



**Australian Government**

# **MSFFT4008 Interpret and use workplace information**

**Release: 1**

# MSFFT4008 Interpret and use workplace information

## Modification History

Release 1 - New unit of competency

## Application

This unit of competency covers locating, using, interpreting and manipulating workplace information and statistics in support of development or production activities within the furnishing industry. Statistic access and manipulation can be computer-assisted, either integrated into the enterprise processes, or stand-alone.

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

## Pre-requisite Unit

## Competency Field

## Unit Sector

Furnishing Technology

## Elements and Performance Criteria

| Elements describe the essential outcomes. |                                                                | Performance criteria describe the performance needed to demonstrate achievement of the element. |                                                                                                                                                                    |
|-------------------------------------------|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                                         | Identify situations where statistics are used in the workplace | 1.1                                                                                             | Types of statistical representations of data used in the workplace are identified                                                                                  |
|                                           |                                                                | 1.2                                                                                             | Users of statistical data in the workplace are identified                                                                                                          |
|                                           |                                                                | 1.3                                                                                             | Statistical data representations are matched for applications to monitor work flow, inventory and stock levels, customer surveys, and supplier and market analysis |
| 2                                         | Collect data                                                   | 2.1                                                                                             | Purpose of data collection is identified                                                                                                                           |
|                                           |                                                                | 2.2                                                                                             | Sources of information are identified                                                                                                                              |
|                                           |                                                                | 2.3                                                                                             | Data collection methods are used                                                                                                                                   |
|                                           |                                                                | 2.4                                                                                             | Mathematical processes are used to arrange data                                                                                                                    |

|   |                                                   |                                                                                              |
|---|---------------------------------------------------|----------------------------------------------------------------------------------------------|
|   | 2.5                                               | Data collected is checked for accuracy                                                       |
|   | 2.6                                               | Potential for inaccurate results arising from variables is estimated and described           |
| 3 | Make calculations to present data for analysis    | 3.1 Data collected is represented on graphs as required                                      |
|   |                                                   | 3.2 Calculating equipment and spreadsheets are used to analysis data                         |
| 4 | Interpret trends and patterns from numerical data | 4.1 Non-conforming results outside of the predicted outcome are noted and reasons identified |
|   |                                                   | 4.2 Trends or patterns in data are noted                                                     |
|   |                                                   | 4.3 Possible reasons for trends or patterns are generated                                    |
|   |                                                   | 4.4 Potential solutions are identified                                                       |

## 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:

- work health and safety (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 analytical ability, discretion, judgement and problem solving
- use of statistics within an enterprise is undertaken in

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                | accordance with established enterprise procedures and practices                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Tools and equipment include:</b>            | <ul style="list-style-type: none"><li>• work is performed with little external assistance and minimal supervision or direction. The development of modifications may require the assistance and cooperation of others</li><li>• customers may be internal or external</li><li>• appropriate computing systems for storage, manipulation, management and presentation of statistical information</li><li>• handheld calculators</li><li>• graphs</li><li>• charts</li><li>• mathematical tables</li></ul> |
| <b>Personal protective equipment includes:</b> | <ul style="list-style-type: none"><li>• that prescribed under legislation, regulations and enterprise policies and practices</li></ul>                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Information and procedures include:</b>     | <ul style="list-style-type: none"><li>• work procedures/instructions</li><li>• organisation work specifications and requirements</li><li>• benchmarking information and standards</li><li>• legislation/regulations/national and industry codes and practices relevant to the product</li><li>• quality and Australian Standards and procedures</li></ul>                                                                                                                                                |

## Unit Mapping Information

Supersedes and is equivalent to LMFFT4008B Interpret and use workplace information.

## Links

Companion Volume implementation guides are found in VETNet -

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

# Assessment Requirements for MSFFT4008 Interpret and use workplace information

## Modification History

Release 1 - New unit of competency

## Performance Evidence

- Collect, organise and understand information related to multi-trade work instructions and work orders, building and structural plans and safety procedures
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Identify materials used in the work process
- Follow work instructions, operating procedures and inspection processes to:
  - minimise the risk of injury to self or others
  - prevent damage to goods, equipment and products
  - maintain required production output and product quality
- Use general and statistical data representations to explain work processes and/or outcomes
- Identify and read graphs, charts, tables and statistical results and interpret general and statistical data accurately
- Use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements
- Communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures
- Use workplace technology related to the coordination, including communication equipment, time and management aids and other measuring devices
- Avoid backtracking, work flow interruptions or wastage
- Work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity

## Knowledge Evidence

- Contemporary business information and statistical reporting, forecasting and presentation techniques
- Mathematical calculations, including:
  - addition
  - subtraction
  - multiplication
  - division
  - percentages
- Company business policies and plans, including procedures for reports

- Company quality systems and business equipment

## Assessment Conditions

- Assessors must:
  - hold training and assessment competencies as determined by the National Skills Standards Council (NSSC) or its successors
  - have vocational competency in the furnishing industry at least to the level being assessed with broad industry knowledge and experience, usually combined with a relevant industry qualification
  - be familiar with the current skills and knowledge used and have relevant, current experience in the furnishing industry.
- Assessment methods must confirm consistency of performance over time rather than a single assessment event and in a range of workplace relevant contexts.
- Assessment must be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, multimedia evidence, supervisor's reports, projects and work samples.
- Assessment is to be conducted on single units of competency or in conjunction with other related units of competency. Foundation skills are integral to competent performance in the unit and should not be assessed separately.
- Assessment must occur on the job or in a workplace simulated facility with relevant process, equipment, materials, work instructions and deadlines.
- Access is required to a range of business information and statistical data, graphical, tabular and spreadsheet presentation capabilities.

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