

Competency Standards for Caribbean Vocational Qualifications (CVQ)

CCLMF10503 Level I in Soft Furnishing

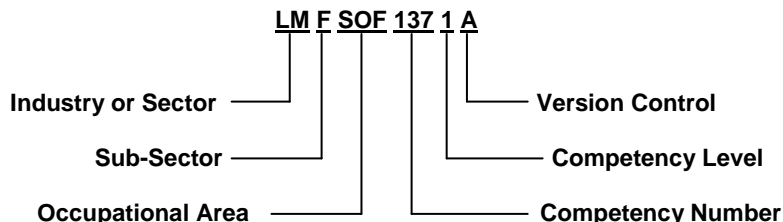
Unit Number	Unit Title	Mandatory /Elective	Hours
LMFCOR0011A	Follow safe working policies and practices	Mandatory	20
LMFCOR0021A	Communicate in the work place	Mandatory	20
LMFCOR0031A	Carry out measurements and calculations	Mandatory	30
LMFCOR0041A	Work effectively with others	Mandatory	20
LMFCOR0051A	Draw and interpret simple drawings	Mandatory	30
LMFCOR0061A	Move and store materials and products	Mandatory	20
LMFCOR0071A	Read and interpret work documents	Mandatory	20
ITICOR0011A	Carry out data entry and retrieval procedures	Mandatory	40
LMFSOF1361A	Produce basic soft furnishing accessories	Mandatory	15
LMFSOF1371A	Cut single layer fabrics	Mandatory	10
LMFSOF1382A	Machine sew materials	Mandatory	10
LMFSOF1402A	Hand sew soft furnishings	Mandatory	10
LMFSOF1501A	Use soft furnishing sector hand and power tools	Mandatory	20
LMFSOF1422A	Calculate fabric quantities for window coverings	Elective	15
LMFSOF1432A	Construct unlined curtains/drapes	Elective	15
LMFSOF1442A	Construct lined curtains/drapes	Elective	20
LMFSOF1482A	Fit and adjust interior blinds	Elective	10
BSBSBM0012A	Craft personal entrepreneurial strategy	Elective	50
LMFSOF1492A	Dress windows	Elective	10
LMFSOF1533A	Follow patterns to produce window toppings	Elective	15
LMFSOF1583A	Measure up and calculate fabric quantities for window coverings	Elective	10
LMFSOF1593A	Manufacture bedspreads	Elective	15
LMFSOF1603A	Manufacture bed linen and table cloths	Elective	15
LMFSOF1633A	Follow patterns to produce soft furnishing accessories	Elective	10

To be awarded this Caribbean Vocational Qualification (CVQ) all core competency standards must be achieved. Electives achieved with the qualification will be awarded unit statement of competency.

The nominal training hours are a guide for planning the delivery of Training Programmes.

Legend to Code

Example: LMF5OF1371A



Key: LMF – Light Manufacturing (Furnishing) Man – Mandatory; BSB – Business Services (Business); SBM – Small Business Management; ITI – Information & Communication (Information Technology); SOF – Soft Furnishing

LMFCOR0011A: Follow safe working policies and practices

Competency Descriptor:

This unit deals with the skills and knowledge required to satisfy safe work practices within the furnishing industry.

Competency Field:

Timber Furniture Manufacturing

ELEMENT OF COMPETENCY PERFORMANCE CRITERIA

1.	Follow workplace procedures for hazard identification and risk control	1.1	Hazards in the work area are recognised and reported to designate personnel according to workplace procedures.
		1.2	Workplace procedures and work instructions for assessing and controlling risks are followed accurately.
		1.3	Personal protective measures are followed in accordance with workplace procedures.
		1.4	Safe manual handling methods are followed in accordance with authorised codes of practice and workplace procedures.
		1.5	Workplace procedure for dealing with accidents, fires and emergencies are followed whenever necessary.
2.	Maintain personal well-being for job	2.1	Standards of fitness and well-being are maintained in accordance with workplace medical requirements.
		2.2	Risks to personal well-being are identified and preventative strategies are adopted.
		2.3	Situations, which may endanger the individual or other workers are identified and corrected or reported.
		2.4	Organisation's policy on smoking, alcohol and drug use is identified, clarified and followed.
3.	Apply emergency response first aid	3.1	Emergency response first aid is administered in accordance with authorised procedures.
		3.2	Details of first aid administered are reported in accordance with enterprise and/or workplace procedures.

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|---|-----|--|
| 4. Contribute to the workplace management of occupational health and safety | 4.1 | Workplace incident and injury statistics are understood. |
| | 4.2 | Incidents and injuries are reported to designated personnel in accordance with workplace procedures. |
| | 4.3 | Contribution to and participation in occupational health and safety management is made in accordance with workplace procedures and the scope of responsibilities and competencies. |

RANGE STATEMENT

The Range Statement provides advice to interpret the scope and context of this unit of competency, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment.

The following variables may be present for this particular unit:

Hazardous situations:

- risks associated with tools and equipment
- moving parts and guarding systems
- lighting
- electricity and water
- toxic and hazardous substances
- packaging material or containers
- inflammable materials and fire hazards
- lifting practices
- spillage
- waste and debris

Relevant workplace policies and procedures:

- risk management policies and procedures
- first aid procedures
- safe manual handling and lifting procedures
- emergency
- fire and accident procedures
- materials safety procedures
- personal safety procedures
- procedures for the use of personal protective equipment
- use of motor vehicles
- issue resolution procedures
- job procedures and work instructions

Relevant information:

- OH&S regulations and of practice, environmental legislation and practice relating to hazards in the workplace
- obligations under relevant safety and health legislation
- provisions relating to roles and responsibilities of health and safety representatives and/or Occupational Health and Safety committees
- provisions relating to Occupational Health and Safety issue resolution

Hazard identification and risk control:

- checking equipment or the work area before work commences and during work
- identifying hazards
- assessing risks
- treating (including avoiding) risks
- workplace inspections
- housekeeping

Participative arrangements:

- formal and informal meetings which include coverage of safety and health
- safety committees (by whatever titles)
- other committees, for example, consultative, planning and purchasing
- health and safety representatives
- suggestions, requests, reports and concerns put forward by employees to management (verbal or written)

Designated personnel may include:

- supervisors
- managers
- team leaders
- specified Occupational Health and Safety personnel
- other persons authorised or nominated by the enterprise or industry to perform, approve, inspect and direct specified work

Emergency procedure may include that related to:

- sudden illness
- accidents
- fire or workplace evacuation involving staff or customers

EVIDENCE GUIDE

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for this unit. This is an integral part of the assessment of competency and should be read in conjunction with the Range Statement.

(1) Critical Aspects of Evidence

- Accurately follow workplace procedures relevant to assessing, reporting and dealing with risks in the workplace.
- Identify and respond to threats to personal well-being.
- Apply emergency response first aid.
- Operate workplace fire fighting equipment
- Accurately report incidents (including near-misses, and accidents)

(2) Pre-requisite Relationship of Units

Pre-requisite for this unit is:

- Nil

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- obligations of all workplace parties under legislation, regulations and codes of practice
- the implications of workplace safety on efficiency, morale and customer relations
- basic risk management and control processes
- Occupational Health and Safety regulations/requirements, equipment, material and personal safety requirements.
- the purpose and use of safety Standards
- safe manual handling theory and practice
- the selection and applications of workplace fire fighting equipment
- material safety management systems, dangerous goods and hazardous chemicals handling processes
- workplace reporting procedures

Skills

The ability to:

- collect, organise and analyse information related to workplace health and safety systems and procedures and the application of these to work situations
- use first aid skills to the emergency response level
- communicate ideas and information on workplace safety issues including the recording and reporting of incidents/accidents, and the framing of suggestions for improvements
- plan and organise activities including the inspection of their workplace, the safe layout of their work materials and the planning of their own safe work sequences
- work with others and in a team to the level which recognises dependencies and uses co-operative approaches to achieve workplace safety
- use mathematical ideas and techniques to correctly complete measurements and calculations associated with risk analysis, safety distances and work planning
- use problem solving skills to conduct basic risk analysis and control activities aimed at self-protection and system improvements
- use the workplace technology related to the reporting, recording and responding to safety threats and emergencies

(4) Resource Implications

- relevant environmental and health and safety legislation, regulations and codes of practice
- organisation's health and safety policies and procedures
- personal protective equipment
- relevant work areas for identification of hazards and control measures

(5) Method of Assessment

To ensure that the contingency management component (ability to deal with irregularities and breakdowns) of competency is adequately assessed, evidence needs to be gathered across a range of workplace operations and circumstances that the individual would be expected to deal with in the workplace. This could be either in an actual workplace or in a simulation of realistic workplace conditions.

When assessing entry-level workers, assessment techniques that allow collection of evidence from relevant workplace experience should be used.

Techniques for assessment could include:

- observation
- simulation
- case studies
- interviews
- written tests
- workplace projects

(6) Context of Assessment

This unit should be assessed by a combination of workplace and realistic workplace simulations and off-the-job assessment. The context of assessment should ensure that evidence relating to the contingency management components (ability to deal with irregularities and breakdowns) of the competency can be collected.

Evidence must include observation in the workplace as well as off-the-job techniques such as interviews and simulations.

Conditions for simulations should:

- accurately simulate the range of activities and circumstances that the individual would be expected to deal with in the workplace
- allow for discussion
- ensure that the relevant documents and resources are available
- in particular, evidence of ability to follow emergency procedures and contribute to participative arrangements may be gathered through simulations
- the assessor should have recognised expertise in managing Occupational Health and Safety in the industry or work in an assessment team with such a person

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

LMFCOR0021A: Communicate in the work place

Competency Descriptor:

This unit deals the skills and knowledge required to communicate in a furnishing industry workplace. It covers the activities of gathering, conveying and receiving information together with completing routine written correspondence.

Competency Field:

Timber Furniture Manufacturing

ELEMENT OF COMPETENCY PERFORMANCE CRITERIA

1.	Gather, convey and receive information and ideas	1.1	Information to achieve work responsibilities is collected from appropriate sources.
		1.2	The methods/equipment used to communicate ideas and information is appropriate to the audience.
		1.3	Effective listening and speaking skills are used in oral communication.
		1.4	Input from internal and external sources is sought, and used to develop and refine new ideas and approaches.
		1.5	Instructions or enquiries are responded to promptly and in accordance with organisational requirements.
2.	Draft routine correspondence	2.1	Written information and ideas are presented in clear and concise language and recipient understands the intended meaning of correspondence.
		2.2	Correspondence is drafted and presented within designated timelines.
		2.3	Presentation of written information meets organisational standards of style, format and accuracy.

RANGE STATEMENT

The Range Statement provides advice to interpret the scope and context of this unit of competency, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment.

The following variables may be present for this particular unit:

The furnishing industry will require communication to be carried out in workplaces involved in the manufacture, repair or maintenance of:

- domestic furniture
- commercial furniture
- furniture components

Communication may therefore be under testing noise and respiratory safety conditions

Communication equipment may include but is not limited to:

- network systems
- telephones
- keyboard equipment including mouse, touch-pad, keyboard
- pens
- pencils
- information technology components including hardware, software and communication packages
- facsimile machines

Written information may include but is not limited to:

- handwritten and printed materials
- e-mail
- internal memos
- briefing notes
- facsimiles
- general correspondence
- telephone messages

Correspondence may include but is not limited to:

- memoranda
- messages
- proformas
- e-mails
- standard/form letters

Oral communication may include but is not limited to:

- answering telephone calls
- requests from colleagues
- use of voice mail
- informal discussions
- answering enquiries from clients

Organisational requirements may be included in:

- quality assurance and/or procedures manual
- goals, objectives, plans, systems and processes
- business and performance plans
- legal and organisation policy/guidelines and requirements
- access and equity principles and practice
- ethical standards
- OH&S policies, procedures and programmes
- quality and continuous improvement processes and standards
- defined resource parameters

Standards may include:

- standards set by work group
- organisational policies and procedures
- specified work standards
- legislation

EVIDENCE GUIDE

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for this unit. This is an integral part of the assessment of competency and should be read in conjunction with the Range Statement.

In order to achieve consistency of performance, evidence should be collected over a set period of time, which is sufficient to include dealings with an appropriate range and variety of situations.

(1) Critical Aspects of Evidence

- communication methods used are appropriate to the audience
- communications are in the language of the industry/sector
- messages and written communication are clear, concise and correct
- requests for information are responded to promptly
- information is given to clients in a clear and concise format
- correspondence produced is relevant to request

(2) Pre-requisite Relationship of Units

Pre-requisite for this unit is:

- Nil

(3) Underpinning Knowledge and Skills

Knowledge

Knowledge of:

- the relevant requirements from all agencies of government that affect furnishing operations, especially in regard to OH&S and environmental issues, equal opportunity, industrial relations and anti-discrimination
- the industry/sector terminology and language
- the organisation's policies, plans and procedures, especially style guide
- attention to standard turnaround times
- spelling, grammar and punctuation
- principles of effective communication in relation to listening, questioning and non-verbal communication

Skills

The ability to:

- use literacy skills to identify work requirements and understand and process basic, relevant workplace documentation
- use communication skills to request advice, receive feedback and work with a team
- use planning skills to organise work priorities and arrangements
- apply problem solving skills to solve routine problems
- use technology skills including the ability to select and use technology appropriate to a task
- use reading skills sufficient to understand basic workplace documentation
- relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities

(4) Resource Implications

- access to appropriate documentation and resources normally used in the workplace

(5) Method of Assessment

Competence should be assessed through direct questions related to underpinning knowledge and skills.

Competency in this unit may be determined concurrently, based upon project work.

Competency shall be assessed while work is being done under general guidance, checking at various stages of the process and at the completion of the activity, against the performance criteria and specifications.

(6) Context of Assessment

Competency is demonstrated by performance of all stated criteria, including paying particular attention to the critical aspects and the knowledge and skills elaborated in the Evidence Guide, and within the scope as defined by the Range Statement.

Assessment of performance requirements in this unit should be undertaken in an actual workplace or simulated environment.

Assessment should reinforce the integration of the key competencies

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

LMFCOR0031A: Carry out measurements and calculations

Competency Descriptor:

This unit deals with the skills and knowledge required to accurately complete measurements and calculations of materials relevant to the work requirements.

Competency Field:

Timber Furniture Manufacturing

ELEMENT OF COMPETENCY	PERFORMANCE CRITERIA
1. Obtain measurements	1.1 The purpose of obtaining measurements is clarified and confirmed. 1.2 The most appropriate method of obtaining the measurement is selected and applied. 1.3 Accurate measurements are obtained, confirmed and recorded. 1.4 Quality assurance requirements, standards and tolerances associated with the company's operations are recognised and adhered to.
2. Perform simple calculations	2.1 The purpose of performing the calculations is clarified and confirmed. 2.2 The method or formula for achieving the required result is selected. 2.3 Simple calculations involving length, perimeter, mass and volume are carried out. 2.4 The results are confirmed and recorded.
3. Estimate approximate quantities	3.1 The types and standard unit packaging of materials are identified from workplace documentation. 3.2 The dimensions of the job are obtained from workplace documentation/plans. 3.3 Quantities of materials suitable for the work to be undertaken are calculated, confirmed and recorded. 3.4 Material costs for simple jobs are estimated to within % specified.

RANGE STATEMENT

The Range Statement provides advice to interpret the scope and context of this unit of competency, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment.

Work is carried out in accordance with statutory obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements.

The following variables may be present for this particular unit.

