## 

Student toolkit - Recognition of Prior Learning  
*MSF31113*

*Certificate III in Cabinet Making*

TAFE NSW would like to pay our respect and acknowledge Aboriginal and Torres Strait Islander Peoples as the Traditional Custodians of the Land, Rivers and Sea. We acknowledge and pay our respect to the Elders, both past and present of all Nations.

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For queries, please contact:

*Assessor Details:*

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# GENERAL INFORMATION

### Overview of the Recognition Process

Recognition of Prior Learning (RPL) is an assessment process that recognises the skills, knowledge and experience you have gained through previous studies, work, volunteer positions and life in general. Put simply, it means that if you can demonstrate you already have the skills and experience, you can gain a whole or partial qualification without attending classes or participating in learning.

The following diagram provides a summary of the RPL process.

**You** are issued your **Qualification**by TAFE NSW

You are advised of any gap training.   
**You** receive anIndividual **Training Plan.   
You** complete **gap training.**

**You** have a professional conversation with **your Assessor.** *(You may need to provide additional evidence, answer questions and/or complete a skills assessment)*

**You** review and complete the  
**Student Toolkit - Recognition of Prior Learning***(This document)*

Your **Assessor** reviews your documentation to  
determine the appropriateness of evidence submitted for RPL

**You** are advised of the RPL decision and  
fee re-calculation*(if applicable)*

**You** have read the[**Student Guide to Recognition at TAFE NSW**](https://share.tafensw.edu.au/share/integ/gen/9199ef9a-0507-40b4-bfb5-8769a1ac5fb2/0/?attachment.uuid=75ca2549-8cba-490f-a610-138adf3f804a)   
<https://www.tafensw.edu.au/enrol/recognition-credit-transfers>

**You** are enrolled in a TAFE NSW course. 

**You** have discussed RPL with your teacher or Assessor and have identifiedRPL as a *potential pathway*. 

# How to Complete this Toolkit

If you have any issues working through this toolkit or you would like support, please contact your Assessor or call TAFE NSW on 131 601.

### Your Information

You will provide your relevant details at [section 3.1](#_Your_Information) of the document.

### Packaging Rules

To achieve a qualification, a minimum number of core and elective units of competency must be completed. This is known as the Packaging Rules for the qualification. The Packaging Rules for the qualification for which you are enrolled and are applying for RPL are listed in [section 3.2](#_Packaging_Rules)

### Summary of Units

The Summary of Units is a sample set of core and elective units that would allow for course completion and which meet the requirements of the Packaging Rules. These are listed in [section 3.3](#_Summary_of_Units).

**Once you have reviewed the information for each unit of competency** in the Unit Guides (section 4), return to the Summary of Units table at [section 3.3](#_Summary_of_Units) and indicate the assessment method you believe would be suitable for each unit of competency.

### Supporting Evidence Summary

You must provide evidence of being able to meet the assessment requirement criteria for each unit of competency listed in the Unit Guides (section 4). Each item of evidence can be used across multiple units of competency and need only be attached once.

**Once you have collected the supporting evidence**, return to the Supporting Evidence Summary in [section 3.4](#_Supporting_Evidence_Summary) and number and label each of your supporting evidence items as in the following example:

| **Item No.** | **Item Description** |
| --- | --- |
| 1 | Position description from XXX |
| 2 | Resumé |
| 3 | Third party report from employer |
| 4 | Logbook dated XXX from XXX |
| 5 | Copy of certified transcript for Certificate III in XXX |
| 6 | Video of me completing XXX task |
| 7 | Finished product made by yourself eg. art work, garment, webpage, music video |

### Unit Guides

Each unit of competency which makes up the qualification in which you are enrolled is listed in [section 4](#_Unit_Guides), Unit Guides. As a person applying for RPL, it is expected you would be able to demonstrate the skills, knowledge and/or experience associated with the listed units and this section will assist you to determine this.

Below is a guide to completing the tables in the unit guides section.

**Performance Evidence**

**Against** each performance evidence item in the table, rate the experience you currently have:

* None – no experience in this area
* Some – I will need more skills, knowledge or experience in this area
* Plenty – I can provide evidence to demonstrate I have significant experience in this area

**Knowledge Evidence**

**Against** each knowledge evidence item in the table, rate the experience you currently have:

* None – no experience in this area
* Some – I will need more skills, knowledge or experience in this area
* Plenty – I can provide evidence to demonstrate I have significant experience in this area

**How you meet the performance and knowledge evidence**

**Write a paragraph describing how you meet the performance criteria. For example, you could provide details on your work experience (paid or unpaid), ensuring you answer:**

* What you have done
* How you have done it
* Who you were working with
* What skills you demonstrated

**Supporting Evidence**

This is a list of suggested supporting evidence you should include for that particular unit. You can also include additional items that assist in demonstrating competency. You need to complete the Supporting evidence table and then allocate a Portfolio Item Number that correlates to that evidence. These supporting evidence items can be presented as paper-based, electronically and/or as a finished product. Supporting evidence items can be used for more than one unit of competency if this is appropriate.

Types of evidence can include:

* Audio/video/photographic evidence
* Certified copies of certificates and/or transcripts
* Documents or work samples you have produced
* Resume/CV or detailed work history
* Position description or job specification
* Timesheets/rosters
* File notes or memos demonstrating industry experience
* Workplace training record
* Documents detailing your attendance at relevant meetings
* Finished products
* Report from current employer/supervisor
* Logbooks or diaries
* Details of in-house courses, workshops, seminars, or other training you have attended
* Third party testimonial from a supervisor, colleague and/or client
* Industry or association memberships or subscriptions
* Industry licences
* Past competency-based assessments

It is important to ensure that the different types of supporting evidence you present are named/labelled so it is clear which evidence item you are referring to in your submission.

Following is an example of a completed Supporting Evidence table:

| Supporting Evidence | Item Number |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed | n/a |
| Third party report from employer addressing criteria | 3 |
| Position description | 1 |
| Logbook | 4 |
| Video of me completing the task | 6 |
| Finished Product | 7 |
| Other *(please detail)* |  |

# RPL Application

### Your Information

Please complete the following tables with your details.

| **Name** |  | Your name |
| --- | --- | --- |
| **Address** |  | Your address |
| **Phone** |  | Your phone number |
| **Email** |  | Your email address |
| **TAFE Learner Number** |  | Your TAFE Learner Number |

Please provide your current career information in the table below or you can provide a current resume.

| **Current career area** | Your current career area |
| --- | --- |
| **Relevant experience (within the course area you are seeking recognition)** | Your relevant experience |
| **Prior studies (include year of prior studies)** | Your prior studies |

### Packaging Rules

*This qualification covers the skills and knowledge you need to perform trade-level skills in furniture making and kitchen and bathroom jobs. Two pathways are provided, targeting the skill requirements of free-standing furniture makers and kitchen and bathroom cabinet makers and installers.*

**To be awarded the MSF31113 Certificate III in Cabinet Making, competency must be achieved in twenty-eight (28) units of competency.**

* **six core units of competency**
* **twenty-two elective units of competency**

Further information on the qualification, including assessment requirements, can be obtained from: <https://training.gov.au/Training/Details/MSF31113>***.***

If you have completed a different unit of competency in another course that you think is relevant or equivalent to one of the units included here, please let us know.

### Summary of Units

RPL – Recognition of prior learning

CT – Credit transfer (identical or equivalent unit previously completed)

Full – Undertake learning and assessment (or gap training)

| Core (C)/  Elective (E) | Unit Code and Name | RPL | CT | Full |
| --- | --- | --- | --- | --- |
| C | MSMSUP106 – Work in a team |  |  |  |
| C | MSMSUP102 – Communicate in the workplace |  |  |  |
| C | MSMENV272 – Participate in environmentally sustainable work practices |  |  |  |
| E | MSMWHS200 – Work safely |  |  |  |
| E | MSFKB3006 – Install fitted cabinets and components |  |  |  |
| E | MSFKB3005 – Fabricate cabinets for the built-in environment |  |  |  |
| E | MSFKB3004 – Conduct on-site adjustments to cabinets and components |  |  |  |
| E | MSFKB3002 – Determine requirements for installation of cabinets |  |  |  |
| C | MSFGN3001 – Read and interpret work documents |  |  |  |
| C | MSFGN2001 – Make measurements and calculations |  |  |  |
| E | MSFFM3024 – Construct jigs and fixtures |  |  |  |
| E | MSFFM3022 – Set up, operate and maintain computer numerically controlled (CNC) machining and processing centres |  |  |  |
| E | MSFFM3019 – Set up, operate and maintain automated edge banding machines |  |  |  |
| E | MSFFM3011 – Measure and draw site layout for manufactured furniture products |  |  |  |
| E | MSFFM3010 – Prepare cutting list from plans and job specifications |  |  |  |
| E | MSFFM3009 – Produce manual and computer-aided production drawings |  |  |  |
| E | MSFFM3008 – Select timbers for furniture production |  |  |  |
| E | MSFFM3007 – Prepare and apply decorative surfaces for furniture |  |  |  |
| E | MSFFM3006 – Install furnishing products |  |  |  |
| E | MSFFM3005 – Fabricate custom furniture |  |  |  |
| E | MSFFM3004 – Produce angled and curved furniture using solid timber |  |  |  |
| E | MSFFM3003 – Produce angled and curved furniture using manufactured board |  |  |  |
| E | MSFFM3002 – Construct furniture using leg and rail method |  |  |  |
| E | MSFFM2011 – Apply manufactured board conversion techniques |  |  |  |
| E | MSFFM2010 – Set up and operate basic static machines |  |  |  |
| E | MSFFM2006 – Hand make timber joints |  |  |  |
| E | MSFFM2005 – Join solid timber |  |  |  |
| E | MSFFM2004 – Apply sheet laminates by hand |  |  |  |
| E | MSFFM2003 – Select and apply hardware |  |  |  |
| E | MSFFM2002 – Assemble furnishing components |  |  |  |
| C | MSFFM2001 – Use furniture making sector hand and power tools |  |  |  |
| E | MSFFF2006 – Apply surface coatings by spray gun |  |  |  |
| E | MSFFF2004 – Prepare surfaces for finishing |  |  |  |
|  |  |  |  |  |

**Other elective units you would like considered for recognition**

| Unit Code and Name | RPL | CT | Full |
| --- | --- | --- | --- |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| <Add additional rows as required> |  |  |  |

### Supporting Evidence Summary

| **ITEM NO.** | **ITEM DESCRIPTION** |
| --- | --- |
| 1 |  |
| 2 |  |
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\*\* Add additional rows, if required, by placing your cursor in the last cell and pressing **Tab**.

