



Australian Government

MSFGG4018 Use specialised glass and glazing industry applications

Release: 1

MSF GG4018 Use specialised glass and glazing industry applications

Modification History

Release 1. Supersedes and is equivalent to MSF GG4010 Use glass industry data systems. Changes to title, application, elements, performance criteria and assessment requirements.

Application

This unit describes the skills and knowledge required to use applications — computer programs for specific estimating, design, production, inventory, sales and other business functions — specifically for the glass and glazing industry.

This unit applies to experienced workers who interpret and use advanced technical information to develop solutions to potentially complex glass and glazing requirements. They commonly work independently and typically solve complex problems that require theoretical knowledge and experience about the specification, manufacture and installation of a wide range of glass and glazing products. Job roles commonly involve leadership and supervisory responsibilities.

At the time of this unit's release, the work described in this unit does not require licensing or certification, but state or territory authorities should be consulted to determine the current status. Workers must comply with Australian Standards, codes and manufacturers' installation instructions.

Competency Field

Glass and glazing

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify application and data requirements	1.1 Identify how use of the application supports the particular work function 1.2 Identify the features of the application used to support the particular work function 1.3 Identify data and data sources required for input into the application
2. Enter and manipulate data	2.1 Open data system and log on as operator for the work 2.2 Enter data into the system and navigate the system to meet work requirements

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	2.3 Check entered or edited data for accuracy 2.4 Use relevant features of the application to manipulate, process and present data 2.5 Transfer data between applications, linking and embedding related data files, according to work requirements
3. Generate reports	3.1 Generate processed data in the correct format 3.2 Check generated reports and other documentation for accuracy and completeness of information 3.3 Identify and correct any data or processing errors before completion
4. Save data and exit system	4.1 Save and store data in appropriate directory or folder according to workplace procedures 4.2 Close file and exit application without loss of data 4.3 Back up files according to workplace procedures
5. Respond to problems with the system	5.1 Recognise faults that occur during data entry, processing and outputting 5.2 Identify causes of data processing faults and take appropriate action 5.3 Log and report problems according to workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to MSFGG4010 Use glass industry data systems.

Links

Companion Volume Implementation Guides are found in VETNet –

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>