This unit applies to simple measurements and calculations applicable to:

- furniture manufacture
- manufacture and installation of cabinets
- processing and installation of glass
- construction and fitting of soft furnishings
- upholstery
- picture framing
- installation of floor coverings
- manufacture of musical instruments

Calculations to include:

- area
- perimeter
- volume
- mass
- scales
- ratios (ingredients/elements and triangulation)
- the application of addition, subtraction, multiplication and division processes

Measurements are:

- to be in metric scale
- cover all dimensions of furnishing
- involve the use of rulers, tape measures, and squares
- may involve laser or equivalent technology

OH&S requirements may include:

- relevant statutory requirements
- material safety management systems
- hazardous substances and dangerous goods codes safe operating procedures

Materials include:

- all materials utilised in the production of furniture and furnishings applicable to the sector

Calculations are to be performed both:

- manually
- with the aid of a calculator

Information and procedures:

- workplace procedures relating to the use of tools and equipment
- work instructions, including job sheets, cutting lists, plans, drawings and designs
- workplace procedures relating to reporting and communication
- manufacturers' specifications and operational procedures

EVIDENCE GUIDE

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for this unit. This is an integral part of the assessment of competency and should be read in conjunction with the Range Statement.

(1) Critical Aspects of Evidence

- identify the factors relevant to the measurements and calculations
- communicate effectively to enable accurate calculations and measurements
- accurately measure and record particulars for routinely required sector sites and materials
- accurately perform calculations related to routine sector requirements
- estimate quantities and basic costs of job materials

(2) Pre-requisite Relationship of Units

Pre-requisite for this unit is:

- Nil

(3) Underpinning Knowledge and Skills

Knowledge

Knowledge of:

- basic analysis of drawings, specifications and job detail
- materials relevant to the furnishing industry
- basic operations in simple geometry and measurement
- the theory and practice of calculations (addition, subtraction, multiplication, division)
- costing processes relative to the sector activities

Skills

The ability to:

- collect, organise and understand information related to work orders, plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems
- plan and organise activities to avoid any back tracking or work flow interruptions
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow
- use mathematical ideas and techniques to correctly complete measurements, calculate area, perimeter, volume, mass, scales and ratios and estimate material requirements
- use pre-checking techniques to anticipate calculation and measurement problems and avoid reworking
- use workplace technology related to calculation and measurement including tools, equipment, calculators and measuring devices

(4) Resource Implications

- information on the subjects for measurement and calculation, suitable work area appropriate to the activity, suitable site plans/drawings and/or specifications, and measuring and calculating devices.

(5) Method of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and may be in conjunction with assessment of other units of competency

(6) Context of Assessment

Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> • Carries out established processes • Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> • Manages process • Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> • Establishes principles and procedures • Evaluates and reshapes process • Establishes criteria for evaluation

Collect, analyse and organise information	Level 2	
Communicate ideas and information	Level 2	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 2	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

LMFCOR0041A: Work effectively with others

Competency Descriptor:

This unit deals with the skills and knowledge required to work in a group environment requiring group commitment and co-operation and support of other group members.

Competency Field:

Timber Furniture Manufacturing

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Develop effective workplace relationships	1.1	Responsibilities and duties are undertaken in a positive manner to promote cooperation and good relationships.
		1.2	Assistance is sought from workgroup members when difficulties arise and these are addressed through discussions.
		1.3	Constructive feedback provided by others in the workgroup is encouraged, acknowledged and acted upon.
		1.4	Differences in personal values and beliefs are respected and their value acknowledged in the development of relationships.
2.	Contribute to workgroup activities	2.1	Support is provided to team members to ensure workgroup goals are met.
		2.2	Constructive contributions to workgroup goals and tasks are made according to organisational requirements.
		2.3	Information relevant to work is shared with workgroup to ensure designated goals are met.
		2.4	Strategies/opportunities for improvement of the workgroup are identified and planned in liaison with workgroup.

RANGE STATEMENT

The Range Statement provides advice to interpret the scope and context of this unit of competency, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment.

Effective work practices will be required in workplaces involved in the manufacture, repair or maintenance of domestic furniture, commercial furniture and/or furniture components.

The following variables may be present for this particular unit:

Organisational requirements may be included in:

- goals, objectives, plans, systems and processes
- legal and organisation policy/guidelines and requirements
- OH&S policies, procedures and programs
- business and performance plans
- anti-discrimination and related policy
- access and equity principles and practice
- ethical standards
- quality and continuous improvement processes and standards
- defined resource parameters

Workgroup members may include but are not limited to:

- coach/mentor
- supervisor or manager
- peers/work colleagues/team/enterprise
- other members of the organisation

Feedback on performance may include:

- formal/informal performance appraisals
- obtaining feedback from supervisors and colleagues
- obtaining feedback from clients
- personal, reflective behaviour strategies
- routine organisational methods for monitoring service delivery

Strategies/opportunities for improvement may include:

- coaching, mentoring and/or supervision
- formal/informal learning programs
- internal/external training provision
- work experience/exchange/opportunities
- personal study
- career planning/development
- performance appraisals
- workplace skills assessment
- recognition of Prior Learning/initial assessment

Responsibilities and duties may include:

- job description and employment arrangements
- organisation's policy relevant to work role
- team structures
- supervision and accountability requirements including OH&S
- skills, training and competencies
- code of conduct

Providing support to team members may include:

- explaining/clarifying
- helping colleagues
- problem solving
- providing encouragement
- providing feedback to another team member
- undertaking extra tasks if necessary

Information to be shared may include:

- assisting a colleague
- clarifying the organisation's preferred task completion methods
- open communication channels
- encouraging colleagues
- acknowledging satisfactory performance
- workplace hazards, risks and controls
- acknowledging unsatisfactory performance

EVIDENCE GUIDE

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for this unit. This is an integral part of the assessment of competency and should be read in conjunction with the Range Statement

In order to achieve consistency of performance, evidence should be collected over a set period of time, which is sufficient to include dealings with an appropriate range and variety of situations.

(1) Critical Aspects of Evidence

- applies key aspects of the industry and sector context, practices and language to their role
- is proactive and positive within the group
- provides support to team members to ensure goals are met
- seeks and acts on feedback from clients and colleagues
- accesses learning opportunities to extend own personal work competencies to enhance team goals and outcomes

(2) Pre-requisite Relationship of Units

Pre-requisite for this unit is:

- LMFCOR0021A: Communicate in the work place

(3) Underpinning Knowledge and Skills

Knowledge

Knowledge of:

- the industry and sector context including history, evolution, language, current structure, economic importance and probable future trends
- the relevant legislation from all levels of government that affect business operation, especially in regard to OH&S and environmental issues, equal opportunity, industrial relations and anti-discrimination
- why co-operation and good relationships are important
- the organisation's policies, plans and procedures
- how to elicit and interpret feedback
- techniques to develop personal plans and establish priorities
- how to identify and prioritise personal development opportunities and options
- workgroup members' responsibilities and duties
- importance of demonstrating respect and empathy in dealings with colleagues

Skills

The ability to:

- use literacy skills to identify work requirements and understand and process basic, relevant workplace documentation
- use communication skills to request advice, receive feedback and work with a team
- apply planning skills to organise work priorities and arrangements
- use technology skills including the ability to select and use technology appropriate to a task.
- relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities

(4) Resource Implications

- the learner and trainer should have access to appropriate documentation and resources normally used in the workplace.

(5) Method of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and may be in conjunction with assessment of other units of competency.

(6) Context of Assessment

Competency is demonstrated by performance of all stated criteria, including paying particular attention to the critical aspects and the knowledge and skills elaborated in the Evidence Guide, and within the scope as defined by the Range Statement.

Assessment of performance requirements in this unit should be undertaken in an actual workplace or simulated environment.

Assessment should reinforce the integration of the key competencies

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

LMFCOR0051A: Draw and interpret simple drawings

Competency Descriptor:

This unit deals with the skills and knowledge required to effectively draw and interpret simple layout drawings and sketches, and applies to individuals working in the furnishing industry.

Competency Field:

Timber Furniture Manufacturing

ELEMENT OF COMPETENCY	PERFORMANCE CRITERIA
1. Prepare for drawing	1.1 Drawing instruments and supplies are correctly identified and selected. 1.2 Alphabet of lines is identified and applied with all lines distinct, easily read and of the appropriate line weight and type. 1.3 Measurements are performed using appropriate scales. 1.4 Lettering is constructed distinctly and is easily read.
2. Draw geometric constructions	2.1 The completed drawing illustrates a series of geometric shapes and activities. 2.2 The finished drawing is neat and clear of smudges.
3. Construct multi-view (orthographic 2-D) drawing	3.1 The drawing illustrates three views of specified object with correct line representation. 3.2 The finished multi-view drawing is constructed correctly.
4. Develop a pictorial (3D) drawing	4.1 The drawing has a correct view orientation (isometric). 4.2 The complete pictorial (3D) drawing is correctly developed with hidden features.
5. Construct and dimension drawings	5.1 All major features on the drawing are appropriately dimensioned to correct specification. 5.2 All necessary details and information are shown.
6. Apply notes and leaders	6.1 The finished drawing is neatly and appropriately labelled. 6.2 Completed drawing illustrates correct application of notes and leaders.

7.	Prepare freehand sketch	7.1	Sketch correctly drawn with appropriate views where applicable.
		7.2	Necessary dimensions are shown and instructions and/or information conveyed by appropriate use of notes.
8.	Interpret details from sketches and drawings	8.1	Components, assemblies or objects correctly identified.
		8.2	Commonly used symbols and abbreviations are recognised.
		8.3	Dimensions and instructions are identified and followed as required.
		8.4	Material requirements are correctly identified as required.

RANGE STATEMENTS

This unit applies to the preparation and interpretation of simple working drawings and sketches of furniture components or units.

Drawing instruments and supplies:

- drafting kit
- CAD workstation
- drafting paper
- drawings/modules/photographs

Types of scale:

- architectural
- metric
- engineering
- civil

Measurement systems:

- metres/milimeter
- metric(SI) system

Multi-view (orthographic 2-D) drawings:

- full scale (1:1) orthographic 3-view drawing using third angle projection with top, front and right side view – show all hidden features and centrelines

Alphabet of line:

- object line
- hidden line
- centre line
- section line
- dimension
- extension line
- cutting line
- short break line
- phantom line

Geometric construction to include:

- circles
- regular polygons with four, six and eight sides
- pentagon inscribed within measured circle
- ellipse
- triangles with specified angles
- arcs thru three points; tangent to two circles

Pictorial (3-D) drawing to include:

- isometric corner with left and right side lines each 30 degrees up from horizontal and third line at a vertical, with all three lines joining in a common intersection
- full scale (1:1) basic isometric drawing

Dimension drawings:

- dimensioning styles and methods: coordinate, linear/datum
- dimensioning 2-D drawing
- dimensioning complex shapes: spheres, cylinders, tapers, pyramids

EVIDENCE GUIDE

Competency is to be demonstrated by developing and effectively reading and interpreting simple drawings and sketches to locate or identify specified features or specifications in accordance with the performance criteria and the range listed within the range statement.

(1) Critical Aspects and Evidence

It is essential that competence is observed in the following aspects:

- identify and understand various types of drawings
- identify alphabet of lines, scales, lettering, dimensions, symbols, abbreviations and key features
- identify title panel and reference date of drawings

(2) Pre-requisite Relationship of Units

- Nil

(3) Underpinning Knowledge and Skills

Knowledge

Knowledge of:

- types and use of drawing instruments and supplies
- identification of alphabet of lines, line type variation, order of usage and application on drawings
- types of scale and proportion and how they are used for measurement
- symbols, dimensions and terminology
- types of drawings and their applications

Skills

The ability to:

- make simple freehand sketches
- prepare technical drawings with drawing instruments and with Auto CAD
- read and interpret sketches and working drawings
- measure accurately
- communicate effectively

(4) Resource Implications

The following resources should be made available:

- drawing instruments/CAD
- drawing supplies
- objects for drawing

(5) Method of Assessment

Competency may be assessed in a training institution under direct supervision with regular checks by the instructor.

Competency in this unit would be determined by an individual working alone or based upon integrated project work.

Assessment would be continuous by checking at the various stages of the job application in accordance with the performance criteria.

The candidate will have access to drawing instrument, equipment, materials and documentation required.

(6) Context of Assessment

Competency should be assessed in a classroom environment in accordance with work practices and safety procedures.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

LMFCOR0061A: Move and store materials and products

Competency Descriptor:

This unit deals with the skills and knowledge required to move, store and record raw materials for furnishings and for the finished products.

Competency Field:

Common Competency

ELEMENT OF COMPETENCY	PERFORMANCE CRITERIA
1. Identify products to be stored and stock records/inventory systems	1.1 Materials and products to be stored are correctly identified. 1.2 Potential uses, frequency of use of the materials or frequency of dispatch to other work sections or customers are identified. 1.3 Size, shape and special storage requirements are determined. 1.4 Requirements for safe storage are identified and forwarded to appropriate personnel. 1.5 Stock/inventory systems records are maintained. 1.6 Relevant product information, including instructions, care labels and product identification information, are located. 1.7 When required reorder documentation is forwarded to appropriate personnel.
2. Establish storage areas	2.1 Storage areas selected meet requirements for storing product type and quantity. 2.2 Appropriate workplace clearances for use of storage areas are obtained. 2.3 Storage areas are cleared of waste and contaminants and any required safety equipment is installed. 2.4 Storage areas are planned to safely and effectively store goods based on frequency of use, safe height, weight and size. 2.5 Other considerations such as: other stored items, handling, rearranging crushing, scratching or contamination are taken in arranging storage areas.

- 2.6 Access and working space for safe use by appropriate manual handling equipment, forklifts or safe lifting by personnel is ensured.
- 3. Move materials and products
 - 3.1 Movement activities are completed as an individual or working directly with others as required by the work tasks.
 - 3.2 Roles and related responsibilities for the successful completion of the safe lifting activity are identified and applied.
 - 3.3 Materials handling equipment appropriate to the task is selected and used in accordance with job requirements
 - 3.4 Materials or products safely lifted, moved and set down in accordance with approved work procedure.
 - 3.5 Feedback from others is constructively accepted and acted on to continuously improve team and work performance.
- 4. Store materials and products
 - 4.1 Condition of materials or products is observed on arrival and appropriate action taken if any product is below specification.
 - 4.2 Workplace health and safety requirements, including personal protection needs, are observed throughout.
 - 4.3 Materials and products are stored observing any requirements for separation of particular types of hazardous or incompatible materials or products.
 - 4.4 Materials are stacked appropriately for weight loading, size and crushability of goods or products.
 - 4.5 Products are located to enable access to frequently required items.
 - 4.6 Work is undertaken in accordance with workplace procedures.

RANGE STATEMENT

The Range Statement provides advice to interpret the scope and context of this unit of competency, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment.

Work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements.

The following variables may be present for this particular unit:

Materials:

- materials may include perishable and non-perishable inventory required to support production operations

Products may include:

- furniture
- furnishing items
- components and other outcomes (outputs of the local production processes)

Tools and equipment may include but are not limited to:

- pre-fabricated and fixed shelving
- open and enclosed pallets
- shipping containers
- non-motorised lifting and movement aids

Information and procedures:

- workplace procedures relating to the use of tools and equipment
- work instructions, including job sheets, cutting lists, plans, drawings and designs
- workplace procedures relating to reporting and communication
- manufacturers' specifications and operational procedures

Materials handling equipment:

- materials handling equipment covered by this unit is restricted to non-regulated machines and appliances

OH&S requirements include:

- relevant statutory requirements
- material safety management systems
- hazardous substances and dangerous goods
- safe operating procedures

Personal protective equipment to include:

- coverall
- safety boots
- gloves
- dust mask
- safety helmet

EVIDENCE GUIDE

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for this unit. This is an integral part of the assessment of competency and should be read in conjunction with the Range Statement.

