



Australian Government

Department of Education, Employment and Workplace Relations

LMFID5007A Decorate for events

Revision Number: 1

LMFID5007A Decorate for events

Modification History

Not applicable.

Unit Descriptor

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| Unit descriptor | This unit specifies the outcomes required to decorate for events including expos, design shows and other events in accordance with project briefs. |
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Application of the Unit

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| 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. Decorating for events applies to a retail, consulting or design and decoration studio environment and involves application of skills and knowledge at a para-professional level. These skills and knowledge are to be used within the scope of the person's job and authority.</p> <p>This unit covers employability skills in teamwork and communication in order to work with others in the decoration process. Planning and organising and problem solving skills are required to apply decoration processes and initiative and enterprise are required to develop and sell decoration ideas. Self management and learning skills are applied to assess and reflect on own skills and identify areas for improvement.</p> |
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

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| Prerequisite units | | |
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Employability Skills Information

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| Employability skills | This unit contains employability skills. |
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Elements and Performance Criteria Pre-Content

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| 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 |
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| 1. Analyse the project brief | <p>1.1. Applicable OHS, legislative and organisational requirements relevant to decorating for events are verified and complied with</p> <p>1.2. Project brief is reviewed, confirmed and clarified with client</p> <p>1.3. Key requirements and parameters for the event are assessed and confirmed and constraints determined</p> <p>1.4. Resources are selected appropriate to work requirements and checked for operational effectiveness</p> <p>1.5. Communication with event organisers is established and maintained</p> |
| 2. Analyse event information | <p>2.1. Site analysis is conducted to assess the requirements of the space requiring work</p> <p>2.2. Marketing strategy for the event is analysed and themes and concepts explored and evaluated in accordance with event objectives</p> <p>2.3. Lifestyle requirements and key characteristics of the target market are assessed and confirmed with event organisers</p> <p>2.4. Restrictions and timelines are ascertained from the event organisers</p> <p>2.5. Intended function of the event display is ascertained taking into account movement of people around displays and other displays</p> <p>2.6. Environmental considerations are analysed in respect to the space</p> <p>2.7. Cultural considerations are evaluated in respect to the space</p> <p>2.8. Ergonomic, anthropometric and proxemic principles are assessed in respect to the space and the intended products</p> |
| 3. Develop decoration ideas | <p>3.1. Products, materials and finishes are explored in accordance with the marketing strategy and discussed with event organisers</p> <p>3.2. Product quantities and qualities are calculated in accordance with event budget</p> <p>3.3. Performance and characteristics of products are assessed and reviewed in accordance with event requirements</p> |

| ELEMENT | PERFORMANCE CRITERIA |
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| | <p>3.4. <i>Costs</i> associated with purchasing and obtaining the products are analysed and evaluated</p> <p>3.5. <i>Colour</i> options are explored and discussed for the event</p> <p>3.6. <i>Sketches and drawings</i> are completed and positioning of products and <i>accessories</i> identified</p> |
| 4. Complete decoration proposal | <p>4.1. <i>Supplies</i> necessary to complete the project are sourced and costed</p> <p>4.2. Suitable <i>contractors</i> are sourced and <i>quotes</i> obtained</p> <p>4.3. Specifications for materials and processes are developed</p> <p>4.4. Work plan is developed and evaluated</p> <p>4.5. Costings and timelines are compiled and developed into a full project proposal</p> <p>4.6. Proposal is presented to client</p> <p>4.7. Client feedback and response is analysed to determine success in achieving client satisfaction</p> <p>4.8. Own performance in the design process is examined to identify strengths and weaknesses</p> <p>4.9. Areas for improvement are identified</p> |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- applying principles and elements of design
- communicating decoration concepts
- documenting and transferring information
- reading, interpreting and following information on work specifications, standard operating procedures and work instructions, and other reference material
- maintaining accurate records
- communicating within the workplace
- drawing using manual and computer based techniques
- sequencing operations
- determining specifications
- computer aided design techniques
- clarifying and checking taskrelated information
- carrying out work according to OHS practices

Required knowledge

- State or Territory OHS legislation, regulations, standards and codes of practice relevant to the full range of processes for decorating for events
- organisational and site standards, requirements, policies and procedures
- 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 used to support proposal development
- event display techniques
- design themes and design development
- colours, furnishings and decorations
- 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 techniques

Evidence Guide

| EVIDENCE GUIDE | |
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| <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 develop decoration proposal for one event to provide cost effective options that meet event objectives • Effectively apply design elements and principles in decorating for events • Comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for decorating for events • 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 decorating for events • specifications and work |
| 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 application |

| EVIDENCE GUIDE | |
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| | <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.

