



Australian Government

Department of Education, Employment and Workplace Relations

MSAPCII296A Make a small furniture item from timber

Revision Number: 1

MSAPCII296A Make a small furniture item from timber

Modification History

Not applicable.

Unit Descriptor

| | |
|------------------------|---|
| Unit descriptor | <p>This competency standard covers the skills required to make a small timber furniture item in accordance with the requirements of an established design and in a simulated or trial manufacturing environment where there is a high degree of direct supervision. The work may or may not involve electrical machinery.</p> <p>The elements of this unit should always be assessed in conjunction with other units that relate to the requirements of a specified work or job function.</p> <p>Training and assessment against this competency unit must incorporate all relevant OHS and related legislative requirements.</p> |
|------------------------|---|

Application of the Unit

| | |
|--------------------------------|---|
| Application of the unit | <p>This unit applies to a learning and assessment environment where access to normal production operations is not available . A typical environment will be for application in a VET in Schools delivery environment or other simulated or trial manufacturing environment where a high degree of supervision exists.</p> <p>The unit has applications in qualifications for the broad manufacturing of timber furniture products where the project is based upon the construction of a simple timber item such as:, jewellery boxes, CD racks, timber stools and stationery trays and picture frames.</p> <p>The unit should be applied to a specific 'project'/ or task which has a defined beginning, middle and end, occurs over an extended period of time, and is reflective of furniture manufacturing industry and/or organisation.</p> <p>When delivered/assessed as part of a qualification the unit should be customised to ensure its relevance to a real or simulated work activity and related workplaces and must be delivered and assessed over a period of time.</p> |
|--------------------------------|---|

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

| | | |
|---------------------------|--|--|
| Prerequisite units | | |
| | | |
| | | |

Employability Skills Information

| | |
|-----------------------------|--|
| Employability skills | This unit contains employability skills. |
|-----------------------------|--|

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. |
|---|--|

Elements and Performance Criteria

| ELEMENT | PERFORMANCE CRITERIA |
|------------------------------|--|
| 1. Identify job requirements | <p>1.1. Specifications for <i>small furniture item</i> are identified from <i>work instructions</i>.</p> <p>1.2. Design is interpreted to determine tool, equipment and materials and space requirements.</p> <p>1.3. Cutting, joining and finishing requirements are identified</p> <p>1.4. OH&S requirements are considered</p> |
| 2. Prepare for work | <p>2.1. <i>Suitable work area</i> is selected for the task.</p> <p>2.2. Work area is prepared according to OH&S and ergonomic requirements.</p> <p>2.3. <i>Appropriate tools, equipment</i> and <i>materials</i> are selected in accordance with the specifications for work.</p> <p>2.4. Equipment and machinery are cleaned, checked, and adjusted in accordance with workplace procedure.</p> <p>2.5. <i>Potential hazards</i> are identified from observation of the tools, equipment, materials and workplace and either rectified or reported to supervisor</p> <p>2.6. <i>Records</i> are kept in accordance with workplace requirements.</p> |
| 3. Produce work | <p>3.1. Timber is cut according to <i>specifications</i> and OH&S requirements.</p> <p>3.2. Edges and surfaces are <i>prepared</i> according to specifications and OH&S requirements.</p> <p>3.3. Timber pieces are <i>joined</i> according to item specifications and OH&S requirements .</p> <p>3.4. Work is checked against specifications at the identified checkpoints</p> <p>3.5. Non-conformity with the required specifications including quality standards is <i>rectified</i> .</p> <p>3.6. Work is <i>finished</i> according to specifications, including quality standards and OH&S requirements .</p> |
| 4. Complete work | <p>4.1. Completed work is checked against specifications.</p> <p>4.2. Unused materials are returned to storage and waste and scrap are dealt with following workplace procedures.</p> <p>4.3. Work area is cleaned, tools and equipment are returned to storage.</p> |

| ELEMENT | PERFORMANCE CRITERIA |
|---------|---|
| | 4.4. Documentation is completed following workplace procedures. |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Skills required to apply this competency standard in the workplace include:

- communicate and work effectively and safely with others
- complete a basic furniture construction project to specifications,
- comply with OH&S requirements,
- correct and safe use of hand tools and power equipment
- comply with safety instructions and any OH&S legislation /regulations /codes of practice applicable to workplace operations
- collect, organise and understand information related to basic plans
- plan and organise activities
- use mathematical ideas and techniques for measuring and calculation of areas and estimated materials requirements.
- ability to follow instructions and specifications and ask for help where needed

Required knowledge

- workplace procedures and work instructions
- quality requirements
- furniture construction terminology
- tool, equipment and material types and uses
- plans, drawings and specifications
- safety precautions with hazardous materials and equipment
- organisational or workplace structure
- evaluation and review procedures
- creative thinking techniques

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 for assessment and evidence required to demonstrate competency in this unit

Knowledge and application of relevant sections of:

- occupational, health and safety legislation; statutory legislation;
- enterprise/site safety procedures;
- enterprise/site emergency procedures
- preparation and planning of work
- perform normal operator maintenance of work area to enable work to be conducted safely and efficiently
- relevant standards and procedures
- interpret work instructions and locate and apply relevant information.
- apply safe handling requirements for equipment, products and materials, including use of personal protective equipment.
- follow work instructions, operating procedures and inspection practices to:
- minimise the risk of injury to self or others
- prevent damage to goods, equipment or products
- achieve required production output and product quality.
- adapt or vary furnishing product designs.
- construct, assemble and finish at least one basic furnishing product from the list in the range statement.
- work effectively with others.
- modify activities to cater for variations in workplace contexts and environment.