(1) Critical Aspects of Evidence

- locate, interpret and apply information relevant to the requirements of the goods to be moved or stored
- apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- plan layout of storage areas
- interpret regulations and workplace order requirements
- follow work instructions, operating procedures and inspection practices to:
 - minimise the risk of injury to self or others
 - prevent damage to goods, equipment and products
 - maintain required production output and product quality
- establish and maintain storage areas for:
 - raw materials
 - production outputs
- use a range of non-regulated materials handling devices
- work effectively with others
- modify activities to cater for variations in workplace contexts and environment

(2) Pre-requisite Relationship of Units

Pre-requisite for this unit is:

- Nil

(3) Underpinning Knowledge and Skills

Knowledge

Knowledge of:

- workflow in relation to use of goods and materials in store
- potential hazards including fire and explosion risk, security issues and operator safety around products to be stored
- appropriate controls and safety equipment to manage risk
- requirements for minimising damage to and maintaining contaminant-free unfinished materials goods and completed products
- requirements of working with others in a team

Skills

The ability to:

- collect, organise and understand information related to the movement and storage of materials and products, work orders, plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems
- plan and organise activities including the preparation and layout of the storage site to avoid any back tracking or work flow interruptions
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity
- use mathematical ideas and techniques to correctly complete measurements, calculate area, estimate storage requirements and material requirements
- use checking and inspection techniques to anticipate movement and storage problems, avoid reworking and avoid wastage
- use the limited workplace technology related to movement and storage including inventory systems, tools, equipment and measuring and recording devices

(4) Resource Implications

- storage area, manual materials handling equipment, products/materials for storage

(5) Method of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and may be in conjunction with assessment of other units of competency.

(6) Context of Assessment

Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level -	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skill.

LMFCOR0071A: Read and interpret work documents

Competency Descriptor:

This unit deals with the skills and knowledge required to interpret work documents including cutting lists, standards, drawings and specifications to produce or repair furnishings and to install furnishing items.

Competency Field:

Timber Furniture Manufacturing

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Identify document type and purpose	1.1	Key information is identified, such as title, version, scale, legend and keys.
		1.2	Any relevant explanatory or additional information needed to interpret the document is located.
		1.3	Clarification is sought to confirm the intention of information.
2.	Read and interpret the document	2.1	Information such as symbols, abbreviations, acronyms and technical terms are identified and interpreted in terms of: <ul style="list-style-type: none"> • the work to be completed • any statutory requirements • the equipment and tools to be used • the items to be produced or repaired
		2.2	Document information is compared to component or supplier recommendations for use of the materials and, where appropriate, relevant statutory requirements.
		2.3	Design and style features shown in drawings are identified by industry recognised terms.
3.	Plan own work sequence	3.1	Work sequence, required tools and equipment and tasks to be performed are identified from the documents.
		3.2	Work sequence is planned, identifying stages where checks against specifications must be made.
		3.3	Specifications noted in the work plan are checked for accuracy against the drawings and specifications, and any errors are rectified.

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|----|-------------------------|-----|--|
| 4. | Maintain document files | 4.1 | Plans and documents are handled carefully and maintained intact. |
| | | 4.2 | Any explanatory documentation, additional information and/or modification information is kept with the work plan and original documentation according to workplace procedures. |
| | | 4.3 | All documentation replaced in workplace filing or storage system for retrieval by others as required. |

RANGE STATEMENT

The Range Statement provides advice to interpret the scope and context of this unit of competency, allowing for differences between school shops and workplaces. It relates to the unit as a whole and facilitates holistic assessment.

Work is to be carried out in accordance with statutory obligations, environmental legislation, relevant health regulations, and organisation insurance requirements.

Work requires individuals to demonstrate some discretion, judgement and problem solving skills in the reading of work documents and the preparation of work plans.

The following variables may be present for this particular unit.

Competency may be determined in workplaces involved in the manufacture and or installation of:

- domestic furniture
- commercial furniture
- kitchen and bathroom cabinets
- furniture components, picture frames
- soft furnishings
- floor covering and finishing
- glass and glazing

OH&S requirements include:

- relevant statutory requirements
- material safety management systems
- hazardous substances and dangerous goods
- safe operating procedures

Work documents to be considered are to include but may not be limited to:

- standards
- drawings
- cutting lists
- job specifications and architects'/builders' plans or equivalent, and
- manufacturers' specifications and/or operating instructions
- Work documents are to include hard copy and may include computerised versions

Information and procedures:

- workplace plans, drawings and specifications applicable to all sectors of the industry
- relevant statutory requirements applicable to the industry sectors
- workplace procedures relating to the preparation of own work plans and the maintenance of work documentation
- suppliers' and manufacturer's technical data and information
- workplace procedures relating to reporting and communication

EVIDENCE GUIDE

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for this unit. This is an integral part of the assessment of competency and should be read in conjunction with the Range Statement.

(1) Critical Aspects of Evidence

- recognise and explain the meanings of symbols, technical terms and conventions of specifications and plans
- check accuracy of copied specifications
- maintain condition of documentation
- locate, read and interpret a minimum of 10 selected/specified work documents which must include:
 - statutory requirements relevant to the sector
 - manufacturers' technical instructions and specifications
- real or simulated local work documents including:
 - work plans
 - material safety data sheets
 - relevant building codes, where appropriate
 - job procedures
 - safe work instructions or equivalent
 - work effectively with others
- modify activities to cater for variations in workplace context and environment

(2) Pre-requisite Relationship of Units

Pre-requisites for this unit are:

- Nil

(3) Underpinning Knowledge and Skills

Knowledge

Knowledge of:

- different types of work documents used in the furnishing industry, and their function
- conventions and symbols of plans, drawings and specifications
- workplace procedures for maintenance of documentation

Skills

The ability to:

- collect, organise and understand information related to the range of work documents relevant to the sector
- communicate ideas and information to enable confirmation of work requirements and specifications
- plan and organise activities to avoid any back tracking, work flow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise information management
- use mathematical ideas and techniques to correctly interpret the content of work documents
- identify alternative methods of accessing and sources of work information
- use workplace technology related to work documentation, its access and storage

(4) Resource Implications

- access to a range of drawings, standards, plans, specifications and cutting lists relevant to the work

(5) Method of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and generally be in conjunction with assessment of other units of competency.

(6) Context of Assessment

Assessment may occur on the job or in a workplace simulated facility with relevant process, equipment, materials, work instructions and deadlines.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 2	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 2	
Work with others and in team	Level 2	
Use mathematical ideas and techniques	Level 3	
Solve problems	Level 2	
Use technology	Level 2	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

ITICOR0011A: Carry out data entry and retrieval procedures

Competency Descriptor:

This unit deals with the skills and knowledge required to operate computer to enter, manipulate and retrieve data and to access information and communicate via the Internet.

Competency Field: Information Technology and Communications - Operations

ELEMENT OF COMPETENCY PERFORMANCE CRITERIA

1. Initiate computer system	1.1	Equipment and work environment are correctly checked for readiness to perform scheduled tasks.
	1.2	The hardware components of the computer and their functions are correctly identified.
	1.3	Equipment is powered up correctly.
	1.4	Access codes are correctly applied.
	1.5	Appropriate software is selected or loaded from the menu.
2. Enter data	2.1	Types of data for entry correctly identified and collected.
	2.2	Input devices selected and used are appropriate for the intended operations.
	2.3	Manipulative procedures of Input device conform to established practices.
	2.4	Keyboard/mouse is operated within the designated speed and accuracy requirements.
	2.5	Computer files are correctly located or new files are created, named and saved.
	2.6	Data is accurately entered in the appropriate files using specified procedure and format.
	2.7	Data entered is validated in accordance with specified procedures.
	2.8	Anomalous results are corrected or reported in accordance with specified procedures.
	2.9	Back-up made in accordance with operating procedures.

- 3. Retrieve data
 - 3.1 The identity and source of information is established.
 - 3.2 Authority to access data is obtained where required.
 - 3.3 Files and data are correctly located and accessed.
 - 3.4 Integrity and confidentiality of data are maintained.
 - 3.5 The relevant reports or information retrieved using approved procedure.
 - 3.6 Formats to retrieved report or information conform to that required.
 - 3.7 Copy of the data is printed where required.
- 4. Amend data
 - 4.1 Source of data/information for amendment is established.
 - 4.2 Data to be amended is correctly located within the file.
 - 4.3 The correct data/Information is entered, changed or deleted using appropriate input device and approved procedures.
 - 4.4 The Integrity of data is maintained.
- 5. Use document layout and data format facilities
 - 5.1 Requirements for document are verified where necessary.
 - 5.2 The given format and layout are appropriately applied.
 - 5.3 Facilities to achieve the desired format and layout are correctly identified, accessed and used.
 - 5.4 Data manipulating facilities are used correctly.
 - 5.5 Format reflects accuracy and completeness.
- 6. Monitor the operation of equipment
 - 6.1 The system is monitored to ensure correct operation of tasks.
 - 6.2 Routine system messages are promptly and correctly dealt with.
 - 6.3 Non-routine messages are promptly referred in accordance with operating requirements.

	6.4	Error conditions within level of authority are dealt with promptly, and uncorrected errors are promptly reported.
	6.5	Output devices and materials are monitored for quality.
7. Access and transmit information via the Internet	7.1	Access to the Internet is gained in accordance with the provider's operating procedures.
	7.2	Evidence of the ability to negotiate web sites to locate and access specified information and other services is efficiently demonstrated.
	7.3	E-Mail is sent and retrieved competently.
8. Close down computer system	8.1	The correct shut down sequence is followed.
	8.2	Problem with shutting down computer is reported promptly.
	8.3	All safety and protective procedures are observed.
	8.4	The system integrity and security are preserved.
9. Maintain computer equipment	9.1	Cleaning materials and/or solutions used meet specified recommendation.
	9.2	The equipment is cleaned as directed.
	9.3	Wear and faults identified are promptly reported to the appropriate personnel.

RANGE STATEMENT

This unit applies to activities associated with essential operations linked to using and maintaining basic computer equipment.

Equipment:

- install supplied computer
- install supplied peripherals

Work environment:

- equipment
- furniture
- cabling
- power supply

Input devices:

- keyboard
- mouse
- scanner
- microphone
- camera

Software systems to include for:

- word processing
- spread sheet
- internet access

Files save on:

- network
- magnetic media
- personal PC

Data:

- textual
- numerical
- graphical

File operations:

Naming, updating, archiving, traversing field and records in database, use of search, sort, print

Maintenance:

- cleaning: enclosures, screen, input devices, output devices
- checking cables, etc

EVIDENCE GUIDE

Competency is to be demonstrated by the ability to accurately carry out basic data entry and retrieval operations on a computer system in accordance with the performance criteria and the range listed within the range of variables statement.

(1) Critical Aspects and Evidence

It is essential that competence be observed in the following aspects:

- Initiate the use on the equipment.
- Use document layout and data format facilities.
- Locate and access data.
- Use file operations.
- Manipulate input devices.
- Key-in and format reports.
- Access to the internet.

(2) Pre-requisite Relationship of Units

The pre-requisite for this unit is:

- Nil

(3) Underpinning Knowledge and SkillsKnowledge

knowledge of:

- safety for working with and around computers
- computer hardware and software systems
- procedure for initiating and closing down computer
- the operation of the data entry management system
- methods of locating files
- organisation's standards applicable to accessing files
- files operations and their applications
- file operation in database setting
- creating, locating and saving files
- using input devices
- using data checking devices
- formatting functions of software
- layout function of software
- graphic productions and manipulation
- regard for accuracy and security of information
- functions on the internet

Skills

The ability to:

- identify computer hardware
- manipulate data input devices
- access data
- use file operations
- key-in and format reports and letters
- retrieve data
- amend data
- print data
- save data
- search and receive data from the internet
- send and receive E-Mail

(4) Resource Implications

Files saved on network, magnetic media, personal Computer

Input devices: Keyboard, mouse, other selection devices

(5) Method of Assessment

Competency shall be assessed while work is undertaken under direct supervision with regular checks, but may include some autonomy when working as part of a team.

Competencies in this unit may be determined concurrently. Assessment must be in accordance with the performance criteria.

(6) Context of Assessment

This unit may be assessed on or off the job. Assessment should include practical demonstration either in the workplace or through a simulation. A range of methods to assess underpinning knowledge should support this

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualification Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level -	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level -	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

LMFSOF1361A: Produce basic soft furnishing accessories

Competency Descriptor:

This unit deals with the skills and knowledge required to produce basic soft furnishing accessories such as basic cushions and other decorative items, following the requirements of patterns

Competency Field: Soft Furnishing

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1	Identify work requirements	1.1	Job requirements are identified from work instructions and patterns.
		1.2	Occupational Health & Safety (OH&S) requirements, including ergonomic criteria and personal protection needs, are observed throughout the work.
		1.3	Pattern is interpreted to determine tool, equipment and material requirements.
		1.4	Instructions for sequencing of work and particular measurements or adjustments are interpreted.
		1.5	Work sequence is planned, including quality checkpoints.
2	Prepare for work	2.1	Suitable work area is selected for the tasks.
		2.2	Materials are selected to match customer requirements, suitability for the purpose and work instructions.
		2.3	Potential hazards are identified from observation of the tools, equipment, materials and workplace reference material.
		2.4	Required tools, equipment and materials are collected in the work area selected.
3	Complete production	3.1	Soft furnishing accessories are produced following work instructions.
		3.2	Work is checked against patterns and work sheets at the identified checkpoints.
		3.3	Non-conformity with the required quality standards is rectified.

- | | | | |
|---|---------------------|-----|---|
| 4 | Finalise operations | 4.1 | Completed work is checked against required quality standards. |
| | | 4.2 | Documentation is completed following workplace procedures. |
| | | 4.3 | Work area is cleaned; tools and equipment are returned to storage. |
| | | 4.4 | Unused materials are returned to storage and waste and scrap are dealt with following workplace procedures. |

RANGE STATEMENT

The Range Statement provides advice to interpret the scope and context of this unit of competency, allowing for differences between school-shop and workplaces. It relates to the unit as a whole and facilitates holistic assessment.

Work is carried out in accordance with statutory obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements.

Work requires individuals to demonstrate discretion, judgement and problem solving skills in the reading and interpreting of patterns, plans and instructions. This may be demonstrated either individually or in a team environment.

The following variables may be present for this particular unit.

Soft furnishing accessories may include:

- basic cushions
- bolsters
- soft tableware
- slip-on covers

OH&S requirements may include:

- relevant statutory requirements
- material safety management systems
- hazardous and dangerous goods codes
- safe operating procedures

Pattern interpretation is to result in the determination of type of:

- material specified
- required tools and equipment for the task
- number and type of soft furnishing accessories to be produced
- quality requirements

Materials may include:

- plain and patterned fabric
- velvet
- vinyl
- piping cords
- wadding
- foam
- zips, and
- fasteners

Information and procedures:

- workplace procedures relating to the production of soft furnishing items
- work instructions, including job sheets, patterns, plans, drawings and designs
- workplace procedures relating to reporting and communication

Tools and equipment may include:

- measuring and calculating equipment, including tapes, rulers, calculators, computers
- fabric and general cutting and sewing tools, including scissors, saws, drills, staplers, sewing machines, hemming machines, over-lockers, glue guns

Personal protective equipment may include:

- safety glasses/goggles
- hair nets
- ear muffs/plugs
- gloves
- footwear
- protective clothing

EVIDENCE GUIDE

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for this unit. This is an integral part of the assessment of competency and should be read in conjunction with the Range Statement.

(1) Critical Aspects of Evidence

Apply safe handling practices for equipment, products and materials.

Identify materials used and any special sewing or handling requirements for those materials. Interpret work order and locate and apply relevant information.

Interpret patterns and work instructions.

Produce at least one type of soft furniture accessory.

Select and use tools and equipment appropriate to the task, follow work instructions, operating procedures and inspection practices to:

- prevent damage to goods, equipment or products
- maintain required production output and product quality
- minimise the risk of injury to self or others

Work effectively with others.