# Unit Guides

MSFFF2004 - Prepare surfaces for finishing

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can interpret work orders and locate and apply information relevant to my job. |  |  |  |
| I apply safe handling requirements for equipment, products and materials, including use of personal protective equipment. |  |  |  |
| I can identify materials used in my job and follow work instructions, operating procedures and inspection processes to: |  |  |  |
| - minimise the risk of injury to myself and others |  |  |  |
| - prevent damage to goods, equipment and products |  |  |  |
| - maintain required production output and product quality |  |  |  |
| I have prepared furniture surfaces on a minimum of four occasions, including a horizontal, a vertical, an internal and a curved surface (moulding). |  |  |  |
| Types of surface I have prepared include solid hardwood, solid softwood, veneered board and metal. |  |  |  |
| I can use mathematical ideas and techniques to make measurements, calculate area and estimate material requirements. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications and to report work outcomes and problems. I can interpret basic plans and follow safety procedures. |  |  |  |
| I have minimised wastage of resources including materials, time and money, and I have worked in a team, understanding what everyone does and how we are dependent on each other, using cooperative approaches to make work flow and productivity as efficient as possible. |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I know about the types, properties and characteristics of coatings and about surface preparation techniques, knowing what equipment and materials to use. |  |  |  |
| I understand what hazardous substances and materials are used in surface preparation. |  |  |  |
| I understand work flow in relation to the application and removal of surface coatings. |  |  |  |
|  |  |  |  |

| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Logbook / work journal of completed skills and knowledge. |  |
| Logbook of machines worked on with validated maintenance schedules. |  |
| Current WHS statement of attainment (White Card) |  |
| Any relevant current Licenses. |  |
| References from clients outlining requirements meeting results. |  |
| References from suppliers. |  |
| Documentation of calculations of materials needed and ordered |  |
| Documentation outlining the surface preparation for 4 surfaces/jobs |  |
| Documentation outlining the surface preparation for 4 materials |  |
| Photo/video evidence validated by appropriate person as own work |  |
| Third party report from employer addressing criteria |  |
| Finished product validated by appropriate person as candidates own work |  |
|  |  |
| Other *(please detail)* |  |

MSFFF2006 - Apply surface coatings by spray gun

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can interpret work orders and locate and apply information relevant to my job. |  |  |  |
| I apply safe handling requirements for equipment, products and materials, including use of personal protective equipment. |  |  |  |
| I can identify materials used in my job and follow work instructions, operating procedures and inspection processes to: |  |  |  |
| - minimise the risk of injury to myself and others |  |  |  |
| - prevent damage to goods, equipment and products |  |  |  |
| - maintain required production output and product quality |  |  |  |
| I can interpret work order and locate and apply relevant information. |  |  |  |
| I apply safe handling requirements for equipment, products and materials, including use of personal protective equipment. |  |  |  |
| I can identify materials used in the work process. |  |  |  |
| I 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 |  |  |  |
| I have selected and applied surface coatings, including the adjustment of spray equipment, using the required spray pattern for a minimum of three different surface types and shapes. |  |  |  |
| I can maintain spray equipment and my work area, including a spray booth. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications and to report work outcomes and problems. |  |  |  |
| I can interpret basic plans and follow safety procedures. |  |  |  |
| I have minimised wastage of resources including materials, time and money. |  |  |  |
| I have worked in a team, understanding what everyone does and how we are dependent on each other, using cooperative approaches to make work flow and productivity as efficient as possible. |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I know about the types of spray equipment, processes and procedures. |  |  |  |
| I understand the characteristics of the coatings and base materials in terms of toxicity, reactivity, flammability, required viscosity and re-coatability. |  |  |  |
| I understand the effects of fumes, heat and other radiations on surface coatings. |  |  |  |
| I know about the methods used to prevent contamination of surfaces during and after surface coating. |  |  |  |
| I understand what work flow means in relation to spraying operations. |  |  |  |
|  |  |  |  |

| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Current WHS statement of attainment (White Card) |  |
| Subscriptions to industry publications/information. |  |
| Client contract or quote (client details can be blocked out). |  |
| References from clients outlining requirements meeting results. |  |
| References from suppliers |  |
| Documentation of calculations of materials needed and ordered |  |
| Documentation outlining the surface coatings for 3 surface types and shapes |  |
| Maintenance logbook of your tools and equipment |  |
| Logbook / work journal of completed skills and knowledge |  |
| Photo/video evidence validated by appropriate person as own work |  |
| Third party report from employer addressing criteria |  |
| Finished product validated by appropriate person as candidates own work |  |
|  |  |
| Other *(please detail)* |  |

MSFFM2001 - Use furniture making sector hand and power tools

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can find and apply relevant information related to hand and power tools used in my work, and I apply safe handling requirements for equipment, products and materials, including use of personal protective equipment. |  |  |  |
| I have followed work instructions, operating procedures and inspection practices to minimise the risk of injury to me and others. |  |  |  |
| I can prevent damage to goods, tools, equipment or products. |  |  |  |
| I have also maintained production output and product quality required of me. |  |  |  |
| I can correctly apply procedures for the use of a range of typical hand and power tools and have carried out maintenance on hand and power tools, including the grinding and sharpening of chisels, hard plane blades or irons and drill bits. |  |  |  |
| I can use mathematical ideas and techniques to correctly complete measurements and estimate material requirements. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications and to report work outcomes and problems. |  |  |  |
| I can interpret basic plans and follow safety procedures. |  |  |  |
| I have minimised wastage of resources including materials, time and money. |  |  |  |
| I have worked in a team, understanding what everyone does and how we are dependent on each other, using cooperative approaches to make work flow and productivity as efficient as possible. |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I know about the characteristics, uses, limitations and maintenance requirements of hand and power tools commonly used in furniture or kitchen and bathroom production, including relevant workplace safety requirements and WHS legislation. |  |  |  |
| I understand the work flow within the workplace. |  |  |  |
|  |  |  |  |

| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency including attendance at relevant trade / industry seminars. |  |
| Third party report from employer addressing criteria. |  |
| Logbook / work journal of completed skills and knowledge. |  |
| Document evidence from workplace / colleagues relating to unit (for example tool box or WHS meetings, JSA/risk assessments, SDS utilised, safe operating procedures developed or followed) |  |
| Current WHS statement of attainment (White Card) |  |
| Work/job order outlining job requirements |  |
| Any relevant current licenses. |  |
| Subscriptions to industry publications/information. |  |
| Documentation of calculations of materials needed and ordered |  |
| Maintenance logbook of your tools and equipment |  |
| Photo/video evidence validated by appropriate person as own work |  |
| Third party report from employer addressing criteria |  |
| Finished product validated by appropriate person as candidates own work |  |
|  |  |
| Other *(please detail)* |  |

MSFFM2002 - Assemble furnishing components

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can interpret work orders and locate and apply relevant job information. |  |  |  |
| I can apply safe handling requirements for equipment, products and materials, including use of personal protective equipment, and I can follow work instructions, operating procedures and inspection practices to minimise the risk of injury to myself and others. |  |  |  |
| I can prevent damage to goods, equipment and products, and maintain required production output and product quality. |  |  |  |
| I have assembled at least four furnishing components. |  |  |  |
| I have used mathematical ideas and techniques to measure and estimate material requirements. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications and to report work outcomes and problems. |  |  |  |
| I can interpret basic plans and follow safety procedures. |  |  |  |
| I have minimised wastage of resources including materials, time and money. |  |  |  |
| I have worked in a team, understanding what everyone does and how we are dependent on each other, using cooperative approaches to make work flow and productivity as efficient as possible. |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I know about the types, characteristics, uses and limitations of common furnishing components, and I understand basic furniture plans. |  |  |  |
| I know the various hand and or power tools, materials, equipment, processes and procedures used in my workplace and I understand furniture production work flow. |  |  |  |
|  |  |  |  |

| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Document evidence from workplace colleagues outlining communication skills. |  |
| Current WHS statement of attainment (White Card) |  |
| Subscriptions to industry publications/information. |  |
| Client contract or quote (client details can be blocked out). |  |
| References from clients outlining requirements meeting results. |  |
| References from suppliers |  |
| Work/Job order outlining job requirements |  |
| Documentation of calculations of materials needed and ordered |  |
| Maintenance logbook of your tools and equipment |  |
| Logbook/work journal of completed skills and knowledge |  |
| Photo/video evidence validated by appropriate person as own work |  |
| Third party report from employer addressing criteria |  |
| A detailed description outlining the assembly of 4 different furnishing components |  |
| Four finished products validated by appropriate person as candidates own work |  |
| Documentation validated by appropriate person on how you minimised wastage of resources including materials, time and money |  |
|  |  |
| Other *(please detail)* |  |

MSFFM2003 - Select and apply hardware

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can interpret work orders and locate and apply relevant job information. I can apply safe handling requirements for equipment, products and materials, including use of personal protective equipment, and I can follow work instructions, operating procedures and inspection practices to minimise the risk of injury to myself and others. |  |  |  |
| I have selected and applied or fitted at least six different items of hardware. |  |  |  |
| I have used mathematical ideas and techniques to measure and estimate material requirements. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications and to report work outcomes and problems. |  |  |  |
| I can interpret basic plans and follow safety procedures. |  |  |  |
| I have minimised wastage of resources including materials, time and money, and I have worked in a team, understanding what everyone does and how we are dependent on each other, using cooperative approaches to make work flow and productivity as efficient as possible. |  |  |  |
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| --- | --- | --- | --- |
| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I know about the types, characteristics, uses and limitations of hardware. |  |  |  |
| I understand furniture design plans and how to prepare drawings and/or set-outs. |  |  |  |
| I know about hand and/or power tools, materials, equipment, processes and procedures. |  |  |  |
| I understand work flow in relation to furniture production. |  |  |  |
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| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Document evidence from workplace colleagues outlining communication skills. |  |
| Current WHS statement of attainment (White Card) |  |
| Subscriptions to industry publications/information. |  |
| Client contract or quote (client details can be blocked out). |  |
| References from clients outlining requirements meeting results. |  |
| References from suppliers |  |
| Work/job order outlining job requirements |  |
| Documentation of calculations of hardware needed and ordered |  |
| A detailed description of fitting 6 pieces of different hardware |  |
| Six finished products validated by appropriate person as candidates own work |  |
| Photo/video evidence validated by appropriate person as own work |  |
| Third party report from employer addressing criteria |  |
|  |  |
| Other *(please detail)* |  |

