



Australian Government

Department of Education, Employment and Workplace Relations

LMFPPF2007B Assemble artwork package (basic)

Revision Number: 1

LMFPF2007B Assemble artwork package (basic)**Modification History**

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the competency to identify, gather and assemble all picture frame components required to complete the basic framing of artwork.
------------------------	--

Application of the Unit

Application of the unit	
--------------------------------	--

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

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

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>
--	---

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for assembly	1.1. Packages to be assembled are identified from work orders/instructions/customer requirements 1.2. Workplace health and safety requirements, including personal protection needs, are observed throughout the work 1.3. Safe and suitable work areas are selected to assemble package 1.4. Specifications of artwork to be framed are identified, including any special requirements 1.5. Components, fittings and attachments required for the package, and their source, are identified 1.6. Tools, equipment and materials are selected and checked prior to use to ensure that they are appropriate for the work in terms of quality, serviceability and safety 1.7. Work sequence is planned to suit the job
2. Assemble package	2.1. Components of the package are inspected for flaws/faults and, if located, repaired or returned in accordance with industry standards and workplace procedures 2.2. Components are cleaned and laid out for assembly in accordance with workplace procedures 2.3. Artwork is attached to backing material using the selected method 2.4. Frame components are assembled, adjusted as required to fit and fixed 2.5. Frame is fitted over package and the backing is fixed in accordance with workplace procedures 2.6. Fittings, attachments and hanging aids are attached in accordance with workplace procedures 2.7. Package is inspected for quality and either labelled and stored or returned for reassembly in accordance with workplace procedures
3. Complete work	3.1. Work area is cleaned and rubbish disposed of as appropriate 3.2. Workplace documentation is completed as required 3.3. Tools, equipment and unused materials are cleaned and stored following workplace procedures

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 work orders, basic plans, and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, coordination of work with work supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including the preparation and layout of the work area and the obtaining of equipment and materials to avoid any backtracking, 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 quantities and estimate material requirements
- use pre-checking and inspection techniques to anticipate assembly problems, avoid re-working and damage
- use the limited workplace technology related to the assembly of simple artwork packages

Required knowledge

- workflow in relation to assembly of artwork package
- identification of materials, components, equipment, processes and procedures appropriate for assembling artwork packages
- construction techniques and processes for the components of the artwork packages
- industry standards and workplace practices in the assembly of simple artwork packages
- be aware of the effect of this process on the artwork

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

- Interpret work order and identify the artwork to be framed and the required package components
- Complete package assembly without damage to the object
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment, safety and environmental protection equipment
- Follow work instructions, operating procedures and inspection practices to:
 - minimise the risk of injury to self and others
 - prevent damage to goods, equipment and products
 - maintain required production output and product quality
- As a minimum, assemble three artwork packages given a range of components and specifications
- Work effectively with others
- Modify activities to cater for variations in workplace contexts and environment

Resource implications

Components of artwork package, work instructions, work procedures, work area, tools and materials.

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 which together form a part of the job role.

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

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, 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.

Unit scope

- Identify artwork to be framed; gather and clean the package components; assemble them; fix fittings and attachments, form a framed artwork package
- At the basic level, artwork is simple, 2D, flat artwork requiring a simple single frame
- Artwork package may consist of, but not be limited to: artwork, mount, mat board, frame, glass, backing, fittings and attachments (including hanging attachments)

Unit context

- Work requires individuals to demonstrate discretion, judgement and problem solving skills in the assembly of simple artwork packages
- OHS requirements may include legislation, standards, material safety management systems and local safe operating procedures
- Work is carried out in accordance with statutory requirements, environment legislation, manual handling procedures and relevant regulations and organisation insurance requirements
- Work may be performed in workplaces which are involved in the framing of a wide range of items, including, but not limited to: original artwork, reproductions, photographs and documents

Tools and equipment are to include:

- staple guns
- screwdrivers
- air blower
- staple lifter

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

- timber
- metal/alloys
- paper
- cardboard

RANGE STATEMENT	
	<ul style="list-style-type: none"> • laminates • composites • adhesives • cleaning agents • nails • tacks and tapes
Personal protection equipment	Personal protective equipment is to include that prescribed under legislation, regulations and enterprise policies and practices
Information and procedures	<ul style="list-style-type: none"> • Customer requirements • Workplace procedures relating to OHS, equipment operations, reporting and communication • Work instructions, including job sheets, plans, drawings and designs

Unit Sector(s)

Unit sector	Picture Framing
--------------------	-----------------

Competency field

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

Co-requisite units

Co-requisite units	