Modify activities to cater for variations in workplace contexts and environment.

Report process or materials faults, damaged products or equipment.

(2) Pre-requisite Relationship of Units

Pre-requisite for this unit is:

- LMFSOF1501A: Use soft furnishing sector hand and power tools

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- the types, characteristics, uses and limitations of basic soft furnishing materials
- the interpretation of patterns
- identification of equipment, processes and procedures
- workflow in relation to soft furnishing accessory production

Skills

The ability to:

- collect, organise and understand information related to basic plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, co-ordination of work with site supervisor and the reporting of work outcomes and problems
- plan and organise activities, including the preparation and layout of the worksite and the obtaining of equipment and materials to avoid back tracking
- work with others and in a team by recognising dependencies and using cooperative approaches
- use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements
- use pre-checking and inspection techniques to anticipate production problems, avoid reworking and avoid wastage
- use workplace technology related to the production task, including specified tools, equipment, calculators and measuring

(4) Resource Implications

Access to the following should be provided

- patterns
- materials
- tools
- equipment

(5) Method of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and will generally be in conjunction with assessment of other units of competency.

(6) Context of Assessment

Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

LMFSOF1371A: Cut single layer fabrics

Competency Descriptor:

This unit deals with the skills and knowledge required to measure out and cut single layer fabrics.

Competency Field: Soft Furnishing

ELEMENT OF COMPETENCY	PERFORMANCE CRITERIA
1. Plan work operations	1.1 Required fabrics, number of items to be cut and required equipment are identified. 1.2 Fabric sizes to be cut are identified from work order plus any required allowances. 1.3 OH&S requirements, including ergonomic criteria and personal protection needs, are observed throughout the work. 1.4 Suitable work area is selected, tidied and cleaned of any contaminants. 1.5 Suitable scissors and or blades are selected and checked prior to use for appropriate sharpness, set, operation and safe condition. 1.6 Fabrics are selected in accordance with work order and laid out smooth and square.
2. Prepare materials for cutting	2.1 Fabrics are inspected for flaws and appropriate finish. 2.2 Naps, direction, pattern matches and face of the materials are identified. 2.3 Tools and equipment are checked for operation.
3. Complete cutting operations	3.1 Cutting is completed with cut out materials identified/labelled where required. 3.2 Any measurements for pleat lines, hems, headings and any special seam allowances are marked out using workplace approved methods. 3.3 Where required, fabrics are hung using appropriate protective covers and care label information is attached.

- 3.4 Cut lengths are dispatched to next process following workplace procedures.
- 3.5 Unused materials are stored as required.
- 3.6 Workplace required documentation is completed following appropriate procedures.
- 3.7 Work area is cleaned and damaged tools tagged as required.
- 3.8 Waste is collected and bundled for recycling/reuse as required.

RANGE STATEMENT

The Range Statement provides advice to interpret the scope and context of this unit of competency, allowing for differences between school-shop and workplaces. It relates to the unit as a whole and facilitates holistic assessment.

Work is carried out in accordance with statutory obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements.

Work requires individuals to demonstrate some discretion, judgement and problem solving skills in the set up and operation of machines. This may be demonstrated either individually or in a team environment.

This unit applies to soft furnishings and upholstered items cut from measurements and instructions, and do not apply to cutting from patterns

Work may be performed in workplaces, which are involved in the manufacture of soft furnishings and upholstered furniture and in the repair and restoration of furnishing products.

The following variables may be present for this particular unit.

OH&S requirements may include:

- relevant statutory requirements
- material safety management systems
- hazardous and dangerous goods codes
- safe operating procedures

Tools and equipment may include, but are not limited to:

- cutting equipment, including scissors and cutting machines
- measuring and calculating equipment, including tapes, rulers, calculators and computers

Products to be constructed may include, but are not limited to:

- curtains
- drapes
- swags
- cushions, and
- upholstered furniture component

Personal protective equipment may include:

- safety goggles/glasses
- hair nets
- ear muffs/plugs, gloves
- footwear
- protective clothing

Information and procedures:

- machine manufacturers' specifications and operational procedures
- workplace procedures relating to the setting and operation of machinery
- work instructions, including job sheets, cutting lists, plans, drawings and designs
- workplace procedures relating to reporting and communication

EVIDENCE GUIDE

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for this unit. This is an integral part of the assessment of competency and should be read in conjunction with the Range Statement.

(1) Critical Aspects of Evidence

Interpret work order and locate and apply relevant information.

Apply safe handling practices for equipment, products and materials.

Identify materials used and any special marking out requirements.

Measure accurately and cut fabric quantities to minimise waste and produce consistent quality items for at least five different types of material or product.

Follow work instructions, operating procedures and inspection practices to:

- prevent damage to goods, equipment or products
- maintain required production output and product quality
- minimise the risk of injury to self or others

Work effectively with others.

Modify activities to cater for variations in workplace contexts and environment

(2) Pre-requisite Relationship of Units

Pre-requisite for this unit is:

- LMFSOF1501A: Use soft furnishing sector hand and power tools

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- work requirements, including workplace standards
- fabric types, common faults and inspection procedures
- design features of the finished items in relation to attractive use of fabric patterns
- cutting equipment and techniques
- the impact of cutting on fabrics

Skills

The ability to

- collect, organise and understand information related to work orders, basic plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, co-ordination of work with site supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including the preparation and layout of the worksite and the obtaining of equipment and materials to avoid any back tracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly complete measurements and estimate fabric requirements and other material requirements
- use pre-checking and inspection techniques to anticipate cutting problems, avoid reworking and avoid wastage
- use the limited workplace technology related to cutting, including tools, equipment, calculators and measuring devices

(4) Resource Implications

- work orders
- fabrics, including linings and interlinings
- calculator and where available other workplace calculating
- cutting equipment

(5) Method of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and will generally be in conjunction with assessment of other units of competency.

(6) Context of Assessment

Assessment may occur on the job or in a workplace simulated facility with relevant equipment, materials, work instructions and deadlines

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

LMFSOF1382A: Machine sew materials

Competency Descriptor:

This unit deals with the skills and knowledge required to use sewing machines for production of soft furnishings, mattresses and bases, and upholstered furniture

Competency Field: Soft Furnishing

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1	Identify sewing machine equipment controls and procedures	1.1	Job requirements are identified from work instructions.
		1.2	OH&S requirements, including ergonomic criteria and personal protection needs, are observed throughout the work.
		1.3	Equipment components, equipment condition and controls are identified.
		1.4	Operating procedures are checked to identify any approved adjustments.
		1.5	Equipment operations and production procedures are identified.
		1.6	The process for obtaining materials and moving products to the next process is identified.
2	Prepare for work	2.1	Work order or sample is checked to identify sewing specifications.
		2.2	Required materials, tools and equipment are assembled.
		2.3	Materials and equipment are inspected and any faults are identified and reported.
		2.4	Work sequence is planned to suit job, and materials are laid out.
		2.5	If required, naps, pattern direction and face side of materials are identified.
		2.6	Components are matched and secured with tacking, pins or adhesives as required.

		2.7	Any required supplementary equipment is identified for routine lubrication and adjustments.
3	Set up and control sewing machine operations	3.1	Sewing machine is set up and adjusted.
		3.2	Sewing operation is according to workplace procedures and material characteristics.
		3.3	Required product quality and outputs are maintained.
4	Maintain quality requirements	4.1	Machining process is monitored and conditions, which may affect work quality, are reported.
		4.2	Authorised changes in operating procedures are implemented.
5	Finish and dispatch work	5.1	Completed work is checked for required quality
		5.2	The completed is finished as required.
		5.3	The completed work is moved to the next process.
		5.4	Reusable material is collected and stored.
		5.5	Equipment and work area clean up and waste management completed according to workplace procedures.
		5.6	Workplace records are completed as required.

RANGE STATEMENT

The Range Statement provides advice to interpret the scope and context of this unit of competency, allowing for differences between school-shop and workplaces. It relates to the unit as a whole and facilitates holistic assessment.

Work is carried out in accordance with statutory obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements.

Work requires individuals to demonstrate some discretion, judgement and problem solving skills in the set up and operation of machines. This may be demonstrated either individually or in a team environment.

The following variables may be present for this particular unit.

Materials to be machined may include but are not limited to plain and patterned fabrics.

Sewing specifications include:

- required materials, threads and additional work features
- seam and stitch specifications, and any special stitch requirements and allowances
- shape characteristics and special requirements
- needles, attachments and ancillary equipment and quality requirements

Sewing products include:

- top stitching
- gathering
- piping
- braid
- fringe
- flange cords
- straight fabric lengths
- padded material
- loose covers

Sewing processes may include:

- hemming
- seams
- machine tacking
- gathering
- multiple-layer sewing
- straight or zig zag sewing

Machines may include, but are not limited to:

- single or multi-needle flat bed
- over-locker
- blind hemming
- gathering
- flange
- bar tacking
- tape edging

Sewing machine set up and adjustment includes:

- thread machine and wind bobbin as required
- set required tensions
- select required machine settings, and
- test operations for work order requirements

Personal protective equipment may include:

- safety goggles/glasses
- hair nets
- ear muffs/plugs
- footwear
- protective clothing

Information and procedures:

- machine manufacturers' specifications and operational procedures
- workplace procedures relating to the setting and operation of machinery
- work instructions, including job sheets, plans, drawings and designs
- workplace procedures relating to reporting and communication
- the employee completes quality inspection of own work

EVIDENCE GUIDE

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for this unit. This is an integral part of the assessment of competency and should be read in conjunction with the Range Statement.

(1) Critical Aspects of Evidence

Apply safe handling practices for equipment, products and materials, including personal protective equipment.

Identify and operate three types of industrial sewing machines as identified in the Range of Variables.

Set up sewing machine for operations and monitor quality of output.

Interpret work order and locate and apply relevant information.

Follow work instructions, operating procedures and inspection practices to:

- prevent damage to goods, equipment or products
- maintain required production output and product quality
- minimise the risk of injury to self or others

Work effectively with others.

Modify activities to cater for variations in workplace contexts and environment.

Identify safe handling of equipment, products and materials.

(2) Pre-requisite Relationship of Units

- LMFSOF1501A: Use soft furnishing sector hand and power tools

(3) Underpinning Knowledge and Skills

Knowledge

Knowledge of:

- the types, characteristics, uses and limitations of sewing machines
- characteristics of materials used and finished products
- safety and environmental aspects of sewing machine operations
- quality systems and standards
- workflow requirements for sewing process
- operation of work systems and industrial sewing equipment
- causes of faults and repair methods
- procedure for reporting damaged or imperfect products or interruptions to workflow

Skills

The ability to:

- collect, organise and understand information related to work orders, basic plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, co-ordination of work with site supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including the preparation and layout of the worksite and the obtaining of equipment and materials to avoid any back tracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly complete measurements and estimate material requirements
- use pre-checking and inspection techniques to anticipate sewing problems, avoid reworking and avoid wastage
- use the workplace technology related to the sewing of materials, including tools, equipment and measuring devices

(4) Resource Implications

- appropriate industrial sewing machines
- work orders
- operating procedures
- materials and threads

(5) Method of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and will generally be in conjunction with assessment of other units of competency.

(6) Context of Assessment

Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

LMFSOF1402A: Hand sew soft furnishings

Competency Descriptor:

This unit deals with the skills and knowledge required to hand sew hems and shaped components, and hand finish work for soft furnishings.

Competency Field: Soft Furnishing

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Identify materials and sewing requirements	1.1	Required materials are identified from work order.
		1.2	Special requirements for the stitching, including stitch type, length and end finishing requirements are identified from work order.
2.	Assemble and organise materials to be sewn	2.1	OH&S requirements, including ergonomic criteria and personal protection needs, are observed throughout the work.
		2.2	Materials to be sewn are collected and inspected for appropriate quality.
		2.3	Naps, direction of pattern and face side of the materials are identified.
		2.4	Required shape or form of the finished item is made and secured using tacking stitches, pins, adhesives or fixtures to assist in sewing operations.
		2.5	Appropriate needle types are selected and threaded.
3.	Sew by hand	3.1	Materials are held to allow for sewing in the required direction.
		3.2	Hand sewing operations are completed to ensure finished components match work requirements.
4.	Finish work	4.1	Finished stitching, including sewn area, seam width, stitch length, end finishing, allowances, shape and finish are checked.
		4.2	Topstitching or other decorative features are checked for required finish.

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| | 4.3 | Where required, stitching or seams are eased and work is pressed for the next stage. | |
| | 4.4 | Raw edges are trimmed and any loose or untrimmed threads are removed. | |
| | 4.5 | Any part of the work, which does not comply with work order is rectified. | |
| | 4.6 | Problems are notified following workplace procedures | |
| 5. | Complete work for next process | 5.1 | Finished work is folded, protected and dispatched to the next process following workplace procedures. |
| | | 5.2 | Any required documentation is completed and stored following workplace procedures. |

RANGE STATEMENT

The Range Statement provides advice to interpret the scope and context of this unit of competency, allowing for differences between school-shops and workplaces. It relates to the unit as a whole and facilitates holistic assessment.

Work is carried out in accordance with statutory obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements.

Work requires individuals to demonstrate some discretion, judgement and problem solving skills in the set up and operation of machines. This may be demonstrated either individually or in a team environment.

The following variables may be present for this particular unit.

The purposes of hand sewing include:

- sewing and manipulation requirements for hand sewing a range of upholstery and other furnishing fabrics
- the joining of all types of fabrics, single or multi thickness, partly constructed materials, heavy materials, including leather
- hemming, seams, tacking, button attachment, hand finishing of trims and decorations

OH&S requirements may include:

- relevant statutory requirements
- material safety management systems
- hazardous and dangerous goods codes
- safe operating procedures

Tools and equipment may include a range of needles and threads

Materials to be sewn may include but are not limited to:

- plain and patterned fabrics for a variety of curtains, drapes and cushions
- attachments
- lining
- interlining
- webbings, or
- padding

Hand sewing work requirements must ensure that:

- beginning and end of stitching are secure
- appropriate allowances (or hem and/or other allowance), stitch type, length and visibility are used
- sewn area or hems are flat and/or appropriately shaped
- finished components match work requirements

Sewing direction is determined by:

- stitch type and location
- personal right-hand or left-hand preference of the sewer
- manipulation requirements for the bulk and slipperiness of the materials

Information and procedures:

- machine manufacturers' specifications and operational procedures
- workplace procedures relating to the setting and operation of machinery
- work instructions, including job sheets, plans, drawings and designs
- workplace procedures relating to reporting and communication

EVIDENCE GUIDE

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for this unit. This is an integral part of the assessment of competency and should be read in conjunction with the Range Statement.

(1) Critical Aspects of Evidence

Apply safe handling practices for equipment, products and materials.

Identify materials used and any special sewing requirements for the materials to be sewn.

Hand sew at least five different soft furnishing products or using five different techniques.

Interpret work order, copy samples and locate and apply relevant information.

Follow work instructions, operating procedures and inspection practices to:

- prevent damage to goods, equipment or products
- maintain required production output and product quality
- minimise the risk of injury to self or others

Work effectively with others.

Modify activities to cater for variations in workplace contexts and environment.

Report process or materials faults, damaged products or equipment.

