

Video Guide

MEM31519 – Certificate III in Engineering – Toolmaking Trade

Introduction

When you apply for a Pathway 1 Skills Assessment as a **Toolmaker**, you must provide video evidence.

This Guide provides instructions about what types of skills to capture in your videos and how to record them.

Instructions

You are required to submit three (3) videos for assessment; there are four video options provided below. For each video:

- Carefully review the skills checklist for each video before filming. Your video must clearly demonstrate every skill listed for that option.
- Use the checklist as you prepare and film, ensuring all required skills are shown in your footage.
- Videos must be filmed in your current workplace or an equivalent professional environment and must reflect safe work practices, using appropriate Personal Protective Equipment (PPE) for the task.
- Do not use AI tools, avatars, simulation, or digital enhancements—all work must be your own and filmed in real time.

Video length

Each video should be approximately five (5) minutes long. If you require more time to demonstrate all steps, you may pause, and resume filming as needed.

Video safety

VETASSESS takes safety seriously and expects that all videos are recorded in a safe environment that reflects Australian workplace health and safety standards.

Your video must always demonstrate safe work practices. For guidance on safe work procedures, visit

[Safe Work Australia](https://www.safeworkaustralia.gov.au/).

Videos recorded in an unsafe environment or showing unsafe practices will be deemed invalid and could result in your application being unsuccessful.

Video quality

Your video must clearly demonstrate that it is you that is performing the required tasks, with good visibility and clear communication.

To ensure your submission meets quality standards, please follow the guidelines below:

- Ensure your camera angle clearly captures your actions throughout the task.
- Make sure it is clearly visible that you are the person performing the work.
- Explain your actions verbally during the recording wherever possible.
- Where possible, please ensure that non-work-related noise (e.g. loud music) is avoided completely.
- If you are unable to speak while performing a task (e.g. due to a noisy workplace or complex hands-on activity), you may provide commentary in one of the following ways:
 - Add captions to the video after recording
 - Add a voiceover after the video has been recorded

Clear visibility and communication are essential for assessors to review your skills accurately.

Poor-quality footage or unclear explanations **will** affect the outcome of your application.

Language requirements

Your entire video must be presented in English.

Your assessor must be able to clearly understand your spoken explanations, as this supports the assessment of your communication skills and helps prepare you for your future technical interview, which will also be conducted in English. Clear and accurate communication is essential to a successful assessment outcome.

You **must** use correct English terms when referring to:

- Tool names
- Descriptions of the tasks you are performing
- Equipment

- Measurements (e.g. numbers, colours, units)

Important: The use of an interpreter is not permitted. As part of this assessment, you are being evaluated on your ability to work safely and communicate effectively in an Australian workplace environment. You must demonstrate that your English skills are sufficient for safe and competent performance on the job.

Use of Artificial Intelligence (AI)

All video submissions **must** be an authentic demonstration of your skills and work in a real-world setting. The use of Artificial Intelligence (AI) tools, avatars, simulations, or generated content is not permitted for any part of the video evidence.

Your videos must:

- Show you physically performing the tasks in your usual workplace or equivalent environment.
- Accurately reflect your capability, using fundamental tools, equipment, and materials.
- Be free of digital enhancements or manipulations that could misrepresent your performance.

Videos that show signs of being artificially generated or manipulated **will** be deemed invalid and **will** result in your application being unsuccessful.

Next steps

You must complete and submit three (3) videos, from the four options listed below.

Review each skills checklist carefully before filming to ensure you demonstrate every required skill in your submission.

Upload your videos via the VETASSESS online portal, following file-naming and format requirements.

Video Evidence Summary

Option 1:

Inspection of a manufactured component produced from a mould, press tool, jig, or fixture

In this video, I have clearly demonstrated the following skills:

Inspected the manufactured component, identified any faults, and checked the mould, press tool, jig, or fixture to confirm possible causes of the fault (showing and explaining this in the video)

Identified the inspection tools, equipment, and techniques I used

Referred to and explained any relevant documentation, such as drawings, reports, or production issue records

Option 2:

Maintenance of mould, press tool, jig, or fixture

In this video, I have demonstrated the following skills:

Disassembled a mould, press tool, jig, or fixture using the correct tools and demonstrated safe work practices

Repaired or replaced any faulty components as required

Reassembled the mould, press tool, jig, or fixture and carried out any necessary lubrication

Option 3:

Marking out for machining

In this video, I have demonstrated the following skills:

Explained the job requirements and specifications when marking out	
Used the correct marking out tools and shown my calculations for lines, datum points, and centre points	
Checked that all markings are accurate and match the job requirements	
Option 4:	Machining a workpiece or material
In this video, I have demonstrated the following skills:	
Set up the machine and selected the correct cutting tools for the job	
Explained the calculations for speeds and feeds I used during the machining operation	
Checked that the finished workpiece or material matches the specifications and tolerances	

To create the videos, we recommend you follow these steps.

Step 1: Preparation

1. Find a time and place to film the videos without disruption – you are strongly encouraged to film the videos in your workplace.
2. Organise the area, then organise all the equipment and resources you will need to complete the task.

Step 2: Filming

3. If you do not have another person to operate the camera, put your camera on a stable surface such as a table or a tripod. This will help keep your video steady.
4. Put the camera **sideways (landscape mode)** so it captures the entire work area where you will be performing the task. Remember, you will need to be clearly seen in the video as the person doing the work.
5. Do a 'trial check' to see if the video is being recorded correctly. To do this, film 10- 20 seconds, then view the video and check that it is in focus, the lighting is good, and your voice can clearly be heard.
6. If the trial is successful, film your complete video.
7. At the start of the video, clearly state the task you are going to perform.
8. While completing the task, speak clearly and slowly, describing what you're doing.

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, watch the video to make sure you have filmed everything you want.
2. Save and name the video files:
3. The file size for each video must not exceed 500mb

Accepted video file formats include:

- MP4 (.mp4)

- M4V (.m4v)
- OGV (.ogv)
- WEBM (.webm)

4. Video files must be named using the following format: 'Surname_First Name_Video_number'. For example: 'Smith_Peter_Video_1'

5. Upload your videos via the VETASSESS online portal when submitting your application.

Note: Your assessor will request additional videos or photos if your videos do not provide evidence of you safely demonstrating your skills as a skilled tradesperson.

Confidentiality

Any videos submitted to VETASSESS will be used for the sole purpose of skills assessment. All video recordings are held securely and will not be reproduced or shared for public use. Our [Privacy Statement](#) explains how we handle your personal information.

If you require any further information, please contact us at tradeassess@vetassess.com.au.