\_\_\_

**C. Assessor details**

Name \_\_\_\_\_ Organisation \_\_\_\_\_

**D. Assessment Context (tick the appropriate boxes or add details as required)**

Location/Conditions	Machinery/Technology	Materials
<b>Type of operation:</b>	<b>Cutting tools</b>	<b>Attachments</b>
	Cutters	Slicers
	Profile cutters	Mincer plates
<b>Set up tasks</b>	Routers	Chucks
Selecting and mounting wheel	Other (please specify)	Collets
Dressing wheel		Clamps
Configuring grinder attachments		Vices
Other (please specify)		Motorised attachments
	<b>Grinders type</b>	Non-motorised attachments
<b>Cutting Tool Dimensions</b>	Tool and cutter grinders	Dividing heads
Diameter	Surface grinders	Abrasive wheel dressing
Profile	Pedestal or bench grinders	Dial indicators
Angle	Mounted grinders	Templates
Tolerances	Other (please specify)	Air operated attachments

**E. Assessment Results**

Assessment Start Date \_\_\_\_\_ Assessment Finish Date \_\_\_\_\_

Outcome of Assessment (Tick)  **COMPETENT**  **NOT YET COMPETENT**

Comments/feedback to clarify assessment process and result, including further skill development if required:

**F. Candidate Comments**

**G. Candidate Agreement**

I agree that I was ready for assessment, and that the assessment process as explained to me has been followed. I have received a copy of this recording tool and the assessor has explained their decision. I also agree that this tool can be used by the Industry or RTO as evidence of competence.

Candidate signature \_\_\_\_\_ Date \_\_\_\_\_

Assessor signature \_\_\_\_\_ Date \_\_\_\_\_

## STANDARD ASSESSOR GUIDELINES

### General Instructions

- Candidate information and preparation  
Assessors must confirm that the candidate is ready for assessment prior to commencing the process. The assessment process (including the purpose of the assessment, evidence collection, right to appeal and any special needs) must be explained to the candidate, who should sign in acknowledgement.
- Complete all relevant details in the Assessment Plan and Record Cover Sheet
- Conduct the assessment using the **Recording Tools provided**

### 1. Pre-Assessment

- Confirm assessment arrangements with candidate and employer/supervisor.
- Assist the candidate to gather evidence for all elements/performance criteria prior to sign-off.
- Arrange with the candidate/employer a suitable location with all required materials and equipment and confirm prior to assessment. Equipment must be safe, well-maintained and meet Australian Standards.

### 2. Safety Instructions

- Candidates must use all required PPE and observe safety procedures at all times.



**The assessment should cease if, in the opinion of the assessor, the candidate's actions or changing circumstances or conditions on site, put themselves or co-workers at risk of injury or are likely to damage equipment/materials.**

### 3. Legislative/Enterprise Requirements

- Ensure that all relevant health, safety and environment practices are followed, that any site-specific requirements are met and that relevant regulations and/or standards are adhered to.

### 4. Gathering Evidence

- **Gather at least three (3) types of evidence to confirm competence.**  
Assess whether candidate performance and evidence supplied against each criteria is COMPETENT (C) or NOT YET COMPETENT (NYC). **All elements and critical aspects of evidence from the unit of competence must be assessed, even if not applicable to the candidate's current workplace or job role.**
- Demonstration/observation Assessment Tool: use this tool to assess competence in skills and task performance. The assessment should take place in the workplace under normal operating conditions or under conditions that accurately simulate a realistic workplace. Assessors must ensure these requirements are met. One observation may not be sufficient to confirm competence.
- Questions Assessment Tool: use this tool to provide a framework for developing questions to test required knowledge. Develop questions to meet the individual work context requirements of the candidate. Retain a copy of questions asked and candidate answers with this assessment plan.
- Confirmation of Consistent Competence Assessment Tool: use this tool to record the source(s) of additional evidence gathered to *confirm the candidate's ability to consistently perform the task to the required standard*. Verification by a third party expert is the preferred third form of evidence, however assessors may also be guided by workplace documents, log books or other records that provide evidence of competence over time. Include copies of additional evidence documents where appropriate.