(2) Pre-requisite Relationship of Units

Pre-requisite for this unit is:

- Nil

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- work requirements, including workplace standards
- identification of techniques and procedures for the sewing processes
- fabric types, common faults and inspection procedures
- methods to be used with different fabric types
- risks to health from repetitive actions and prevention strategies
- design features of the articles sewn in relation to the methods and stitches to be used

Skills

The ability to:

- collect, organise and understand information related to work orders, basic plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, co-ordination of work with site supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including the preparation and layout of the worksite and the obtaining of equipment and materials to avoid any back tracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly complete measurements and estimate material requirements.
- use pre-checking and inspection techniques to anticipate sewing problems, avoid reworking and avoid wastage
- use the limited workplace technology related to the sewing, including tools, equipment and measuring devices

(4) Resource Implications

- appropriate sewing equipment
- fabrics
- work order
- workplace information, including work procedures

(5) Method of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and will generally be in conjunction with assessment of other units of competency

(6) Context of Assessment

Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

LMFSOF1501A: Use soft furnishing sector hand and power tools

Competency Descriptor:

This unit covers the competency to use hand and power tools in applications relating to the soft furnishing sector of the furnishing industry.

Competency Field: Soft Furnishing

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Identify hand and power tools	1.1	Types of hand and power tools and their functions are identified.
		1.2	Sources of power supply are recognised.
		1.3	OH&S requirements for using power tools are recognised and adhered to.
2.	Select hand tools	2.1	Hand tools are selected consistent with the needs of the job.
		2.2	Tools are checked for serviceability and safety and any faults are corrected or processed for repair.
		2.3	Equipment is selected to hold or support material for hand tool application where applicable.
3.	Use hand tools	3.1	Material is located and held in position for hand tool application.
		3.2	Hand tools are safely and effectively used according to their intended use.
		3.3	Hand tools are safely located when not in immediate use.
4.	Select power tools	4.1	Appropriate personal protective equipment is selected, correctly fitted and used.
		4.2	Power tools are selected consistent with the needs of the job in accordance with conventional work practice.
		4.3	Power tools are visually checked for serviceability/safety in accordance with OH&S requirements and any faults are corrected or processed for repair.
		4.4	Equipment is selected to hold or support materials for power tool application where applicable.

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| 5. | Use power tools | 5.1 | Material is located and held in position for power tool application where applicable. |
| | | 5.2 | Power tools are safely and effectively used in application processes. |
| | | 5.3 | Power tools are safely located when not in use. |
| 6. | Clean up work area and tools | 6.1 | All tools are cleaned, maintained and stored. |
| | | 6.2 | Equipment is cleaned, maintained and stored. |
| | | 6.3 | Work area is cleared and waste removed. |

RANGE STATEMENT

The Range Statement provides advice to interpret the scope and context of this unit of competency, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment. The following variables may be present for this particular unit.

Hand tools are to include:

- scissors
- cutting blades
- tape measures
- rulers
- hammers
- staple guns, and
- screwdrivers

Power tools are to include:

- drills
- screwdrivers
- staple guns, and
- pressing equipment, and may include others as required by enterprises

Power tools are to include:

- drills
- screwdrivers
- staple guns, and
- pressing equipment, and may include others as required by enterprises

OH&S requirements may include:

- legislation
- building codes
- material safety management systems
- hazardous and dangerous goods codes
- local safe operating procedures or equivalent

Work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements.

Work requires individuals to demonstrate skill, accuracy and dexterity in the application of tools to work tasks.

Reporting of faults in the operation of hand and power tools may be verbal or written.

Personal protective equipment is to include that prescribed under legislation, regulations and enterprise policies and practices.

Information and procedures:

- hand and power tool manufacturers' specifications and operational procedures
- workplace procedures relating to OH&S, tool handling and operation, reporting
- work instructions, including job sheets, plans, drawings and designs

EVIDENCE GUIDE

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for this unit. This is an integral part of the assessment of competency and should be read in conjunction with the Range Statement.

(1) Critical Aspects of Evidence

Apply safe handling practices for equipment, products and materials.

Adopt and carry out correct procedures prior to and during use of the hand and power tools prescribed above in the Range Statement.

Follow work instructions, operating procedures and inspection practices to:

- prevent damage to goods, tools, equipment or products
- maintain required production output and product quality
- minimise the risk of injury to self or others

Work effectively with others.

Modify activities to cater for variations in workplace contexts and environment.

Indicate compliance with organisational policies and procedures, including quality assurance requirements.

(2) Pre-requisite Relationship of Units

Nil

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- function, purpose and operator maintenance requirements of hand tools used in the workplace
- function, purpose and operator maintenance requirements of power tools used in the workplace
- workplace safety requirements and OH&S legislation

Skills

The ability to:

- collect and understand information related to the use and maintenance of hand and power tools
- communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of faults and problems
- plan and organise activities, including the preparation and layout of the worksite and the obtaining of tools
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- mathematical ideas and techniques. Use mathematical ideas and techniques to correctly complete measurements and estimate material requirements
- use pre-checking and inspection techniques to anticipate tool handling problems, avoid reworking and avoid wastage
- use workplace technology related to the use and operator maintenance of hand and power tools and associated materials

(4) Resource Implications

- soft furnishing sector hand and power tools, materials used in the manufacturing and/or installation of soft furnishing products

(5) Method of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and may be in conjunction with assessment of other units of competency.

(6) Context of Assessment

Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

LMFSOF1422A: Calculate fabric quantities for window coverings

Competency Descriptor:

This unit deals with the skills and knowledge required to calculate fabric quantities for window coverings

Competency Field: Soft Furnishing

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1	Prepare for calculations	1.1	Measuring and calculating equipment are collected.
		1.2	Mathematical processes and guide charts required are identified.
		1.3	Drape requirements, fabric types and lining/interlining requirements are noted from work order.
2.	Calculate drape fabric requirements	2.1	Occupational Health & Safety (OH&S) requirements, including ergonomic criteria and personal protection needs, are observed throughout the work.
		2.2	Fabric repeats are measured for customer selected fabrics and recorded.
		2.3	Fabric width is checked taking note of any wider than usual selvages.
		2.4	Finished length of window covering is identified from order.
		2.5	Heading type is identified from order and fullness ratio is identified.
		2.6	Number of fabric drops per curtain is calculated.
		2.7	Length of each fabric drop is calculated based on finished length plus hem and heading allowances and pattern repeats.
		2.8	Allowances for seams, hems, headings, drape fullness or heading type is noted on the work order.
3.	Calculate lining and interlining quantities	3.1	Width of lining (and, where required, interlining fabrics) is noted.
		3.2	Number of lining/interlining widths is calculated based on required number of drape drops.

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| | 3.3 | Length of lining/interlining drops is calculated, including hem allowances. |
| | 3.4 | Amount of lining/interlining fabric is calculated and marked on work order. |
| | 3.5 | Procedures for minimising waste fabric are identified and used. |
| 4. | Complete documentation | |
| | 4.1 | Work orders for cutting and machining are completed following workplace procedures. |
| | 4.2 | Documentation is forwarded to appropriate work areas and filed as required. |

RANGE STATEMENT

The Range Statement provides advice to interpret the scope and context of this unit of competency, allowing for differences between school-shops and workplaces. It relates to the unit as a whole and facilitates holistic assessment.

Work is carried out in accordance with statutory obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements.

Work requires individuals to demonstrate some discretion, judgement and problem solving skills in the measurement and calculation of fabric quantities.

Window covering calculations cover work involved in the calculations for fabric and lining quantities for all curtains, Austrians, Romans and festoon blinds.

The following variables may be present for this particular unit.

Calculation of the number of drops is based on:

- useable drapery fabric width
- fullness requirements for heading type
- size of returns and overlaps
- track width identified in customer order

OH&S requirements may include:

- relevant statutory requirements
- material safety management systems
- hazardous and dangerous goods codes
- safe operating procedures

Tools and equipment may include measuring and calculating equipment, including:

- tapes
- rulers
- calculators
- computers

Materials may include all forms of:

- curtaining and other window covering material

Information and procedures:

- manufacturers' specifications and operational procedures
- workplace procedures relating to measuring and cutting of fabric
- work instructions, including job sheets, plans, drawings and designs
- workplace procedures relating to reporting and communication

Personal protective equipment may include:

- safety goggles/glasses
- hair nets
- ear muffs/plugs, gloves
- footwear
- protective clothing

EVIDENCE GUIDE

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for this unit. This is an integral part of the assessment of competency and should be read in conjunction with the Range Statement.

(1) Critical Aspects of Evidence

Identify materials used and any special handling requirements for those materials.

Apply safe handling practices for equipment, products and materials.

Interpret work order and locate and apply relevant information.

Measure and accurately calculate fabric quantities to minimise waste and produce consistent quality drapes for at least five different types of window coverings.

Identify materials used and any special marking out requirements.

Follow work instructions, operating procedures and inspection practices to:

- prevent damage to goods, equipment or products
- maintain required production output and product quality
- minimise the risk of injury to self or others

Work effectively with others.

Modify activities to cater for variations in workplace contexts and environment.

Report process or materials faults, damaged products or equipment.

(2) Pre-requisite Relationship of Units

Pre-requisite for this unit is:

- Nil

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- fabric types, common faults and inspection procedures
- design features of the fabrics and finished curtains in relation to attractive draping requirements
- work requirements, including workplace standards

Skills

The ability to:

- collect, organise and understand information related to work orders, basic plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, co-ordination of work with site supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including the preparation and layout of the worksite and the obtaining of materials to avoid any back tracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow
- use mathematical ideas and techniques to correctly complete measurements and estimate material requirements
- use pre-checking and inspection techniques to anticipate calculation problems, avoid reworking and avoid wastage
- use workplace technology related to the task, including calculators and measuring devices

(4) Resource Implications

- work orders, fabrics, including linings and interlinings, calculator and, where available, workplace pleat calculating charts

(5) Method of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and will generally be in conjunction with assessment of other units of competency.

(6) Context of Assessment

Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 2	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 2	
Solve problems	Level 1	
Use technology	Level 2	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

LMFSOF1432A: Construct unlined curtains/drapes

Competency Descriptor:

This unit deals with the skills and knowledge required to construct and machine sew unlined, pleated and gathered curtains/drapes.

Competency Field: Soft Furnishing

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Establish work requirements and prepare for work	1.1	Occupational Health & Safety (OH&S) requirements, including ergonomic criteria and personal protection needs, are observed throughout the work.
		1.2	Work order requirements are checked and confirmed.
		1.3	Heading type is recognised to identify personal work requirements for measuring, calculating, sewing, folding and finishing.
		1.4	Correct side of fabric, naps, direction of pattern and pattern matches are identified.
		1.5	Drapery panels are checked for faults.
		1.6	Appropriate needle types for the fabric are selected and threaded.
2.	Lay out work to be sewn	2.1	Top fabric is folded bringing edges to be seamed together to match any pattern and to maintain an appropriate finished length following workplace quality requirements.
		2.2	Fabric is held together and, where required, supported with pins or other workplace approved methods.
3.	Stitch seams and form corners	3.1	Curtain fabrics are held to allow for personal right-hand or left-hand preference of the sewer, and manipulation requirements for the bulk and slipperiness of the materials.
		3.2	Machine sewing operations are completed correctly.
		3.3	Corners are folded and formed to match work order requirements, inserting any required weight bags.
		3.4	Hems are completed using any required weights, stitch type and appropriate sewing method.
		3.5	Corners are stitched and finished, trimming any threads.

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|----|--------------------------------|-----|---|
| 4. | Construct curtain headings | 4.1 | Curtain heading tape is attached according to workplace approved method and job instructions. |
| | | 4.2 | Sewn pleat spaces are kept uniform within drops. |
| | | 4.3 | Care labels are fixed to heading or hem of curtain according to workplace standards. |
| 5. | Finish work | 5.1 | Finished curtain panels, including stitch length, end finishing and final length of finished curtain panels, are checked against work requirements. |
| | | 5.2 | Work is pressed for the next work stage. |
| | | 5.3 | Any parts of the work, which do not comply with work order are rectified. |
| 6. | Complete work for next process | 6.1 | Workplace required documentation is completed and stored following appropriate procedures. |
| | | 6.2 | Finished work is folded, protected and dispatched to next process following workplace procedures. |

RANGE STATEMENT

The Range Statement provides advice to interpret the scope and context of this unit of competency, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment.

Work is carried out in accordance with statutory obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements.

Work requires individuals to demonstrate some discretion, judgement and problem solving skills in the set up and operation of machines. This may be demonstrated either individually or in a team environment.

Construction of unlined/coated curtains/drapes covers work involving sewing and manipulation requirements for machine sewing a range of curtain heading styles.

The following variables may be present for this particular unit.

Curtains/drapes are to include:

- gathered
- slotted (rod pocket)
- pencil pleat and pinch pleat, and may include:
- tab top
- knife pleat
- goblet pleat, and
- cartridge

OH&S requirements may include:

- relevant statutory requirements
- material safety management systems
- hazardous and dangerous goods codes
- safe operating procedures

Machines may include, but are not limited to:

- industrial sewing machines
- pressing equipment

Work order requirements are to cover:

- widths and numbers of finished curtain panels, heading style, number and spacing of pleats
- finishing and any filling of curtain headings

Tools and equipment may include:

- measuring and calculating equipment
- including tapes, rulers, calculators
- computers
- fabric and general cutting and sewing tools, including scissors, sewing machines
- hemming machines
- over-lockers
- pleating
- machines

Materials to be machined may include, but are not limited to:

- lining
- interlining and curtain fabrics
- fasteners
- threads

Marking out is to cover:

- returns
- overlaps
- pleats
- spaces

Personal protective equipment may include:

- safety goggles/glasses
- hair nets
- ear muffs/plugs, gloves
- footwear
- protective clothing

Machine sewing operations must ensure:

- straight stitching along marked pleat line from the top of the heading to the lower edge of the stiffening material or vice versa
- securing of beginning and end of threads of the stitching with even and appropriate seam stitch type, length, visibility
- seams are flat
- the inclusion of care labels and fibre content labels where required
- finished components match work requirements

Information and procedures:

- machine manufacturers' specifications and operational procedures
- workplace procedures relating to the setting and operation of machinery
- work instructions, including job sheets, plans, drawings and designs
- workplace procedures relating to reporting and communication

EVIDENCE GUIDE

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for this unit. This is an integral part of the assessment of competency and should be read in conjunction with the Range Statement.

(1) Critical Aspects of Evidence

Apply safe handling practices for equipment, products and materials.

Interpret work order to manufacture the required lined curtains.

Measure accurately.

Identify materials used and any special sewing requirements for those materials.

Construct at least four different types of pleated or gathered curtains/drapes.

Follow work instructions, operating procedures and inspection practices to:

- prevent damage to goods, equipment or products
- maintain required production output and product quality
- minimise the risk of injury to self or others

Work effectively with others.

Modify activities to cater for variations in workplace contexts and environment.

Report process or materials faults, damaged products or equipment.

(2) Pre-requisite Relationship of Units

Pre-requisite for this unit is:

- LMFSOF1501A: Use soft furnishing sector hand and power tools

(3) Underpinning Knowledge and Skills

Knowledge

Knowledge of:

- identification of equipment, processes and procedures for the sewing operations
- fabric types, common faults and inspection procedures
- risks to health from repetitive actions and prevention strategies
- design features of the heading styles sewn in relation to work requirements
- work requirements, including workplace standards

Skills

The ability to

- collect, organise and understand information related to work orders, plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, co-ordination of work with site supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including the preparation and layout of the worksite and the obtaining of equipment and materials to avoid any back tracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly complete measurements, calculate area, avoid waste and estimate material requirements
- use pre-checking and inspection techniques to anticipate construction problems, avoid reworking and avoid wastage
- use the limited workplace technology related to the construction tasks, including tools, equipment, calculators and measuring devices

(4) Resource Implications

Appropriate sewing machine, fabrics, work order, workplace information, including work procedures and/or equipment instructions.

(5) Method of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and will generally be in conjunction with assessment of other units of competency.

(6) Context of Assessment

Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> • Carries out established processes • Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> • Manages process • Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> • Establishes principles and procedures • Evaluates and reshapes process • Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

LMFSOF1442A: Construct lined curtains/drapes

Competency Descriptor:

This unit deals with the skills and knowledge required to construct and machine sew lined curtains/drapes.