MSFFM2004 - Apply sheet laminates by hand

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can interpret work orders and locate and apply relevant job information. |  |  |  |
| I can apply safe handling requirements for equipment, products and materials, including use of personal protective equipment |  |  |  |
| I can follow work instructions, operating procedures and inspection practices to minimise the risk of injury to myself and others. |  |  |  |
| I can prevent damage to goods, equipment and products, and maintain required production output and product quality. |  |  |  |
| I have applied and finished laminates to at least three different surfaces, including at least two requiring laminate edging and with at least two laminate joints in one or more surfaces. |  |  |  |
| I have applied adhesive using spray, brush and scraper methods. |  |  |  |
| 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 |  |  |  |
| Minimise wastage of resources, including materials, time and money |  |  |  |
| Work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity |  |  |  |

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| --- | --- | --- | --- |
| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I understand the types, characteristics, uses and limitations of laminates. |  |  |  |
| I know how to interpret plan representations of furniture design and how to prepare drawings and/or set-outs. |  |  |  |
| I know the various hand and or power tools, materials, equipment, processes and procedures used in my workplace. |  |  |  |
| I understand furniture production work flow. |  |  |  |
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| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
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| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Document evidence from workplace colleagues outlining communication skills. |  |
| Current WHS statement of attainment (White Card) |  |
| Subscriptions to industry publications/information. |  |
| Client contract or quote (client details can be blocked out). |  |
| References from clients outlining requirements meeting results. |  |
| References from suppliers |  |
| Work/Job order outlining job requirements |  |
| Documentation of calculations of materials needed and ordered |  |
| Three different surface finished products at least two requiring laminate edging and with at least two laminate joints validated by appropriate person as candidates own work |  |
| Photo/video evidence of applying adhesive using spray, brush and scraper methods validated by appropriate person as own work |  |
| Photo evidence validated by appropriate person as own work |  |
| Third party report from employer addressing criteria |  |
|  |  |
| Other *(please detail)* |  |

MSFFM2005 - Join solid timber

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can interpret work orders and locate and apply relevant job information. |  |  |  |
| I can apply safe handling requirements for equipment, products and materials, including use of personal protective equipment, and I can follow work instructions, operating procedures and inspection practices to minimise the risk of injury to myself and others. |  |  |  |
| I can prevent damage to goods, equipment and products, and maintain required production output and product quality. |  |  |  |
| I have joined at least four solid timber tops for a minimum of three sections and used a minimum of four different edge joining methods. |  |  |  |
| I have used mathematical ideas and techniques to measure and estimate material requirements. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications and to report work outcomes and problems. |  |  |  |
| I can interpret basic plans and follow safety procedures. |  |  |  |
| I have minimised wastage of resources including materials, time and money. |  |  |  |
| I have worked in a team, understanding what everyone does and how we are dependent on each other, using cooperative approaches to make work flow and productivity as efficient as possible. |  |  |  |
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| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I know about the types, characteristics (including cupping, expansion, twisting, bowing, spring and grain direction), uses and limitations of timbers. |  |  |  |
| I know how to interpret plan representations of furniture design. |  |  |  |
| I understand joining techniques and their effect on timbers. |  |  |  |
| I understand the types of sawing methods, including back sawn and quarter sawn, and the impact of these on joining. |  |  |  |
| I know how to prepare drawings and/or set-outs. |  |  |  |
| I know the various hand and or power tools, materials, equipment, processes and procedures used in my workplace and I understand furniture production work flow. |  |  |  |
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| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
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| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Current WHS statement of attainment (White Card) |  |
| Subscriptions to industry publications/information. |  |
| Client contract or quote (client details can be blocked out). |  |
| References from clients outlining requirements meeting results. |  |
| References from suppliers Work/job order outlining job requirements |  |
| Documentation of calculations of materials needed and ordered |  |
| Photo/video evidence of joining at least four solid timber tops for a minimum of three sections and used a minimum of four different edge joining methods validated by appropriate person as candidates own work |  |
| Third party report from employer addressing criteria |  |
| Documentation validated by appropriate person on how you minimised wastage of resources including materials, time and money |  |
|  |  |
| Other *(please detail)* |  |

MSFFM2006 - Hand make timber joints

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can interpret work orders and locate and apply relevant job information. |  |  |  |
| I can apply safe handling requirements for equipment, products and materials, including use of personal protective equipment, and I can follow work instructions, operating procedures and inspection practices to minimise the risk of injury to myself and others. |  |  |  |
| I can prevent damage to goods, equipment and products, and maintain required production output and product quality. |  |  |  |
| I can select appropriate joint types for furniture items and have used at least three different types of adhesive. |  |  |  |
| I have produced a minimum of four different joint types in accordance with industry standards on tolerances with at least two produced mainly by hand operations. |  |  |  |
| I have used mathematical ideas and techniques to measure and estimate material requirements. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications and to report work outcomes and problems. I can interpret basic plans and follow safety procedures. |  |  |  |
| I have minimised wastage of resources including materials, time and money. |  |  |  |
| I have worked in a team, understanding what everyone does and how we are dependent on each other, using cooperative approaches to make work flow and productivity as efficient as possible. |  |  |  |
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| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I understand the characteristics, properties and selection criteria of adhesives. |  |  |  |
| I know about the capabilities and limitations of tools used. |  |  |  |
| I know how to match the requirements of adhesives and fasteners to the timbers and/or materials used. |  |  |  |
| I understand furniture production or repair work flow. |  |  |  |
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| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Current WHS statement of attainment (White Card) |  |
| Subscriptions to industry publications/information. |  |
| Client contract or quote (client details can be blocked out). |  |
| References from clients outlining requirements meeting results. |  |
| References from suppliers |  |
| Work/job order outlining job requirements |  |
| Documentation of calculations of materials needed and ordered |  |
| Outline the advantages and disadvantages for using 3 different types of glue in timber joints |  |
| Describe how you have produced a minimum of four different joint types for 4 furniture items |  |
| Third party report from employer addressing criteria |  |
| Photo evidence validated by appropriate person as own work |  |
| Documentation validated by appropriate person on how you minimised wastage of resources including materials, time and money |  |
|  |  |
| Other *(please detail)* |  |

MSFFM2010 - Set up and operate basic static machines

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can interpret work orders and locate and apply relevant job information. |  |  |  |
| I can apply safe handling requirements for equipment, products and materials, including use of personal protective equipment, and I can follow work instructions, operating procedures and inspection practices to minimise the risk of injury to myself and others. |  |  |  |
| I can prevent damage to goods, equipment and products, and maintain required production output and product quality. |  |  |  |
| I can identify, set up, operate and monitor basic static machines and complete the tasks using them. |  |  |  |
| I have used mathematical ideas and techniques to measure and estimate material requirements. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications and to report work outcomes and problems. I can interpret basic plans and follow safety procedures. |  |  |  |
| I have minimised wastage of resources including materials, time and money. |  |  |  |
| I have worked in a team, understanding what everyone does and how we are dependent on each other, using cooperative approaches to make work flow and productivity as efficient as possible. |  |  |  |
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| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I understand the range, characteristics, uses and limitations of basic static machines. |  |  |  |
| I understand the characteristics of materials and the uses of products that I produce. |  |  |  |
| I understand workplace quality standards and procedures as well as acceptable tolerance levels. |  |  |  |
| I understand safety policies and procedures and how to report machinery faults and material defects. |  |  |  |
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| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
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| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Current WHS statement of attainment (White Card) |  |
| Subscriptions to industry publications/information. |  |
| Client contract or quote (client details can be blocked out). |  |
| References from clients outlining requirements meeting results. |  |
| References from suppliers |  |
| Work/job order outlining 2 jobs requirements with the use of 3 different machines |  |
| Logbook of machines worked on with maintenance schedules |  |
| Photo evidence validated by appropriate person as own work |  |
| Evidence from work colleagues outlining communication skills. |  |
| Third party report from employer addressing criteria |  |
| Documentation of calculations of material break downs (cutting schedules) |  |
| Documentation validated by appropriate person on how you minimised wastage of resources including materials, time and money |  |
|  |  |
| Other *(please detail)* |  |

MSFFM2011 - Apply manufactured board conversion techniques

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can interpret work orders and locate and apply relevant job information. |  |  |  |
| I can apply safe handling requirements for equipment, products and materials, including use of personal protective equipment, and I can follow work instructions, operating procedures and inspection practices to minimise the risk of injury to myself and others. |  |  |  |
| I can prevent damage to goods, equipment and products, and maintain required production output and product quality. |  |  |  |
| I have applied at least five different conversion operations using different operations/methods, including the preparation of cutting plans to minimise waste and the selection of the correct materials. |  |  |  |
| I have cut at least one surfaced board requiring the use of a panel saw using a scoring blade. |  |  |  |
| I have used mathematical ideas and techniques to measure and estimate material requirements. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications and to report work outcomes and problems. I can interpret basic plans and follow safety procedures. |  |  |  |
| I have minimised wastage of resources including materials, time and money. |  |  |  |
| I have worked in a team, understanding what everyone does and how we are dependent on each other, using cooperative approaches to make work flow and productivity as efficient as possible. |  |  |  |
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| --- | --- | --- | --- |
| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I understand the characteristics, properties and selection criteria of manufactured board. |  |  |  |
| I understand the range, characteristics, uses and limitations of panel saws (with and without a scoring blade), numerically controlled (NC) beam saws and wall saws. |  |  |  |
| I know about the capabilities and limitations of tools used. |  |  |  |
| I know how to match the requirements of adhesives and fasteners to the timbers and/or materials used. |  |  |  |
| I understand furniture production or repair work flow. |  |  |  |
| I understand workplace quality standards, procedures, and acceptable tolerance levels. |  |  |  |
| I understand safety policies and procedures and how to report machinery faults and material defects. |  |  |  |
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| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Current WHS statement of attainment (White Card) |  |
| Subscriptions to industry publications/information. |  |
| Client contract or quote (client details can be blocked out). |  |
| References from clients outlining requirements meeting results. |  |
| References from suppliers |  |
| Documentation of calculations of material break downs (cutting schedules) |  |
| Video evidence of operating sawing machines physically breaking down 3 different material types |  |
| Evidence from work colleagues outlining communication skills. |  |
| Third party report from employer addressing criteria |  |
| Documentation validated by appropriate person on how you minimised wastage of resources including materials, time and money |  |
|  |  |
| Other *(please detail)* |  |

