



Australian Government

MSFSF3003 Follow patterns to produce window toppings

Release: 1

MSFSF3003 Follow patterns to produce window toppings

Modification History

Release 1 - New unit of competency

Application

This unit of competency covers producing window toppings following the requirements of patterns.

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

Pre-requisite Unit

Competency Field

Unit Sector

Soft Furnishing

Elements and Performance Criteria

Elements describe the essential outcomes.

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

1	Identify work requirements	1.1	Job requirements are identified from work instructions and patterns
		1.2	Pattern is interpreted to determine detail or work requirements
		1.3	Instructions for sequencing of work and particular measurements or adjustments are interpreted
		1.4	Work sequence is planned, including quality checkpoints
2	Prepare for work	2.1	Suitable work area is selected for the tasks
		2.2	Work health and safety (WHS) requirements, including ergonomic criteria and personal protection needs, are observed throughout the work
		2.3	Materials are selected to match customer requirements, suitability for the purpose and work instructions

		2.4	Potential hazards are identified from observation of the tools, equipment, materials and workplace reference material
		2.5	Tools, equipment and materials are selected and checked prior to use to ensure that they are appropriate for the work, serviceable and in a safe condition
3	Complete construction	3.1	Window toppings are constructed following work instructions
		3.2	Work is checked against patterns and worksheets at the identified checkpoints
		3.3	Non-conformity with enterprise quality standards is rectified
4	Finalise operations	4.1	Completed work is checked against required quality standards
		4.2	Documentation or reporting is completed following workplace procedures
		4.3	Work area is cleaned, and tools and equipment are returned to storage
		4.4	Unused materials are returned to storage and waste and scrap are dealt with 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 • work requires individuals to demonstrate some discretion, judgement and problem solving skills
Window toppings include:	• swags • jabots • falls/tails and accessories • soft padded pelmets • bonded pelmets
Tools and equipment include:	• measuring and calculating equipment: • tapes • rulers • calculators • computers • fabric and general cutting and sewing tools: • scissors • saws • drills • staplers • sewing machines • hemming machines • overlockers • glue guns • swag templates
Materials include:	• plain and patterned fabric • velvet and vinyl
Personal protective equipment includes:	• that prescribed under legislation, regulations and enterprise policies and practices
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 LMFSF3003B Follow patterns to produce window toppings.

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 MSFSF3003 Follow patterns to produce window toppings

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Performance Evidence

- Interpret work order and patterns to locate and apply relevant information
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- 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
- Interpret patterns correctly to identify the type of material specified, required tools and equipment for the task, number and type of window toppings to be produced, and quality requirements
- Interpret patterns and identify materials used and any special sewing or handling requirements to produce at least one (1) each of jabots, swags, tails, soft padded pelmets and bonded pelmets
- 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 window toppings
- Process for interpretation of patterns
- Identification of equipment, processes and procedures
- Work flow in relation to window topping production

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 patterns, materials and specifications.

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