### 5. Recording the Decision

- Complete the assessment tool to indicate whether the candidate is COMPETENT or NOT YET COMPETENT. If the candidate is judged to be *Not Yet Competent* clearly indicate the reasons why, and identify any training or further practise needs if relevant.

## ASSESSMENT PLAN SUMMARY

### Suggested pre-requisites/co-requisites for this unit of competency: (heading6)

Assessors should confirm that there is evidence of competency in any mandatory pre-requisites.

Verified as completed (✓)	Code & Unit

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### What will be assessed?

The elements of competence to be assessed are:

- 1 Determine required cutting tool dimensions
- 2 Select and set up grinder
- 3 Sharpen cutting tool

### What assessment methods will be used?

- Demonstration/observation to determine competence against critical and specific aspects, elements and required skills as listed.
- Questions to check required knowledge.
- Use of additional evidence to confirm consistent competence, such as a third party report or alternatively a log book, site production records or similar work records, or product samples or a portfolio of the candidate's work.

### What resources may be required?

- Tools for sharpening
- Grinder and wheels
- Relevant attachments
- Site documents
- Protective equipment and clothing
- First aid equipment

### Are there any special conditions for the assessment?

- None.

**NOTE:** This assessment plan outlines the **minimum standard** endorsed by industry. The plan can be modified to meet local needs and/or needs of the candidate, including where assessment is part of on-going training, as long as the integrity of the assessment is maintained.

## ASSESSMENT TOOL: DEMONSTRATION/OBSERVATION RECORD

### Instructions:

Provide candidate with instructions for sharpening various cutting tools including cutters, profile cutters, routers and other rotary cutting tools. The work is to include verification of cutting tool dimensions, and selection and set-up of grinder and attachments.

### Critical and Specific Evidence Requirements:

Indicate whether the candidate's performance was competent (C) or not yet competent (NYC) by ticking the appropriate box.

C	NYC	Candidate demonstrates the ability to:
<input type="checkbox"/>	<input type="checkbox"/>	Follow applicable Commonwealth, State or Territory legislative and regulatory requirements and codes of practice, including OHS, environmental and organisational policies and procedures, relevant to sharpening cutting tools
<input type="checkbox"/>	<input type="checkbox"/>	Determine cutting tool dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	Select and set up grinder and attachments.
<input type="checkbox"/>	<input type="checkbox"/>	Safely sharpen cutting tools to organisational standards.
<input type="checkbox"/>	<input type="checkbox"/>	Apply communication techniques and safe work practices in the work area.
<input type="checkbox"/>	<input type="checkbox"/>	Set up and operate precision grinding machines used to sharpen and produce straight and profile cutters.
<input type="checkbox"/>	<input type="checkbox"/>	Adjust feed speeds to suit grinding wheel and cutting tool.
<input type="checkbox"/>	<input type="checkbox"/>	Use a variety of cutters, cutter heads and tooling

### Performance Task(s)

**Assessors; briefly describe the performance task(s) set for the candidate on this occasion:**

**Unit Performance Criteria:**

Indicate whether the candidate's overall performance for each element was competent (C) or not yet competent (NYC) and tick the appropriate box for each performance criteria observed. *Where applicable, minimum acceptable performance is highlighted in grey*

The observed behaviours of the candidate are in CAPITAL LETTERS and should be circled by the assessor to create a permanent record of actual performance.

