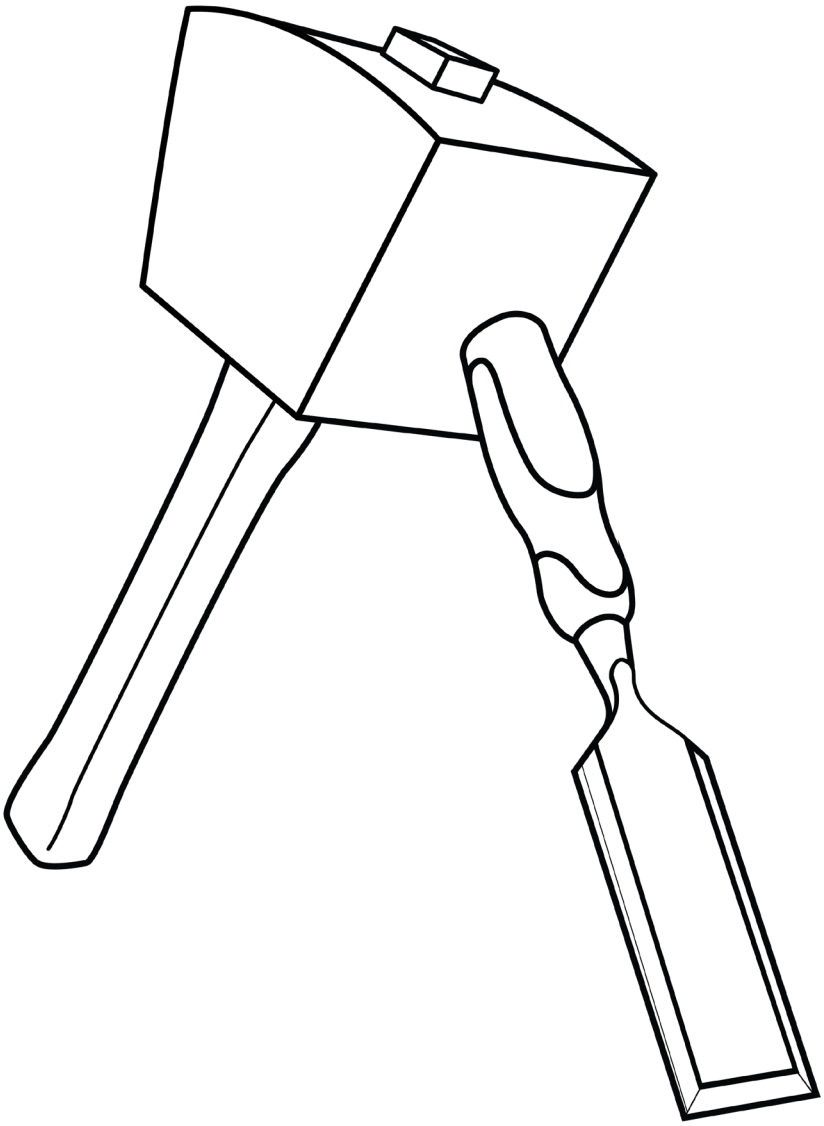
BCATS
BUILDING, CONSTRUCTION AND ALLIED TRADES SKILLS

Hand tools

Assessment resource

Level 1



5 credits

Skill Standard 40542 (v1)

Use hand tools for a BCATS project or related tasks

Learner name: _____

BCATS project: _____

BCITO
He Hunga Hanga Mātou
building people

Assessment: Hand tools

Learner instructions

This assessment is about using hand tools for a BCATS project.

You need to show you can:

- choose the best hand tools for different project tasks
- use hand tools safely and skilfully for project tasks
- care for hand tools after use.

The standard will not be signed off until you have completed the project.

Over the page, you will see what you need to do for this assessment.



Your teacher will observe you using hand tools. They will provide comments in this assessment resource as evidence to support their observations.

You will need to provide the following evidence to support this. Submit it using myBCITO or the process at your school/organisation.