Competency Field: Soft Furnishing

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Establish work requirements and prepare for work	1.1	Occupational Health & Safety (OH&S) requirements, including ergonomic criteria and personal protection needs, are observed throughout the work.
		1.2	Work order requirements are checked and confirmed.
		1.3	Heading type is recognised to identify personal work requirements for measuring, calculating, sewing, folding and finishing.
		1.4	Correct side of fabric, naps, direction of pattern and pattern matches are identified.
		1.5	Lining attachment method is recognised to identify any attachments and fasteners, trims and sewing requirements.
		1.6	Drapery panels are checked for faults.
		1.7	Appropriate needle types for the fabric are selected and threaded.
2.	Lay out work to be sewn	2.1	Top fabric is folded bringing edges to be seamed together to match any pattern and to maintain an appropriate finished length following workplace quality requirements.
		2.2	Linings and any interlining materials are laid out and folded ready for sewing.
		2.3	Fabric is held together and, where required, supported with pins or other workplace approved methods.
3.	Stitch seams and form corners	3.1	Curtain fabrics are held to allow for personal right-hand or left-hand preference of the sewer, and manipulation requirements for the bulk and slipperiness of the materials.

- 3.2 Linings to be bagged are sewn in place.
- 3.3 Machine sewing operations are completed correctly.
- 3.4 Corners are folded and formed to match work order requirements, inserting any required weight bags.
- 3.5 Hems are completed using any required weights, stitch type and appropriate sewing method.
- 3.6 Corners are stitched and finished, trimming any threads.
- 4. Construct curtain headings
 - 4.1 Curtain heading tape is attached according to workplace approved method and job instructions.
 - 4.2 Attached lining and interlinings are sewn into heading.
 - 4.3 Sewn pleat spaces are kept uniform within drops.
 - 4.4 Linings and interlinings are attached to curtain backs by sewing or using appropriate fasteners.
 - 4.5 Care labels are fixed to heading or hem of curtain according to workplace standards.
 - 4.6 Separate linings are sewn using appropriate heading tape and attached to curtain.
- 5. Finish work
 - 5.1 Finished curtain panels, including stitch length, end finishing and final length of finished curtain panels are checked against work requirements.
 - 5.2 Work is pressed for the next work stage.
 - 5.3 Any parts of the work, which do not comply with work order, are rectified.
- 6. Complete work for next process
 - 6.1 Workplace required documentation is completed and stored following appropriate procedures.
 - 6.2 Finished work is folded, protected and dispatched to next process following workplace procedures.

RANGE STATEMENT

The Range Statement provides advice to interpret the scope and context of this unit of competency, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment.

Work is carried out in accordance with statutory obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements.

Work requires individuals to demonstrate some discretion, judgement and problem solving skills in the set up and operation of machines. This may be demonstrated either individually or in a team environment.

Construction of lined curtains and drapes covers work involving sewing and manipulation requirements for machine sewing a range of linings, which are to include detached and sewn-in linings, and may include interlined, loose-lined and bag-lined products.

The following variables may be present for this particular unit.

OH&S requirements may include:

- relevant statutory requirements
- material safety management systems
- hazardous and dangerous goods codes
- safe operating procedures

Machines may include, but are not limited to:

- industrial sewing machines
- pressing equipment

Tools and equipment may include:

- measuring and calculating equipment, including tapes, rulers, calculators, computers
- fabric and general cutting and sewing tools, including scissors, sewing machines,
- hemming machines, over-lockers, pleating machines

Materials to be machined may include but are not limited to:

- lining
- interlining and curtain fabrics
- fasteners
- threads

Work order requirements are to cover:

- widths and numbers of finished curtain panels, heading style, number and spacing of pleats
- finishing and any filling of curtain headings

Personal protective equipment may include:

- safety glasses/goggles
- hair nets
- ear muffs/plugs
- gloves
- footwear
- protective clothing

Machine sewing operations must ensure:

- straight stitching along seam lines from
- the top to the lower edge of the material or
- vice versa
- securing of beginning and end of threads of the stitching with even and appropriate seam stitch type, length, visibility
- seams are flat
- the inclusion of care labels and fibre content labels where required
- finished components match work requirements

Marking out to cover:

- returns
- overlaps
- pleats
- spaces

Information and procedures:

- machine manufacturers' specifications and operational procedures
- workplace procedures relating to the setting and operation of machinery
- work instructions, including job sheets, plans, drawings and designs
- workplace procedures relating to reporting and communication

EVIDENCE GUIDE

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for this unit. This is an integral part of the assessment of competency and should be read in conjunction with the Range Statement.

(1) Critical Aspects of Evidence

Apply safe handling practices for equipment, products and materials.

Interpret work order to manufacture the required lined curtains.

Identify materials used and any special sewing requirements for those materials

Measure accurately.

Construct at least two different types of lined curtains/drapes.

Follow work instructions, operating procedures and inspection practices to:

- prevent damage to goods, equipment or products
- maintain required production output and product quality
- minimise the risk of injury to self or others

Work effectively with others.

Modify activities to cater for variations in workplace contexts and environment.

Report process or materials faults, damaged products or equipment.

(2) Pre-requisite Relationship of Units

Pre-requisite for this unit is:

- LMFSOF1501A: Use soft furnishing sector hand and power tools

(3) Underpinning Knowledge and Skills

Knowledge

Knowledge of:

- Identification of workplace standards, equipment and procedures for the sewing operations.
- Fabric types, lining and interlining materials, including common faults and inspection procedures.
- Prevention strategies for risks to health from lifting, stretching and repetitive actions.
- How the design features of the curtains effect constructing the lined curtains.

Skills

The ability to:

- collect, organise and understand information related to work orders, plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, co-ordination of work with site supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including the preparation and layout of the worksite and the obtaining of equipment and materials to avoid any back tracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly complete measurements, calculate area, avoid waste and estimate material requirements
- use pre-checking and inspection techniques to anticipate construction problems, avoid reworking and avoid wastage
- use the limited workplace technology related to the construction tasks, including tools, equipment, calculators and measuring devices

(4) Resource Implications

Appropriate sewing machine, fabrics, work order, workplace information, including work procedures and/or equipment instructions.

(5) Method of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and will generally be in conjunction with assessment of other units of competency

(6) Context of Assessment

Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

LMFSOF1482A: Fit and adjust interior blinds

Competency Descriptor:

This unit deals with the skills and knowledge required to fit and adjust interior blinds, including Roman, Austrian, festoon, Holland, Venetian, vertical and pleated.

Competency Field: Soft Furnishing

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Identify products, fittings and attachments to be used	1.1	Type of blind to be fitted and work order requirements are identified.
		1.2	Attachments, required materials and tools are identified from work instructions and (where necessary) site inspection.
		1.3	The effect of the fitting process on overall finished window is identified.
2.	Plan process for fitting blinds	2.1	Occupational Health & Safety (OH&S) requirements, including ergonomic criteria and personal protection needs, are observed throughout the work.
		2.2	Appropriate equipment is identified to minimise risks of damage to customer's premises or injuries to self.
		2.3	Manufacturers' information on products used is located and used to plan work.
		2.4	Attachment process is planned to conform to quality requirements, maximise the appearance of the finished work and provide for the most economical use of materials and labour.
		2.5	Tools, equipment and materials are selected and checked prior to use to ensure that they are appropriate for the work, serviceable and in a safe condition.
		2.6	Blind operating mechanism is set up and checked against workplace requirements and work instructions.

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| 3. | Complete fitting operations | 3.1 | Work plan is followed ensuring compliance with workplace procedures and OH&S requirements. |
| | | 3.2 | Blinds are fitted and tested for correct operation. |
| | | 3.3 | Pelmets, cord brackets or pulleys are fitted using appropriate hardware and adjusted to suit blind operation. |
| 4. | Clean work area | 4.1 | Work site and any equipment used are cleaned and stored appropriately. |
| | | 4.2 | Unserviceable equipment is tagged, faults are identified and appropriate personnel are informed. |
| | | 4.3 | Completed work is inspected and compared to workplace quality requirements. |
| | | 4.4 | Fittings and blinds which do not meet quality specifications are repaired on-site or returned to the workroom for repair. |
| | | 4.5 | Appropriate documentation is completed. |

RANGE STATEMENT

The Range Statement provides advice to interpret the scope and context of this unit of competency, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment.

Work is carried out in accordance with statutory obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements.

Work requires individuals to demonstrate some discretion, judgement and problem solving skills in the set up and operation of machines. This may be demonstrated either individually or in a team environment.

The following variables may be present for this particular unit.

May to be fitted may include but are not limited to: OH&S requirements may include:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Roman • Austrian • Festoon • Holland • Venetian • vertical • pleated | <ul style="list-style-type: none"> • relevant statutory requirements • material safety management systems • hazardous and dangerous goods codes • safe operating procedures |
|--|---|

Tools and equipment may include, but are not limited to hand and power tools, including:

- hammers
- screwdrivers
- drills

Personal protective equipment may include:

- safety goggles/glasses
- hair nets
- ear muffs/plugs, gloves
- footwear
- protective clothing

Information and procedures:

- machine manufacturers' specifications and operational procedures
- workplace procedures relating to the setting and operation of machinery
- work instructions, including job sheets, plans, drawings and designs
- workplace procedures relating to reporting and communication

EVIDENCE GUIDE

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for this unit. This is an integral part of the assessment of competency and should be read in conjunction with the Range Statement.

(1) Critical Aspects of Evidence

Apply safe handling practices for equipment, products and materials.

Interpret work order and locate and apply relevant information.

Fit and adjust at least five different types of interior blinds.

Follow work instructions, operating procedures and inspection practices to:

- prevent damage to goods, equipment or products
- maintain required production output and product quality
- minimise the risk of injury to self or others

Work effectively with others.

Modify activities to cater for variations in workplace contexts and environment.

(2) Pre-requisite Relationship of Units

Pre-requisite for this unit is:

- LMFSOF1501A: Use soft furnishing sector hand and power tools

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- types, uses, limitations and operating mechanisms of interior blinds
- identification of equipment, processes and procedures
- workflow in relation to fitting blinds

Skills

The ability to:

- collect, organise and understand information related to work orders, plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, co-ordination of work with site supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including the preparation and layout of the worksite and the obtaining of equipment and materials to avoid any back tracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- mathematical ideas and techniques. Use mathematical ideas and techniques to correctly complete measurements, avoid waste and estimate material requirements
- use pre-checking and inspection techniques to anticipate fitting problems, avoid reworking and avoid wastage
- use workplace technology related to fitting and adjustment tasks, including tools, equipment and measuring devices

(4) Resource Implications

- blinds
- tools and equipment
- appropriate quality specifications work instructions

(5) Method of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and will generally be in conjunction with assessment of other units of competency.

(6) Context of Assessment

Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> • Carries out established processes • Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> • Manages process • Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> • Establishes principles and procedures • Evaluates and reshapes process • Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

BSBSBM0012A: Craft personal entrepreneurial strategy

Competency Descriptor:

This unit deals with the skills and knowledge required to craft an entrepreneurial strategy that fits with the attitudes, behaviours, management competencies and experience necessary for entrepreneurs to meet the requirements and demands of a specific opportunity.

Competency Field: Small Business Operations

ELEMENT OF COMPETENCY PERFORMANCE CRITERIA

1. Demonstrate knowledge of the nature of entrepreneurship	1.1	Concepts associated with entrepreneurship are clearly defined.
	1.2	Factors which influence entrepreneurship in and outside of Jamaica are correctly identified and explained.
	1.3	The importance of entrepreneurship to economic development and employment is explained clearly.
	1.4	The findings of research conducted on entrepreneurial ventures and successes in the Caribbean region are clearly presented in an appropriate format.
	1.5	Differences between wage employment and entrepreneurial ventures are correctly stated.
2. Identify and assess entrepreneurial characteristics	2.1	Relevant research is carried out and required entrepreneurial characteristics identified.
	2.2	Entrepreneurial characteristics identified are assessed and ranked.
	2.3	An understanding of the process and discipline that enable an individual to evaluate and shape choices and to initiate effective action is correctly demonstrated.
	2.4	Factors that will help an entrepreneur to manage the risk and uncertainties of the future, while maintaining a future orientated frame of mind, are identified.

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|----|-----------------------------------|-----|---|
| 3. | Develop self-assessment profile | 3.1 | Self-assessment tools/methods to identify personal entrepreneurial potential are identified and properly used. |
| | | 3.2 | The ability to apply creativity, problem-solving techniques and principles to solve business related problems are demonstrated. |
| | | 3.3 | Feedback from others for the purpose of becoming aware of blind spots and for reinforcing or changing existing perceptions of strengths/ weaknesses is appropriately obtained. |
| 4. | Craft an entrepreneurial strategy | 4.1 | A profile of the past that includes accomplishments and preferences in terms of life and work styles, coupled with a look into the future and an identification of what one would like to do is developed. |
| | | 4.2 | Commitment, determination and perseverance; orientation towards goals; taking initiative and accepting personal responsibility; recognizing management competencies and identifying areas for development are determined. |
| | | 4.3 | Written guidelines to obtain feedback that is solicited, honest, straightforward, and helpful but not all positive or negative are developed to facilitate reviews. |
| | | 4.4 | Framework and process for setting goals which demand time, self-discipline, commitment, dedication and practice are developed. |
| | | 4.5 | Goals established are specific and concrete, measurable, relate to time, realistic and attainable. |
| | | 4.6 | Priorities, including identifying conflicts and trade-offs and how these may be resolved are established. |
| | | 4.7 | Potential problems, obstacles and risks in meeting goals are identified. |
| | | 4.8 | Specified action steps that are to be performed in order to accomplish goals are identified. |
| | | 4.9 | The method by which results will be measured is indicated. |

- 4.10 Milestones for reviewing progress and tying these to specific dates on a calendar are established.
- 4.11 Sources of help to obtain resources are identified.
- 4.12 Evidence of the ability to review process and periodically revise goals is demonstrated.

RANGE STATEMENT

At this stage of the entrepreneurial process the entrepreneur must be able to conduct a self-assessment profile, examine the frame work for self assessment, develop a personal entrepreneurial strategy, identify data to be collected in the self-assessment process and learn about receiving feedback and setting goals.

Concepts associated to include:

- risk
- entrepreneurship
- macro-screening
- micro-screening
- competition
- wage employment

Influencing factors to include:

- market conditions
- markets – demand/supply
- global trends
- level of economic activities
- funding
- economic stability
- social stability
- resources availability

The entrepreneur must be able to:

- understand the extreme complexity in predicting or aligning him/herself to specific careers in an environment of constant change
- determine the kind of entrepreneur he or she wants to become based on attitudes, behaviours, competencies, experience and how these fit with the requirements and demands for a specific opportunity
- evaluate thoroughly his or her attraction to entrepreneurship
- effectively develop personal plan
- utilize available information that will enhance his or her ability to achieve success

The entrepreneur may encounter setbacks if the planning process is not effectively pursued.

Pitfalls may include:

- proceeding without effective planning which may result in commitment to uncertainty
- commitment to a premature path with the desirability of flexibility can lead to disaster
- personal plans fail for the same reasons as business plans including frustration if the plan appears not to be working immediately and the challenges of changing behaviour from an activity-oriented routine to one that is goal oriented
- developing plans that fail to anticipate obstacles, and those that lack progress milestones and reviews

EVIDENCE GUIDE

Competency is to be demonstrated when the entrepreneur is able to undertake a personal entrepreneurial assessment exercise to determine if he or she possesses the necessary credentials to be a successful entrepreneur. This stage of the entrepreneurial process is critical since experience has shown that the founder is one of the deciding forces if the venture is to succeed and prosper.