MSFFM3002 - Construct furniture using leg and rail method

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can interpret work orders and locate and apply relevant job information. |  |  |  |
| I can apply safe handling requirements for equipment, products and materials, including use of personal protective equipment, and I can follow work instructions, operating procedures and inspection practices to minimise the risk of injury to myself and others. |  |  |  |
| I can prevent damage to goods, equipment and products, and maintain required production output and product quality. |  |  |  |
| I have constructed a minimum of two furniture products, using mortise and tenon, mitre, dowel and bridle, including a table with a drawer and a chair with shaped and angled components. |  |  |  |
| I have used mathematical ideas and techniques to measure and estimate material requirements. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications and to report work outcomes and problems. I can interpret basic plans and follow safety procedures. |  |  |  |
| I have minimised wastage of resources including materials, time and money. |  |  |  |
| I have worked in a team, understanding what everyone does and how we are dependent on each other, using cooperative approaches to make work flow and productivity as efficient as possible. |  |  |  |
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| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I know how to interpret plan representations of furniture design and how to prepare drawings/set-outs/rods. |  |  |  |
| I understand the types, characteristics, properties and limitations of timber used in furniture construction. |  |  |  |
| I know about material selection and structural standards. |  |  |  |
| I understand how to apply ergonomic principles and guidelines to furniture construction. |  |  |  |
| I can identify hand and/or power tools, materials, equipment, processes and procedures. |  |  |  |
| I understand furniture production or repair work flow. |  |  |  |
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| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Current WHS statement of attainment (White Card) |  |
| Subscriptions to industry publications/information. |  |
| Client contract or quote (client details can be blocked out). |  |
| References from clients outlining requirements meeting results. |  |
| References from suppliers |  |
| Documentation of calculations of material break downs(cutting schedules) |  |
| Photo/video evidence validated by appropriate person of furniture you have made including a minimum of two furniture products, using mortise and tenon, mitre, dowel and bridle, including a table with a drawer and a chair with shaped and angled components. Finished product validated by appropriate person as candidates own work |  |
| Evidence of a full size work shop drawing |  |
| Detailed drawings of work to be completed |  |
| Finished product validated by appropriate person as candidates own work |  |
| Third party report from employer addressing criteria |  |
| Documentation validated by appropriate person on how you minimised wastage of resources including materials, time and money |  |
|  |  |
| Other *(please detail)* |  |

MSFFM3003 - Produce angled and curved furniture using manufactured board

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can interpret work orders and locate and apply relevant job information. |  |  |  |
| I can apply safe handling requirements for equipment, products and materials, including use of personal protective equipment, and I can follow work instructions, operating procedures and inspection practices to minimise the risk of injury to myself and others. |  |  |  |
| I can prevent damage to goods, equipment and products, and maintain required production output and product quality. |  |  |  |
| I have produced produce a minimum of two significant manufactured board products, including one curved cabinet with rails and one cabinet with glass shelves, panels and doors. |  |  |  |
| I have carried out operator maintenance on machines and related tools and equipment. |  |  |  |
| I have used mathematical ideas and techniques to measure and estimate material requirements. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications and to report work outcomes and problems. I can interpret basic plans and follow safety procedures. |  |  |  |
| I have minimised wastage of resources including materials, time and money. |  |  |  |
| I have worked in a team, understanding what everyone does and how we are dependent on each other, using cooperative approaches to make work flow and productivity as efficient as possible. |  |  |  |
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| --- | --- | --- | --- |
| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I understand the characteristics, properties and selection criteria of manufactured board. |  |  |  |
| I know how to interpret plan representations of furniture design and understand how to prepare drawings and set-outs. |  |  |  |
| I can identify hand and/or power tools, materials, equipment, processes and procedures |  |  |  |
| I understand furniture production or repair work flow. |  |  |  |
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| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
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| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Logbook of machines worked on with maintenance schedules |  |
| Evidence from work colleagues outlining communication skills |  |
| Evidence of a full size work shop drawing |  |
| Work/job order outlining job requirements |  |
| Current WHS statement of attainment (White Card) |  |
| Finished product validated by appropriate person of two significant manufactured board products, including one curved cabinet with rails and one cabinet with glass shelves, panels and doors |  |
| Documentation of calculations of material break downs(cutting schedules) |  |
| Photo/video evidence validated by appropriate person as own work |  |
| Third party report from employer addressing criteria |  |
| Documentation validated by appropriate person on how you minimised wastage of resources including materials, time and money |  |
|  |  |
| Other *(please detail)* |  |

MSFFM3004 - Produce angled and curved furniture using solid timber

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can interpret work orders and locate and apply relevant job information. |  |  |  |
| I can apply safe handling requirements for equipment, products and materials, including use of personal protective equipment, and I can follow work instructions, operating procedures and inspection practices to minimise the risk of injury to myself and others. |  |  |  |
| I can prevent damage to goods, equipment and products, and maintain required production output and product quality. |  |  |  |
| I have produces a minimum of two significant timber products including one curved cabinet with rails and one item involving oval design using traditional construction methods and jointing. |  |  |  |
| I have conducted maintenance on machines and related tools and equipment. |  |  |  |
| I have used mathematical ideas and techniques to measure and estimate material requirements. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications and to report work outcomes and problems. I can interpret basic plans and follow safety procedures. |  |  |  |
| I have minimised wastage of resources including materials, time and money. |  |  |  |
| I have worked in a team, understanding what everyone does and how we are dependent on each other, using cooperative approaches to make work flow and productivity as efficient as possible. |  |  |  |
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| --- | --- | --- | --- |
| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I understand the types, characteristics, uses and limitations of the most common solid timbers used in furniture production. |  |  |  |
| I know how to interpret plan representations of furniture design and to prepare drawings/set-outs/rods. |  |  |  |
| I understand geometrical concepts relevant to furniture production. |  |  |  |
| I know how to identify hand and/or power tools, materials, equipment, processes and procedures. |  |  |  |
| I understand furniture production work flow. |  |  |  |
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| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
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| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Logbook of machines worked on with maintenance schedules |  |
| Evidence from work colleagues outlining communication skills |  |
| Evidence of a full size work shop drawing |  |
| Work/job order outlining job requirements |  |
| Finished product validated by appropriate person of two significant timber products including one curved cabinet with rails and one item involving oval design using traditional construction methods and jointing |  |
| Documentation of calculations of material break downs(cutting schedules) |  |
| Photo/video evidence validated by appropriate person as own work |  |
| Third party report from employer addressing criteria. |  |
| Documentation validated by appropriate person on how you minimised wastage of resources including materials, time and money |  |
| Current WHS statement of attainment (White Card) |  |
| Subscriptions to industry publications/information. |  |
| Client contract or quote (client details can be blocked out). |  |
| References from clients outlining requirements meeting results. |  |
| References from suppliers |  |
|  |  |
| Other *(please detail)* |  |

MSFFM3005 - Fabricate custom furniture

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can interpret work orders and locate and apply relevant job information. |  |  |  |
| I can apply safe handling requirements for equipment, products and materials, including use of personal protective equipment, and I can follow work instructions, operating procedures and inspection practices to minimise the risk of injury to myself and others. |  |  |  |
| I can prevent damage to goods, equipment and products, and maintain required production output and product quality. |  |  |  |
| I have produced one significant furniture item to customer dimensions, materials, function and aesthetic specifications. |  |  |  |
| For the above furniture item, I used custom-developed machining processes and outcomes. |  |  |  |
| For the above furniture item, I also used custom development and completion of assembly techniques and processes. |  |  |  |
| I have used mathematical ideas and techniques to measure and estimate material requirements. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications and to report work outcomes and problems. I can interpret basic plans and follow safety procedures. |  |  |  |
| I have minimised wastage of resources including materials, time and money. |  |  |  |
| I have worked in a team, understanding what everyone does and how we are dependent on each other, using cooperative approaches to make work flow and productivity as efficient as possible. |  |  |  |
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| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I understand the types, characteristics, uses and limitations of the most common furniture production materials. |  |  |  |
| I know how to interpret plan representations of furniture design and to prepare drawings/set-outs/rods. |  |  |  |
| I know how to identify hand and/or power tools, materials, equipment, processes and procedures. |  |  |  |
| I understand furniture production work flow. |  |  |  |
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| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Detailed drawings of work to be completed (architectural, CAD or workshop) |  |
| Photo/video of finished product validated by appropriate person as candidates own work |  |
| Describe the design of the techniques used to manufacture, machine and assemble one piece of custom furniture |  |
| Documentation of calculations of material break downs (cutting schedules) |  |
| Documentation of calculations of materials needed and ordered (cutting list & order forms) |  |
| Evidence from work colleagues outlining communication skills |  |
| Third party report from employer addressing criteria |  |
| Documentation validated by appropriate person on how you minimised wastage of resources including materials, time and money |  |
| Current WHS statement of attainment (White Card) |  |
| Subscriptions to industry publications/information. |  |
| Client contract or quote (client details can be blocked out). |  |
| References from clients outlining requirements meeting results. |  |
| References from suppliers |  |
|  |  |
| Other *(please detail)* |  |

