



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **LMFID6007A Select and instruct consultants and contractors**

**Revision Number: 1**

## LMFID6007A Select and instruct consultants and contractors

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit specifies the outcomes required to select and instruct consultants and contractors for all aspects of the project, in the solution of interior design projects and in accordance with project briefs.
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### Application of the Unit

<b>Application of the unit</b>	<p>This unit supports the attainment of skills and knowledge required for competent workplace performance in interior design operations of all sizes. Selecting and instructing consultants and contractors applies to a retail, consulting or design and decoration studio environment and involves application of skills and knowledge at a managerial level. These skills and knowledge are to be used within the scope of the person's job and authority.</p> <p>This unit applies employability skills in planning and organising and communication in order to organise work to be undertaken. Teamwork and problem solving skills are used to ensure all required skills are covered and supported to implement design solutions. Self management skills are applied to review and monitor selection of workers to ensure project timelines can be met.</p>
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### Licensing/Regulatory Information

Not applicable.

## Pre-Requisites

<b>Prerequisite units</b>		

## Employability Skills Information

<b>Employability skills</b>	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. Analyse the project brief	<p>1.1. Applicable <b>OHS, legislative</b> and <b>organisational requirements</b> relevant to selecting and instructing consultants and contractors are verified and complied with</p> <p>1.2. <b>Project brief</b> is reviewed, confirmed and clarified with <b>client</b></p> <p>1.3. Key requirements for the project are assessed and confirmed and <b>parameters</b> determined</p> <p>1.4. <b>Resources</b> are selected appropriate to work requirements and checked for operational effectiveness</p> <p>1.5. <b>Communication</b> with others in the design project is established and maintained</p> <p>1.6. <b>Relevant research</b> is conducted to gain all <b>information</b> which may be used to inform the selection process</p> <p>1.7. All required information is accessed and interpreted to inform the selection process</p>
2. Select consultants and contractors	<p>2.1. <b>Consultants</b> are selected to assist with project design information</p> <p>2.2. <b>Contractors</b> are selected to undertake decorating, building or services work</p> <p>2.3. Consultants and contractors are <b>contracted</b> to undertake the negotiated work</p> <p>2.4. <b>Insurances</b> necessary in the <b>engaging</b> of contractors and consultants are obtained</p>
3. Instruct consultants and contractors	<p>3.1. Consultants and contractors are communicated with to specify the requirements of the project brief, costings, quotes and the <b>schedule</b></p> <p>3.2. <b>Timelines</b> and <b>restrictions</b> are agreed with consultants and contractors</p> <p>3.3. <b>Budget</b> constraints for consultants and contractors are set and adhered to in accordance with the project schedule</p> <p>3.4. Design <b>specifications</b> and constraints for consultants and contractors are set and adhered to in accordance with the project brief</p> <p>3.5. OHS policies and procedures are transmitted to consultants and contractors and adhered to</p>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- communicating design concepts and project requirements
- 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
- sequencing operations
- meeting specifications
- computer aided design techniques
- clarifying and checking taskrelated information
- carrying out work according to OHS practices
- undertaking project management techniques

#### Required knowledge

- State or Territory OHS legislation, regulations, standards and codes of practice relevant to the full range of processes for selecting and instructing consultants and contractors
- organisational and site standards, requirements, policies and procedures for selecting and instructing consultants and contractors
- Australian Standards and the Building Code of Australia
- contract management
- contractor and consultant types and management
- types of equipment and procedures for their safe use, operation and maintenance
- 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
- project management techniques