**C NYC**

<input type="checkbox"/>	<input type="checkbox"/>	<b>Element 1: Determine required cutting tool dimensions</b>
1.1	<input type="checkbox"/>	The candidate verified and followed the following OHS requirements relevant to sharpening cutting tools: COP manual handling, COP sawmills, MSDS sheets, SOP;s/SWMS for the site (must comply with all applicable)
1.2	<input type="checkbox"/>	The candidate knew which job to do next via: WORK ORDER SUPERVISOR WORKPLACE LAYOUT OTHER
1.3	<input type="checkbox"/>	The candidate visually inspected TEMPLATES &/or DRAWINGS &/or WORK SAMPLE to confirm tool dimensions
1.4	<input type="checkbox"/>	The candidate verifies the cutting angle of the grinder by visual inspection. ACTUAL ANGLE VERIFIED _____
1.5	<input type="checkbox"/>	The candidate inspected cutting tool condition for ANGLE, SURFACE FINISH and DIMENSION and verified it was safe to proceed. The candidate CORRECTLY IDENTIFIES SAFETY MARKS ON THE HEADS
1.6	<input type="checkbox"/>	The candidate documented cutting processes in LOG BOOK, EXERCISE BOOK, VERBALLY NO DOCUMENTATION (as per workplace requirements)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Element 2: Select and set up grinder</b>
2.1	<input type="checkbox"/>	The candidate selected and set up the following grinder(s): PEDESTAL GRINDERS, SURFACE GRINDERS, TOOL&CUTTER GRINDERS, SLICERS, PROFILE GRINDERS according to SOP's or acceptable industry practices (minimum two)
2.2	<input type="checkbox"/>	The candidate wore and maintained the following PPE: SAFETY GLASSES, STEEL CAPPED BOOTS, HEARING PROTECTION, GLOVES, HI Viz clothing (as per workplace procedures, minimum glasses and boots if no procedures).
2.3	<input type="checkbox"/>	The following hazards were controlled by the candidate: SPARKS, GRINDING FLUID, MANUAL HANDLING, HOUSEKEEPING, GRINDER WHEELS, ELECTRICAL HAZARDS, OTHER _____ (all hazards must be controlled)
2.4	<input type="checkbox"/>	The candidate correctly selected and set up the following attachments: DRESSER, CHUCKS, VISES, GRINDING WHEEL, COLLETS, DRILL BIT HOLDERS, DIAL INDICATOR, CLAMPS, OTHER _____ (minimum performance any two of the above)
2.5	<input type="checkbox"/>	Establishes and maintains communication with others via VERBAL, LOG BOOK, WORK ORDER, OTHER _____ (at least one of above)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Element 3: Sharpen cutting tool</b>
3.1	<input type="checkbox"/>	The candidate used the grinder(s) above without injury to self or others. The candidate ground _____ in _____ minutes. Efficiency acceptable? Y/N
3.2	<input type="checkbox"/>	The candidate applied _____ coolant at _____% flow rate where applicable. Successfully answered verbal questions where not applicable.
3.3	<input type="checkbox"/>	The candidate ground cutting edges to an angle of _____degrees, removing all imperfections. (the presence of any imperfections is unacceptable)
3.4	<input type="checkbox"/>	The candidate compared finished cutting tool against specifications as outlined in 1.3
3.5	<input type="checkbox"/>	The candidate correctly removed and stored cutting tool: ON BENCH, ON TROLLEY, ON RACKING SYSTEM, IN PIGEON HOLES, OTHER _____ (unacceptable to not remove and store cutting tool correctly)
3.6	<input type="checkbox"/>	The candidate correctly dealt with any cutting tools that cannot be repaired or sharpened in line with site procedures, manufacturer recommendations and environmental requirements.
3.7	<input type="checkbox"/>	The candidate recognised and recorded and reported faults, malfunctions or problems VERBALLY, IN LOG BOOK, ON WORK ORDER, OTHER _____ OR the candidate correctly answered verbal questions about recognition and reporting of faults

Write any additional comments below:

## ASSESSMENT TOOL: QUESTION GUIDE

### Instructions

- a. Modify or add to (but do not remove) the questions below as required to suit the particular workplace and assessment context.
- b. **Document any additional questions that you will ask and attach to this assessment record.**
- c. Questions can be asked during the demonstration of skills or at a separate time as appropriate.
- d. Answers by the candidate should reflect the level of the unit in scope and detail.