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| OHS requirements | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 market, budget, timeline, consultation requirements and colour requirements |
| Clients | <ul style="list-style-type: none"> may include but not be limited to suppliers, manufacturers, private clients, colleagues, retailers or the public |

| RANGE STATEMENT | |
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| 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 |
| Events | <ul style="list-style-type: none"> may include but not be limited to expos, design shows, private displays, trade shows, magazine spreads, newspaper articles, advertising, for local, national and international events |
| 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 |
| Site analysis | <ul style="list-style-type: none"> may include but not be limited to a visit to the event location to achieve a feel for the intention of the project brief and how services may be affected by it, recording information and taking photos |
| Marketing strategy | <ul style="list-style-type: none"> may include but not be limited to the overall marketing objectives and the strategies and programmes of action designed to achieve those objectives |
| 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 |
| Concepts | <ul style="list-style-type: none"> may include but not be limited to ideas generated to respond to the project brief and client requirements through both ideation drawings or sketching and written explanation |
| Lifestyle requirements | <ul style="list-style-type: none"> may include but not be limited to influences such as religious, climatic, societal, lifestyle, living conditions, infrastructure, status and habitude |
| Restrictions | <ul style="list-style-type: none"> may include but not be limited to laws, regulations or policies which may affect a project or those working |

| RANGE STATEMENT | |
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| | on it, such as local government planning approval, work site entry legislation, licensing or heritage laws |
| Timelines | <ul style="list-style-type: none"> may include but not be limited to the agreed project time span set and agreed for the project |
| Environmental considerations | <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, energy consumption in achieving the material, greenhouse gases created, waste levels, resource utilisation and transport effects. Similarly what impact will be felt by reducing or stopping material from the source |
| Cultural considerations | <ul style="list-style-type: none"> may include but not be limited to demography, geography (local, regional, national), religious, climatic, societal, cultural, lifestyle, attitudinal, gratification, honour, living conditions, infrastructure, status and habitude |
| Ergonomics | <ul style="list-style-type: none"> may include but not be limited to the study of the efficiency of persons in their working environment |
| Anthropometrics | <ul style="list-style-type: none"> may include but not be limited to the scientific study of the measurements of the human body |
| Proxemics | <ul style="list-style-type: none"> may include but not be limited to the study of socially conditioned spatial factors in ordinary human relations |
| 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 and picture framing |
| Material | <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 |
| Finishes | <ul style="list-style-type: none"> may include but not be limited to paints, waxes, lacquers, stains, pigments, oils, plastic coatings, veneers, ceramics, stone, glass, textiles and other textures |
| 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 |
| Performance and characteristics | <ul style="list-style-type: none"> may include but not be limited to assessment of |

| RANGE STATEMENT | |
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| | products to determine if they meet the requirements of the intended end use application and how well they do it, the durability and composition of the product |
| 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 |
| Colours | <ul style="list-style-type: none"> may include but not be limited to colour principles, psychology, fundamentals, coordination, perception, contrast, harmony, effects on space, formulas and colour wheels |
| 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 |
| Accessories | <ul style="list-style-type: none"> may include but not be limited to trinkets, ceramics, trays, vases, carvings, baskets, pots, plants, candles, clocks, silverware, mirrors, frames, screens, floral displays, haberdashery, glassware, fireplace items, gifts, hand crafts, water features, photographs, pottery, personal items, statues, book ends, bowls and bottles |
| Supplies | <ul style="list-style-type: none"> may include but not be limited to paints, furnishings, decorations and other internal fit-out products |
| Contractors | <ul style="list-style-type: none"> may include builders, painters, tilers, carpet layers, sanders, cabinetmakers, curtain makers, picture framers, electricians, plumbers and plasterers |
| Quoting | <ul style="list-style-type: none"> may include but not be limited to a price for a project taking account of the sizes associated with the project, the cost of materials, labour and overheads |

Unit Sector(s)

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| Unit sector | Interior decoration and design. |
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Competency field

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| Competency field | |
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Co-requisite units

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| Co-requisite units | | |
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