(1) Critical Aspects of Evidence

The entrepreneur will be assessed by his/her action in developing an orchestrated plan in order to effectively pursue the business concept.

(2) Pre-requisite Relationship of Units

- Nil

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- personal entrepreneurial profile systems
- effective management systems: marketing, operations/productions, finance, administration, law
- how to measure feedback
- the method of developing a personal plan and a business plan
- understanding the difference between entrepreneurial culture and management culture

Skills

The ability to:

- determine barriers to entrepreneurship
- minimize exposure to risk
- exploit any available resource pool
- tailor reward systems to meet a particular situation
- effectively plan and execute activities
- use computer technology to undertake assessments

(4) Resource Implications

The following resources should be made available:

Personal computer with access to the internet and appropriate software that will enable one to conduct the necessary analysis using the internet

(5) Method of Assessment

A useful method of assessment is to determine if the venture can stand up to the test of critical evaluation.

(6) Context of Assessment

This stage of the entrepreneurial process is assessed when comparisons are made between actual outcomes and plans/projections.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1	Level 2	Level 3
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 1	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

LMFSOF1492A: Dress windows

Competency Descriptor:

This unit deals with the skills and knowledge required to decoratively install and adjust window finishing.

Competency Field: Soft Furnishing

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Identify window finishing to be installed	1.1	Type of window finishing to be fitted and work order requirements are identified.
		1.2	Materials and tools are identified from work instructions and, where necessary, site inspection.
		1.3	The effect of the fitting process on overall finished window is identified.
2.	Plan process for dressing window	2.1	Occupational Health & Safety (OH&S) requirements, including ergonomic criteria and personal protection needs, are observed throughout the work.
		2.2	Appropriate equipment is identified to minimise risks of damage to customers premises or injuries to self.
		2.3	Manufacturers' information on products used is located and used to plan work.
		2.4	Decorator's specifications (if any) are used to plan work.
		2.5	Attachment process is planned to conform to quality requirements, minimise time, economically use materials and maximise appearance of the finished work.
		2.6	Tools, equipment and materials are selected and checked prior to use to ensure that they are appropriate for the work, serviceable and in a safe condition.
3.	Complete fitting operations	3.1	Backing is attached, where appropriate, to the curtain using appropriate fittings.
		3.2	Required number of glides are identified, matched between window finishing and tracks and added or removed as required.

- 3.3 Curtains are attached to tracks and checked for smooth and even operation and hanging.
- 3.4 Curtain height and floor clearance is checked and compared to work order requirement.
- 3.5 Pelmets, valances, swags, pull-backs or tie-back holders are fitted using appropriate hardware and adjusted for fall, neatness and appearance.
- 3.6 Where required, pleats are folded and tied to maintain required pleating.
4. Clean work area
 - 4.1 Work site and any equipment used is cleaned and stored appropriately.
 - 4.2 Unserviceable equipment is tagged, faults are identified and appropriate personnel are informed.
 - 4.3 Completed work is inspected and compared to workplace quality requirements.
 - 4.4 Fittings and curtains, which do not meet quality specifications are repaired on-site or returned to the workroom for repair.
 - 4.5 Appropriate documentation or reporting is completed.

RANGE STATEMENT

The Range Statement provides advice to interpret the scope and context of this unit of competency, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment.

Work is carried out in accordance with statutory obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements.

Work requires individuals to demonstrate some discretion, judgement and problem solving skills in the installation and adjustment of window finishing. This may be demonstrated either individually or in a team environment.

The following variables may be present for this particular unit.

Window finishing may include:

- curtains
- sheers
- swags
- pelmets
- valances
- tie-backs, and
- hold-backs

OH&S requirements may include:

- relevant statutory requirements
- material safety management systems
- hazardous and dangerous goods codes
- safe operating procedures

Tools and equipment may include, but are not limited to:

- drills
- hammers
- screwdrivers

Personal protective equipment may include:

- safety goggles/glasses
- hair nets
- ear muffs/plugs
- gloves
- footwear
- protective clothing

Information and procedures:

- machine manufacturers' specifications and operational procedures
- workplace procedures relating to the setting and operation of machinery
- work instructions, including job sheets, plans, drawings and designs
- workplace procedures relating to reporting and communication

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Interpret work order and locate and apply relevant information.

Apply safe handling practices for equipment, products and materials.

Follow work instructions, operating procedures and inspection practices to:

- prevent damage to goods, equipment or products
- maintain required production output and product quality
- minimise the risk of injury to self or others

Install at least four different types of window dressings, which must include curtains and tiebacks.

Work effectively with others.

Modify activities to cater for variations in workplace contexts and environment.

(2) Pre-requisite Relationship of Units

Pre-requisite for this unit is:

LMFSOF1501A: Use soft furnishing sector hand and power tools

(3) Underpinning Knowledge and Skills

Knowledge

Knowledge of:

- window dressing and fitting materials and techniques
- identification of equipment, processes and procedures
- workflow in relation to fitting curtains, valances, swags and other window treatments

Skills

The ability to

- collect, organise and understand information related to work orders, plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, co-ordination of work with site supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including the preparation and layout of the worksite and the obtaining of equipment and materials to avoid any back tracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly complete measurements, avoid wastage and estimate material requirements
- use pre-checking and inspection techniques to anticipate window dressing problems, avoid reworking and avoid wastage
- use workplace technology related to the dressing of windows, including tools, equipment, calculators and measuring devices

(4) Resource Implications

- curtains
- tracks
- decorative window finishing
- tools and equipment
- appropriate quality specifications and work instructions

(5) Method of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts

Assessment should be by direct observation of tasks and questioning on underpinning knowledge

Assessment should be conducted over time and will generally be in conjunction with assessment of other units of competency

(6) Context of Assessment

Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 2	
Communicate ideas and information	Level 2	
Plan and organise activities	Level 2	
Work with others and in team	Level 2	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 2	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

LMFSOF1533A: Follow patterns to produce window toppings

Competency Descriptor:

This unit deals with the skills and knowledge required to produce window toppings such as swags, tails, and soft padded pelmets, following the requirements of patterns

Competency Field: Soft Furniture

ELEMENT OF COMPETENCY	PERFORMANCE CRITERIA
1. Identify work requirements	1.1 Job requirements are identified from work instructions and patterns. 1.2 Pattern is interpreted to determine detail or work requirements. 1.3 Instructions for sequencing of work, particular measurements or adjustments are interpreted. 1.4 Work sequence is planned, including quality checkpoints.
2. Prepare for work	2.1 Suitable work area is selected for the tasks. 2.2 Occupational Health & Safety (OH&S) requirements, including ergonomic criteria and personal protection needs, are observed throughout the work. 2.3 Materials are selected to match customer requirements, suitability for the purpose and work instructions. 2.4 Potential hazards are identified from observation of the tools, equipment, materials and workplace reference material. 2.5 Tools, equipment and materials are selected and checked prior to use to ensure that they are appropriate for the work, serviceable and in a safe condition.
3. Complete construction	3.1 Window toppings are constructed following work instructions. 3.2 Work is checked against patterns and work sheets at the identified checkpoints. 3.3 Non-conformity with the required quality standards is rectified.

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| 4. | Finalise operations | 4.1 | Completed work is checked against required quality standards. |
| | | 4.2 | Documentation or reporting is completed following workplace procedures. |
| | | 4.3 | Work area is cleaned, tools and equipment are returned to storage. |
| | | 4.4 | Unused materials are returned to storage and waste and scrap is dealt with following workplace procedures. |

RANGE STATEMENT

The Range Statement provides advice to interpret the scope and context of this unit of competency, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment.

Work is carried out in accordance with statutory obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements.

Work requires individuals to demonstrate discretion, judgement and problem solving skills in the reading and interpreting of patterns, plans and instructions. This may be demonstrated either individually or in a team environment.

Pattern interpretation is to determine the type of material specified, required tools and equipment for the task, number and type of window toppings to be produced, and quality requirements.

The following variables may be present for this particular unit.

Window toppings may include:

- swags
- jabots
- falls/tails and accessories
- soft padded pelmets
- bonded pelmets

OH&S requirements may include:

- relevant statutory requirements
- material safety management systems
- hazardous and dangerous goods codes
- safe operating procedures

Tools and equipment may include:

- measuring and calculating equipment, including tapes, rulers, calculators, computers
- fabric and general cutting and sewing tools, including scissors, saws, drills, staplers, sewing machines, hemming machines, over-lockers, glue guns
- swag templates

Materials may include:

- plain and patterned fabric
- velvet
- vinyl

Information and procedures

- workplace procedures relating to the production of window topping items
- work instructions, including job sheets, plans, patterns, drawings and designs
- workplace procedures relating to reporting and communication

Personal protective equipment may include:

- safety goggles/glasses
- hair nets
- ear muffs/plugs
- gloves
- footwear
- protective clothing

EVIDENCE GUIDE

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for this unit. This is an integral part of the assessment of competency and should be read in conjunction with the Range Statement.

(1) Critical Aspects of Evidence

Identify materials used and any special sewing or handling requirements for those materials.

Apply safe handling practices for equipment, products and materials.

Interpret work order and patterns and locate and apply relevant information.

Produce at least one each of jabots, swags and tails and soft padded pelmets or bonded pelmets.

Select and use tools and equipment appropriate to the task follow work instructions, operating procedures and inspection practices to:

- prevent damage to goods, equipment or products
- maintain required production output and product quality
- minimise the risk of injury to self or others

Work effectively with others.

Modify activities to cater for variations in workplace contexts and environment.

Report process or materials faults, damaged products or equipment

(2) Pre-requisite Relationship of Units

Pre-requisite for this unit is:

- LMFSOF1501A: Use soft furnishing sector hand and power tools

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- the type, characteristics, uses and limitations of window toppings
- the process for interpretation of patterns
- identification of equipment, processes and procedures
- workflow in relation to window topping production

Skills

The ability to:

- collect, organise and understand information related to work orders, plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, coordination of work with site supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including the preparation and layout of the worksite and the obtaining of equipment and materials to avoid any back tracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements
- use pre-checking and inspection techniques to anticipate production problems, avoid reworking and avoid wastage
- use workplace technology related to the production of window toppings, including tools, equipment, materials and measuring devices

(4) Resource Implications

- pattern
- materials
- tools and equipment

(5) Method of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and will generally be in conjunction with assessment of other units of competency

(6) Context of Assessment

Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 2	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 1	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

LMFSOF1583A: Measure up and calculate fabric quantities for window coverings

Competency Descriptor:

This unit deals with the skills and knowledge required to measure up and calculate fabric and tracking quantities for window coverings during a site visit.

Competency Field: Soft Furnishing

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Prepare for calculations	1.1	Measuring and calculating equipment are collected.
		1.2	Mathematical processes and guide charts required are identified.
		1.3	Drape requirements, fabric types and lining/interlining requirements are noted from work order.
2.	Measure windows and calculate drape fabric requirements	2.1	Fabric repeats are noted from samples of customer selected fabrics and recorded.
		2.2	Fabric width and pattern repeat are noted for work order.
		2.3	Finished length of window covering is identified for order.
		2.4	Heading type is identified for order and fullness ratio is identified.
		2.5	Loose or attached lining preference is noted on work order.
		2.6	Finished width of tracking and window covering is measured and noted.
		2.7	Number of fabric drops per curtain is calculated.
		2.8	Length of each fabric drop is calculated based on finished length plus hem and heading allowances and pattern repeats.
		2.9	Allowances for seams, hems, headings, drape fullness or heading type are noted for the work order.

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| 3. | Calculate lining and interlining quantities | 3.1 | Width of lining and interlining fabrics is noted. |
| | | 3.2 | Number of lining/interlining widths or quantity of continuous lining is calculated based on required number of drape drops or continuous fabric. |
| | | 3.3 | Length of lining/interlining drops is calculated, including hem allowances. |
| | | 3.4 | Amount of lining/interlining fabric is calculated and noted for work order. |
| | | 3.5 | Procedures for minimising waste fabric are identified. |
| 4. | Complete documentation | 4.1 | Quotation is prepared for client according to workplace procedures. |
| | | 4.2 | Documentation is forwarded to appropriate work area. |

RANGE STATEMENT

The Range Statement provides advice to interpret the scope and context of this unit of competency, allowing for differences between school-shops and workplaces. It relates to the unit as a whole and facilitates holistic assessment.

Work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements.

Work requires individuals to demonstrate some discretion, judgement and problem solving skills in the measurement and calculation of fabric quantities.

This unit covers work involved in the measuring up and calculations for fabric and lining quantities for all soft furnishings.

The information is for subsequent use in job specifications and quotes/tenders.

The following variables may be present for this particular unit.

Window coverings to include:

- curtains
- Austrian, Roman, festoon and other blinds
- swags and tails, and
- jabots

OH&S requirements may include:

- relevant statutory requirements
- material safety management systems
- hazardous and dangerous goods codes
- safe operating procedures

Tools and equipment may include measuring and calculating equipment, including:

- tapes
- rulers
- calculators, and
- computers

The number of fabric drops per curtain is based on:

- useable drapery fabric width
- fullness requirements for heading type
- size of returns and overlaps
- track width identified for customer order

Information and procedures:

- manufacturers' specifications and operational procedures
- workplace procedures relating to measuring for soft furnishings
- preparation of client quotation, including drawings, plans and designs
- workplace procedures relating to reporting and communication

Personal protective equipment may include:

- safety goggles/glasses
- gloves
- footwear
- protective clothing

EVIDENCE GUIDE

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for this unit. This is an integral part of the assessment of competency and should be read in conjunction with the Range Statement.

(1) Critical Aspects of Evidence

Identify materials to be used and any special handling requirements for those materials.

Apply safe handling practices for equipment, products and materials.

Measure up and accurately calculate fabric quantities for at least three different window-covering types.

Prepare quotation and/or work order and locate and apply relevant information.

Identify materials to be used and any special requirements.

Follow work instructions to minimise the risk of injury to self or others:

- work effectively with others
- modify activities to cater for variations in workplace contexts and environment

Report process or materials faults, damaged products or equipment

(2) Pre-requisite Relationship of Units

Pre-requisite for this unit is:

- Nil

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- design features of the fabrics and finished curtains in relation to attractive draping requirements
- fabric types, common faults and inspection procedures
- work requirements, including workplace standards

Skills

The ability to

- collect, organise and understand information related to work orders, plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, co-ordination of work with site supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including the preparation and layout of the worksite and the obtaining of equipment and materials to avoid any back tracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements
- use pre-checking and inspection techniques to anticipate measuring and calculation variables
- use workplace technology related to measuring and calculating

(4) Resource Implications

- client quotations
- work orders
- measuring equipment
- fabrics, including linings and interlinings
- calculator, other relevant equipment

(5) Method of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and will generally be in conjunction with assessment of other units of competency.

(6) Context of Assessment

Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> Carries out established processes Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> Manages process Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> Establishes principles and procedures Evaluates and reshapes process Establishes criteria for evaluation

Collect, analyse and organise information	Level 2	
Communicate ideas and information	Level 2	
Plan and organise activities	Level 2	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 2	
Solve problems	Level 1	
Use technology	Level 2	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

LMFSOF1593A: Manufacture bedspreads

Competency Descriptor:

This unit deals with the skills and knowledge required to produce bedspreads in a range of styles to specifications using industrial sewing machines and equipment.

