



Australian Government

MSFID6007 Select and instruct consultants and contractors

Release: 1

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Modification History

Release 1 - New unit of competency

Application

This unit of competency covers selecting and instructing consultants and contractors for all aspects of the project in the solution of interior design projects and in accordance with project briefs that apply to a retail, consulting or design and decoration studio environment and involves application of skills and knowledge at a managerial level.

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 Analyse the project brief | 1.1 Applicable work health and safety (WHS), legislative and organisational requirements relevant to selecting and instructing consultants and contractors are verified and complied with |
| | 1.2 Project brief is reviewed, confirmed and clarified with client |
| | 1.3 Key requirements for the project are assessed and confirmed and parameters determined |
| | 1.4 Resources are selected appropriate to work requirements and checked for operational effectiveness |
| | 1.5 Communication with others in the design project is established and maintained |

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| | | 1.6 | Relevant research is conducted to gain all information which may be used to inform the selection process |
| | | 1.7 | All required information is accessed and interpreted to inform the selection process |
| 2 | Select consultants and contractors | 2.1 | Consultants are selected to assist with project design information |
| | | 2.2 | Contractors are selected to undertake decorating, building or services work |
| | | 2.3 | Consultants and contractors are contracted to undertake the negotiated work |
| | | 2.4 | Insurances necessary in the engaging of contractors and consultants are obtained |
| 3 | Instruct consultants and contractors | 3.1 | Consultants and contractors are communicated with to specify the requirements of the project brief, costing, quotes and the schedule |
| | | 3.2 | Timelines and restrictions are agreed with consultants and contractors |
| | | 3.3 | Budget constraints for consultants and contractors are set and adhered to in accordance with the project schedule |
| | | 3.4 | Design specifications and constraints for consultants and contractors are set and adhered to in accordance with the project brief |
| | | 3.5 | WHS policies and procedures are transmitted to consultants and contractors and adhered to |

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
- 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
- Clients include:**
- suppliers
 - manufacturers
 - private clients
 - retailers
- Parameters include:**
- scope of brief
 - approval to make changes (legislative and planning)
 - effect or feel trying to be achieved
 - functionality (short and long term)
 - budget restrictions
 - established timelines
- 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
Relevant research includes:	• internet searches • phone/personal liaison • interviews • applications
Information includes:	• contractor and consultant reputations and outcomes • contractor and consultant prices • required insurances • work schedules • budget and payments • required skills • available skills
Consultants include:	• builders • architects • engineers • decorators • designers
Contractors include:	• builders • painters • tilers • carpet/flooring layers and sanders • cabinetmakers • curtain and soft furnishing makers • picture framers • electricians • plumbers • plasterers
Contracts include:	• methods of securing agreement between parties
Insurances include:	• professional indemnity • public liability • income protection • third-party, comprehensive, building and contents insurance • workers compensation • any other legally prescribed insurance
Engaging includes:	• hire or appointment of the contractors by direct engagement or for engagement by the client
Schedules include:	• detailed descriptions of which materials, products, finishes and accessories will be selected, and how they will be applied

- Timelines include:**
- the agreed project time span set and agreed for the project
- Restrictions include:**
- laws, regulations or policies which may affect a project or those working on it, such as:
 - local government planning approval
 - work site entry legislation
 - licensing
 - heritage laws
- Budgets include:**
- the amount of funds the client has available to complete the project
- Specifications include:**
- the measurements, procedures by which a product is constructed and materials to be utilised

Unit Mapping Information

Supersedes and is equivalent to LMFID6007A Select and instruct consultants and contractors.

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 MSFID6007 Select and instruct consultants and contractors

Modification History

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Performance Evidence

- 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
- Select and instruct consultants and contractors to complete a project in accordance with the project brief and schedule effectively applying quality and authorised procedures
- Use mathematical ideas and techniques to correctly complete measurements, make calculations, estimate material requirements and cost work
- Communicate ideas and information to enable confirmation of work requirements and specifications, presentation of design/colour concepts, the reporting of work outcomes and problems
- Establish a personal work methodology
- Display critical evaluation skills, creativity, innovation, research skills and independent thinking
- Present design ideas
- 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 selecting and instructing consultants and contractors
- Organisational and site standards, requirements, policies and procedures for selecting and instructing consultants and contractors
- Australian Standards and the Building Code of Australia (BCA)
- Contract management
- Contractor and consultant types and management
- Types of equipment and procedures for their safe use, operation and maintenance
- Procedures for the recording, reporting and maintenance of workplace records and information
- Appropriate mathematical procedures for estimation and measurement
- Environmental protection requirements
- Established communication channels and protocols

- Relevant problem identification and resolution techniques
- Project management techniques

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 and specifications relevant to selecting and instructing consultants and contractors.

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