



Australian Government

Department of Education, Employment and Workplace Relations

LMFFDT4009A Prepare and present furniture design information

Revision Number: 1

LMFFDT4009A Prepare and present furniture design information

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit specifies the outcomes required to prepare and present a range of design concepts as solutions to a design brief in accordance with integral design elements and principles.
------------------------	--

Application of the Unit

Application of the unit	<p>This unit supports the attainment of skills and knowledge required for competent workplace performance in furnishing operations of all sizes. Preparation and presentation of a range of design information applies to an industry workplace or design studio environment and involves application of skills and knowledge at a supervisory equivalent level. These skills and knowledge are to be used within the scope of the individual's job and authority.</p> <p>This unit requires employability skills in initiative and enterprise, planning and organising and problem solving in order to determine information requirements. Communication skills are used to prepare and present information and self management skills are applied to ensure requirements are met. Technology is used to present information using various software tools.</p>
--------------------------------	---

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

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. Plan for presentation of design information	1.1. Applicable OHS, legislative and organisational requirements relevant to producing design development sketches and drawings are verified and complied with 1.2. Design brief is reviewed, confirmed and clarified with appropriate personnel 1.3. Type and quantity of concepts to be presented are assessed from the design brief 1.4. Presentation equipment is selected appropriate to work requirements and checked for operational effectiveness in accordance with manufacturers recommendation 1.5. Communication with others is established and maintained in accordance with OHS requirements
2. Present design information	2.1. Concept sketches are presented as solutions to the design brief and for the audience 2.2. Sketches are represented as ideation drawings and presented using presentation boards and portfolios 2.3. Freehand development drawings are incorporated into the presentation to represent the construction and joints 2.4. Working drawings are presented to represent final measurements and specifications 2.5. Concepts and their elements of design are promoted, explained and evaluated for the audience 2.6. Concepts and their principles of design are promoted, explained and evaluated for the audience 2.7. Presentation of design information is made using multimedia and computer based strategies
3. Present manufacturing information	3.1. Maquettes of concepts are presented for discussion and viewing 3.2. Prototypes or samples are presented for viewing and aesthetic value 3.3. Sample joints or joining techniques are presented to support the design theory 3.4. Alternative manufacturing techniques are presented and promoted 3.5. Material options are presented and promoted 3.6. Assembly and finishing techniques and processes are presented and promoted 3.7. Concept manufacturing process is evaluated and presented using multimedia and computer based strategies

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- draw designs
- make presentations
- source information
- collect, organise and understand information related to design requirements
- maintain accurate records
- communicate ideas and information
- sequence operations
- carry out work according to OHS practices
- use presentation tools.

Required knowledge

- State or Territory OHS legislation, regulations, standards and codes of practice relevant to preparing and presenting design information
- organisational and site standards, requirements, policies and procedures for preparing and presenting design information
- environmental protection requirements
- established communication channels and protocols
- problem identification and resolution
- elements and principles of design
- ergonomics and aesthetic values
- types of tools and equipment and procedures for their safe use, operation and maintenance
- characteristics of materials, products and defects
- set up and operation of equipment
- computer programs
- presentation techniques and equipment
- product assembly techniques
- sketching and drawing
- storage systems and labelling
- procedures for the recording, reporting and maintenance of workplace records and information
- appropriate mathematical procedures for estimation and measurement.

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 prepare and present design information to a prospective client interested in buying a design for manufacturing purposes
- Effectively apply design elements and principles to the presentation of design information
- Effectively prepare and present design information in accordance with the concepts and design brief
- Comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for preparing and presenting design information
- 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 preparing and presenting design information
 - 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)
Design brief	<ul style="list-style-type: none"> is to include the aims, objectives, milestones for the design project, the point of reference for everyone, elements and principles of design and may include organisational or personal profiles, aims, target audience, budget, timeline, consultation requirements, colour requirements, image requirements and function
Appropriate personnel	<ul style="list-style-type: none"> may include but not be limited to trainers, supervisors, suppliers, clients, colleagues and managers
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
Presentation equipment	<ul style="list-style-type: none"> may include but not be limited to presentation boards, portfolios, photography, overhead projectors, data projectors,

RANGE STATEMENT	
	video and other forms of multi media
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
Sketches	<ul style="list-style-type: none"> may include but not be limited to hand drawn images or ideation drawings completed freehand
Audience	<ul style="list-style-type: none"> may include but not be limited to suppliers, manufacturers, private clients, colleagues, retailers or the public
Ideation drawings	<ul style="list-style-type: none"> are to include freehand drawings which represent a product as a story and methodology to the design brief solution. These are often drawn as thumbnail sketches.
Freehand development drawings	<ul style="list-style-type: none"> may include isometric, oblique, perspective, orthographic or elevation drawings which explode the parts of the concept sketches and include rough sizes, scale, tones and values
Working drawings	<ul style="list-style-type: none"> may include but not be limited to drafted technical drawings or drawings produced on computer using computer aided drafting (CAD) software packages. These usually contain project specifications.
Specifications	<ul style="list-style-type: none"> are to include the measurements, procedures by which a product is constructed and materials to be utilised
Elements of design	<ul style="list-style-type: none"> may include but not be limited to line, shape, form (geometric or organic), texture, colour and function
Principles of design	<ul style="list-style-type: none"> may include but not be limited to balance, proportion (symmetry, asymmetry), harmony, contrast, pattern, movement, rhythm, unity, style, focus, scale, dominant, sub dominant or subordinate relationship, emphasis, proximity, alignment, space, anthropometry, ergonomics, arrangement, workload, materials handling capacity, skills, control, equipment capabilities, aesthetic relations, tension and development methods
Multimedia	<ul style="list-style-type: none"> see presentation equipment
Computer based strategies	<ul style="list-style-type: none"> may include but not be limited to power point presentations, CAD demonstrations, written presentations and other scenarios utilising different software applications
Maquette	<ul style="list-style-type: none"> is to include a miniature version of the intended final product to establish if the elements and principles of design have been achieved. These are usually produced from cardboard or scrap timber

RANGE STATEMENT	
Prototype or sample	<ul style="list-style-type: none"> is usually a full size replica of the intended product outcome based on concept sketches and freehand development drawings, these are usually produced from stiff cardboard, scrap timber or possibly even moulding clay
Manufacturing process	<ul style="list-style-type: none"> may include but not be limited to the methods by which the product will be produced, these steps usually entail working from working drawings and specifications, producing components utilising machine operations, assembly of the components and finishing techniques
Material	<ul style="list-style-type: none"> may include but not be limited to native timber (native and imported), man-made timber products, plastic, metal, alloys, stones, glass, textiles, fibreglass, foam, cardboard, paper products or any other manipulable substance
Assembly process	<ul style="list-style-type: none"> may include but not be limited to nailing, gluing, screwing, welding, pressing, sewing, bonding, jointing or connecting various materials
Finishing	<ul style="list-style-type: none"> may include but not be limited to paints, waxes, lacquers, stains, pigments, oils and plastic coatings

Unit Sector(s)

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

Competency field

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

Co-requisite units

Co-requisite units	

