



Australian Government

Department of Education, Employment and Workplace Relations

LMFPF2005B Cut mat boards

Revision Number: 1

LMFPF2005B Cut mat boards

Modification History

Not applicable.

Unit Descriptor

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| Unit descriptor | This unit addresses the knowledge and skills required to cut out simple mat boards by hand or machine for the mounting of artwork. |
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Application of the Unit

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| Application of the unit | |
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

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| Prerequisite units | Nil | |
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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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| <p>Elements describe the essential outcomes of a unit of competency.</p> | <p>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.</p> |
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Elements and Performance Criteria

| ELEMENT | PERFORMANCE CRITERIA |
|------------------------------|---|
| 1. Prepare for cutting | 1.1. Patterns, dimensions, materials and quantities are identified from work/job instructions 1.2. Workplace health and safety requirements relevant to the operation of cutting basic mat boards, including personal protection needs, are observed throughout the work 1.3. The process for obtaining materials/components and moving completed work to the next process is identified 1.4. Work area, tools, equipment and materials are selected and checked prior to use to ensure that they are appropriate for the work in terms of quality, serviceability and safety 1.5. Appropriate mat cutting machines are selected for the required cut and suitable blades are selected, fitted and adjusted for angled, circular or oval cuts 1.6. Cutting equipment components and controls are identified 1.7. Board material is selected following work order or specification and laid out to meet requirements and minimise waste 1.8. Work sequence is planned to suit the job |
| 2. Conduct cutting operation | 2.1. Equipment is operated and monitored to ensure correct cut quality, output and that wastage is within allowable limits 2.2. Problems occurring during work operations are identified and reported to appropriate persons 2.3. Routine equipment adjustments are completed 2.4. Items which do not meet quality requirements are repaired or discarded 2.5. Finished work is inspected for compliance against specification or work order, workplace requirements and finish |
| 3. Complete work | 3.1. Mat boards are marked for identification and stored following workplace procedures 3.2. Scraps and off-cuts are removed for disposal/recycling as required by workplace procedures 3.3. Work area is cleaned and rubbish disposed of as appropriate |

| ELEMENT | PERFORMANCE CRITERIA |
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| | 3.4. Workplace documentation is completed as required 3.5. Tools, equipment and unused materials are cleaned, stored and stock levels reported following workplace procedures |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge 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 work supervisor, other workers and customers, and the reporting of work outcomes and problems
- plan and organise activities, including the preparation and layout of the worksite and the obtaining of equipment and materials to avoid any backtracking, workflow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise workflow and productivity
- use mathematical ideas and techniques to correctly complete measurements, calculate quantities and estimate material requirements
- use pre-checking and inspection techniques to anticipate cutting problems, avoid re-working and wastage
- use the limited workplace technology related to the cutting of mat boards, including drawing aids, tools, equipment, calculators and measuring devices

Required knowledge

- the type, characteristics, uses and limitations of mat board materials
- workflow in relation to the cutting and storing of mat boards
- the types, characteristics and operation of mat cutting machines
- identification of equipment, processes and procedures
- workplace safety system requirements related to cutting mat boards

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, range statement and the Assessment Guidelines for the Training Package.

Critical aspects of evidence

- Interpret work order and locate and apply relevant information to set up, operate, adjust and monitor equipment used to cut mat boards
- Identify materials, ensuring quality and aesthetics, to be used in the work process
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment, safety and environmental protection equipment
- Follow work instructions, operating procedures and inspection practices to:
 - minimise the risk of injury to self and others
 - prevent damage to goods, equipment and products
 - maintain required production output and product quality
- As a minimum, demonstrate the ability to:
 - cut single and double ovals and squares
 - cut multiple hole and reverse bevels in each of 2 ply, 4 ply and 8 ply up to 1524 x 1017 mm
- Work effectively with others
- Modify activities to cater for variations in workplace contexts and environment

Resource implications

Mat cutting equipment, mat boards, work orders, workplace procedures and appropriate work area.

Method of assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and may be in conjunction with assessment of other units of competency which form a part of the job role.

Context of assessment

Assessment may occur on the job or in a workplace simulated facility with relevant mat board cutting machines/devices, work instructions and deadlines.

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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| Unit context | <ul style="list-style-type: none"> • OHS requirements may include legislation, standards, material safety management systems and local safe operating procedures • Work is carried out in accordance with statutory requirements, environment legislation, manual handling procedures and relevant regulations and organisation insurance requirements • Work requires individuals to demonstrate discretion, judgement and problem solving skills in the set up, operation, adjustment and monitoring of equipment used to cut basic mat boards • Work may be performed in workplaces which are involved in the construction and/or selection of picture frames, including the provision of customer advice, selection and application of mounting mediums and methods, and in the preservation and presentation of artwork, documents, photographs, etc. |
| Cut mat boards | <p>Addresses the work involved in the cutting of mat boards by hand or machine according to required shape in straight line or oval with bevel cuts for the mounting of artwork. It does not include CNC cutting of mat boards.</p> |
| Machines may include, but are not limited to: | <ul style="list-style-type: none"> • straight line mat cutters and circle/oval mat cutters which may be manual • wall-mounted or air-operated |
| Tools and equipment are to include: | <ul style="list-style-type: none"> • hand-operated tools, including cutting blades, clamps, marking out tools, application equipment • machinery, including mat cutters |
| Materials include, but are not | <ul style="list-style-type: none"> • mat boards and various forms of artwork. Mat boards may be of paper pulp |

| RANGE STATEMENT | |
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| limited to: | <ul style="list-style-type: none"> rag/cotton pulp or alpha cellulose pulp board. Finish may be suede plain cotton or metallic |
| Personal protection equipment | Personal protective equipment is to include that prescribed under legislation, regulations and enterprise policies and practices |
| Information and procedures | <ul style="list-style-type: none"> Workplace instructions, including job sheets, plans, drawings and designs Workplace procedures relating to OH&S, equipment operations, reporting and communication Equipment manufacturers' specifications and operational procedures |

Unit Sector(s)

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| Unit sector | Picture Framing |
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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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