



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **LMFFM3012B Prepare cutting list from plans and job specifications**

**Revision Number: 1**

## LMFFM3012B Prepare cutting list from plans and job specifications

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit applies to employees required to read plans and job specifications, and to prepare cutting lists and processing data for subsequent processing operations
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### Application of the Unit

<b>Application of the unit</b>	
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

<b>Prerequisite units</b>	Nil	

### Employability Skills Information

<b>Employability skills</b>	This unit contains employability skills.
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## Elements and Performance Criteria Pre-Content

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</p>
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## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Read plans and job specifications	1.1. Job specifications, set-out rods and plans are used to determine the job requirements, including cutting list, dimension, design, quality materials and processes 1.2. Job components are established according to job specification and workplace procedures 1.3. Geometry of components are established according to specifications
2. Prepare cutting lists	2.1. Workplace health and safety requirements, including personal protection needs, are observed throughout the work 2.2. Cutting list is checked and set out in accordance with workplace procedures and the plans and specifications 2.3. Components are identified and described using common workplace terminology 2.4. Sizes and tolerance of components are established and documented in accordance with workplace procedures 2.5. Processing requirements are identified and documented 2.6. Dimensional allowances for further processing are identified and documented
3. Read and interpret cutting lists	3.1. Cutting list is read and interpreted in accordance with the job requirements 3.2. Quantities and dimensions are interpreted 3.3. Quality standards and waste factors are considered 3.4. Processing methods are established 3.5. Processing time is identified

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

#### Required skills

- collect, organise and understand information related to production processes, material characteristics, 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 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 cutting requirements and material requirements
- use pre-checking and inspection techniques to anticipate preparation problems, avoid reworking and avoid wastage
- use the workplace technology related to the cutting lists, including aids, tools, equipment, calculators and measuring devices

#### Required knowledge

- characteristics of materials and tooling used and use of products programmed
- identification of equipment, processes and procedures
- pattern techniques for optimising materials

## 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, range statement and the Assessment Guidelines for the Training Package.

#### Critical Aspects of Evidence

- Locate, interpret and apply relevant information
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Identify materials and tools used in the work process
- Follow work instructions, operating procedures and manufacturers' instructions to:
  - minimise the risk of injury to self and others
  - prevent damage to goods, equipment and products
  - maintain optimum production output and product quality
- Interpret production plans and prepare cutting lists on a minimum of four occasions with lists each having at least ten different components and, overall, the lists incorporating four different types of material
- Work effectively with others
- Modify activities to cater for variations in workplace context and environment

#### Resource Implications

Access to plans and specifications, standard cutting list formats, workplace standard processing procedures.

#### 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.

#### Context of Assessment

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

## Range Statement

<b>RANGE STATEMENT</b>	
<p>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, if used in the performance criteria, is detailed below. 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) may also be included.</p>	
<b>Unit scope</b>	<ul style="list-style-type: none"> <li>• This unit covers work involved in the reading of plans and specifications and the preparation of cutting lists for the production of furniture components</li> <li>• Preparation of cutting lists may be completed by both manual and computer assisted/generated means</li> </ul>
<b>Unit context</b>	<ul style="list-style-type: none"> <li>• OH&amp;S requirements include legislation, building codes, material safety management systems, hazardous substances and dangerous goods codes and local safe operating procedures</li> <li>• Work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements</li> <li>• Work requires individuals to demonstrate some discretion, judgement and problem solving skills in the reading of plans and specifications and the preparation of cutting lists</li> <li>• Competency may be determined in workplaces involved in the manufacture of solid timber furniture, domestic furniture, commercial furniture, kitchen and bathroom cabinets and/or furniture components</li> </ul>
<b>Materials to be considered may include but are not limited to:</b>	<ul style="list-style-type: none"> <li>• solid timber</li> <li>• manufactured board</li> <li>• metal</li> <li>• plastics</li> <li>• glass</li> </ul>
<b>Personal protective equipment</b>	<p>Personal protective equipment is to include that prescribed under legislation, regulations and enterprise policies and practices</p>

**RANGE STATEMENT**

<b>Information and procedures</b>	<ul style="list-style-type: none"> <li>• Workplace procedures relating to the use of tools and equipment</li> <li>• Work instructions, including job sheets, cutting lists, plans, drawings and designs</li> <li>• Workplace procedures relating to reporting and communication</li> <li>• Manufacturers' specifications and operational procedures</li> </ul>
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**Unit Sector(s)**

<b>Unit sector</b>	Furniture Making
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**Competency field**

<b>Competency field</b>	
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**Co-requisite units**

<b>Co-requisite units</b>		