

Training and Assessment Strategy

MSF20516 Certificate II in Furniture Making Pathways

Gympie State High School

Version: 2019.1.0



Approval School RTO training and assessment strategy			
School RTO Name	Gympie State High School	QCAA Number	404
Qualification Code	MSF20516	National Provider Number	30067
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QCAA standardised training and assessment strategy document, updated December 2018

Page 1

Contents

About this template	3
Who should use it	3
How to use it	3
Section 1 Program overview	3
Section 2 Core and elective components	13
Section 3 Program assessment details	15
Section 4 Work experience	21
Section 5 Trainers and assessors	22
Section 6 Physical resources and environment	26
Section 7 Industry engagement	27
Section 8 Register of assessment tools	29
Section 9 Systematic validation	32
Section 10 TAS implementation checklist	50
Section 11 Systematic monitoring	52

Section 1 Program overview

1.1 National requirements			
Qualification code	MSF20516		
Qualification title	Certificate II in Furniture Making Pathways		
Relevant Standards	1.1–1.7, 1.8(a), 1.9–1.19, 1.26, 2.2, 5, 8.4		
Training package code	MSF		
Current release date	3/12/2018	Release number	4.0
Training package title	Furnishing Training Package		
National register	https://training.gov.au/Training/Details/MSF		
Companion volume	https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73		
Qualification status	Current	Where a qualification is no longer current and has not been superseded, all students' training and assessment must be completed and the relevant AQF certification issued within a period of two years from the date the qualification was removed or deleted from the National Register. Where a qualification on the RTO's scope of registration is superseded, all students' training and assessment must be completed and the relevant AQF certification issued or students are transferred into its replacement within a period of one year from the date the replacement qualification was released on the National Register.	
Superseded, deleted or no longer current date	n/a		
Latest date for student completion and AQF certification (Complete only if qualification status ≠ current)	n/a		
TAS has been developed through industry engagement	☒ Yes ☐ No (See Section 7)	Total number of proposed assessment tools for this qualification	21 (See Section 3)
Delivering and assessing information (Complete this remaining part of Section 1.1 only when the qualification is on scope)			
TAS implementation date (See Section 10)	14/02/2020	TAS monitoring date (See Section 11)	21/11/2019
Developed for: (Select one only)	☐ individual student/s	Name/s of individual student/s	
	☒ class cohort	Current number of students enrolled	15, 16
A representative sample of assessment tools has been validated	☒ Yes ☐ No ☐ Pending (See Sections 8 & 9)	Delivery period for this cohort or individual Start End	28/01/2020 13/11/2021
RTO's Assessment and/or TAS policies and procedures have been followed when implementing this TAS	☒ Yes ☐ No	RTO has checked other printed and electronic student information/data for compatibility with TAS	☒ Yes ☐ No

1.2 Qualification		
Requirement	Packaging rules	Confirmed by RTOM
Qualification description and job roles	This qualification applies to a learning and assessment environment where access to structured on-the-job learning in a workplace may not be available. This qualification is only for institutional delivery. The qualification is intended for people interested in exposure to a furniture making or related working environment with a view to entering into employment in that area. This qualification delivers broad-based underpinning skills and knowledge in a range of furniture making tasks which will enhance the graduates' entry-level employment prospects for apprenticeships, traineeships or general employment in a furniture manufacturing environment or related workplace. No licensing, legislative or certification requirements apply to this qualification at the time of publication.	☒ Yes ☐ No
Packaging rules	To be awarded the MSF20516 Certificate II in Furniture Making Pathways competency must be achieved in a minimum of twelve (12) units of competency, chosen as outlined below: • all five (5) core units of competency • a minimum of six (6) units of competency from Group A • a maximum of one (1) unit of competency from Group B. There are no units with prerequisite requirements in this qualification. This qualification does not allow for the importation of units of competency from other Training Packages or other MSF qualifications. The units listed below are the only units that can be accessed for achievement of this qualification https://training.gov.au/Training/Details/MSF20516	☒ Yes ☐ No

