

General Information and Instructions				
Competency Code & Name	MEM18001 - Use hand tools			
Candidate Name				
Position				
Trainer / Assessor				
Assessment Date	Click here to enter a date.	Penilaian ke:	<input type="checkbox"/> 1	<input type="checkbox"/> 2
Instructions				
Candidate instructions	<ul style="list-style-type: none"> <li>Read the entire set of instructions before starting the assessment.</li> <li>Ensure that you have all the necessary materials and tools required for the tasks.</li> <li>Clarify any specific goals or outcomes expected from the tasks.</li> </ul>			
Satisfactory completion requirements	<ul style="list-style-type: none"> <li>To attain satisfactory level, candidate must be able to complete all performance criteria as directed 100% on the practical assessment before being declared a PASS.</li> <li>If you fail to PASS, then you will need to be reassessed.</li> </ul>			
Assessor Instructions	<ul style="list-style-type: none"> <li>Assess each task based on predetermined criteria.</li> <li>Pay attention to the quality of work, accuracy, and adherence to instructions.</li> <li>Consider the organization and effectiveness of the documentation.</li> <li>Ensure that candidates have followed all safety instructions.</li> </ul>			
Assessment Result				
Assessment Results and Feedback	Memuaskan	Tidak Memuaskan	Feedback:	
	<input type="checkbox"/>	<input type="checkbox"/>		
Candidate Signature				
Assessor's Signature				

Note to Assessors: Ensure that the criteria listed in the table are observable behaviors or measurable outcomes that align with the Performance Criteria in the Competency Unit		Satisfactory		
No	During practical/observation/simulation assignments, do students:	Yes	No	Initial
1.	following work instructions, standard operating procedures (SOPs) and safe work practices	<input type="checkbox"/>	<input type="checkbox"/>	
2.	selecting and using hand tools to produce the desired outcome to job specifications	<input type="checkbox"/>	<input type="checkbox"/>	
3.	following designated procedures for dealing with unsafe or faulty tools	<input type="checkbox"/>	<input type="checkbox"/>	
4.	undertaking routine maintenance and cleaning of hand tools, including storage.	<input type="checkbox"/>	<input type="checkbox"/>	
	explore activities and or utilise as listed below			
5.	drawing interpretation includes recognising the following: <ul style="list-style-type: none"> <li>relationship between the views contained in the drawing, objects, units of measurement, dimensions of the key features, symbols</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	hand tools include one (1) or more of the following: <ul style="list-style-type: none"> <li>hacksaws, hammers, punches, screwdrivers, sockets, wrenches, scrapers, chisels, gouges, wood planes, files of all cross-sectional shapes and types, hand held taps and dies</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	applications include one (1) or more of the following: <ul style="list-style-type: none"> <li>adjusting, dismantling, assembling and finishing of items or components, finishing, cutting, scraping of metallic and non-metallic material to size and shape, tapping/retapping and threading/rethreading new/damaged threads</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	drawings include one (1) or more of the following: <ul style="list-style-type: none"> <li>drawings and sketches not covered by as 1100 technical drawing or as 1102 graphical symbols for electrotechnical documentation, and their equivalents</li> <li>work specifications that include graphic representations that do not require interpretation</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	job specifications include one (1) or more of the following: <ul style="list-style-type: none"> <li>finish, tension, size, shape</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	routine maintenance includes one (1) or more of the following: <ul style="list-style-type: none"> <li>cleaning, lubricating, tightening, simple tool repairs, adjustments</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional questions to support the Assessor's decision:		Satisfactory		
Q. You can create "on the run" questions that can support your decision if you believe that the student is Unsatisfactory in one or more of the observations listed above but is generally Satisfactory in most of the observations.		Yes	No	Initial
Q.1		<input type="checkbox"/>	<input type="checkbox"/>	
Q.2		<input type="checkbox"/>	<input type="checkbox"/>	
Candidate performance (Circle the appropriate one)		Satisfactory		Not Satisfactory