MSFFM3006 - Install furnishing products

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can interpret work orders and locate and apply relevant job information. |  |  |  |
| I can apply safe handling requirements for equipment, products and materials, including use of personal protective equipment, and I can follow work instructions, operating procedures and inspection practices to minimise the risk of injury to myself and others. |  |  |  |
| I can prevent damage to goods, equipment and products, and maintain required production output and product quality. |  |  |  |
| I have installed four different and significant furnishing products, including at least one floor mounted and one wall mounted product. |  |  |  |
| I have used mathematical ideas and techniques to measure and estimate material requirements. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications and to report work outcomes and problems. I can interpret basic plans and follow safety procedures. |  |  |  |
| I have minimised wastage of resources including materials, time and money. |  |  |  |
| I have worked in a team, understanding what everyone does and how we are dependent on each other, using cooperative approaches to make work flow and productivity as efficient as possible. |  |  |  |
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| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I know how to interpret plan representations of furniture design. |  |  |  |
| I know how to interpret plan representations of furniture design and to prepare drawings/set-outs. |  |  |  |
| I know how to identify hand and/or power tools, materials, equipment, processes and procedures. |  |  |  |
| I understand furniture production work flow. |  |  |  |
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| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Current WHS statement of attainment (White Card) |  |
| Subscriptions to industry publications/information. |  |
| Client contract or quote (client details can be blocked out). |  |
| References from suppliers |  |
| Detailed drawings of work to be completed (architectural, CAD or workshop) |  |
| Photo/video of finished product validated by appropriate person for installation of four different and significant furnishing products, including at least one floor mounted and one wall mounted product |  |
| Documentation of measurements and calculations of site check measurement |  |
| Site evaluation form for at least one site install, validated by an appropriate person |  |
| Documentation of calculations of materials needed and ordered (cutting list and order forms for example) |  |
| References from clients outlining the installation process and satisfaction |  |
| Third party report from employer addressing criteria |  |
| Documentation validated by appropriate person on how you minimised wastage of resources including materials, time and money |  |
|  |  |
| Other *(please detail)* |  |

MSFFM3007 - Prepare and apply decorative surfaces for furniture

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can interpret work orders and locate and apply relevant job information. |  |  |  |
| I can apply safe handling requirements for equipment, products and materials, including use of personal protective equipment, and I can follow work instructions, operating procedures and inspection practices to minimise the risk of injury to myself and others. |  |  |  |
| I can prevent damage to goods, equipment and products, and maintain required production output and product quality. |  |  |  |
| I have prepares and applied a minimum of three different decorative surfaces to various substrates. |  |  |  |
| I have used mathematical ideas and techniques to measure and estimate material requirements. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications and to report work outcomes and problems. I can interpret basic plans and follow safety procedures. |  |  |  |
| I have minimised wastage of resources including materials, time and money. |  |  |  |
| I have worked in a team, understanding what everyone does and how we are dependent on each other, using cooperative approaches to make work flow and productivity as efficient as possible. |  |  |  |
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| --- | --- | --- | --- |
| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I understand the types, characteristics, uses and limitations of decorative surfaces. |  |  |  |
| I know how to interpret plan representations of furniture design and how to prepare drawings/set-outs. |  |  |  |
| I know how to identify hand and/or power tools, materials, equipment, processes and procedures. |  |  |  |
| I understand furniture production work flow. |  |  |  |
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| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Current WHS statement of attainment (White Card) |  |
| Subscriptions to industry publications/information. |  |
| Client contract or quote (client details can be blocked out). |  |
| References from clients outlining requirements meeting results. |  |
| References from suppliers |  |
| Detailed drawings of 3 jobs to be completed (architectural, CAD or workshop) |  |
| A validated job plan for 3 jobs completed |  |
| Photo/video (time lapse) evidence of a minimum of three different prepared and applied decorative surfaces to various substrates |  |
| Describe the design of the techniques used to manufacture, machine and assemble 3 pieces of custom furniture |  |
| Documentation of calculations of materials needed and ordered (for example cutting list and order forms) |  |
| Evidence from work colleagues outlining communication skills |  |
| Third party report from employer addressing criteria |  |
| Documentation validated by appropriate person on how you minimised wastage of resources including materials, time and money |  |
|  |  |
| Other *(please detail)* |  |

MSFFM3008 - Select timbers for furniture production

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can interpret work orders and locate and apply relevant job information. |  |  |  |
| I can apply safe handling requirements for equipment, products and materials, including use of personal protective equipment, and I can follow work instructions, operating procedures and inspection practices to minimise the risk of injury to myself and others. |  |  |  |
| I can prevent damage to goods, equipment and products, and maintain required production output and product quality. |  |  |  |
| I have correctly identified timber species samples, matched them to a specified application and justified the choice. |  |  |  |
| I can correctly identify natural and seasoning faults in timbers. |  |  |  |
| I have used a moisture meter to measure the moisture content in a minimum of three timber samples, including one hard and one soft timber. |  |  |  |
| I have used mathematical ideas and techniques to measure and estimate material requirements. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications and to report work outcomes and problems. I can interpret basic plans and follow safety procedures. |  |  |  |
| I have minimised wastage of resources including materials, time and money. |  |  |  |
| I have worked in a team, understanding what everyone does and how we are dependent on each other, using cooperative approaches to make work flow and productivity as efficient as possible. |  |  |  |
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| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I know the characteristics and uses of a range of available indigenous and overseas timbers. |  |  |  |
| I understand commonly used complementary materials and their compatibility when used in conjunction with other materials. |  |  |  |
| I understand the impact of climate and workshop conditions on timbers. |  |  |  |
| I know about timber seasoning methods, techniques and faults. |  |  |  |
| I understand solid timber conversion techniques. |  |  |  |
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| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Current WHS statement of attainment (White Card) |  |
| Subscriptions to industry publications/information. |  |
| Client contract or quote (client details can be blocked out). |  |
| References from clients outlining requirements meeting results. |  |
| References from suppliers |  |
| Work/job order outlining job requirements |  |
| Evidence of understanding of furniture timber species samples, matched them to a specified application and correctly identify natural and seasoning faults in timbers |  |
| Evidence of the results for the readings of a moisture meter to measure the moisture content in a minimum of three timber samples, including one hard and one soft timber |  |
| Documentation of calculations of materials needed and ordered (cutting list) & (order forms) |  |
| Documentation validated by appropriate person on how you minimised wastage of resources including materials, time and money |  |
| Documented knowledge of the characteristics and uses of at least 4 available indigenous and at least 4 overseas timbers |  |
| Third party report from employer addressing criteria |  |
|  |  |
| Other *(please detail)* |  |

MSFFM3009 - Produce manual and computer-aided production drawings

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can identify the factors and criteria relevant to the drawings. |  |  |  |
| I apply safety requirements throughout the work sequence and use personal protective clothing and equipment. |  |  |  |
| I have prepared production furniture drawings for at least three products, applying manual and computer-aided techniques and processes. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications and to report work outcomes and problems. I can interpret basic plans and follow safety procedures. |  |  |  |
| I have minimised wastage of resources including materials, time and money. |  |  |  |
| I have worked in a team, understanding what everyone does and how we are dependent on each other, using cooperative approaches to make work flow and productivity as efficient as possible. |  |  |  |
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| --- | --- | --- | --- |
| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I know about furniture design and planning criteria. |  |  |  |
| I understand structural geometry applied to furniture production. |  |  |  |
| I understand measurement techniques, equipment and tools. |  |  |  |
| I know the theory of and apply addition, subtraction, multiplication and division calculations. |  |  |  |
| I understand the types, techniques and processes of manual production drawing. |  |  |  |
| I know about the types of computer-aided drawing equipment, software, techniques and processes. |  |  |  |
| I understand conventional signs and markings for drawings. |  |  |  |
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| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Current WHS statement of attainment (White Card) |  |
| Subscriptions to industry publications/information. |  |
| Client contract or quote (client details can be blocked out). |  |
| References from clients outlining requirements meeting results. |  |
| References from suppliers |  |
| Detailed drawings validated by appropriate person as candidates own work for at least three products, applying manual and computer-aided techniques and processes (architectural, CAD, freehand or workshop) |  |
| Documentation validated by appropriate person on how you minimised wastage of resources including materials, time and money |  |
| Evidence from work colleagues outlining communication skills. |  |
| Describe the structural design of one piece of custom furniture. |  |
| Describe the measurement techniques, equipment and tools used to perform an onsite measure for a kitchen (square or rectangle) and a curved built-in (fixed) piece of furniture. |  |
|  |  |
| Other *(please detail)* |  |

MSFFM3010 - Prepare cutting list from plans and job specifications

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can interpret work orders and locate and apply relevant job information. |  |  |  |
| I can apply safe handling requirements for equipment, products and materials, including use of personal protective equipment, and I can follow work instructions, operating procedures and inspection practices to minimise the risk of injury to myself and others. |  |  |  |
| I can prevent damage to goods, equipment and products, and maintain required production output and product quality. |  |  |  |
| I have interpreted production plans and prepared cutting lists on a minimum of four occasions. |  |  |  |
| For each occasion above, cutting lists had at least ten different components and, overall, the lists incorporating four different types of material. |  |  |  |
| I have used mathematical ideas and techniques to measure and estimate material requirements. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications and to report work outcomes and problems. I can interpret basic plans and follow safety procedures. |  |  |  |
| I have minimised wastage of resources including materials, time and money. |  |  |  |
| I have worked in a team, understanding what everyone does and how we are dependent on each other, using cooperative approaches to make work flow and productivity as efficient as possible. |  |  |  |
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| --- | --- | --- | --- |
| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I know the characteristics of materials and tooling used and use of products programmed. |  |  |  |
| I can identification equipment, processes and procedures relevant to preparation of cutting lists. |  |  |  |
| I understand the use of pattern techniques for optimising materials. |  |  |  |
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| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Current WHS statement of attainment (White Card) |  |
| Subscriptions to industry publications/information. |  |
| Client contract or quote (client details can be blocked out). |  |
| References from clients outlining requirements meeting results. |  |
| References from suppliers |  |
| Work/job order outlining job requirements for 4 occasions, including at least ten different components and, overall, the lists incorporating four different types of material |  |
| Documentation of calculations of material break downs (cutting schedules) for 4 occasions above |  |
| Evidence from work colleagues outlining communication skills |  |
| Documentation validated by appropriate person on how you minimised wastage of resources including materials, time and money |  |
|  |  |
| Other *(please detail)* |  |

MSFFM3011 - Measure and draw site layout for manufactured furniture products

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can identify factors relevant to the measurements and drawings. |  |  |  |
| I communicate effectively to enable accurate calculations, measurements and drawings. |  |  |  |
| I accurately measure and record particulars for sites and materials. |  |  |  |
| I can draw accurate, scaled site plans and elevations using manual or computer-aided methods. |  |  |  |
| I can identify and communicate on measurements and dimensions that may affect manufacture and/or installation. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications and to report work outcomes and problems. I can interpret basic plans and follow safety procedures. |  |  |  |
| I have minimised wastage of resources including materials, time and money. |  |  |  |
| I can apply mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements. |  |  |  |

