



Australian Government

MSFPF2005 Cut mat boards

Release: 1

MSFPF2005 Cut mat boards

Modification History

Release 1 - New unit of competency

Application

This unit of competency covers cutting out simple mat boards by hand and manual or computerised cutting machines for the mounting of artwork.

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

Pre-requisite Unit

Competency Field

Unit Sector

Picture Framing

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.												
1 Prepare for cutting	<table><tr><td>1.1</td><td>Patterns, dimensions, materials and quantities are identified from work/job instructions</td></tr><tr><td>1.2</td><td>Work health safety (WHS) requirements relevant to the operation of cutting basic mat boards, including personal protection needs, are observed throughout the work</td></tr><tr><td>1.3</td><td>The process for obtaining materials/components and moving completed work to the next process is identified</td></tr><tr><td>1.4</td><td>Work area, tools, equipment and materials are selected and checked prior to use to ensure that they are appropriate for the work in terms of quality, serviceability and safety</td></tr><tr><td>1.5</td><td>Appropriate mat cutting machines are selected for the required cut and suitable blades are selected, fitted and adjusted for angled, circular or oval cuts</td></tr><tr><td>1.6</td><td>Cutting equipment components, controls and clamping</td></tr></table>	1.1	Patterns, dimensions, materials and quantities are identified from work/job instructions	1.2	Work health safety (WHS) requirements relevant to the operation of cutting basic mat boards, including personal protection needs, are observed throughout the work	1.3	The process for obtaining materials/components and moving completed work to the next process is identified	1.4	Work area, tools, equipment and materials are selected and checked prior to use to ensure that they are appropriate for the work in terms of quality, serviceability and safety	1.5	Appropriate mat cutting machines are selected for the required cut and suitable blades are selected, fitted and adjusted for angled, circular or oval cuts	1.6	Cutting equipment components, controls and clamping
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		systems are set
	1.7	Board material is selected following work order or specification and laid out to meet requirements and minimise waste
	1.8	Work sequence is planned to suit the job
2	Conduct cutting operation	
	2.1	Mat board is located on machine and clamped
	2.2	Equipment is operated and monitored to ensure correct cut quality, output and that wastage is within allowable limits
	2.3	Problems occurring during work operations are identified and reported to appropriate persons
	2.4	Routine equipment adjustments are completed
	2.5	Items which do not meet quality requirements are repaired or discarded
	2.6	Finished work is inspected for compliance against specification or work order, workplace requirements and finish
3	Complete work	
	3.1	Mat boards are marked for identification and stored following workplace procedures
	3.2	Scraps and off-cuts are removed for disposal/recycling as required by workplace procedures
	3.3	Work area is cleaned and rubbish disposed of as appropriate
	3.4	Workplace documentation is completed as required
	3.5	Tools, equipment and unused materials are cleaned, stored and stock levels reported following workplace 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.

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| Unit context includes: | <ul style="list-style-type: none">• 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 some discretion, judgement and problem solving |
| Cut mat boards includes: | <ul style="list-style-type: none">• cutting of mat boards by hand or machine according to required shape in straight line or oval with bevel cuts for the mounting of artwork |
| Machines include: | <ul style="list-style-type: none">• straight line mat cutters• circle/oval mat cutters• manual, wall-mounted, pneumatic or computerised, and use interchangeable cutting heads |
| Tools and equipment include: | <ul style="list-style-type: none">• hand-operated tools:<ul style="list-style-type: none">• cutting blades• clamps• marking out tools• application equipment• manual and computerised mat cutters |
| Materials include: | <ul style="list-style-type: none">• mat boards and various forms of artwork, which may made be of:<ul style="list-style-type: none">• paper pulp• rag/cotton pulp or alpha cellulose pulp board• finishes:<ul style="list-style-type: none">• suede• plain• cotton or metallic |
| Personal protective equipment includes: | <ul style="list-style-type: none">• that prescribed under legislation, regulations and enterprise policies |
| Information and procedures include: | <ul style="list-style-type: none">• workplace procedures relating to the use of tools and equipment |

- work instructions, including job sheets, cutting lists, plans, drawings and designs
- workplace procedures relating to reporting and communication
- manufacturer specifications and operational procedures

Unit Mapping Information

Supersedes and is equivalent to LMFPF2005B Cut mat boards.

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 MSFPF2005 Cut mat boards

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Performance Evidence

- Interpret work order 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
- 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
- Cut mat boards by hand and machines, including computerised mat board cutting equipment, to cut:
 - single and double ovals and squares
 - multiple hole and reverse bevels in each of 2 ply, 4 ply and 8 ply up to 1524 x 1017 mm
- 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
- 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

- Type, characteristics, uses and limitations of mat board materials
- Work flow in relation to the cutting and storing of mat boards
- Types, characteristics and operation of manual and computerised mat cutting machines
- Identification of equipment, processes and procedures
- Workplace safety system requirements related to cutting mat boards

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 manual and computerised mat cutting equipment, mat boards and work orders.

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