



Australian Government

Department of Education, Employment and Workplace Relations

LMFFDT4002A Assemble custom furniture

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the competency required to assemble custom furniture to critical production specifications.
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Application of the Unit

Application of the unit	This unit supports the attainment of skills and knowledge required for competent workplace performance in the wide variety of furniture maker operations. The competency applies to a work room and on-site environment and involves application of skills and knowledge at a highly skilled craftsman or artisan level. These skills and knowledge are to be used within the scope of the individual's job and authority. This unit requires employability skills in planning and organising and problem solving in order to correctly assemble custom components. Communication skills are used to access and interpret information and complete required documentation.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan and prepare for work	1.1. Applicable legislative, OHS and organisational requirements relevant to assembling custom furniture are verified and complied with 1.2. Instructions, plans or design briefs and critical production specifications are read and interpreted to identify processes and materials to complete work tasks. 1.3. Assembly sequence is planned and materials/component layout is confirmed 1.4. Tools, equipment and materials are selected and checked prior to use to ensure that they are appropriate for the work, serviceable and in a safe condition 1.5. Adhesives, trims and accessories are identified, evaluated against the production specification and selected for use 1.6. Quality checking procedures are developed and documented for each step in the assembly process
2. Assemble custom furniture	2.1. Components, materials and tools are laid out in accordance with the assembly plan 2.2. Components are checked against specification prior to assembly and out of specification items are rejected 2.3. Components are assembled and checked against specification for accuracy, fit, twist and distortion 2.4. Doors, drawers and shelves are assembled and fitted 2.5. Hardware and decorative accessories are applied to specification 2.6. Product quality is prepared for final finish including the removal of bruises, scratches, dents and marks 2.7. Product quality is checked against plans at identified checkpoints
3. Complete housekeeping	3.1. Unused materials are stored or recycled as required 3.2. Tools and equipment are cleaned and stored appropriately 3.3. Faulty and/or defective equipment is tagged and reported in accordance with workplace practices 3.4. Work area is cleaned and rubbish disposed of appropriately 3.5. Workplace documentation and/or reports are completed

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, 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 site supervisor, other workers and customers, and the reporting of work outcomes and problems
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity
- use pre-checking and inspection techniques to anticipate custom furniture assembly problems to avoid re-work and wastage
- recognise and respond to circumstances outside instructions or personal competence
- plan and organise activities, including the preparation and layout of the worksite and the obtaining of equipment and materials to avoid any back tracking, work flow interruptions or wastage
- use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate other material requirements
- clarify and confirm work instructions
- plan work within given task parameters
- accept responsibility for given tasks
- set, monitor and satisfy personal work goals
- satisfy the competency requirements for the job
- maintain current knowledge of tools and materials
- maintain current knowledge of installation techniques
- seek learning opportunities
- use the limited workplace technology related to assembling custom furniture, including tools, equipment, calculators and measuring devices.

Required knowledge

- State or Territory OHS legislation, regulations, standards and codes of practice relevant to assembly of custom furniture
- organisational and site standards, requirements, policies and procedures for the assembly of custom furniture
- techniques for the assembly, fixing and finishing of custom furniture components
- characteristics and properties of materials used in furniture components
- types, characteristics, uses, limitations and safety requirements of tools and equipment used in assembly operations
- types, characteristics, uses, limitations and safety requirements of adhesives and fasteners used in custom furniture assembly

REQUIRED SKILLS AND KNOWLEDGE

- work flow in relation to the furniture items being assembled
- problem identification and resolution
- environmental protection requirements.

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

- Comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for assembling custom furniture
- Interpret work order and locate and apply relevant information
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Follow work instructions, operating procedures and inspection practices to:
 - prevent damage to goods, equipment and products
 - maintain required production output and product quality
 - minimise the risk of injury to self and others
- Assemble and prepare for finishing a minimum of three different and significant custom furniture products
- Utilise at least three different adhesive types
- Work effectively with others
- Modify activities to cater for variations in workplace contexts and environment

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
 - realistic assembly requirement involving three significant products
 - materials and equipment relevant to assembling custom furniture
 - specifications and work instructions

Method of assessment

- Assessment must satisfy the endorsed assessment guidelines of the Furnishing Industry Training Package

EVIDENCE GUIDE

	• 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 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 related 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.

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
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, control of hazardous materials and substances, manual handling including lifting and carrying
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)
Custom furniture	- is defined as one-off manufacture in response to specific customer requirements. It does not include variations or modification to a production line item - may include, but is not limited to wall units, vanity units, kitchen cabinets, side-boards/buffets, drawer units, display cabinets, counters, tables, beds
Instructions	- workplace procedures relating to the use and operation of tools and equipment - workplace instructions, including job sheets, plans, specifications, drawings and designs for custom furniture item - workplace procedures relating to reporting and communications - manufacturer instructions for the use of equipment and materials

RANGE STATEMENT	
Tools and equipment	may include but is not limited to clamps, winding sticks, measuring tapes or rules, hammers, mallets, squares and presses
Materials	may include timber (both indigenous and overseas), adhesives, screws, nails, dowels, metal fasteners, knockdown fittings, glass, decorative finishes and abrasive paper

Unit Sector(s)

Unit sector	Furniture design and technology
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		