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| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I know furniture design and planning criteria. |  |  |  |
| I know drawing techniques, technologies and processes. |  |  |  |
| I understand furniture installation methods, criteria and techniques. |  |  |  |
| I understand measurement techniques and equipment/tools. |  |  |  |
| I understand the theory and practice of addition, subtraction, multiplication and division. |  |  |  |
| I know conventional signs and markings for plans and drawings. |  |  |  |
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| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Current WHS statement of attainment (White Card) |  |
| Subscriptions to industry publications/information. |  |
| Client contract or quote (client details can be blocked out). |  |
| References from clients outlining requirements meeting results. |  |
| References from suppliers |  |
| Detailed drawings with site measurements completed and validated by appropriate person. (architectural, cad or workshop) |  |
| Evidence from work colleagues outlining communication skills |  |
| Validated by appropriate person as candidates own work, detailed drawings of work to be completed (architectural, CAD, freehand or workshop) |  |
| Documentation validated by appropriate person on how you minimised wastage of resources including materials, time and money |  |
| Work/job order outlining job requirements for 2 installation jobs |  |
| A detailed description of the installation process for the 2 jobs above carried out |  |
| Documentation validated by appropriate person on how you minimised wastage of resources including materials, time and money |  |
|  |  |
| Other *(please detail)* |  |

MSFFM3019 - Set up, operate and maintain automated edge banding machines

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can interpret work orders and locate and apply relevant job information. |  |  |  |
| I can apply safe handling requirements for equipment, products and materials, including use of personal protective equipment, and I can follow work instructions, operating procedures and inspection practices to minimise the risk of injury to myself and others. |  |  |  |
| I can prevent damage to goods, equipment and products, and maintain required production output and product quality. |  |  |  |
| I can identify, set up and operate an automated (not fully automatic) edging machine to complete the set up and application of at least three different edge treatment materials. |  |  |  |
| In the above operations, I have correctly identified and corrected at least two real or simulated machining faults. |  |  |  |
| I have conducted maintenance on machines and related tools and equipment. |  |  |  |
| I have used mathematical ideas and techniques to measure and estimate material requirements. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications and to report work outcomes and problems. I can interpret basic plans and follow safety procedures. |  |  |  |
| I have minimised wastage of resources including materials, time and money. |  |  |  |
| I have worked in a team, understanding what everyone does and how we are dependent on each other, using cooperative approaches to make work flow and productivity as efficient as possible. |  |  |  |
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| --- | --- | --- | --- |
| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I know the types, characteristics, uses and limitations of automated edge banding machines. |  |  |  |
| I know the characteristics, uses and limitations of board products, edging products and adhesives. |  |  |  |
| I understand workplace guidelines regarding acceptable tolerance levels. |  |  |  |
| I understand workplace safety policies and procedures for reporting machinery faults and material defects. |  |  |  |
|  |  |  |  |

| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Current WHS statement of attainment (White Card) |  |
| Subscriptions to industry publications/information. |  |
| Client contract or quote (client details can be blocked out). |  |
| References from clients outlining requirements meeting results. |  |
| References from suppliers |  |
| Work/job order outlining job requirements |  |
| Logbook/work journal validated by appropriate person of the set up and operation of an automated (not fully automatic) edging machine to complete the set up and application of at least three different edge treatment materials, correctly identifying and correcting 2 real or simulated faults |  |
| Logbook of edging machines worked on with maintenance schedules |  |
| Documentation of calculations of materials needed and ordered (for example cutting list and order forms) |  |
| Evidence from work colleagues outlining communication skills |  |
| Documentation validated by appropriate person on how you minimised wastage of resources including materials, time and money |  |
|  |  |
| Other *(please detail)* |  |

MSFFM3022 - Set up, operate and maintain computer numerically controlled (CNC) machining and processing centres

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can interpret work orders and locate and apply relevant job information. |  |  |  |
| I can apply safe handling requirements for equipment, products and materials, including use of personal protective equipment, and I can follow work instructions, operating procedures and inspection practices to minimise the risk of injury to myself and others. |  |  |  |
| I can prevent damage to goods, equipment and products, and maintain required production output and product quality. |  |  |  |
| I can identify, set up and operate CNC machining and processing centre equipment to complete detailed profiling, including: |  |  |  |
| - the development and application of sub-programs |  |  |  |
| - the development and application of parametric programs, and |  |  |  |
| - the application of CAD/CAM functions. |  |  |  |
| I have conducted maintenance on machining and process centre equipment. |  |  |  |
| I have used mathematical ideas and techniques to measure and estimate material requirements. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications and to report work outcomes and problems. I can interpret basic plans and follow safety procedures. |  |  |  |
| I have minimised wastage of resources including materials, time and money. |  |  |  |
| I have worked in a team, understanding what everyone does and how we are dependent on each other, using cooperative approaches to make work flow and productivity as efficient as possible. |  |  |  |
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| --- | --- | --- | --- |
| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I understand the types, characteristics, uses and limitations of CNC machining and processing centres. |  |  |  |
| I understand CNC theory, practices and techniques. |  |  |  |
| I understand the characteristics of materials used and uses of products produced |  |  |  |
| I understand relevant work flow processes. |  |  |  |
| I understand procedures for reporting materials, product or equipment faults at work. |  |  |  |
|  |  |  |  |

| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
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| Third party report from employer addressing criteria. |  |
| Current WHS statement of attainment (White Card) |  |
| Subscriptions to industry publications/information. |  |
| Client contract or quote (client details can be blocked out). |  |
| References from clients outlining requirements meeting results. |  |
| References from suppliers |  |
| Work/job order outlining job requirements |  |
| Logbook/work journal of completed set up and operate CNC machining and processing centre equipment to complete detailed profiling, including, the development and application of sub-programs, the development and application of parametric programs, and the application of CAD/CAM functions |  |
| Logbook of conducted maintenance on machining and process centre equipment with maintenance schedules |  |
| Documentation of calculations of material break downs(cutting schedules) |  |
| Evidence from work colleagues outlining communication skills |  |
| Documentation validated by appropriate person on how you minimised wastage of resources including materials, time and money |  |
|  |  |
| Other *(please detail)* |  |

MSFFM3024 - Construct jigs and fixtures

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can interpret work orders and locate and apply relevant job information. |  |  |  |
| I can apply safe handling requirements for equipment, products and materials, including use of personal protective equipment, and I can follow work instructions, operating procedures and inspection practices to minimise the risk of injury to myself and others. |  |  |  |
| I can prevent damage to goods, equipment and products, and maintain required production output and product quality. |  |  |  |
| I have selected materials and constructed a minimum of three different types of jigs/fixtures, including one for a shaping machine and one which is adjustable. |  |  |  |
| I have used mathematical ideas and techniques to measure and estimate material requirements. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications and to report work outcomes and problems. |  |  |  |
| I can interpret basic plans and follow safety procedures. |  |  |  |
| I have minimised wastage of resources including materials, time and money. |  |  |  |
| I have worked in a team, understanding what everyone does and how we are dependent on each other, using cooperative approaches to make work flow and productivity as efficient as possible. |  |  |  |
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| --- | --- | --- | --- |
| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I understand the types, characteristics, uses and limitations of jigs and fixtures, including the criteria for selecting material for use in jigs and fixtures. |  |  |  |
| I understand the requirements for cutting, shaping and joining materials. |  |  |  |
| I know how to identify equipment, processes and procedures and work flows in relation to the use of jigs and fixtures. |  |  |  |
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| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Current WHS statement of attainment (White Card) |  |
| Subscriptions to industry publications/information. |  |
| Client contract or quote (client details can be blocked out). |  |
| References from clients outlining requirements meeting results. |  |
| References from suppliers |  |
| Work/job order outlining job requirements |  |
| Identify how you prevent damage to goods, equipment and products, and maintain required production output and product quality |  |
| Documentation including photographic evidence validated by appropriate person on how you selected materials and constructed a minimum of three different types of jigs/fixtures, including one for a shaping machine and one which is adjustable |  |
| Evidence from work colleagues outlining communication skills |  |
| Documentation validated by appropriate person on how you minimised wastage of resources including materials, time and money |  |
| Identify your understanding of the types, characteristics, uses and limitations of jigs and fixtures, including the criteria for selecting material for use in jigs and fixtures |  |
|  |  |
| Other *(please detail)* |  |

MSFGN2001 - Make measurements and calculations

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can interpret work documents correctly. |  |  |  |
| I ca plan and organise work activities, including selecting and checking appropriate measuring equipment. |  |  |  |
| I can use mathematical ideas and techniques to complete measurements, calculate material quantities and spatial size. |  |  |  |
| I can use a range of measuring, calculating and recording devices and record results accurately. |  |  |  |
| I can perform calculations accurately and check results. |  |  |  |
| I have worked from specific project plans or brief to determine and cost the material quantities for a minimum of three different furnishing projects. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications and to report work outcomes and problems. |  |  |  |
| I have worked in a team, understanding what everyone does and how we are dependent on each other, using cooperative approaches to make work flow and productivity as efficient as possible. |  |  |  |
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| --- | --- | --- | --- |
| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I understand the purpose and techniques for using measuring and calculating equipment. |  |  |  |
| I know mathematical principles for making basic calculations. |  |  |  |
| I understand work documentation for instructions and recording. |  |  |  |
| I understand the requirements for minimising damage to materials and completed products while taking measurements. |  |  |  |
| I understand the requirements of working with others in a team. |  |  |  |
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| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Current WHS statement of attainment (White Card) |  |
| Subscriptions to industry publications/information. |  |
| Client contract or quote (client details can be blocked out). |  |
| References from clients outlining requirements meeting results. |  |
| References from suppliers |  |
| Supply 2 work documents that you have completed or worked from (cutting list, plans, cutting schedules) |  |
| Documentation of calculations of materials needed and ordered (order forms) for a minimum of three different furnishing projects |  |
| Evidence from work colleagues outlining communication skills |  |
|  |  |
| Other *(please detail)* |  |

