



Australian Government

MSFPPF3002 Decorate mat boards

Release: 1

MSFPF3002 Decorate mat boards

Modification History

Release 1 - New unit of competency

Application

This unit of competency covers decorating mat boards by hand, including use of specialty cutting, line inking, colour washing and marble papers.

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 work	1.1	Required work is identified from work order/instructions
		1.2	Work health and safety (WHS) requirements, including personal protection needs, are observed throughout the work
		1.3	Tools and equipment are selected and checked prior to use to ensure that they are appropriate for the work in terms of quality, serviceability and safety
		1.4	Appropriate mat cutting machines are selected for specialty decorative cutting
		1.5	Decorative inks, paints and application equipment are selected to match work order
		1.6	Safe and suitable work area is selected/prepared
		1.7	Board material is selected and laid out to meet work

			requirements and minimise waste
2	Decorate mat boards	2.1	Mat board is decorated following the requirements of the work order and to maximise the presentation of the artwork
		2.2	Decoration is checked against specification or work order
		2.3	Decorated boards are marked for identification and stored following workplace procedures
3	Complete work	3.1	Unused materials are stored or recycled as required
		3.2	Tools and equipment are cleaned and stored following workplace procedures
		3.3	Work area is cleaned and rubbish disposed of as appropriate
		3.4	Workplace documentation is completed as required
		3.5	Stock level of materials are reported or maintained 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.

- 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 and organisation insurance requirements

Tools and equipment include:	• work requires individuals to demonstrate some discretion, judgement and problem solving • hand-operated tools: • cutting blades • hand cutters • marking out tools • application equipment (pens and brushes) • machinery: • manual and computerised mat cutters
Materials include:	• mat board • inks • paints and paper
Personal protective equipment includes:	• that prescribed under legislation, regulations and enterprise policies
Information and procedures include:	• 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 LMFPF3002B Decorate 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 MSFPF3002 Decorate 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
- On any size mat boards:
 - cut V groove
 - cut mat with decorative corners
 - apply wash panels/lines
 - apply decorative transfers
- 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

- Types, characteristics and applications of cutting machines and mat board decorating techniques
- Operation of mat cutters, lettering and line drawing guides and colouring application
- Identification of equipment, processes and procedures
- Work flow in relation to the decoration and storing of mat boards
- Workplace safety system requirements related to decorating 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 mat cutting equipment, inks, paints and application equipment, mat boards and work orders.

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