

# Video and Photo Guide

## MSF31113 Certificate III in Cabinetmaking (Furniture)

### Introduction

When you provide evidence of your workplace skills for the Stage 1 Documentary Evidence Assessment, you must also provide Video and Photo evidence.

This Guideline provides instructions about what types of skills to capture in your video/photo evidence and how to record them.

### Instructions for video evidence

Task overview	
Manufacture and assemble a 'leg and rail' style table, or a chair, and prepare its surfaces for finishing. As you complete your work, film the following five (5) videos. Note the skills you should demonstrate in each video.	
Video	Skills you should demonstrate in this video
1 - Prepare to work	<ul style="list-style-type: none"> <li>Gathering, checking and wearing personal protective equipment</li> <li>Selecting and checking the tools and equipment you will use</li> <li>Gathering the parts and materials you need</li> </ul>
2 - Manufacture a table (Leg and rail) <b>OR</b> Manufacture a chair	<ul style="list-style-type: none"> <li>Studying plans and specifications</li> <li>Using specialised machinery to prepare timber (adjust thickness, shape profile)</li> <li>Marking out and cutting timbers to length</li> <li>Cutting timbers to allow joining technique (tenons, mortise, holes, grooves)</li> </ul>
3 - Assemble the table <b>OR</b> Assemble the chair	<ul style="list-style-type: none"> <li>Pre-testing component fitment</li> <li>Applying adhesive</li> <li>Fitting components using clamps or jigs</li> <li>Checking and aligning components for flush, level and square</li> </ul>
4 - Prepare timber surfaces for finishing	<ul style="list-style-type: none"> <li>Using electric sanding equipment to remove surface marks</li> <li>Hand sanding timber to achieve a smooth finish</li> <li>Removing dust or contaminants</li> </ul>
5 - Clean up	<ul style="list-style-type: none"> <li>Cleaning the work area</li> <li>Disposing of waste</li> <li>Cleaning, checking and storing tools and equipment</li> </ul>

You can create each video by:

- using a digital camera, mobile phone, or other mobile device with a camera
- standing the camera on a stable surface or asking another person to operate the camera/phone.

When you create the videos, **you must:**

- clearly be seen in the video as the person completing the task
- during the video speak clearly describing what you are doing

- limit the time of the video to 5-10 minutes each.
- limit the size of the video and name the video as stated below.

To create the videos we recommend you follow these steps.

### Step 1. Preparation

1. Organise the area, equipment and resources required to perform the Task and demonstrate your Skills.

*Note: the area must have suitable lighting and be quiet enough to record your voice. Equipment must include any appropriate personal protective equipment (PPE).*

2. Identify a time to film the videos without disruption.
3. Practise using the video camera feature of your phone (or your digital camera) before attempting to record your performance.
4. You may wish to trial how long it takes to complete the Task to be sure you can record it in the advised time.

### Step 2. Filming

1. If you do not have another person to operate the camera, find a stable surface to device on, such as a table or a tripod. This will help keep your video steady and prevent shakiness.
2. Adjust the camera so it captures the entire work area where you will be performing the task – usually positioning the phone sideways (landscape mode) allows most area to be captured. Remember, you will need to be clearly seen in the video as the person performing the task.
3. Do a 'trial check' to see if the video is being recorded correctly. To do this film 10 – 20 seconds of the task, then view the video and check it is in focus, the lighting is good, and your voice can clearly be heard.
4. If the trial is successful, video your performance of the complete task. Try to keep the camera focused on the task as much as possible, but don't worry too much if it moves around a little.
5. While completing the task speak clearly and slowly describing what you're doing.
6. Remember to film your performance of the skills listed for the task.

**IMPORTANT:** If there are any risks to health and safety, you must stop filming.

### Step 3. Save and upload

1. When you have finished filming, view the video to make sure you have captured everything you want. If necessary, you can refilm the task.
2. Save and name the video files:
  - File size for each video must not exceed 2GB
  - Video file formats accepted include
    - MP4 (.mp4)
    - M4V (.m4v)
    - OGV (.ogv)
    - WEBM (.webm)
  - Video files must be named 'Surname\_First Name\_Video\_number'. For example: 'Smith\_Peter\_Video\_1'
3. Upload your videos via the VETASSESS online portal when submitting your application.

## Instructions for photo evidence

In addition to submitting videos, you must submit at least twenty (20) photos demonstrating your skills as Cabinet Maker. Submit at least one (1) photo of you performing each of the following activities.

Tools and equipment
1. Wearing Personal Protective Equipment
2. Using a hand tool (e.g. chisel, hammer, hand saw)
3. Using a plane
4. Sharpening a chisel
5. Using levelling equipment
6. Using a belt or orbital sander
7. Using clamps to hold and join materials
Furniture drawings
8. Drafting a hand-drawn plan for the manufacture of a furniture item
9. Adding dimensions, angles, and symbols to hand drawing
10. Creating a computer-generated plan for the furniture item showing the front, top and side view
11. Creating a computer-generated plan showing a sectional view of the furniture item
12. Developing the production notes for the furniture item
13. Developing the material list for the furniture item
Routing and shaping machines
14. Testing the emergency stop function
15. Checking belt condition and tension
16. Positioning safety guards
17. Positioning material
18. Operating the routing or shaping machine
19. Checking the quality of completed work
20. Servicing machine lubricating points

Any photos you submit must:

- clearly show it is you doing the work, not somebody else
- include a description of what you are doing and why (you can add a description for each photo when you upload it)
- show that you are performing tasks safely

When you save and name each photo file:

- File size for each photo must not exceed 5MB
- Photo file formats accepted include
  - PDF (.pdf)
  - PNG (.png)
  - JPEG (.jpg or .jpeg)
  - TIFF (.tiff)
- Photo files must be named 'Surname\_First Name\_Photo\_number'. For example: 'Smith\_Peter\_Photo\_1'

Upload your photos via the VETASSESS online portal when submitting your application.