MSFGN3001 - Read and interpret work documents

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can collect, organise and understand information related to the range of work documents relevant to my workplace. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications. |  |  |  |
| I can plan and organise activities to minimise wastage of resources, including materials, time and money. |  |  |  |
| I have worked with others, understanding what everyone does and how we are dependent on each other, using cooperative approaches to make information management as efficient as possible. |  |  |  |
| I can use mathematical ideas and techniques to interpret the content of work documents. |  |  |  |
| I have identified alternative methods of accessing and sourcing work information, including using workplace technology related to work documentation, access and storage. |  |  |  |
| I can recognise and explain the meanings of symbols, technical terms and conventions of specifications and plans. |  |  |  |
| I can check the accuracy of copied specifications. |  |  |  |
| I can maintain the condition of documentation. |  |  |  |
| I have located, read and interpreted a minimum of ten selected/specified work documents which included: |  |  |  |
| - Australian Standards relevant to the sector |  |  |  |
| - manufacturer technical instructions and specifications |  |  |  |
| - real or simulated local work documents, including work plans, safety data sheets, relevant building codes, job procedures and safe work instructions. |  |  |  |
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| --- | --- | --- | --- |
| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I understand the different types of work documents used in the furnishing industry and their function. |  |  |  |
| I understand conventions and symbols of plans, drawings and specifications. |  |  |  |
| I understand workplace procedures for the maintenance of documentation. |  |  |  |
|  |  |  |  |

| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Current WHS statement of attainment (White Card) |  |
| Subscriptions to industry publications/information. |  |
| Client contract or quote (client details can be blocked out). |  |
| References from clients outlining requirements meeting results. |  |
| References from suppliers |  |
| Documentation validated by appropriate person on how you minimised wastage of resources including materials, time and money |  |
| Evidence from work colleagues outlining communication skills (for example tool box meetings) |  |
| Identify symbols, technical terms and conventions on a set of detailed drawings of work to be completed (architectural) |  |
| Provide documentation validated by appropriate person that you have located, read and interpreted a minimum of ten selected/specified work documents which included: - Australian Standards relevant to the sector, manufacturer technical instructions and specifications, manufacturer product catalogue, work plans, safety data sheets, relevant building codes, job procedures, safe work instructions(SOP’s), cutting list, operation and maintenance instructions |  |
|  |  |
| Other *(please detail)* |  |

MSFKB3002 - Determine requirements for installation of cabinets

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can interpret work orders and locate and apply relevant job information. |  |  |  |
| I can apply safe handling requirements for equipment, products and materials, including use of personal protective equipment, and I can follow work instructions, operating procedures and inspection practices to minimise the risk of injury to myself and others. |  |  |  |
| I can prevent damage to goods, equipment and products, and maintain required production output and product quality. |  |  |  |
| I have conducted a site assessment and identified all issues that will affect the installation of cabinets and appliances, including floor and wall construction and other structural elements of the site and availability and location of required services. |  |  |  |
| I can identify limitations of cabinet construction and implications for design, including compliance issues for work and levelling. |  |  |  |
| I can complete detailed documentation to inform installation, including site conditions, sequence of component installation and quality standards that apply |  |  |  |
| I can apply quality standards, Australian Standards and resource information appropriate to cabinet construction and installation on site, including accessing and application of appropriate requirements set out in the Building Code of Australia (BCA). |  |  |  |
| I have used mathematical ideas and techniques to measure and estimate material requirements. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications and to report work outcomes and problems. |  |  |  |
| I can interpret basic plans and follow safety procedures. |  |  |  |
| I can avoid backtracking, work flow interruptions or wastage. |  |  |  |
| I have worked in a team, understanding what everyone does and how we are dependent on each other, using cooperative approaches to make work flow and productivity as efficient as possible. |  |  |  |
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| --- | --- | --- | --- |
| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I understand the roles of trades in the kitchen and bathroom industry. |  |  |  |
| I understand planning and construction processes used for cabinet installation. |  |  |  |
| I know the relevant features of cabinets and components used in kitchen and bathroom projects. |  |  |  |
| I understand state WHS legislation, regulations, standards and codes of practice relevant to my workplace sites. |  |  |  |
| I understand organisational and site standards, requirements, policies and procedures for assessing a site. |  |  |  |
| I understand the role of Australian Standards and the BCA, and I understand local regulations/councils. |  |  |  |
| I know the characteristics of materials, products and defects. |  |  |  |
| I know the procedures for documenting workplace records and information. |  |  |  |
| I know which mathematical procedures to use for cabinet installation estimation and measurement. |  |  |  |
| I understand environmental protection requirements relevant to cabinet installation in my work place. |  |  |  |
| I understand communication channels and protocols. |  |  |  |
| I know which problem identification and resolution techniques to use in cabinet installation. |  |  |  |
| I know basic building and architectural terminology and common structural and non-structural components of a residential building. |  |  |  |
| I know what materials and methods are used in interior refurbishment. |  |  |  |
| I understand construction techniques and technologies. |  |  |  |
| I understand the statutory planning regulations affecting kitchens and bathrooms. |  |  |  |
|  |  |  |  |

| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Current WHS statement of attainment (White Card) |  |
| Subscriptions to industry publications/information. |  |
| Client contract or quote (client details can be blocked out). |  |
| References from clients outlining requirements meeting results. |  |
| References from suppliers |  |
| Documents you have created to prepare for a site installation |  |
| Provide 2 site evaluation documents that identify all issues that will impact on the installation of cabinets and appliances, including floor and wall construction and other structural elements of the site and availability and location of required services |  |
| Evidence from work colleagues outlining communication skills (for example tool box, WHS meetings) |  |
| Supply a work plan for the roles of trades for a kitchen project |  |
| Describe the process for the preparation of installing a kitchen from your workshop |  |
| Supply a site tool box check list, out and in, including waste disposal |  |
| Identify a mathematical procedure used in the installation of a right angled cabinet |  |
| Supply a faults check list filled out for the 2 jobs above |  |
| Supply a house plan, identifying load bearing and non-load bearing walls |  |
| Identify how you prevent damage to goods, equipment and products, and maintain required production output and product quality |  |
|  |  |
| Other *(please detail)* |  |

MSFKB3004 - Conduct on-site adjustments to cabinets and components

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can interpret work orders and locate and apply relevant job information. |  |  |  |
| I can apply safe handling requirements for equipment, products and materials, including use of personal protective equipment, and I can follow work instructions, operating procedures and inspection practices to minimise the risk of injury to myself and others. |  |  |  |
| I can prevent damage to goods, equipment and products, and maintain required production output and product quality. |  |  |  |
| I can take and record accurate measurements of installed cabinets and apply problem-solving techniques determine adjustments required for on-site cabinetry. |  |  |  |
| I can adjust cabinets using hand and power tools safely and efficiently using techniques that do not damage the cabinetry or site structure. |  |  |  |
| I can conduct quality checks on adjusted cabinets to ensure they meet specifications. |  |  |  |
| I have used mathematical ideas and techniques to measure and estimate material requirements. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications and to report work outcomes and problems. |  |  |  |
| I can interpret basic plans and follow safety procedures. |  |  |  |
| I can avoid backtracking, work flow interruptions or wastage. |  |  |  |
| I have worked in a team, understanding what everyone does and how we are dependent on each other, using cooperative approaches to make work flow and productivity as efficient as possible. |  |  |  |
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| --- | --- | --- | --- |
| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I understand the features of cabinets and components and the processes used for the construction and modification of cabinets. |  |  |  |
| I know how to apply mathematical procedures for estimation and measurement. |  |  |  |
| I understand state WHS legislation, regulations, standards and codes of practice relevant to my on-site workplace. |  |  |  |
| I know typical characteristics of materials, products and defects and relevant problem-solving methods. |  |  |  |
| I understand procedures for documenting records and information in my workplace. |  |  |  |
|  |  |  |  |

| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Current WHS statement of attainment (White Card) |  |
| Subscriptions to industry publications/information. |  |
| Client contract or quote (client details can be blocked out). |  |
| References from clients outlining requirements meeting results. |  |
| References from suppliers |  |
| Photographic/video evidence of candidate adjusting cabinet doors and drawers |  |
| Documentation of calculations of materials needed and ordered (for example cutting list and order forms) |  |
| Identify your understanding of state WHS legislation, regulations, standards and codes of practice relevant to my on-site workplace |  |
| Describe 4 typical characteristics of materials, products and defects and relevant problem-solving methods |  |
| Evidence from work colleagues outlining communication skills (for example tool box, WHS meetings) |  |
|  |  |
| Other *(please detail)* |  |

MSFKB3005 - Fabricate cabinets for the built-in environment

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can apply safe handling requirements for equipment, products and materials, including use of personal protective equipment, and I can follow work instructions, operating procedures and inspection practices to minimise the risk of injury to myself and others. |  |  |  |
| I can prevent damage to goods, equipment and products, and maintain required production output and product quality. |  |  |  |
| I can interpret and apply information from plans and drawings to help me select the materials required for cabinet fabrication. |  |  |  |
| I can select and apply a correct sequence of operations and assembly techniques when fabricating cabinets. |  |  |  |
| I can use plans and specifications to identify and source cabinet materials and components for kitchens, bathrooms and other residential settings. |  |  |  |
| I can plan fabrication process for cutting, forming and finishing cabinet components. |  |  |  |
| I can construct and assemble cabinets using hand and power tools safely and efficiently to meet the design specifications. |  |  |  |
| I can determine that fabricated cabinets meet specified quality outcomes. |  |  |  |
| When I fabricate cabinets, I also complete housekeeping and reporting requirements. |  |  |  |
| I have used mathematical ideas and techniques to measure and estimate material requirements. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications and to report work outcomes and problems. |  |  |  |
| I can interpret basic plans and follow safety procedures. |  |  |  |
| I have minimised wastage of resources including materials, time and money. |  |  |  |
| I have worked in a team, understanding what everyone does and how we are dependent on each other, using cooperative approaches to make work flow and productivity as efficient as possible. |  |  |  |
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| --- | --- | --- | --- |
| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I understand cabinet construction processes. |  |  |  |
| I know how to apply relevant mathematical procedures for measurement. |  |  |  |
| I know the features of cabinets and components used in kitchen and bathroom and other residential projects. |  |  |  |
| I understand the state WHS legislation, regulations, standards and codes of practice relevant to my workplace. |  |  |  |
| I know the typical characteristics of materials, products and defects and understand problem-solving methods. |  |  |  |
| I understand the procedures for documenting records and information in my workplace. |  |  |  |
|  |  |  |  |

| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Current WHS statement of attainment (White Card) |  |
| Subscriptions to industry publications/information. |  |
| Client contract or quote (client details can be blocked out). |  |
| References from clients outlining requirements meeting results. |  |
| References from suppliers |  |
| Identify how you prevent damage to goods, equipment and products, and maintain required production output and product quality |  |
| Detailed drawings of work completed (architectural, CAD or workshop) and documentation of calculations of materials needed and ordered (cutting list, order forms and job plan) |  |
| Identify how you determine that fabricated cabinets meet specified quality outcomes |  |
| Documentation validated by appropriate person on how you minimised wastage of resources including materials, time and money |  |
| Describe the design of the techniques used to manufacture, machine and assemble one piece of custom furniture |  |
| Identify your knowledge of the state WHS legislation, regulations, standards and codes of practice relevant to your workplace |  |
| Evidence from work colleagues outlining communication skills (for example tool box, WHS meetings) |  |
|  |  |
| Other *(please detail)* |  |

