

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 a window frame or a door, install a window, or a door, and construct a wall frame. 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 conduct work	<ul style="list-style-type: none"> • Gathering, checking and wearing personal protective equipment • Selecting and checking the tools and equipment you will use • Gathering the parts and materials you need
2 - Manufacture a window Or Manufacture a door	<ul style="list-style-type: none"> • Studying plans and specifications • Using specialised machinery to prepare timber (adjust thickness, add grooves, shape profile) • Cutting timbers to length • Cutting timbers to allow joining technique (tenons, mortise) • Assembling the window or the door
3 - Install a window Or Install a door	<p>Window</p> <ul style="list-style-type: none"> • Applying window flashing • Fitting window seal • Fitting window and levelling • Fixing window to frame • Sealing between window and frame <p>Door</p> <ul style="list-style-type: none"> • Checking door size against existing opening • Trimming door size as necessary • Measuring and marking the position of the hinges • Chiselling out grooves for hinge plates • Fitting hinges • Hanging door in position
4 - Construct a wall frame	<ul style="list-style-type: none"> • Measuring and cutting timber to length • Assembling timbers • Fixing the wall in place • Aligning and bracing
5 - Clean up	<ul style="list-style-type: none"> • Cleaning the work area • Disposing of waste • Cleaning, checking and storing tools and equipment

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 as Joiner. 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 an electric saw
4. Using a nail gun
5. Using levelling equipment
6. Using a square
7. Using clamps to hold and join materials
Lining, panelling
8. Checking existing wall for level, size
9. Cutting lining board or timber strips to length
10. Applying adhesive to lining board or timber strips
11. Fitting lining board or timber strips in position
12. Fixing lining boards or timber strips with nails
13. Nail punching nail heads
Floors
14. Installing floor support structure (posts)
15. Checking structure is level, plumb and square
16. Measuring and cutting bearers to length
17. Fixing bearers in position
18. Fixing floor joists in position
19. Cutting floor material to size, length
20. Fixing floor material in position

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 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.