

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	
<p>Manufacture or repair tooling using workplace tools and machines, and dismantle/reassemble a component.</p> <p>As you complete your work, film the following five (5) videos. Note the skills you should demonstrate in each video.</p>	
Video	Skills you should demonstrate in this video
1 - Prepare to work	<ul style="list-style-type: none"> • Wearing appropriate PPE • Accessing work instructions, drawings or specifications to identify requirements • Selecting materials and equipment to be used based on work instructions, drawings or specifications
2 - Mark out material	<ul style="list-style-type: none"> • Calculating accurate dimensions based on work instructions, drawings or specifications • Applying dimensions to material using workplace tools • Using measuring tools to confirm accuracy
3 - Perform machining <i>May include the use of lathe, milling or grinding machinery</i>	<ul style="list-style-type: none"> • Safely turning on machine according to standard operating procedures • Adjusting machine settings according to the type of material and machining task • Selecting and mounting tools based on the work instructions • Operating machine safely, following standard operating procedures • Checking work against work instructions / specifications to confirm accuracy
4 - Manufacture tools or dies <i>May include cavity tools, press tools or gauges</i>	<ul style="list-style-type: none"> • Manufacturing tools or dies according to work instructions • Manufacturing and repairing tooling (e.g. jigs and fixtures) • Safely performing heat treatments (e.g. normalising, stress relief, tempering and quenching) • Checking tooling against specifications to confirm accuracy
5 - Dismantle and fit a component	<ul style="list-style-type: none"> • Dismantling engineering component according to workplace instructions/procedures • Checking component for damage and faults • Reassembling component according to workplace instructions/procedures • Returning reassembled component to service

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 must not exceed 2 GB
 - Video file formats accepted include xxxxxxxx
 - Video files must be named xxxxxxxxxxxxxxxxx

- 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 a Toolmaker. Submit at least one (1) photo of you performing each of the following activities.

Machines and equipment
1. Checking a workplace machine is safe to use
2. Securing/attaching work to a workplace machine
3. Operating a lathe
4. Operating a mill
5. Operating a grinder
6. Using a precision measurement tool (e.g. micrometre, gauge)
7. Using a hand tool (e.g. hammer, screwdriver, wrench)
8. Using a power tool (e.g. handheld drill, router, saw)
9. Using manual metal arc welding (MMAW) equipment
10. Using oxy fuel gas welding equipment
11. Using a computer-controlled machine
Tools and dies
12. Manufacturing or repairing tooling (e.g. jigs, fixtures)
13. Manufacturing cavity dies or press tools and gauges
14. Performing a heating process (e.g. heating/quenching, tempering or annealing)
15. Checking tooling against specifications
Engineering components
16. Dismantling a component
17. Inspecting dismantled component for faults
18. Reassembling a component
19. Applying lubrication and sealing materials
20. Installing component in assembly

The 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 5 MB
- Photo file formats accepted include xxxxxxxx
- Photo files must be named xxxxxxxxxxxxxxxx

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