



Australian Government

Department of Education, Employment and Workplace Relations

LMFID4003A Prepare a materials board for client presentation

Revision Number: 1

LMFID4003A Prepare a materials board for client presentation

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit specifies the outcomes required to prepare a materials or sample board for client presentation, for interior decoration and design projects.
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Application of the Unit

Application of the unit	<p>This unit supports the attainment of skills and knowledge required for competent workplace performance in interior decoration and design operations of all sizes. The preparation of a materials board includes visual demonstration of colour, materials, samples, finishes and textiles used in the decoration and design project.</p> <p>This unit requires communication skills in order to interpret and document information relating to design and to express ideas to others. Planning and organising and problem solving skills, with initiative and enterprise are applied in the preparation of a materials board to support communication and presentation. Self management and learning skills are used to gather and apply feedback about design concepts.</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. Identify presentation requirements from project brief	1.1. Applicable OHS, legislative and organisational requirements relevant to presenting documentation are verified and complied with 1.2. Project brief is reviewed to determine presentation requirements 1.3. Parameters for the project are confirmed with client 1.4. Resources are selected appropriate to work requirements and checked for operational effectiveness 1.5. Communication with others is established and maintained 1.6. All required information is accessed and interpreted to inform the presentation process
2. Prepare materials board	2.1. Substrate for the materials board is obtained in the selected colour and cut to the desired size 2.2. Fabric swatches are gathered and selected fabrics cut to size 2.3. Paint swatches are proportionally arranged and selected paint samples set aside 2.4. Visual information is gathered and prepared in accordance with the design theme and project brief 2.5. Products, materials and accessories are gathered and selected items prepared 2.6. Material and sample board components are composed and arranged before secure fixing to base board 2.7. Fixtures are labelled or a legend compiled to translate the parts and colours 2.8. Materials board is finalised and alternatives prepared in readiness for presentation 2.9. Sketches and drawings are completed and prepared for positioning of products, materials and accessories
3. Prepare for client presentation	3.1. Presentation methodology is developed and prepared 3.2. Materials board presentation is made to the client, selling the attributes of the design solution 3.3. Presentation of materials board information is supported using multimedia and computer based strategies

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- drawing designs
- making presentations
- sourcing information
- collecting, organising and understanding information related to design requirements
- maintaining accurate records
- communicating ideas and information
- sequencing operations
- carrying out work according to OHS practices
- using pre-checking and inspection techniques to ensure the tools and equipment are serviceable and ready to use
- recognising and responding to circumstances outside instructions or personal competence
- efficiently and safely contributing to innovative interior decoration and design processes
- initiating new ideas and work techniques
- planning and organising activities including the preparation and layout of own worksite and the obtaining and use of tools, equipment and materials to avoid any backtracking, work flow interruptions or wastage
- maintaining current knowledge of tools and materials
- maintaining current knowledge of interior decoration and design techniques

Required knowledge

- State or Territory OHS legislation, regulations, standards and codes of practice relevant to the full range of processes for preparing a materials board and client presentation
- organisational and site standards, requirements, policies and procedures for preparing a materials board and client presentation
- elements and principles of design
- creativity and artistic relevance
- ergonomics, anthropometrics, proxemics and aesthetic values
- types of equipment and procedures for their safe use, operation and maintenance
- characteristics of materials, products and defects
- computer programs
- design themes and design development
- colour, furnishing and decoration options
- psychology of colours

REQUIRED SKILLS AND KNOWLEDGE

- sketching and drawing techniques
- 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

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 prepare a materials board for client presentation to provide the client with cost effective options which meet the project brief requirements • Effectively apply design elements and principles to preparing a materials board for client presentation • Comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for preparing a materials board for client presentation • 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 preparing a colourboard for client presentation • 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	
	<p>application</p> <ul style="list-style-type: none">• 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 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, 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.

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)

Project brief

- may include but not be limited to client needs and objectives, client aims and objectives and criteria for evaluation, milestones, organisational or personal profiles and aims, image requirements and function, target

RANGE STATEMENT	
	market, budget, timeline, consultation requirements and colour requirements
Parameters	<ul style="list-style-type: none"> may include but not be limited to scope of brief, approval to make changes (legislative and planning), effect or feel trying to be achieved, functionality (short and long term), budget restrictions and established timelines
Client	<ul style="list-style-type: none"> may include but not be limited to suppliers, manufacturers, private clients, colleagues, retailers or the public
Resources	<ul style="list-style-type: none"> may include but not be limited to computers, computer software, design software, computer aided drafting (CAD) software, colour boards, storyboards, swatches, Pantone Matching System (PMS), journals (directions magazines), artistic equipment and products and model making equipment
Communication	<ul style="list-style-type: none"> may include but not be limited to 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 cultural differences, control of tone of voice and body language
Substrate	<ul style="list-style-type: none"> may include but not be limited to matt board, sponge board, frames, mounts or 3-D relief boards
Colours	<ul style="list-style-type: none"> may include but not be limited to colour principles, psychology, fundamentals, coordination, perception, language, tonal, translucent, contrast, harmony, effects on space, formulas and colour wheels may also include but not be limited to hue, chromaticity, saturation, value, luminance, tints, tones, shades, complimentary, primary, secondary and tertiary colours
Fabric swatches	<ul style="list-style-type: none"> may include but not be limited to small pieces of fabric cut as samples from rolls of fabric or commercial display fabric swatches used for retail purposes
Paint swatches	<ul style="list-style-type: none"> may include but not be limited to painted cards or commercially available paint cards

RANGE STATEMENT	
	(available free in paint and hardware shops)
Visual information	<ul style="list-style-type: none"> may include but not be limited to photographs, magazine clippings, drawings and sketches
Themes	<ul style="list-style-type: none"> may include but not be limited to variations of colour ways (based on directions media), furnishing trends and decoration trends
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
Accessories	<ul style="list-style-type: none"> may include but not be limited to haberdashery, cabinet hardware such as knobs and handles, light fittings, rugs, tie backs and curtain rods
Secure fixing	<ul style="list-style-type: none"> may include but not be limited to spray glue (in booth with extraction fan), double-sided tape, blue tack and Velcro
Sketches and drawings	<ul style="list-style-type: none"> may include but not be limited to hand drawn images or ideation drawings completed freehand, drafted technical drawings or drawings produced on computer using CAD software packages. These usually contain project specifications
Materials board	<ul style="list-style-type: none"> may include but not be limited to a presentation on board displaying the colour usage and coordination with surface finishes, materials and textiles used throughout the project
Presentation methodology	<ul style="list-style-type: none"> may include but not be limited to a justification of the selections made for the decoration or design proposal, a visual presentation and prepared script to accompany the colour board
Multimedia	<ul style="list-style-type: none"> may include but not be limited to presentation boards, portfolios, photography, overhead projectors, data projectors, video and other forms of multi media
Computer based strategies	<ul style="list-style-type: none"> may include but not be limited to PowerPoint presentations, CAD demonstrations, written presentations and other scenarios utilising different software applications

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		