



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 |

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| 2 | Prepare materials board | 2.1 | Substrate for the materials board is obtained in the selected 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
Multimedia includes:	• presentation boards • portfolios • photography • data projectors • video • other forms of multimedia
Computer-based strategies include:	• PowerPoint presentations • CAD demonstrations • written presentations • other scenarios utilising different software applications
Information and procedures include:	• 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.education.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>