

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 | |
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| <p>Mark out material, perform machining, conduct welding/thermal cutting OR perform routine maintenance, and dismantle/fit 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> <p>Note: There are two suggested tasks for Video 4. Film one (1) of these tasks only. If you are applying as a Machinist or Fitter/Welder, film the video 'Perform welding or thermal cutting'. If you are applying as a Fitter or Fitter and Turner, film the video 'Perform routine maintenance'.</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 - Perform welding or thermal cutting <i>Film this video if you are applying as a Machinist or Fitter/Welder</i> OR | <ul style="list-style-type: none"> Selecting welding or thermal cutting techniques according to work instructions Assembling welding or thermal cutting equipment and adjusting settings Carrying out safe welding or thermal cutting Checking finished work and fixing defects <ul style="list-style-type: none"> Isolating and shutting down a workplace machine, following standard operating procedures (SOPs) |

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| <p>4 - Perform routine maintenance</p> <p><i>Film this video if you are applying as a Fitter or Fitter and Turner</i></p> | <ul style="list-style-type: none"> • Conducting routine maintenance (e.g. inspection, lubrication, calibration, adjustments as required) • Performing levelling and alignment of components • Returning machine to service following standard operating procedures (SOPs) |
| <p>5 - Dismantle and fit a component</p> | <ul style="list-style-type: none"> • Dismantling engineering component according to workplace instructions/procedures, using appropriate tools and equipment • 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 for each video must not exceed 2 GB
 - Accepted video file formats include:
 - MP4 (.mp4)
 - M4V (.m4v)
 - OGV (.ogv)
 - WEBM (.webm)
 - Video files must be named using the following format: '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. Submit at least one (1) photo of you performing each of the following activities.

| Tools and equipment |
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| 1. Checking a workplace machine or tool is safe to use |
| 2. Securing/attaching work to a workplace machine |
| 3. Adjusting gears and speeds on a lathe |
| 4. Operating a lathe |
| 5. Using a measurement tool (e.g. rule, protractor, micrometre) |
| 6. Using a hand tool (e.g. hammer, screwdriver, wrench, spanner) |
| 7. Using a power tool (e.g. handheld drill, router, saw) |
| 8. Using a mechanical cutting machine (e.g. guillotine, cropper, band saw) |
| Engineering components |
| 9. Dismantling a component |
| 10. Inspecting dismantled component for faults |
| 11. Reassembling a component |
| 12. Checking reassembled component against specifications |
| 13. Applying lubrication and sealing materials |
| 14. Installing component in assembly |
| 15. Testing a product or component after reassembly or repair |
| Note: Suggested photos for Welding and Maintenance are provided below. If you are applying as a Machinist or Fitter/Welder, submit the photos listed under the heading 'Welding'. If you are applying as a Fitter or Fitter and Turner, submit the photos listed under the heading 'Maintenance'. |

| Welding (submit the following photos if you are applying as a Machinist or a Fitter/Welder) |
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| 16. Wearing appropriate Personal Protective Equipment for welding |
| 17. Assembling welding equipment |
| 18. Securing work using jigs, fixtures or clamps |
| 19. Conducting safe welding |
| 20. Cleaning a weld |
| Maintenance (submit the following photos if you are applying as a Fitter or Fitter and Turner) |
| 16. Wearing appropriate Personal Protective Equipment for performing maintenance |
| 17. Performing routine maintenance of production tools and cutters |
| 18. Shutting down and isolating a piece of workplace equipment |
| 19. Removing or installing bearings |
| 20. Testing a piece of equipment after completing maintenance |

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:
 - 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.