



Australian Government

Department of Education, Employment and Workplace Relations

LMFID3002A Source and specify decoration products

Revision Number: 1

LMFID3002A Source and specify decoration products

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit specifies the outcomes required to source, assess suitability of, and specify products used in design and decoration projects.
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Application of the Unit

Application of the unit	<p>This unit supports the attainment of skills and knowledge required to source and specify products in a retail or wholesale sales environment according to client and project brief requirements. Skills and knowledge are to be used within the scope of the person's job and authority.</p> <p>This unit requires application of employability skills in communication and teamwork to work with customers to select products that are suitable for customer needs and to complete required workplace documentation. Initiative and enterprise and problem solving skills are used to determine suitability of product options. Planning and organising skills are used to source products and learning must be applied to maintain knowledge of product and finishes available on the market.</p>
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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 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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Assess client product need	1.1. Client is engaged and design and decoration needs discussed 1.2. Budget, time, colour and function parameters for decoration product are identified 1.3. Client documentation is completed
2. Source and assess suitability of products	2.1. Products are researched and suitable choices made for potential use 2.2. Performance and characteristics of products are evaluated and recorded 2.3. Use requirements of the product are analysed for appropriateness to the application 2.4. Quality and compliance issues are assessed to ensure the products state manufacturers' specifications for use 2.5. Environmental issues are considered in sourcing and selecting products 2.6. Sustainability of products is assessed in terms of durability and wear 2.7. Manufacturing standards and equipment are reviewed to comply with the chosen materials 2.8. Sources or suppliers of products are found and recorded 2.9. Costs associated with purchasing and obtaining the products are recorded and reported
3. Specify products	3.1. Products are selected according to the style of the space 3.2. Final selection of products and finishes is compiled and verified based on the assessment of suitability 3.3. Presentation of the product and finish information is made to the client

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- collecting, organising and understanding information related to work orders, basic plans and safety procedures
- communicating ideas and information
- accurately recording and maintaining information relating to products
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity
- recognising and responding to circumstances outside instructions or personal competence
- using mathematical ideas and techniques to correctly complete measurements, calculate area and volume, and estimate other material requirements
- clarifying and confirming work instructions
- planning own work within the given task parameters
- accepting responsibility for given tasks
- setting, monitoring and satisfying personal work goals
- learning of thinking, problem solving and conceptual techniques
- maintaining current knowledge of tools and materials
- maintaining current knowledge of interior decoration and design techniques
- using the workplace technology related to product and finishes specification including calculators, measuring and recording devices, computers

Required knowledge

- State or Territory OHS legislation, regulations, standards and codes of practice relevant to the full range of processes for sourcing and specifying decoration products
- organisational and site standards, requirements, policies and procedures for sourcing and specifying decoration products
- applicable Australian Standards
- basic understanding in elements and principles of design
- ergonomics, anthropometrics, proxemics and aesthetic values of available product range
- characteristics of materials, products and defects
- procedures for the recording, reporting and maintenance of workplace records and information
- appropriate mathematical procedures for estimation and measurement
- environmental protection requirements
- established communication channels and protocols
- problem identification and resolution

REQUIRED SKILLS AND KNOWLEDGE

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| <ul style="list-style-type: none">• workplace information resources on products |
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Evidence Guide

EVIDENCE GUIDE	
<p>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.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<ul style="list-style-type: none"> • Effectively source and specify decoration products to provide the client with cost effective options which meet the project brief requirements • Effectively apply design elements and principles to the sourcing and specifying of decoration products • Comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for sourcing and specifying decoration products • Communicate effectively and work safely with others in the work area
Context of and specific resources for assessment	<ul style="list-style-type: none"> • The application of competency is to be assessed in the workplace or realistically 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: <ul style="list-style-type: none"> • workplace location or simulated workplace • materials and equipment relevant to sourcing and specifying products and finishes • specifications and work instructions
Method of assessment	<ul style="list-style-type: none"> • 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

EVIDENCE GUIDE	
	application
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, 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.

Products	<ul style="list-style-type: none"> • may include but not be limited to furniture, soft furnishings, floor treatments, curtain treatments, built-in cabinetry or fittings, light fittings, lamps, picture framing, tapware, laundry fittings, bathroom fittings, toilet fittings and kitchen fittings • may also include but not be limited to finishes such as paints, waxes, lacquers, stains, pigments, oils, plastic coatings, veneers, ceramics, stone, glass, textiles and other textures
Research	<ul style="list-style-type: none"> • may include but not be limited to computer internet research, viewing swatches, studying the Pantone Matching System (PMS), journals (directions magazines), design shows, retail and wholesale outlets and trade fairs
Performance and characteristics	<ul style="list-style-type: none"> • may include but not be limited to assessment of products to determine if they meet the requirements of the intended end use application and how well they do it, and the durability and composition of the product
Quality	<ul style="list-style-type: none"> • may include but not be limited to an inspection system for ensuring that pre-determined quality standards are being met, highlighting non-conformances requiring intervention
Compliance	<ul style="list-style-type: none"> • may include but not be limited to ensuring that the product meets with Australian Standards or ISO 9000 series quality standards and state and territory manufacturing specifications (where applicable)
Environmental issues	<ul style="list-style-type: none"> • may include but not be limited to how the use of raw materials effects the ecology and environment and how its continued use will effect the area it has been sourced from, similarly what impact will be felt by reducing

RANGE STATEMENT	
	or stopping material from the source
Sustainability	<ul style="list-style-type: none"> may include but not be limited to life of the product, durability, maintenance and repair issues and what protective elements it may possess
Materials	<ul style="list-style-type: none"> may include but not be limited to solid timber (native and imported), manufactured timber products, plastic, metal, alloys, stones, glass, textiles, fibreglass, foam, cardboard, paper products or any other manipulable substance
Sources	<ul style="list-style-type: none"> may include but not be limited to suppliers, wholesalers, retailers, manufacturers and designers
Costs	<ul style="list-style-type: none"> may include but not be limited to the cost of products and materials together with the cost of obtaining them either locally, interstate or overseas
Space	<ul style="list-style-type: none"> may include but not be limited to commercial or domestic spaces, rooms such as bedrooms, bathrooms, kitchens, laundries, living spaces, multi-purpose rooms, storage rooms, studies, offices, garages, rumpus rooms, media rooms, toilets, pantries, entertainment areas, halls and work stations

Unit Sector(s)

Unit sector	Interior decoration and design.
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		