



**Australian Government**

# **MSFPPF3002 Decorate mat boards**

**Release: 1**

# MSFPP3002 Decorate mat boards

## Modification History

Release 1 - New unit of competency

## Application

This unit of competency covers decorating mat boards by hand, including use of specialty cutting, line inking, colour washing and marble papers.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Pre-requisite Unit

## Competency Field

## Unit Sector

Picture Framing

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

- |   |                  |     |   |
|---|------------------|-----|---|
| 1 | Prepare for work | 1.1 | Required work is identified from work order/instructions  |
|   |                  | 1.2 | Work health and safety (WHS) 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                                  |

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. Detail on appropriate performance levels for each furnishing unit of competency in reading, writing, oral communication and numeracy utilising the Australian Core Skills Framework (ACSF) are provided in the Furnishing Training Package Implementation Guide.

## Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Range is restricted to essential operating conditions and any other variables essential to the work environment.

- Unit context includes:**
- WHS requirements, including legislation, building codes, material safety management systems, hazardous and dangerous goods codes, and local safe operating procedures or equivalent
  - work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements
  - work requires individuals to demonstrate some discretion, judgement and problem solving
- Tools and equipment include:**
- hand-operated tools:
    - cutting blades
    - hand cutters
    - marking out tools
    - application equipment (pens and brushes)
  - machinery:
    - manual and computerised mat cutters
- Materials include:**
- mat board
  - inks
  - paints and paper
- Personal protective equipment includes:**
- that prescribed under legislation, regulations and enterprise policies
- Information and procedures include:**
- workplace procedures relating to the use of tools and equipment
  - work instructions, including job sheets, cutting lists, plans, drawings and designs
  - workplace procedures relating to reporting and communication
  - manufacturer specifications and operational procedures

## Unit Mapping Information

Supersedes and is equivalent to LMFPF3002B Decorate mat boards.

## Links

Companion Volume implementation guides are found in VETNet -  
<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>