



Australian Government

MSFID4003 Prepare a materials board for client presentation

Release: 1

MSFID4003 Prepare a materials board for client presentation

Modification History

Release 1 - New unit of competency

Application

This unit of competency covers preparing a materials or sample board for client presentation for interior decoration and design projects. The materials board includes visual demonstration of colour, materials, samples, finishes and textiles used in the decoration and design project.

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

Pre-requisite Unit

Competency Field

Unit Sector

Interior Decoration and Design

Elements and Performance Criteria

Elements describe the essential outcomes.

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

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| 1 | Identify presentation requirements from project brief | 1.1 | Applicable work health and safety (WHS), legislative and organisational requirements relevant to presenting documentation are verified and complied with |
| | | 1.2 | Project brief is reviewed to determine presentation requirements |
| | | 1.3 | Parameters for the project are confirmed with client |
| | | 1.4 | Resources are selected appropriate to work requirements and checked for operational effectiveness |
| | | 1.5 | Communication with others is established and maintained |
| | | 1.6 | All required information is accessed and interpreted to inform the presentation process |
| 2 | Prepare materials | 2.1 | Substrate for the materials board is obtained in the selected |

board	colour and cut to the desired size
	2.2 Fabric and paint swatches are gathered, proportionally arranged with selected fabrics cut to size and paint samples set aside
	2.3 Visual information is gathered and prepared in accordance with the design theme and project brief
	2.4 Products, materials and accessories are gathered and selected items prepared
	2.5 Material and sample board components are composed and arranged before secure fixing to base board
	2.6 Fixtures are labelled or a legend compiled to translate the parts and colours
	2.7 Materials board is finalised in readiness for presentation
	2.8 Sketches and drawings are completed and prepared for positioning of products, materials and accessories
3 Prepare for client presentation	3.1 Presentation methodology is developed and prepared
	3.2 Materials board presentation is made to the client, selling the attributes of the design solution
	3.3 Presentation of materials board information is supported using multimedia and computer based strategies

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, Liveable and Accessible Housing Design guidelines, and organisation insurance requirements
 - work requires individual to demonstrate discretion, judgement and problem solving, plus self-management and learning skills
- Project brief includes:**
- client needs and objectives
 - client aims and objectives, and criteria for evaluation
 - milestones
 - organisational or personal profiles and aims
 - image requirements and function
 - target market
 - budget
 - timeline
 - consultation requirements
 - colour requirements
- Parameters include:**
- scope of brief
 - approval to make changes
 - effect or feel trying to be achieved
 - functionality (short and long term)
 - budget restrictions
 - established timelines
- Clients include:**
- suppliers
 - manufacturers
 - private clients
 - colleagues
 - retailers
 - the public
- Resources include:**
- computers
 - computer software
 - design software
 - computer-aided design (CAD) software
 - colour boards
 - storyboards
 - swatches
 - product based colour systems, such as Munsell or similar
 - colour matching system, such as Pantone Matching System

	(PMS)
	• journals (directions magazines) • artistic equipment and products • model making equipment
Substrates include:	• mat board • sponge board • frames • mounts • 3-D relief boards
Samples include:	• fabric • paint • laminate • stone
Colours include:	• colour principles • psychology • fundamentals • coordination • perception • language • tonal • translucent • contrast • harmony • effects on space • formulas and colour wheels • hue • chromaticity • saturation • value • luminance • tints • tones • shades • complimentary • primary • secondary • tertiary colours
Fabric swatches include:	• small pieces of fabric cut as samples from rolls of fabric, or commercial display fabric swatches used for retail purposes
Paint swatches include:	• painted cards or commercially available paint cards (available free in paint and hardware shops)

Visual information includes:	• photographs • magazine clippings • drawings • sketches
Themes include:	• variations of colour ways (based on directions media), furnishing trends and decoration trends
Materials include:	• solid timber (native and imported) • manufactured timber products • plastic • metal • alloys • stone • glass • textiles • fibreglass • foam • cardboard • paper products • any other manipulable substance
Accessories include:	• haberdashery • cabinet hardware, such as knobs and handles • light fittings • rugs • tie backs • curtain rods
Secure fixing includes:	spray glue (in booth with extraction fan) • double-sided tape • blue tack • Velcro
Drawings include:	• hand drawn images or ideation drawings completed freehand • drafted technical drawings or drawings produced on computer using CAD software packages (these usually contain project specifications)
Materials board include:	• a presentation on board displaying the colour usage and coordination with surface finishes, materials and textiles used throughout the project
Presentation methodology includes:	a justification of the selections made for the decoration or design proposal • a visual presentation and prepared script to accompany the colour board

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| Multimedia includes: | <ul style="list-style-type: none">• presentation boards• portfolios• photography• data projectors• video• other forms of multimedia |
| Computer-based strategies include: | <ul style="list-style-type: none">• PowerPoint presentations• CAD demonstrations• written presentations• other scenarios utilising different software applications |
| Information and procedures include: | <ul style="list-style-type: none">• work instructions, including plans, drawings and designs• workplace procedures relating to reporting and communication• manufacturer specifications and operational procedures |

Unit Mapping Information

Supersedes and is equivalent to LMFID4003A Prepare a materials board for client presentation.

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 MSFID4003 Prepare a materials board for client presentation

Modification History

Release 1 - New unit of competency

Performance Evidence

- Interpret work orders and locate and apply relevant information
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Identify materials used in the work process
- Prepare a materials board for client presentation to provide the client with cost-effective options which meet the project brief requirements effectively applying design elements and principles
- Use mathematical ideas and techniques to correctly complete measurements, calculate area/volume and estimate material requirements
- Communicate ideas and information to enable confirmation of work requirements and specifications, presentation of design/colour concepts, the reporting of work outcomes and problems
- Initiate new ideas and work techniques
- 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

- State or territory WHS legislation, regulations, standards and codes of practice relevant to the full range of processes for preparing a materials board and client presentation
- Organisational and site standards, requirements, policies and procedures for preparing a materials board and client presentation
- Creativity and artistic relevance
- Types of equipment and procedures for their safe use, operation and maintenance
- Characteristics of materials, products and defects
- Relevant decoration and design computer programs
- Design themes and design development
- Colour, furnishing and decoration options
- Psychology of colours
- Procedures for the recording, reporting and maintenance of workplace records and information
- Established communication channels and protocols
- Relevant problem identification and resolution

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 materials, equipment, specifications and work instructions relevant to preparing a colour board for client presentation.

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