### Core questions

Indicate whether the candidate's performance was competent (C), not yet competent (NYC) by ticking the appropriate box.

	C	NYC	Questions to ascertain required knowledge
1	<input type="checkbox"/>	<input type="checkbox"/>	What Occupational Health and Safety (OHS) legislative and organisational requirements apply to this unit, and what are your responsibilities for OHS?
2	<input type="checkbox"/>	<input type="checkbox"/>	Who do you need to talk to in order to clarify work requirements and ensure the work undertaken meets site requirements?
3	<input type="checkbox"/>	<input type="checkbox"/>	What are the requirements and procedures for environmental care, including the safe disposal of waste?
4	<input type="checkbox"/>	<input type="checkbox"/>	Give at least two examples of how you could follow anti-discrimination legislation in the workplace.
5	<input type="checkbox"/>	<input type="checkbox"/>	Give at least two examples of how you use maths when performing the work associated with this unit, for example calculating, estimating or measuring.
6	<input type="checkbox"/>	<input type="checkbox"/>	Describe how to accurately record, report and maintain workplace records and information.

### Unit specific questions

Indicate whether the candidate's performance was competent (C), not yet competent (NYC) by ticking the appropriate box.

	C	NYC	Questions to ascertain required knowledge	PC/KB mapping Guide
7	<input type="checkbox"/>	<input type="checkbox"/>	Name what Personal Protective Equipment you would use/wear when undertaking this work.	1.1, 2.2, 2.3, 3.1
8	<input type="checkbox"/>	<input type="checkbox"/>	List any potential problems that could occur and explain how you would rectify or control the situation.	1.5, 2.1,2.3, 2.4,3.4,3.5
9	<input type="checkbox"/>	<input type="checkbox"/>	List the pre start-up checks/adjustments to be carried out on equipment	1.4,1.5,2.1, 2.4
10	<input type="checkbox"/>	<input type="checkbox"/>	Describe the procedure for determining cutter/router dimensions and selecting appropriate equipment for sharpening cutters/routers	1.4, 1.5, 2.1
11	<input type="checkbox"/>	<input type="checkbox"/>	Describe the procedure for determining grinding speeds and feeds	2.3, 2.4, 3.2
12	<input type="checkbox"/>	<input type="checkbox"/>	Describe alternative grinding processes and equipment for sharpening cutters/routers	2.4, 3.2, 3.3,3.4
13	<input type="checkbox"/>	<input type="checkbox"/>	Describe machine types and their set up and operation	2.4, 3.2, 3.3,3.4
14	<input type="checkbox"/>	<input type="checkbox"/>	Describe how to identify defects in cutters, types of cutter steel, and grinding finish	1.3,3.4
15	<input type="checkbox"/>	<input type="checkbox"/>	Describe the importance of monitoring the grinder for operational effectiveness and the necessity of applying coolant	3.1, 3.2, 3.4
16	<input type="checkbox"/>	<input type="checkbox"/>	Describe how to select appropriate machine and tooling for the task	2.1, 2.4
17	<input type="checkbox"/>	<input type="checkbox"/>	Describe how to check cutter angles to improve efficiency	3.4, 1.4
18	<input type="checkbox"/>	<input type="checkbox"/>	Describe the method of grinding to remove imperfections.	KB
19	<input type="checkbox"/>	<input type="checkbox"/>	List the various types of imperfections that may be found	KB
20	<input type="checkbox"/>	<input type="checkbox"/>	Describe how you check cutting tool teeth for consistent measurement to specifications	KB

**Write any additional comments below:**

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## ASSESSMENT TOOL: CONFIRMATION OF CONSISTENT COMPETENCE

Evidence confirming consistent competence may be gathered from a variety of suitable sources. This can include work records and examples of the candidate’s work during or prior to the training period, and/or a report provided by a third party who has knowledge about the candidate’s work over a reasonable period of time. This person could be a workplace skill expert, supervisor or team leader.