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<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>	
<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<ul style="list-style-type: none"> <li>• Effectively select and instruct consultants and contractors to complete a project in accordance with the project brief and schedule</li> <li>• Effectively apply quality and authorised procedures in selecting and instructing consultants and contractors</li> <li>• Comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for selecting and instructing consultants and contractors</li> <li>• Communicate effectively and work safely with others in the design team</li> </ul>
<b>Context of and specific resources for assessment</b>	<ul style="list-style-type: none"> <li>• The application of competency is to be assessed in the workplace or realistically simulated workplace</li> <li>• Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints</li> <li>• Assessment of essential underpinning knowledge, other than confirmatory questions, will usually be conducted in an off-site context</li> <li>• Assessment is to comply with relevant regulatory or Australian Standards requirements</li> <li>• The following resources should be made available: <ul style="list-style-type: none"> <li>• workplace location or simulated workplace</li> <li>• materials and equipment relevant to selecting and instructing consultants and contractors</li> <li>• specifications and work instructions</li> </ul> </li> </ul>
<b>Method of assessment</b>	<ul style="list-style-type: none"> <li>• Assessment must satisfy the endorsed assessment guidelines of the Furnishing Industry Training Package</li> <li>• 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</li> <li>• Assessment methods must be by direct observation of tasks and include questioning on underpinning</li> </ul>

<b>EVIDENCE GUIDE</b>	
	<p>knowledge to ensure its correct interpretation and application</p> <ul style="list-style-type: none"><li>• Assessment may be applied under project related conditions (real or simulated) and require evidence of process</li><li>• 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</li><li>• Assessment may be in conjunction with assessment of other units of competency</li></ul>
<b>Guidance information for assessment</b>	

## 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



<b>RANGE STATEMENT</b>	
	market, budget, timeline, consultation requirements and colour requirements
<b>Client</b>	<ul style="list-style-type: none"> <li>may include but not be limited to suppliers, manufacturers, private clients, colleagues, retailers or the public</li> </ul>
<b>Parameters</b>	<ul style="list-style-type: none"> <li>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</li> </ul>
<b>Resources</b>	<ul style="list-style-type: none"> <li>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</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>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</li> </ul>
<b>Relevant research</b>	<ul style="list-style-type: none"> <li>may include but not be limited to internet searches, phone/personal liaison, interviews and applications</li> </ul>
<b>Information</b>	<ul style="list-style-type: none"> <li>may include but not be limited to contractor and consultant reputations and outcomes, contractor and consultant prices, required insurances, work schedules, budget and payments, required skills and available skills</li> </ul>
<b>Consultants</b>	<ul style="list-style-type: none"> <li>may include but not be limited to builders, architects, engineers, decorators and designers</li> </ul>
<b>Contractors</b>	<ul style="list-style-type: none"> <li>may include but not be limited to builders, painters, tilers, carpet layers, sanders, cabinet makers, curtain makers, picture framers, electricians, plumbers and plasterers</li> </ul>
<b>Contracts</b>	<ul style="list-style-type: none"> <li>may include but not be limited to methods of securing agreement between parties</li> </ul>
<b>Insurances</b>	<ul style="list-style-type: none"> <li>may include but not be limited to professional indemnity, public liability, income protection,</li> </ul>

<b>RANGE STATEMENT</b>	
	third party, comprehensive, building and contents insurance, workers compensation and any other legally prescribed insurance
<b>Engaging</b>	<ul style="list-style-type: none"> <li>may include but not be limited to hire or appointment of the contractors by direct engagement or for engagement by the client</li> </ul>
<b>Schedules</b>	<ul style="list-style-type: none"> <li>may include but not be limited to detailed descriptions of which materials, products, finishes and accessories will be selected and how they will be applied</li> </ul>
<b>Timelines</b>	<ul style="list-style-type: none"> <li>may include but not be limited to the agreed project time span set and agreed for the project</li> </ul>
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>may include but not be limited to laws, regulations or policies which may affect a project or those working on it, such as local government planning approval, work site entry legislation, licensing or heritage laws</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>may include but not be limited to the amount of funds the client has available to complete the project</li> </ul>
<b>Specifications</b>	<ul style="list-style-type: none"> <li>may include but not be limited to the measurements, procedures by which a product is constructed and materials to be utilised</li> </ul>

## Unit Sector(s)

<b>Unit sector</b>	Interior decoration and design.
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## Competency field

<b>Competency field</b>	
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## Co-requisite units

Co-requisite units		