



Australian Government

Department of Education, Employment and Workplace Relations

LMFPPF3002B Decorate mat boards

Revision Number: 1

LMFPF3002B Decorate mat boards

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the competency required to decorate mat boards by hand.
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

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

<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 work	1.1. Required work is identified from work order/instructions 1.2. Workplace health and safety requirements, including personal protection needs, are observed throughout the work 1.3. Tools and equipment are selected and checked prior to use to ensure that they are appropriate for the work in terms of quality, serviceability and safety 1.4. Appropriate mat cutting machines are selected for specialty decorative cutting 1.5. Decorative inks, paints and application equipment are selected to match work order 1.6. Safe and suitable work area is selected/prepared 1.7. Board material is selected and laid out to meet work requirements and minimise waste
2. Decorate mat boards	2.1. Mat board is decorated following the requirements of the work order and to maximise the presentation of the artwork 2.2. Decoration is checked against specification or work order 2.3. Decorated boards are marked for identification and stored following workplace procedures
3. Complete work	3.1. Unused materials are stored or recycled as required 3.2. Tools and equipment are cleaned and stored following workplace procedures 3.3. Work area is cleaned and rubbish disposed of as appropriate 3.4. Workplace documentation is completed as required 3.5. Stock level of materials are reported or maintained 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 work area and the obtaining of equipment and materials to avoid any back tracking, 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 decorating of mat boards, including drawing aids, tools, equipment, calculators and measuring devices

Required knowledge

- the types, characteristics and applications of cutting machines and mat board decorating techniques
- operation of mat cutters, lettering and line drawing guides and colouring application
- identification of equipment, processes and procedures
- workflow in relation to the decoration and storing of mat boards
- workplace safety system requirements related to decorating 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
- Identify materials, ensuring quality and aesthetics, to be used in the work process
- Develop mat decorations, including colour and design
- 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
- Demonstrate the following on any size mat boards:
 - cut V groove
 - cut mat with decorative corners
 - apply wash panels/lines
 - apply decorative transfers
- Work effectively with others
- Modify activities to cater for variations in workplace contexts and environment

Resource implications

Mat cutting equipment, inks, paints and application equipment, mat boards, work orders, standard operating procedures and 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.

EVIDENCE GUIDE**Context of assessment**

Assessment may occur on the job or in a workplace simulated facility with relevant cutting and decorating equipment, materials, 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.

<p>Unit context</p>	<ul style="list-style-type: none"> • Work requires individuals to demonstrate discretion, judgement and problem solving skills in the hand decoration of mat boards • 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 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
<p>Mat board decoration</p>	<ul style="list-style-type: none"> • Mat board decoration is the hand decoration of mat boards using decorative methods that may include specialty cutting, line inking, colour washing and marble papers
<p>Tools and equipment are to include:</p>	<ul style="list-style-type: none"> • hand-operated tools, including cutting blades, hand cutters, marking out tools, application equipment (pens and brushes) • machinery, including mat cutters
<p>Materials to be used may include but are not limited to:</p>	<ul style="list-style-type: none"> • mat board • inks • paints and paper
<p>Personal protection equipment</p>	<p>Personal protective equipment is to include that prescribed under legislation, regulations and enterprise policies and practices</p>
<p>Information and procedures</p>	<ul style="list-style-type: none"> • Workplace procedures relating to the use and

RANGE STATEMENT

	<p>operation of tools and equipment</p> <ul style="list-style-type: none"> • Manufacturer instructions for the use of equipment and materials • Workplace procedures relating to OHS, equipment operations, reporting and communication • Work instructions, including job sheets, plans, drawings and designs
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Unit Sector(s)

Unit sector	Picture Framing
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		