Indicate below the type of supplementary evidence used in this assessment, and where applicable attach copies of documents or photos/descriptions of finished products to this assessment plan.

✓	Type of evidence	✓	Type of evidence
	<ul style="list-style-type: none"> <li>• log book or record book</li> </ul>		<ul style="list-style-type: none"> <li>• site training records</li> </ul>
	<ul style="list-style-type: none"> <li>• site production records or similar work records</li> </ul>		<ul style="list-style-type: none"> <li>• completed assignment work</li> </ul>
	<ul style="list-style-type: none"> <li>• product samples or a portfolio of work</li> </ul>		<ul style="list-style-type: none"> <li>• attendance at training courses, workshops</li> </ul>
	<ul style="list-style-type: none"> <li>• third party report (see below)</li> </ul>		<ul style="list-style-type: none"> <li>• Other (please specify)</li> </ul>
	<ul style="list-style-type: none"> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>•</li> </ul>

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## ASSESSMENT TOOL: MODEL ANSWER GUIDE

The guide below contains acceptable minimum answers for each of the questions asked in the Question Guide. The answers below are intended as examples of minimum acceptable answers from the candidates. It is expected that assessors will conduct their own assessment of the worksite in order to verify that the answers given match the workplace practice:

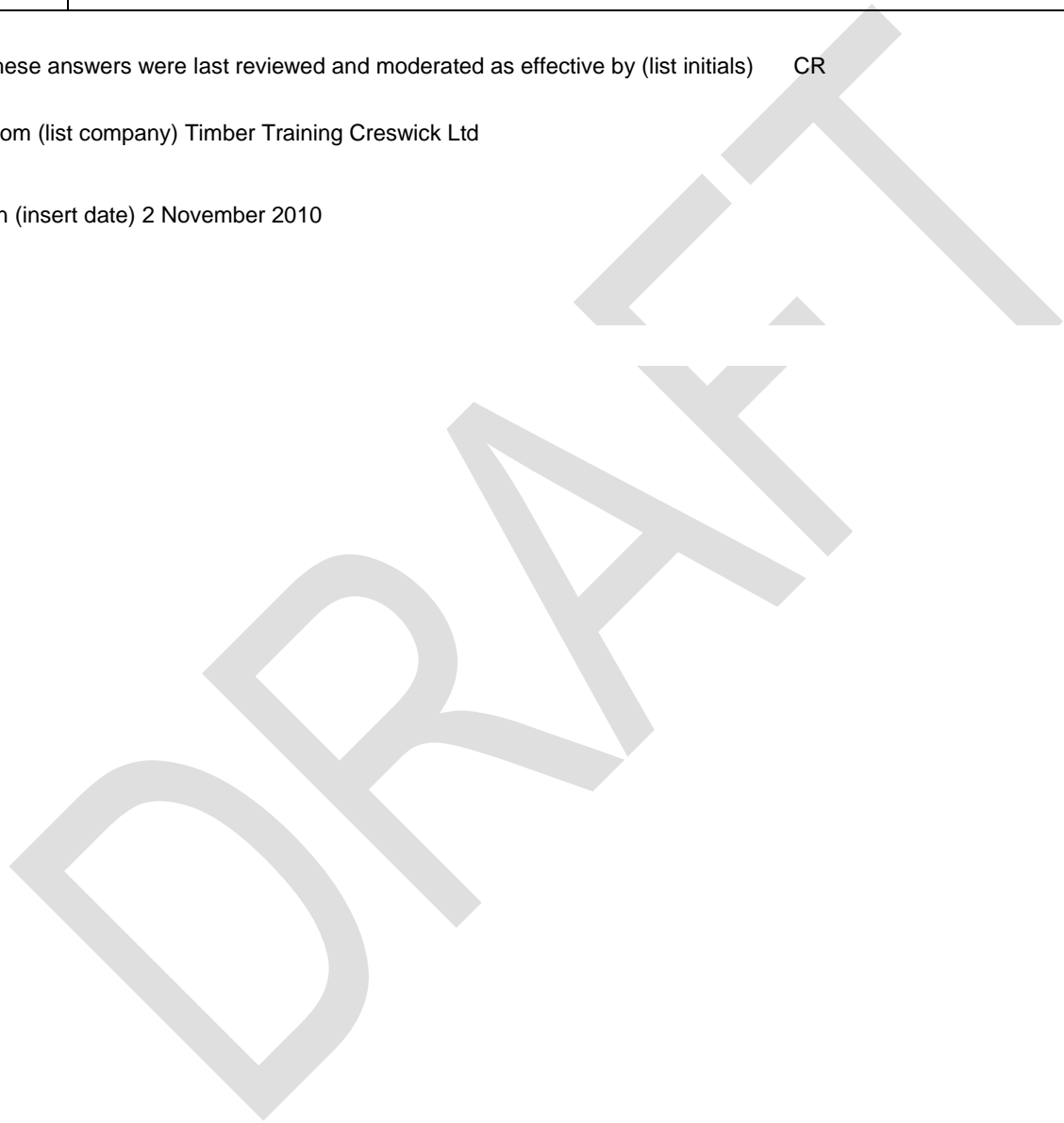
1	Answer should include at least 2 of the following: Safe Work Method Statements, Safe Operating Procedures or similar, Required PPE, Reference to policies and procedures, reference to first aid and medical treatment facilities, tag out, lock out or isolation procedures, guarding and notification procedures for grinder wheel changes or machine operation.
2	Answer appropriate to the work site. Usually a supervisor or team leader. Occasionally another team member.
3	Answer should include procedures for disposal of coolant as a minimum. May also reference disposal of filings, plastic and other consumables. Reference may be made to air quality and noise. Company environmental management policies, procedures, assessments and impacts may be referenced.
4.	At least two of the following: 1) Equal opportunity employment, 2) Antidiscrimination/harassment/bullying policies and procedures, 3) Disability employment opportunities, 4) Counselling/complaints policies and procedures.5) Treating people equally
5	At least two of the following: 1) measurement of angles, 2) measurement of tooling dimensions 3) Estimation of time to complete the job, 4) understanding of percentages for coolant flow rates, 5) understanding of tolerances for accuracy of dimensions.
6	Answer may include any of the following applicable to the workplace: verbally, in log book, on work order, or other.
