



Australian Government

Department of Education, Employment and Workplace Relations

LMFFDT4007A Establish the design brief

Revision Number: 1

LMFFDT4007A Establish the design brief

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit specifies the skills and knowledge required to establish the objectives of a design brief and determine direction for the concepts and solutions which may result from the design process.
------------------------	--

Application of the Unit

Application of the unit	<p>This unit supports the attainment of skills and knowledge required for establishing the objectives and key direction of a design brief where the brief has been, received from a client or is developed by the designer in response to a design challenge.</p> <p>This unit covers employability skills in teamwork, problem solving and communication skills to interpret design requirements. Initiative and enterprise and self management skills are required to ensure completeness of information and process information to determine brief requirements.</p>
--------------------------------	---

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
-----------------------------	--

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency	Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.
--	--

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Collect information for the design brief	1.1. Applicable OHS, legislative and organisational requirements relevant to developing a design brief are verified and complied with 1.2. Client requirements and desires for final product are obtained reviewed, confirmed and clarified 1.3. Communication with others is established and maintained 1.4. Problems or underlying factors to be addressed by the design brief are verified 1.5. Requirements for the design brief are prioritised
2. Conduct research for the design	2.1. Areas for research are identified 2.2. Impacts of cultural, social and economic issues and influences and trends are identified and analysed 2.3. Ergonomic and anthropometric issues and influences are identified and analysed 2.4. Environmental issues are identified and analysed 2.5. Other relevant information is assessed and used to guide research 2.6. Design influences are prioritised for relevancy to design brief 2.7. Collected information is documented
3. Analyse and confirm design brief	3.1. Design requirements are translated in a manner which is clear and concise 3.2. Factors affecting the outcome of the project are documented 3.3. Criteria for assessing and evaluating design concepts are determined 3.4. Final design brief outlining all the requirements is compiled, produced and refined with the client

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential knowledge and skills and their level, required for this unit.

Required skills

- preparing and presenting research information
- collecting, organising and understanding information
- communicating ideas and information
- presenting ideas visually
- accurately recording and maintaining information relating to the design
- working and communicating with others to gain information
- recognising and responding to circumstances outside instructions or personal competence
- efficiently and safely contributing to innovative design process
- clarifying and confirming work instructions
- planning own work within the given task parameters
- maintaining current knowledge of tools and materials
- maintaining current knowledge of design techniques.

Required knowledge

- State or Territory OHS legislation, regulations, standards and codes of practice relevant to developing a design brief
- organisational and site standards, requirements, policies and procedures for developing a design brief
- established communication channels and protocols
- problem identification and resolution
- elements and principles of design
- ergonomic, anthropometric, social and cultural issues relating to design
- design processes
- research techniques
- procedures for the recording, reporting and maintenance of workplace records and information
- appropriate mathematical procedures for estimation and measurement
- historical design styles and movements
- current ethical issues in society affecting designs
- current market segments
- aesthetic aspect of elements and principles in 3-D design
- materials and finishes
- construction technologies
- techniques for the preparation and presentation of research information.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for the relevant Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- Effectively establish requirements for the creative direction of a design brief
- Collect and analyse the implications of information relating to the design brief
- Effectively establish criteria for the intended solutions to meet the requirements of the design brief
- Comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for developing a design brief
- Communicate effectively and work safely with others in the work area

Context of, and specific resources for assessment

- The application of competency is to be assessed in the workplace or simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment of essential underpinning knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Assessment is to comply with relevant regulatory or Australian Standards requirements
- The following resources should be made available:
 - workplace location or simulated workplace
 - materials and equipment relevant to developing a design brief
 - specifications and work instructions

Method of assessment

- Assessment must satisfy the endorsed assessment guidelines of the Furnishing Industry Training Package
- Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of underpinning knowledge
- Assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application
- Assessment may be applied under project related conditions

EVIDENCE GUIDE	
	<p>(real or simulated) and require evidence of process</p> <ul style="list-style-type: none">• Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances• Assessment may be in conjunction with assessment of other units of competency
Guidance information for assessment	

Range Statement

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the Performance Criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

OHS requirements	<ul style="list-style-type: none"> are to be in accordance with Commonwealth, State or Territory legislation and regulations, organisational safety policies and procedures requirements may include but not be limited to the use of personal protective equipment and clothing, fire fighting equipment, first aid equipment, hazard and risk control and elimination of hazardous materials and substances, manual handling including lifting and carrying
Legislative requirements	<ul style="list-style-type: none"> are to be in accordance with applicable legislation from all levels of government that affect organisational operation requirements may include but not be limited to award and enterprise agreements, industrial relations, Australian Standards, confidentiality and privacy, OHS, the environment, equal opportunity, anti-discrimination, relevant industry codes of practice, duty of care and heritage
Organisational requirements	<ul style="list-style-type: none"> may include but not be limited to legal, organisational and site guidelines, policies and procedures relating to own role and responsibility, quality assurance, procedural manuals, quality and continuous improvement processes and standards, OHS, emergency and evacuation, ethical standards, recording and reporting, access and equity principles and practices, equipment use, maintenance and storage, environmental management (waste disposal, recycling and re-use guidelines)
Client	<ul style="list-style-type: none"> may include but not be limited to suppliers, manufacturers, private clients, colleagues, retailers or the public
Final product	<ul style="list-style-type: none"> may include but not be limited to items which are functional, applied, commercial or artistic, interior designs, furniture designs and interior decoration plans
Communication	<ul style="list-style-type: none"> may include verbal and non-verbal language, constructive feedback, active listening, questioning to clarify and confirm understanding, use of positive, confident and cooperative language, use of language and concepts appropriate to individual social and cultural differences, control of tone of voice and body language
Design brief	<ul style="list-style-type: none"> may include but not be limited to client needs and objectives, client aims and objectives and criteria for evaluation,

RANGE STATEMENT	
	milestones for the design project, organisational or personal profiles and aims, image requirements and function, target market, budget, timeline and consultation requirements
Areas for research	<ul style="list-style-type: none"> may include but not be limited to similar products and typologies, materials, social and cultural influences, site analysis, site conditions, functional requirements, target market characteristics and needs, relevant standards and regulations applying to product design
Environmental issues	<ul style="list-style-type: none"> may include but not be limited to use of renewable resources, energy efficiency, conservation of resources, recycling, waste/by-products/emissions and environmental consciousness/green design
Information	<ul style="list-style-type: none"> may include but not be limited to industry codes and symbols, Australian and international standards and regulations, historical literature on design styles and movement, ethical reference material, supplier's material data sheets, ergonomic, anthropometric statistical information, market research documents, photographic reference material, site plans and drawings
Documentation	<ul style="list-style-type: none"> may include but not be limited to working notes, hand written records, typed information and reports, diagrams, sketches, tables, matrixes, images and visual essays
Concepts	<ul style="list-style-type: none"> are to include ideas generated to respond to the design brief through both ideation drawings or sketching and written explanation
Sketches	<ul style="list-style-type: none"> may include but not be limited to hand drawn images or ideation drawings completed freehand

Unit Sector(s)

Unit sector	Furniture design and technology.
--------------------	----------------------------------

Competency field

Competency field	
-------------------------	--

Co-requisite units

Co-requisite units		