Context of assessment

Assessment may occur on the job or in a workplace simulated facility with relevant equipment, materials, work instructions and deadlines.

Specific resources required for assessment

Access to plans, hand and/or power tools, equipment, materials, woodworking machinery and a work area.

Access is required to opportunities and appropriate resources to either:

- carry out a range of suitably simulated practical and

EVIDENCE GUIDE

| | |
|--|---|
| | <p>knowledge assessments that demonstrate the skills and knowledge to work safely (usually as part of a holistic assessment involving other competency units), and/or</p> <ul style="list-style-type: none">• participate in actual workplace activities that demonstrate the skills and knowledge to work safely |
|--|---|

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.

| | |
|---|---|
| What can a small furniture item include? | <p>A <i>small furniture item</i> from timber can include:</p> <ul style="list-style-type: none"> • small decorative box, with or without a lid • wooden photo album • simple stool/ chair • shelving • CD rack • chopping board • simple table. |
| What are the work instructions? | <p>Work instructions may include:</p> <ul style="list-style-type: none"> • job sheets • patterns • plans • drawings and sketches • verbal or illustrated directions from supervisor • number and type of objects to be produced • quality requirements. • OH&S requirements • environmental requirements |
| What can OH&S requirements include? | <p>OH&S requirements may include:</p> <ul style="list-style-type: none"> • equipment safety instructions • hazardous and dangerous goods codes • local safe operating procedures • specific workplace rules regarding personal protective wear and equipment. |
| What can a suitable work area include? | <p>A suitable work area may include:</p> <ul style="list-style-type: none"> • workbench • desk or table • workshop • shed • floor suitable for layout and assembly |

RANGE STATEMENT

What can appropriate tools, equipment and materials include?

Appropriate tools will vary according to the project, but may include:

- manual saw
- jigsaw
- hacksaw
- clamp
- hammer
- mallet
- screw driver
- punch
- pliers and pincers
- file
- miter cutter
- 90 degree angle
- staple gun
- paintbrush
- rags
- measuring tapes/ rulers
- spirit level
- bevel
- chisel

Appropriate equipment could include:

- electric saw
- electric sander
- electric screw driver
- power drills
- panel laners
- horizontal borers
- vertical drill presses
- pedestal grinders
- pencils and marking devices
- blades
- lathes

Appropriate materials could include:

- timber
- manufactured boards
- adhesives
- screws
- nails

| RANGE STATEMENT | |
|---|---|
| | <ul style="list-style-type: none"> • bolts • glue • hinges and metal fasteners • steel • plastics • sandpapers • primers • paints and stains. |
| What potential hazards include? | <p>Potential hazards may include:</p> <ul style="list-style-type: none"> • broken or faulty equipment • unnoticed sharp objects • poor lighting • inadequate ventilation • inadequate attention to the activities of others • electrical shortages and power overload • disorganised or cluttered workspace (poor housekeeping) • poor attention when dealing with tools and equipment. • environmental chemicals, heat, dust, noise, gas and oil. |
| What could records include? | <p>Records could include:</p> <ul style="list-style-type: none"> • plant and maintenance records • job cards • check sheets • reporting requirements • documenting equipment and/or material defects <p>Workplace procedures relating to the use of tools and equipment.</p> <ul style="list-style-type: none"> • equipment booking forms and records • attendance records. |
| What could specifications include? | <p>Specifications could include:</p> <ul style="list-style-type: none"> • measurements and dimensions • shape • joining methods • surface finish, for example paint, varnish etc. • quality standard |

| RANGE STATEMENT | |
|---|--|
| | <ul style="list-style-type: none"> materials to be used |
| What is involved in making sure edges and surfaces are prepared? | Preparing edges and surfaces could include: <ul style="list-style-type: none"> filing sanding beveling. |
| What is involved in making sure timber pieces are joined? | Joining timber pieces could include attaching pieces together with: <ul style="list-style-type: none"> nails screws glue staples. |
| What is involved in making sure non-conformities are rectified? | Rectifying non-conformities could involve: <ul style="list-style-type: none"> disassembly of the furniture item reshaping /resizing or re-cutting component materials reassembly. |
| What is involved in making sure work is finished? | Finishing work can include: <ul style="list-style-type: none"> sanding priming painting sealing staining decorating. |
| What documentation could be relevant? | Documentation could include: <ul style="list-style-type: none"> completing necessary paperwork communicating with supervisor that you have completed the task photographing the finisher piece filing necessary paperwork. |

Unit Sector(s)

| | |
|--------------------|------------------------|
| Unit sector | Manufacturing Pathways |
|--------------------|------------------------|

Competency field

| | |
|------------------|--|
| Competency field | |
|------------------|--|

Co-requisite units

| | | |
|--------------------|--|--|
| Co-requisite units | | |
| | | |
| | | |