Competency Field: Soft Furnishing

ELEMENT OF COMPETENCY	PERFORMANCE CRITERIA
1. Identify work requirements	1.1 Job requirements are identified from work instructions and patterns. 1.2 Pattern is interpreted to determine work specifications. 1.3 Instructions for sequencing of work, particular measurements or adjustments are interpreted. 1.4 Work sequence is planned, including quality checkpoints.
2. Prepare for work	2.1 Occupational Health & Safety (OH&S) requirements, including ergonomic criteria and personal protection needs, are observed throughout the work. 2.2 Suitable work area is selected for the tasks. 2.3 Materials are selected to match customer requirements, suitability for the purpose and the work instructions. 2.4 Potential hazards are identified from observation of the tools, equipment, materials and workplace reference material. 2.5 Tools, equipment and materials are selected and checked prior to use to ensure that they are appropriate for the work, serviceable and in a safe condition.
3. Complete construction	3.1 Fabric quantities are calculated, allowing for seams, joining pleats, gathers, etc. 3.2 Fabric is marked out and cut to size. 3.3 Bedspread is constructed following work instructions. 3.4 Work is checked against patterns and work sheets at the identified checkpoints.

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| | 3.5 | Non-conformity with the required quality standards is rectified. |
| 4. | Finalise operations | 4.1 Completed work is checked against required quality standard. |
| | 4.2 | Documentation or reporting is completed following workplace procedures. |
| | 4.3 | Work area is cleaned; tools and equipment are returned to storage. |
| | 4.4 | Unused materials are returned to storage and waste and scrap is dealt with following workplace procedures. |

RANGE STATEMENT

The Range Statement provides advice to interpret the scope and context of this unit of competency, allowing for differences between school-shops and workplaces. It relates to the unit as a whole and facilitates holistic assessment.

Work is carried out in accordance with statutory obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements.

Work requires individuals to demonstrate discretion, judgement and problem solving skills in the reading and interpreting of plans and instructions. This may be demonstrated either individually or in a team environment.

The following variables may be present for this particular unit.

OH&S requirements may include:

- relevant statutory requirements
- material safety management systems
- hazardous and dangerous goods codes
- safe operating procedures

Work involves the production of bedspreads including

- quilted
- lined
- unlined styles

Work activities involve:

- reading and interpreting patterns, plans and work instructions
- marking and cutting materials to size
- operating industrial sewing machine
- sewing bedspreads to design specifications

Materials to include:

- the range of plain and patterned fabrics used as bedspread materials

Personal protective equipment may include:

- safety goggles/glasses
- hair nets
- ear muffs/plugs
- gloves
- protective clothing

Information and procedures:

- machine manufacturers' specifications and operational procedures
- workplace procedures relating to the setting and operation of machinery
- work instructions, including job sheets, cutting lists, drawings and designs
- workplace procedures relating to reporting and communication

EVIDENCE GUIDE

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for this unit. This is an integral part of the assessment of competency and should be read in conjunction with the Range Statement.

(1) Critical Aspects of Evidence

Identify materials used in bedspread manufacture, and any special sewing or handling requirements for those materials.

Apply safe handling practices for equipment, products and materials.

Interpret work order and patterns and locate and apply relevant information.

Interpret patterns and work instructions.

Select and use tools and equipment appropriate to the task.

Manufacture at least three different styles of bedspread.

Follow work instructions, operating procedures and inspection practices to:

- prevent damage to goods, equipment or products
- maintain required production output and product quality
- minimise the risk of injury to self or others

Work effectively with others.

Modify activities to cater for variations in workplace contexts and environment.

Report process or materials faults, damaged products or equipment.

(2) Pre-requisite Relationship of Units

Pre-requisites for this unit are:

- LMFSOF1371A: Cut single layer fabrics
- LMFSOF1382A: Machine sew materials
- LMFSOF1501A: Use soft furnishing sector hand and power tools.

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- basic bedspread styles and variations
- the standard range of bedspread sizes
- the range of fabrics and decorative finishes used in the making of bedspreads
- the interpretation of patterns
- identification of equipment, processes and procedures
- workflow in relation to bedspread production

Skills

The ability to:

- collect, organise and understand information related to work orders, plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, co-ordination of work with site supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including the preparation and layout of the worksite and the obtaining of equipment and materials to avoid any back tracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly complete measurements, calculate area, estimate bedspread material requirements and other material requirements
- use pre-checking and inspection techniques to anticipate manufacturing problems, avoid reworking and avoid wastage
- use the limited workplace technology related to the manufacture of bedspreads, including tools, equipment, materials and measuring devices

(4) Resource Implications

- patterns
- materials
- tools and equipment

(5) Method of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and will generally be in conjunction with assessment of other units of competency.

(6) Context of Assessment

Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> • Carries out established processes • Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> • Manages process • Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> • Establishes principles and procedures • Evaluates and reshapes process • Establishes criteria for evaluation

Collect, analyse and organise information	Level 2	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 2	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

LMFSOF1603A: Manufacture bed linen and table cloths

Competency Descriptor:

This unit deals with the skills and knowledge required to produce bed linen and tablecloths in a range of styles to specifications using industrial sewing machines and equipment.

Competency Field: Soft Furnishings

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Identify work requirements	1.1	Job requirements are identified from work instructions and patterns.
		1.2	Patterns are interpreted to determine work specifications.
		1.3	Instructions for sequencing of work, particular measurements or adjustments are interpreted.
		1.4	Work sequence is planned, including quality checkpoints.
2.	Prepare for work	2.1	Occupational Health & Safety (OH&S) requirements, including ergonomic criteria and personal protection needs, are observed throughout the work.
		2.2	Suitable work area is selected for the tasks.
		2.3	Materials are selected to match customer requirements, suitability for the purpose and the work instructions.
		2.4	Potential hazards are identified from observation of the tools, equipment, materials and workplace reference material.
		2.5	Tools, equipment and materials are selected and checked prior to use to ensure that they are appropriate for the work, serviceable and in a safe condition.
3.	Complete manufacture	3.1	Fabric quantities are calculated, allowing for seams, joining pleats and gathers.
		3.2	Fabric is marked out and cut to size.
		3.3	Bed linen and tablecloths are manufactured following work instructions.
		3.4	Work is checked against patterns and work sheets at the identified checkpoints.

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| | 3.5 | Non-conformity with the required quality standards is rectified. | |
| 4. | Finalise operations | 4.1 | Completed work is checked against required quality standard. |
| | | 4.2 | Documentation or reporting is completed following workplace procedures. |
| | | 4.3 | Work area is cleaned; tools and equipment are returned to storage. |
| | | 4.4 | Unused materials are returned to storage and waste and scrap is dealt with following workplace procedures. |

RANGE STATEMENT

The Range Statement provides advice to interpret the scope and context of this unit of competency, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment.

Work is carried out in accordance with statutory obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements.

Work requires individuals to demonstrate discretion, judgement and problem solving skills in the reading and interpreting of patterns, plans and instructions. This may be demonstrated either individually or in a team environment.

This unit covers work involving the production of bed linen and tablecloths by reading and interpreting patterns, plans and work instructions.

The following variables may be present for this particular unit.

Bed linen and table cloths may include:

- duvet covers
- sheets
- pillow cases, and
- bed valances

OH&S requirements may include:

- relevant statutory requirements
- material safety management systems
- hazardous and dangerous goods codes
- safe operating procedures

Tools and equipment may include:

- measuring and calculating equipment, including tapes, rulers, calculators, computers
- fabric cutting and sewing tools, including scissors, sewing machines, hemming machines and over-lockers

Materials may include:

- plain and patterned fabric
- decorative trims
- fasteners

Pattern interpretation is to determine:

- type of materials required
- decorative finishes to be applied
- required tools and equipment for the task
- number and size of bed linen and table cloths to be produced
- quality requirements

Personal protective equipment may include:

- safety goggles/glasses
- hair nets
- ear muffs/plugs
- gloves
- footwear
- protective clothing

Information and procedures:

- workplace procedures relating to the production of bed linen and table cloths
- machine manufacturers' specifications and operational procedures
- work instructions, including job sheets, patterns, plans, drawings and designs
- workplace procedures relating to reporting and communication

EVIDENCE GUIDE

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for this unit. This is an integral part of the assessment of competency and should be read in conjunction with the Range Statement.

(1) Critical Aspects of Evidence

Identify materials used in bed linen and tablecloths manufacture, and any special sewing or handling requirements for those materials.

Apply safe handling practices for equipment, products and materials.

Interpret work order and locate and apply relevant information.

Interpret patterns and work instructions.

Select and use tools and equipment appropriate to the task.

Produce at least three different types of bed linen or tablecloths, which must include a duvet cover and a bed valance.

Follow work instructions, operating procedures and inspection practices to:

- prevent damage to goods, equipment or products
- maintain required production output and product quality
- minimise the risk of injury to self or others

Work effectively with others.

Modify activities to cater for variations in workplace contexts and environment.

Report process or materials faults, damaged products or equipment

(2) Pre-requisite Relationship of Units

Pre-requisites for this unit are:

- LMFSOF1381A: Cut single layer fabrics
- LMFSOF1381A: Machine sew materials
- LMFSOF1501A: Use soft furnishing sector hand and power tools

(3) Underpinning Knowledge and Skills

Knowledge

Knowledge of:

- the process for interpretation of patterns
- basic bed linen styles and variations
- basic table cloth styles and variations and table cloth sizes
- the standard range of bed linen sizes
- the range of fabrics and decorative finishes used in the making of bed linen and table cloths
- identification of equipment, processes and procedures
- workflow in relation to bed linen and table cloth production

Skills

The ability to:

- collect, organise and understand information related to work orders, plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, co-ordination of work with site supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including the preparation and layout of the worksite and the obtaining of equipment and materials to avoid any back tracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly complete measurements, and estimate material requirements
- use pre-checking and inspection techniques to anticipate manufacturing problems, avoid reworking and avoid wastage

- use the limited workplace technology related to the manufacture of bed linen and table cloths, including tools, equipment, materials and measuring devices

(4) Resource Implications

- patterns
- materials
- tools
- equipment

(5) Method of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and will generally be in conjunction with assessment of other units of competency.

(6) Context of Assessment

Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
<ul style="list-style-type: none"> • Carries out established processes • Makes judgement of quality using given criteria 	<ul style="list-style-type: none"> • Manages process • Selects the criteria for the evaluation process 	<ul style="list-style-type: none"> • Establishes principles and procedures • Evaluates and reshapes process • Establishes criteria for evaluation

Collect, analyse and organise information	Level 2	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 2	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.

LMFSOF1633A: Follow patterns to produce soft furnishing accessories

Competency Descriptor:

This unit deals with the skills and knowledge required to produce soft furnishing accessories such as cushions, tie backs, bolsters and other decorative items, following the requirements of patterns.

Competency Field: Soft Furnishing

ELEMENT OF COMPETENCY		PERFORMANCE CRITERIA	
1.	Identify work requirements	1.1	Job requirements are identified from work instructions and patterns.
		1.2	Pattern is interpreted to determine work specifications.
		1.3	Instructions for sequencing of work, particular measurements or adjustments are interpreted.
		1.4	Work sequence is planned, including quality checkpoints.
2.	Prepare for work	2.1	Occupational Health & Safety (OH&S) requirements, including ergonomic criteria and personal protection needs, are observed throughout the work.
		2.2	Suitable work area is selected for the tasks.
		2.3	Materials are selected to match customer requirements, suitability for the purpose and the work instructions.
		2.4	Potential hazards are identified from observation of the tools, equipment, materials and workplace reference material.
		2.5	Tools, equipment and materials are selected and checked prior to use to ensure that they are appropriate for the work, serviceable and in a safe condition.
3.	Complete production	3.1	Soft furnishing accessories are produced following work instructions.
		3.2	Work is checked against patterns and work sheets at the identified checkpoints.
		3.3	Non-conformity with the required quality standards is rectified.

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| 4. | Finalise operations | 4.1 | Completed work is checked against required quality standard. |
| | | 4.2 | Documentation or reporting is completed following workplace procedures. |
| | | 4.3 | Work area is cleaned, tools and equipment are returned to storage. |
| | | 4.4 | Unused materials are returned to storage and waste and scrap is dealt with following workplace procedures. |

RANGE STATEMENT

The Range Statement provides advice to interpret the scope and context of this unit of competency, allowing for differences between school-shops and workplaces. It relates to the unit as a whole and facilitates holistic assessment.

Work is carried out in accordance with statutory obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements.

Work requires individuals to demonstrate discretion, judgement and problem solving skills in the reading and interpreting of patterns, plans and instructions. This may be demonstrated either individually or in a team environment.

This unit covers work involving the production of soft furnishing accessories by reading and interpreting patterns, plans and work instructions.

The following variables may be present for this particular unit.

Soft furnishings may include:

- cushions
- tie-backs
- bolsters
- soft tableware
- slip-on covers

OH&S requirements may include:

- relevant statutory requirements
- material safety management systems
- hazardous and dangerous goods codes
- safe operating procedures

Tools and equipment may include:

- measuring and calculating equipment
- including tapes
- rulers
- calculators
- computers
- fabric and general cutting and sewing tools, including scissors, saws, drills, staplers,
- sewing machines, hemming machines, over-lockers, glue guns

Materials may include:

- plain and patterned fabric
- velvet
- vinyl
- piping cords
- wadding
- foam
- zips
- fasteners

Pattern interpretation is to identify or determine:

- type of material specified
- required tools and equipment for the task
- number and type of soft furnishing accessories to be produced
- quality requirements

Personal protective equipment may include:

- safety goggles/glasses
- hair nets
- ear muffs/plugs
- gloves
- footwear
- protective clothing

Information and procedures:

- workplace procedures relating to the production of soft furnishing items
- work instructions, including job sheets, patterns, plans, drawings and designs
- workplace procedures relating to reporting and communication

EVIDENCE GUIDE

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for this unit. This is an integral part of the assessment of competency and should be read in conjunction with the Range Statement.

(1) Critical Aspects of Evidence

Identify materials used and any special sewing or handling requirements for those materials.

Interpret work order and patterns and locate and apply relevant information.

Apply safe handling practices for equipment, products and materials.

Produce at least three different types of soft furniture accessories, which are to include a padded, piped and shaped tie back, a piped cushion and a bolster.

Select and use tools and equipment appropriate to the task follow work instructions, operating procedures and inspection practices to:

- prevent damage to goods, equipment or products
- maintain required production output and product quality
- minimise the risk of injury to self or others

Work effectively with others.

Modify activities to cater for variations in workplace contexts and environment.

Report process or materials faults, damaged products or equipment.

(2) Pre-requisite Relationship of Units

Pre-requisites for this unit are:

- LMFSOF1381A: Cut single layer fabrics
- LMFSOF1381A: Machine sew materials
- LMFSOF1501A: Use soft furnishing sector hand and power tools

(3) Underpinning Knowledge and SkillsKnowledge

Knowledge of:

- the types, characteristics and production requirements for soft furnishing accessories
- the process for the interpretation of patterns
- identification of equipment, processes and procedures
- workflow in relation to soft furnishing accessory production

Skills

The ability to:

- collect, organise and understand information related to work orders, plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, co-ordination of work with site supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including the preparation and layout of the worksite and the obtaining of equipment and materials to avoid any back tracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements
- use pre-checking and inspection techniques to anticipate production problems, avoid reworking and avoid wastage
- use the limited workplace technology related to the production of accessories, including tools, equipment, materials and measuring devices

(4) Resource Implications

- patterns
- materials
- tools and equipment

(5) Method of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and will generally be in conjunction with assessment of other units of competency.

(6) Context of Assessment

Assessment may occur on the job or in a workplace simulated facility with relevant process equipment, materials, work instructions and deadlines.

CRITICAL EMPLOYABILITY SKILLS

Three levels of performance denote level of competency required to perform a task. These levels do not relate to the NCTVET Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

Levels of Competency		
Level 1.	Level 2.	Level 3.
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Collect, analyse and organise information	Level 2	
Communicate ideas and information	Level 1	
Plan and organise activities	Level 2	
Work with others and in team	Level 1	
Use mathematical ideas and techniques	Level 1	
Solve problems	Level 1	
Use technology	Level 1	

Please refer to the Assessment Guidelines for advice on how to use the Critical Employability Skills.