MSFKB3006 - Install fitted cabinets and components

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can apply safe handling requirements for equipment, products and materials, including use of personal protective equipment, and I can follow work instructions, operating procedures and inspection practices to minimise the risk of injury to myself and others. |  |  |  |
| I can prevent damage to goods, equipment and products, and maintain required production output and product quality. |  |  |  |
| I can find and apply information on cabinet and component installation requirements, including component specifications, materials to be used and site conditions. |  |  |  |
| I can find out the correct installation techniques for cabinet installation. |  |  |  |
| I can find out what problems could impact on the cabinet installation process. |  |  |  |
| I have installed cabinets in at least one kitchen and one bathroom and laundry using hand and power tools safely and efficiently. |  |  |  |
| I have installed cabinets in at least one residential and one commercial environment. |  |  |  |
| I can carry out quality checks on installed components to ensure they meet specifications. |  |  |  |
| I can complete housekeeping and required records of the work I have conducted. |  |  |  |
| I can communicate ideas and information to confirm work requirements and specifications and to report work outcomes and problems. |  |  |  |
| I can interpret basic plans and follow safety procedures. |  |  |  |
| I have minimised wastage of resources including materials, time and money. |  |  |  |
| I have worked in a team, understanding what everyone does and how we are dependent on each other, using cooperative approaches to make work flow and productivity as efficient as possible. |  |  |  |
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| --- | --- | --- | --- |
| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I understand cabinet installation processes. |  |  |  |
| I know how to apply relevant mathematical procedures for measurement. |  |  |  |
| I know the features of cabinets and components. |  |  |  |
| I understand the state WHS legislation, regulations, standards and codes of practice relevant to my workplace. |  |  |  |
| I know the typical characteristics of materials, products and defects and understand problem-solving methods. |  |  |  |
| I understand the procedures for documenting records and information in my workplace. |  |  |  |
|  |  |  |  |

| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Current WHS statement of attainment (White Card) |  |
| Subscriptions to industry publications/information. |  |
| Client contract or quote (client details can be blocked out). |  |
| References from clients outlining requirements meeting results. |  |
| References from suppliers |  |
| Identify how you prevent damage to goods, equipment and products, and maintain required production output and product quality |  |
| Detailed drawings of work completed (architectural, CAD or workshop) for the items below |  |
| Photo/video of finished product validated by appropriate person as candidates own work for at least one kitchen, one bathroom or laundry for at least one residential and one commercial environment. |  |
| References from clients outlining requirements meeting results |  |
| Evidence from work colleagues outlining communication skills (for example tool box, WHS meetings) |  |
| Documentation validated by appropriate person on how you minimised wastage of resources including materials, time and money |  |
|  |  |
| Other *(please detail)* |  |

MSMWHS200 - Work safely

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can identify hazards and follow relevant procedures to assess risks associated with the hazards. |  |  |  |
| I can identify and apply standard controls and can also check that controls are in place and working properly. |  |  |  |
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| --- | --- | --- | --- |
| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I know about work health and safety (WHS) procedures, including how to report WHS problems and take corrective actions. |  |  |  |
| I understand the duties rights and obligations of employees and employers under relevant WHS legislation. |  |  |  |
| I know what hazards may arise in my work environment, including their possible causes and consequences, and what controls to apply to them. |  |  |  |
| I know what hierarchy of control means. |  |  |  |
| I understand the various types of PPE and how to use them properly. |  |  |  |
| I understand hazard and emergency signs, labels and alarms and how to respond to them. |  |  |  |
| I know what "non-standard situations" means and how to respond to them at work. |  |  |  |
|  |  |  |  |

| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency including attendance at relevant trade / industry seminars. |  |
| Third party report from employer addressing criteria. |  |
| Logbook / work journal of completed skills and knowledge. |  |
| Document evidence from workplace / colleagues relating to unit (for example tool box or WHS meetings, JSA/risk assessments, SDS utilised, safe operating procedures developed or followed) |  |
| Work/job order outlining job requirements |  |
| Any relevant current licenses. |  |
| Subscriptions to industry publications/information. |  |
| Documentation, validated by appropriate person, on how you minimised wastage of resources including materials, time and money. |  |
| Current WHS statement of attainment (White Card) |  |
|  |  |
| Other *(please detail)* |  |

MSMENV272 - Participate in environmentally sustainable work practices

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I can demonstrate that I follow environmental policies and identify possible breaches of environmental regulations, and I have suggested improvements in my workplace. |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I know about environmental sustainability issues in my workplace and/or organisation. |  |  |  |
| In my own work role, I understand resource use and how inefficiency affects what I do. |  |  |  |
| For my own work role, I know about: |  |  |  |
| - environmental and resource efficiency policies and procedures |  |  |  |
| - environmental regulations and guidelines |  |  |  |
| - environmental issues, hazards and risks |  |  |  |
|  |  |  |  |

| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency including attendance at relevant trade / industry seminars. |  |
| Third party report from employer addressing criteria. |  |
| Logbook / Work Journal of completed skills and knowledge. |  |
| Document evidence from workplace / colleagues relating to unit (tool box, WHS meetings, JSA/risk assessments, safety data sheets used, safe operating procedures developed or followed) |  |
| Work/Job order outlining job requirements |  |
| Any relevant current licenses. |  |
| Subscriptions to industry publications / information. |  |
| Documentation, validated by appropriate person, on how you minimised wastage of resources including materials, time and money. |  |
|  |  |
| Other *(please detail)* |  |

MSMSUP102 - Communicate in the workplace

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| In my workplace I have: |  |  |  |
| - received, recorded and passed on messages, including listening attentively and asking questions to confirm my understanding. |  |  |  |
| - responded to at least one request for information in accordance with procedures |  |  |  |
| - used clear and concise language in both verbal and written communication |  |  |  |
| - completed workplace forms accurately and in a way that is easily read and understood |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| I know about sources of information and communication equipment. |  |  |  |
| I know about procedures in my workplace and/or organisation, including: |  |  |  |
| - how to use the telephone and how to communicate properly and politely |  |  |  |
| - documentation and record keeping |  |  |  |
| - what codes, numbers, symbols, signs and colours typically used in my work environment mean |  |  |  |
| - the types of workplace documentation I must use, what they are for and why they are important |  |  |  |
| - what language and tone is acceptable in my workplace, including level of formality, courteousness and respect for diversity, as well as what is unacceptable, for example swearing |  |  |  |
| - what problems there may be when communicating with people from culturally and linguistically diverse (CALD) backgrounds and how I might overcome those problems |  |  |  |
| - what kinds of communication problems and corrective actions are relevant to own role. |  |  |  |
|  |  |  |  |

| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Document evidence from workplace colleagues outlining communication skills. |  |
| Subscriptions to industry publications/information. |  |
| Client contract or quote (client details can be blocked out). |  |
| References from clients outlining requirements meeting results. |  |
| References from suppliers. |  |
| Emails showing communications with suppliers, clients, staff. |  |
|  |  |
| Other *(please detail)* |  |

MSMSUP106 - Work in a team

| **Performance evidence**  Rate the experience you currently have. | **None** | **Some** | **Plenty** |
| --- | --- | --- | --- |
| I have participated in at least 1 work team to achieve allocated tasks. |  |  |  |
| I have used communication and interpersonal skills with team members, team leaders and my supervisors. |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Knowledge Evidence**  Rate the knowledge you currently have. | **None** | **Some** | **Plenty** |
| When working in my teams, I understand the relevant procedures and record keeping requirements. |  |  |  |
| I know what my own role is in a team and how to meet team requirements, as well as the role of other team members, team leaders and supervisors. |  |  |  |
| I understand company work standards and how the team contributes to them. |  |  |  |
| I know what interpersonal and communication techniques to apply in order to promote effective teamwork, including: |  |  |  |
| - listening |  |  |  |
| - questioning |  |  |  |
| - paraphrasing |  |  |  |
| - non-verbal communication |  |  |  |
| - giving and receiving feedback. |  |  |  |
|  |  |  |  |

| **Tell us how you meet the performance and knowledge evidence criteria – this must be completed** *For example, provide details of your work experience (paid or unpaid)* |
| --- |
| <Enter the details> |

| [**Supporting evidence**](#_Supporting_evidence) | **Portfolio Item Number** |
| --- | --- |
| Certified transcript showing same or equivalent unit previously completed within the last 5 years. |  |
| Certified transcript showing same or equivalent unit previously completed more than 5 years old with examples of currency. |  |
| Third party report from employer addressing criteria. |  |
| Logbook / work journal of completed skills and knowledge. |  |
| Photographic/Video evidence. |  |
| Document evidence from workplace / colleagues outlining teamwork skills. |  |
| Subscriptions to industry publications / information. |  |
| References from clients outlining requirements meeting results. |  |
|  |  |
| Other *(please detail)* |  |

# Submitting your application

### What to do with the information you have collected

Please forward this RPL self-assessment and a copy of other relevant documents to your Assessor or the teaching section.

If you have any issues working through this toolkit or you would like support, please contact your Assessor or call TAFE NSW on 131 601.

### What next?

Once your evidence is evaluated your Assessor will contact you to discuss the evidence you have provided, organise a time to hold a professional conversation and discuss any other learning and assessment requirements.

The RPL process should occur within a three-week period. If you have had no contact from your Assessor within three weeks from submitting this document, please contact your Assessor or call TAFE NSW on 131 601.