Australian Government

Department of Education, Employment and Workplace Relations

LMFFDT6005A Work collaboratively on a design project

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit specifies the outcomes required to work collaboratively on a design project from initial agreement to fulfilment and delivery of the final product, applying integral design elements and principles.

Application of the Unit

Application of the unit	This unit supports the attainment of skills and knowledge required for competent workplace performance in furnishing operations of all sizes. Working collaboratively on a design project applies to an industry workplace or design studio environment and involves application of skills and knowledge at a managerial level. These skills and knowledge are to be used within the scope of the individual's job and authority. This unit includes employability skills in planning and organising, problem solving and initiative and enterprise to achieve design project outcomes. Teamwork and communication skills are fundamental in achieving collaborative results. Self management and learning are applied when reviewing and monitoring own role within a collaborative process.

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. Plan for project collaboration	1.1. Applicable ***OHS***, ***legislative*** and ***organisational requirements*** relevant to collaborating on a design project are verified and complied with 1.2. Project requirement are agreed with ***client***, confirmed and clarified 1.3. ***Communication*** with others is established and maintained with all involved in the design process 1.4. Potential collaborators are scrutinised and confirmed based on displayed expertise potential 1.5. End users and other interested parties are involved in the collaboration
2. Work collaboratively on projects	2.1. Methods of ***collaboration*** are negotiated and followed 2.2. Project objectives are researched, a ***design brief*** developed and instigated 2.3. Ideas for ***concept*** development are shared and worked through 2.4. Concepts are ***critiqued*** and final outcomes agreed upon in accordance with the ***elements of design*** and ***principles of design*** 2.5. ***Management systems*** are set in place, plan developed and ***quality control*** measures adopted for the project 2.6. Type and quantity of ***material*** to be used is debated, agreed and obtained 2.7. ***Equipment*** requirements are debated and selected appropriate to project requirements 2.8. Project manufacturing procedures are debated and final ***manufacturing processes*** agreed including ***assembly techniques*** and ***finishing*** methods 2.9. ***Distribution channels***, ***marketing*** and ***despatch*** strategies are debated and instigated 2.10. Final presentation of the project is made displaying respect for all collaborators
3. Evaluate design collaboration project	3.1. Quality systems are evaluated for effectiveness of outcomes 3.2. Client satisfaction with the project outcome is measured 3.3. Observations from collaborators on improvement of the process is collected

ELEMENT	PERFORMANCE CRITERIA
	3.4. Collaborators are assessed and reviewed for their effectiveness in the process 3.5. Systems are analysed for improvement opportunities

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- plan processes
- encourage interchange of ideas
- facilitate collaborative development of design concepts
- evaluate design process
- communicate effectively within the workplace, including liaising with other departments
- determine report requirements and present information in appropriate formats
- maintain accurate records
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OHS practices.

Required knowledge

- State or Territory OHS legislation, regulations, standards and codes of practice relevant to the full range of processes for working collaboratively on a design project
- organisational and site standards, requirements, policies and procedures for working collaboratively on a design project
- 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
- product machining, assembly and finishing techniques
- 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 work collaboratively on a design project in accordance with client requirements, setting a project plan and design brief • Effectively apply design elements and principles to working collaboratively on a design project • Comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for working collaboratively on a design project • 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 working collaboratively on a design project
	  • 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 (real or simulated) and require evidence of process • Assessment must confirm a reasonable inference that

EVIDENCE GUIDE	
	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	• 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	• 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	• 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	• may include but not be limited to suppliers, manufacturers, private clients, colleagues, retailers or the public
Communication	• 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

RANGE STATEMENT	
	cultural differences, control of tone of voice and body language.
Collaboration	• may include but not be limited to a group of people working together to achieve an outcome • may include but not be limited to designers, senior management, tradespeople, consumers, sales staff, distributors and clients
Design brief	• may include but not be limited to the aims, objectives, milestones for the design project, the point of reference for everyone, elements and principles of design • may also include organisational or personal profiles, aims, target audience, budget, timeline, consultation requirements, colour requirements, image requirements and function
Concepts	• are to include ideas generated to respond to the design brief through both ideation drawings or sketching and written explanation
Critique	• is to include the process of undertaking a critical analysis of a product, the design process used, the manufacturing methodology and final outcomes
Elements of design	• may include but not be limited to line, shape, form (geometric or organic), texture, colour, and function
Principles of design	• 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
Management systems	• may include but not be limited to the project plan and attributes within it to fulfil the design brief and intended outcomes of the project. This may include personnel management, quality mechanisms, project stages, resource management, process management, problem solving mechanisms and performance targets
Quality control	• is to include an inspection system for ensuring that pre-determined quality standards are being met, highlighting non-conformances requiring intervention
Material	• may include but not be limited to native timber (native and imported), man-made timber products,

RANGE STATEMENT	
	plastic, metal, alloys, stones, glass, textiles, fibreglass, foam, cardboard, paper products or any other manipulable substance
Equipment	• may include but not be limited to static machinery, portable power tools and computer numerically controlled equipment • may also include procedures for lock out protecting operators and co-workers from accidental injury by isolating the machine from the power source
Manufacturing process	• 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
Assembly process	• may include but not be limited to nailing, gluing, screwing, welding, pressing, sewing, bonding, jointing or connecting various materials
Finishing	• may include but not be limited to paints, waxes, lacquers, stains, pigments, oils and plastic coatings
Distribution channels	• may include but not be limited to self promotion and distribution, organisation through agents representing you, via hired distribution organisations, joint ventures or establishment of own distribution network
Market research fundamentals	• is to include research undertaken to assess the size and nature of a market
Despatch	• may include but not be limited to wrapping in fabric, plastic wrapping, shrink wrapping, boxing, foam shells and despatch by truck, trailer, train, plane or ship

Unit Sector(s)

Unit sector	Furniture design and technology.

Competency field

Competency field	

Co-requisite units

Co-requisite units		