



Australian Government

MSFGG4002 Use glass industry data systems

Release: 1

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Modification History

Release 1 - New unit of competency

Application

This unit of competency covers using glass and glazing industry data systems and the use of computer equipment and company or proprietary software for the glass industry. This competency is typically performed by operators working either independently or as part of a work team in job roles requiring discretion, judgement and problem solving.

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

Pre-requisite Unit

Competency Field

Unit Sector

Glass and Glazing

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	Use data system and information for work role	1.1	Applicable specialist software for data and workplace information needs is identified and its application to work role determined
		1.2	Data which needs to be entered in the system is accessed and confirmed as accurate
		1.3	Data system is opened and operator logged on for the work
2	Enter and manipulate data	2.1	Data/information is entered in to the system and the system navigated, as required
		2.2	Entered or edited data is checked for accuracy
		2.3	Features of the system are used effectively in the manipulation, processing and presentation of data

		2.4	Data is transferred between applications, linking and embedding related data files, as required
3	Generate reports	3.1	Processed data is generated in the correct format
		3.2	Generated reports and other documentation are checked for accuracy and completeness of information
		3.3	Any data or processing errors are identified and corrected before completion
4	Save data and exit system	4.1	Data is saved and stored in appropriate directory or folder in accordance with organisational procedures
		4.2	File is closed and application exited without loss of data
		4.3	Reports and other data are backed-up in accordance with organisational procedures
5	Respond to problems with the system	5.1	Faults that occur during data entry, processing and outputting are recognised
		5.2	Causes of data processing faults are identified and appropriate action taken
		5.3	Problems are logged and reported as required and in accordance with organisational 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 scope includes:

- software applications for:
- glass and glazing quotations, including:

	• material composition (glass colour and thickness) • stock size of the inventory • quantity of stock sheets used • square footage used and cost • application of AS 1288:2006 Glass in buildings - Selection and installation, to glass and glazing jobs • modular design for glass and glazing work • glass and glazing product stock control • delivery scheduling • glass production reporting • Window Energy Rating Scheme (WERS) applications
Unit context includes:	• work health and safety (WHS) requirements, including legislation, material safety management systems, hazardous substances and dangerous goods codes, and organisational safe operating procedures • work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manufacturers documentation and organisation insurance requirements
Procedures include:	• work instructions • standard operating procedures • written, verbal or computer-based procedures
Organisational requirements include:	• legal, organisational and site guidelines, policies and procedures relating to own role and responsibility • quality assurance • procedural manuals • quality and continuous improvement processes and standards • ethical standards • recording and reporting • access and equity principles and practices • equipment use, maintenance and storage • environmental management (waste disposal, recycling and re-use guidelines)
Software features include:	• selecting standard products by code, description or design • managing complex pricing • scheduling production of glass products • scheduling delivery and installation of glass and glazing • re-cost and ‘what-if’ • selecting correct glass based on engineering properties and job specifications • generating glass designs and geometric shapes, including

3-D, pyramids, barrel vaults, greenhouses, arches and rakes

- estimating environmental efficiency ratings of glass products and installations
- applying Australian Standards for the glass industry
- appointment tracking and reminders
- sales activity
- integration with other applications

Unit Mapping Information

No equivalent unit

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 MSFGG4002 Use glass industry data systems

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Performance Evidence

- Use at least three (3) glass and glazing computer applications employing advanced features and import and export capacities for generating:
 - glass designs, including compliance with AS 1288:2006 Glass in buildings - Selection and installation, and WERS
 - production and delivery schedule reports
 - job estimates and quotations
 - inventory and sales reports
- Use the data system correctly and recognise and resolve problems, including the ability to:
 - input and access data to and from the system
 - evaluate the scope and range of data required from the system, in order to support the solution of problems
 - identify the causes and remedies of common problems
 - follow principles of operation of the equipment and software, hazard policies and procedures and work instructions
- Isolate causes of problems to a component of the data system and distinguish between causes of problems, such as:
 - incorrect or misleading data
 - system software faults
 - system equipment faults
- Complete reports and documents to the standard required
- 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
- 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

- Glass industry software vendor applications and their features
- Computer equipment features and operation
- Principles of operation of glass processing plant/equipment
- Glass installation processes
- Glass product specifications and tolerances

- Glass industry standards and codes of practice
- Stock control and delivery scheduling techniques
- Glass and glazing design principles

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 computers and software applications currently used in the glass and glazing industry, documents or information containing data suitable to demonstrate advanced features of computer applications, and support resources, including online, manuals and training booklets.

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