A completed *Identify hand tools* worksheet (pg. 3 in this assessment resource).



Record of cleaning and checks you completed for the tools you used (based on the process at your school/organisation).

Record of your storage procedures for hand tools you used.



Photos that clearly show the hand tools you used for different project tasks, and the PPE you wore when you were using them (optional).

It is a good idea to use the assessment checklist in this assessment resource to keep track of the evidence you have collected.

The grade you are awarded will be based on your ability to select ideal hand tools for project tasks and use them safely and skilfully.

Worksheet: Identify hand tools

For this assessment activity, you need to identify ideal hand tools that you would use for BCATS project tasks. It is an open book activity.

Being able to choose the right tools is an important skill in the BCATS workplace.

In the table below:



- choose the best hand tool(s) for each of the tasks listed
- explain why you chose each tool.

An example answer has been given.

Project task	Tool(s)	Reason for choosing the tool(s)
Example: Checking the corners on a picture frame are square.	Try square	This has a 90 degree corner for measuring square
Measuring the length of a long piece of timber.		
Marking out where cuts will be made on timber.		
Making a precise cut on a piece of cedar timber.		
Checking out a housing joint on a shelf project.		
Securing project components that have been glued together.		
Attaching a hinge to a cupboard door.		
Preparing a timber desktop for staining.		
Applying stain to the sides of a jewellery box.		

Use hand tools

You need to show you can do these things for your project without being prompted:

- Choose the best hand tools for your project tasks
- Choose and use appropriate PPE for the hand tools you chose
- Use the hand tools carefully and safely to complete project tasks.



Your teacher will observe you using hand tools throughout the project.

Below is a guide to the other evidence you need to collect during your practical work. You should work with your teacher to make sure you've provided everything needed:



Photos that clearly show the hand tools you used for different project tasks, and the PPE you wore when you were using them (optional).

Care for hand tools

You need to show you can do these things for your project without being prompted:

- Clean the hand tools you used thoroughly and check to make sure there are no issues
- Safely store hand tools after use.



Your teacher will observe you caring for the hand tools while you are working on your project.

Below is a guide to the other evidence you need to collect during your practical work. You should work with your teacher to make sure you've provided everything needed:



Record of cleaning and checks you completed for the tools you used (based on the process at your school/organisation).

Record of your storage procedures for hand tools you used.

Assessment checklist: Hand tools

To be completed by the learner and the teacher.

Assessment activity	Evidence needed	Date all evidence collected (Learner to complete)	Teacher sign-off
Identify hand tools	A completed *Identify hand tools* worksheet.		
Use hand tools	Photos that clearly show the hand tools you used for different project tasks, and the PPE you wore when you were using them (optional).		
Care for hand tools	Record of cleaning and checks you completed for the tools you used.		
	Record of your storage procedures for hand tools you used.		
Note: A copy of the project instructions must also be included in your overall portfolio of evidence.			

Teacher observation: Hand tools

Learner name: Project:

Teacher instructions

Below are criteria for the available grades.

Not Achieved	Achieved	Merit	Excellence
Hand tools are not used appropriately for a BCATS project or related tasks.	Use hand tools for a BCATS project or related tasks.	Effectively use hand tools for a BCATS project or related tasks.	Skilfully use hand tools for a BCATS project or related tasks.



Provide comments on the learner's ability to meet the following assessment criteria, considering everything you observed throughout the project.

Appropriate hand tools for different BCATS project tasks are identified.	
Appropriate PPE and hand tools are chosen and used for project tasks.	
Hand tools are cleaned, checked and stored after use.	

Grade awarded: Hand tools

Teacher instructions

After considering all the evidence collected, enter the grade you will award for Skill Standard 40542, with comments that explain your decision.

Final grade		**Date**	
Justification for final grade (Provide overall comments, considering all evidence collected)			

Teacher and learner sign-off

		Date
Learner signature (Grade received and accepted)		
Teacher sign-off	Name: _____ Signature: _____	