1.3 Delivery and assessment		
Requirement	Pre-enrolment information	Confirmed by RTOM
General entry requirements	General entry requirements for this program include the student's agreement and ability to undertake the following: • demonstrate evidence of language, literacy and numeracy skills at the requisite ACSF level • attend and participate in scheduled training and assessment • participate in workplace tasks to employer expectations • be able to work in an industry environment and handle industry standard equipment • comply with the RTO code of conduct requirements, directions on work, and health and safety matters.	☒ Yes ☐ No
Specific entry and/or completion requirements	Specific entry requirements exist ☐ Yes ☒ No Prior to enrolment the RTO has provided advice in print or electronically to students on participation requirements and application processes. ☒ Yes ☐ No	☒ Yes ☐ No
Access and reasonable adjustments	The RTO has advised students in print or electronically that reasonable adjustments may be available. ☒ Yes ☐ No When appropriate, reasonable adjustments will be applied by the RTO to take into account the individual student's needs. Reasonable adjustments may include: • accessible class rooms • note-taking support • course material in alternative formats — electronic, large print • use of laptop for assessments • an Auslan (Australian Sign Language) interpreter • extra time or extensions for assessments or alternative assessment tasks • ergonomic chair/desk • use of assistive technology • other adjustments.	☒ Yes ☐ No
Mode of delivery	The mode of delivery includes any combination of the following: • face-to-face in a simulated workplace environment for required performance and knowledge evidence • work experience in commercial work site — third party report • online for some components of training for knowledge evidence • in a classroom ('off the job') for some components of training for knowledge evidence.	☒ Yes ☐ No

1.3 Delivery and assessment				Confirmed by RTOM
Requirement	Pre-enrolment information			
Delivery location	Multiple delivery locations are used. ☐ Yes ☒ No		Locations of additional campuses where training or assessment services are provided.	☒ Yes ☐ No
	The delivery location is the principal place of business of the RTO.			
	Total program duration for delivery and assessment is: ☐ 6 months ☐ 1 year ☒ 2 years ☐ 3 years		This means that after the expiry of the program duration, no further assessment evidence will be accepted and no further training conducted.	☒ Yes ☐ No
Amount of training and volume of learning	The 'amount of training' relates to formal teaching and learning activities. The nominal amount of scheduled training for this program is: ☐ 55 hours ☐ 110 hours ☒ 220 hours ☐ 330 hours The 'volume of learning' identifies the notional duration of all activities required for the achievement of the learning outcomes of this program. The total volume of learning for this program is: ☒ 600–1200 hours (Certificate I and II) ☐ 1200–2400 hours (Certificate III and IV)			☒ Yes ☐ No
Learning resources	There are sufficient learning resources, equipment and facilities to: - enable students to meet the requirements for each unit of competency - support the number of students undertaking the training and assessment.			☒ Yes ☐ No
Assessment resources	- Assessments will be formative and conducted so that skills, knowledge and understanding may be demonstrated in the simulated workplace environment. Assessment of knowledge and skills will be integrated with assessment of their practical application. - Projects/tasks and work evidence will be progressively gathered by the assessor for units of competency until sufficient valid evidence is gathered to make assessment decisions on competency. Evidence of skills and knowledge will be gathered simultaneously.			☒ Yes ☐ No

1.3 Delivery and assessment			
Requirement	Pre-enrolment information		Confirmed by RTOM
Evidence-gathering conditions	- Will be progressively gathered for groups of units simultaneously. - Methods will confirm consistency of performance over time and in a range of workplace-relevant contexts, rather than a single assessment event. - Will be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, training journals and reviews of work products/folios and third party reports. - Will be done under the specific assessment conditions required by the units.		☒ Yes ☐ No
Work placement requirements	Work placement or experience is a requirement. ☐ Yes ☒ No The RTO may require students to undertake work placement or work experience. When this is the case, a summary of the requirements will be recorded in Section 4 of the TAS. Students have been advised in writing or electronically.		☒ Yes ☐ No
Third party arrangements	No services are delivered on behalf of the RTO.	☒ Yes ☐ No	'Third party' means any party that provides services on behalf of the RTO, but does not include a contract of employment between an RTO and its employee. - Where services are provided on the RTO's behalf by a third party, the provision of those services must include a written agreement. - The RTO must disclose to the student the name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the student on the RTO's behalf. - When the RTO offers a qualification on its scope to students and in order to achieve the qualification the RTO requires students to undertake training for one or more units with a different RTO, this is considered a third party arrangement. Record the RTO's details and arrangements summary.
	Some services are provided by a third party on behalf of the RTO.	☐ Yes ☒ No	
	QCAA has been notified of the third party arrangement.	☐ Yes ☐ No	

