 MSFFL3003: Inspect subfloors

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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| **‘Inspecting and testing subfloors’ workbook** – satisfactorily completed | | | |
| **Learning activities** | **Yes** | **Assignments** | **Yes** |
| Section 1: Subfloor systems | ❑ | 1: Subfloor systems | ❑ |
| Section 2: Moisture in subfloors | ❑ | 2: Moisture in subfloors | ❑ |
| Section 3: Inspecting subfloors | ❑ | 3: Inspecting subfloors | ❑ |
| Section 4: Measuring moisture and pH | ❑ | 4: Measuring moisture and pH | ❑ |

| **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** | | | |
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| Assessed in conjunction with *MSFFL2004 Moisture test timber and concrete floors*  Yes ❑ No ❑ | | | |
| **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 |
| --- | --- |
| Complete the following inspections, and produce written notifications of the findings:   * Inspection of a timber subfloor (Inspection 1) * Inspection of a concrete subfloor (Inspection 2) | ❑  ❑ |

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

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

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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. Consult relevant sources of information to determine proposed flooring covering type and work to be completed, and correct moisture content requirements | ❑ |
| 1. Select and prepare appropriate tools, equipment and materials for the job at hand | ❑ |
| 1. Identify timber floor and subfloor structures and building materials used | ❑ |
| 1. Check datum lines, floor levels, falls, dips, finished floor heights and door clearances | ❑ |
| 1. Carry out timber moisture testing in accordance with the Australian Standards | ❑ |
| 1. Inspect timber subfloor to identify irregularities | ❑ |
| 1. Inspect ventilation flow and note any irregularities | ❑ |
| 1. Inspect timber floor joists, bearers and stumps to identify irregularities | ❑ |
| 1. Identify concrete floor and subfloor structures and building materials used | ❑ |
| 1. Check datum lines, floor levels, falls and dips on the concrete floor | ❑ |
| 1. Carry out concrete moisture testing in accordance with the Australian Standards | ❑ |
| 1. Inspect concrete subfloor to identify irregularities | ❑ |
| 1. Inspect expansion joints to ensure they are clean and unobstructed | ❑ |
| 1. Document the inspection findings in accordance with workplace procedures | ❑ |
| 1. Put copies on file and send copies to appropriate personnel, according to workplace procedures | ❑ |

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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. 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. Conduct inspections of timber and concrete subfloors and provide written notifications | ❑ |
| 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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