7	Candidate should list ALL applicable PPE appropriate to that work site including: Steel capped boots, hearing protection, eye protection, leather or other protective aprons, face shields, helmets,
8	Answer may include any of the following or other answer appropriate to the worksite: Machinery not operating properly, problems associated with the grinding wheels or grinding angles, problems associated with cutter dimensions and/or quality of finish.
9	If the worksite has pre start up checklists for this machinery then it should be referenced. As a general guide the following may be used: 1) Check power is connected and activated. 2) check dust extraction is operational 3) Grinder wheel is appropriate for the task and in suitable operating condition. 4) Check machine set up is appropriate to the job being undertaken. 5) Check dimensions and tolerances 6) Ensure coolant supply is working and adequate 7) Turn on machine and verify emergency stops are working at least daily.
10	Answer may include any of the following or other answer appropriate to the worksite: Total diameter of cutter head to suit machine on which it will be run. Cutters are not to extend past the manufacturer's specified settings. Dimensions to have their correct reference point. E.g. Axial constant or axial reference point. Sharpening equipment may include Templates, Dividing heads, clamps, chucks, automatic straight grinder, automatic profile grinder, universal grinder, bench or pedestal grinder, profile grinder, face grinder, surface grinder.
11	Feed speeds are determined by the process being carried out and workplace requirements. E.g. Roughing out, sharpening or finish grinding require different speeds. High speed steel, tungsten etc. all requires different speeds, feeds and grinding wheels.
12	Answer may include any of the following applicable to the workplace: Cutters/routers may be hand sharpened, sharpened in a chuck, fixture or head suitable for holding the cutter/router tooling. Grinders may include profile, automatic, universal, face, surface, bench or pedestal.
13	Answer may include any of the following applicable to the workplace: Grinders may include profile, automatic, universal, face, surface, bench or pedestal. Set up of grinders as per SOP and manufacturers instruction manuals or mentor instruction.
14	Answer may include: Visual inspection for chips and other defects, noise, surface finish. Types of cutter steel can be High Speed Steel., Tungsten, and various manufacturers marketing named steel e.g. high carbon high chrome, kanafusa, etc. Grinding finishes are determined by the type of grinding wheel, grinding and feed speeds and may include Aluminium oxide, ceramic, carbon boron nitrate (CBN) diamond wheels
15	Answer may include: grinder operational effectiveness may decrease when using dirty or clogged grinding wheel, dirty or not enough coolant, applying coolant incorrectly, incorrect grinding speed or wheel.

16	Answer may include: manufacturers specifications, SOP, industry requirements, workplace requirements, mentor training, equipment at the workplace
17	Answer may include: using protractor, measuring equipment and mathematical equations, mentor instruction, manufacturer specifications
18	Answer may include: Use of correct grinding wheel, plunge grind, grinding feed speeds, grinding wheel speeds, Visual inspection that chips and other defects have been removed.
19	Answer may include: Chips, burrs, cracks, burn marks, not to correct profile,
20	Answer may include: use of optical measurement equipment, vernier callipers, setting stand, micrometers or any other type of measuring equipment suitable for checking cutting tool teeth for consistent specification. Use of technical drawings.

These answers were last reviewed and moderated as effective by (list initials) CR

From (list company) Timber Training Creswick Ltd

On (insert date) 2 November 2010



## THIRD PARTY REPORT

The purpose of this report is to confirm that the assessment candidate can consistently apply the skills and knowledge of this unit to the required standard.

In order to complete this report, the third party will need to have direct knowledge of:

- the job function and the candidate’s application of skills and knowledge to that function
- any relevant legislation, regulations or industry standards
- the candidate’s ability to repeatedly perform to the required standard.

*Note: This report is used as one form of supporting evidence to be considered in the total assessment process and does not represent a final judgement on the competence of the candidate.*

**Performance criteria**

**Element 1: Determine required cutting tool dimensions**

**Element 2: Select and set up grinder**

**Element 3: Sharpen cutting tool**

***In the view of the third party making this report, the candidate consistently..... (tick appropriate)***

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Follows OHS regulations, codes and site policies/procedures
<input type="checkbox"/>	<input type="checkbox"/>	Follows site procedures for using/maintaining personal protective equipment and clothing
<input type="checkbox"/>	<input type="checkbox"/>	Follows site environmental care policies/procedures
<input type="checkbox"/>	<input type="checkbox"/>	Communicates effectively and efficiently with others in the work area
<input type="checkbox"/>	<input type="checkbox"/>	Identifies and follows organisational policies and procedures and work orders
<input type="checkbox"/>	<input type="checkbox"/>	Safely and correctly uses any relevant tools, machinery, and equipment
<input type="checkbox"/>	<input type="checkbox"/>	Responds appropriately to tool, machinery, or equipment problems
<input type="checkbox"/>	<input type="checkbox"/>	Performs to the required quality and/or production standards

**Additional comments:**

<b>Name</b> .....	<b>Ph No.</b> .....
<b>Signature</b> .....	<b>Date</b> .....
<b>Organisation</b> .....	<b>Position</b> .....