1.3 Delivery and assessment		
Requirement	Pre-enrolment information	Confirmed by RTOM
Educational and support services	- Learners in this cohort are school students in Years 10 to 12. The RTO will schedule supervised training and assessment sessions based on the timetable. Students may negotiate support in addition to scheduled hours to develop the required skills and knowledge. - Unmet educational needs of young persons aged 10-17 in the juvenile justice system – school RTOs within youth detention centres may deliver training and assessment to these students even if not in detention. The RTO delivers services to students in the juvenile justice system. ☐ Yes ☒ No	☒ Yes ☐ No
Early termination of program	In the event that the RTO loses suitably qualified trainers and assessors and is unable to deliver this program: - students will be issued with a Statement of Attainment for any successfully completed units of competency - any fees paid toward the program will be refunded on a pro rata basis. The RTO has provided students with information in print or electronically concerning arrangements in the event of early termination of the program. ☒ Yes ☐ No	☒ Yes ☐ No
Transition	This qualification's status on TGA is current at the time of this strategy's expected start date. If this qualification is superseded with a new version before the end of the expected duration of the program, then: - if practical, students will complete training and assessment and receive any appropriate certificates in the old qualification within 12 months of the release of the new version - if this is not practical, students will transition to the new qualification within 12 months and complete their training and assessment in the new version within the expected duration of the program. Credit will be arranged for units completed and deemed as equivalent.	☒ Yes ☐ No

1.4 Certification	
Requirement	Pre-enrolment information
Certificates and Statements of Attainment	If a student is assessed as meeting the requirements of the qualification, and all agreed fees the student owes to the RTO have been paid, then within 30 calendar days* of all conditions being met: • an AQF certificate and record of results will be issued if the qualification in which the learner is enrolled is complete • a Statement of Attainment will be issued if the qualification in which the learner is enrolled is partially complete. * unless there is a written agreement with students and parents that the RTO will issue certification on exit or request
Unique Student Identifier (USI)	• The school RTO will not issue an AQF certificate, record of results or Statement of Attainment to a student without having a verified USI for that individual. • The consequences of not providing the RTO with a USI have been explained to the student. • Each student's USI will be recorded by the RTO in SLIMS or Student Management and reported to QCAA in the same year that the certification was issued. A student may access their training records and results (transcript) using their online USI account. For more information, see usi.gov.au/Students/pages/default.aspx
Credit arrangements	Transitioning from an old version to a new version of a training product If the National Register (training.gov.au) deems a superseded unit of competency to be equivalent to its replacement, students may claim credit for a successfully completed superseded unit. If a student already holds a unit of competency If a student has a Statement of Attainment for a unit of competency and it has the same code as a unit of competency making up this program, the student may make a claim for a credit transfer.
Recognition of prior learning (RPL) arrangements	Students may request recognition of prior learning (RPL) assessment. Students are advised of the opportunity to apply for RPL and, if requested, will be provided with an RPL document allowing them to provide verifiable details of prior learning. The evidence will be assessed for currency and against requirements of the units of competency, and an amended program strategy will be prepared, taking into account the student's prior learning. The RTO has advised students in print or electronically of RPL arrangements.
	Confirmed by RTOM ☒ Yes ☐ No

1.4 Certification			Confirmed by RTOM
Requirement	Pre-enrolment information		
Reissuing of Certificates and Statements of Attainment	The RTO maintains an auditable-quality register of all AQF qualifications (including Statements of Attainment) issued and authorised to issue. The register contains sufficient information to identify correctly the holder of the qualification, the AQF qualification by its full title, and date of issue/award/ conferral.	The Standards require compliance with the AQF Register and Issuance policies. All RTOs will: - maintain an auditable-quality register of AQF qualifications issued (including Statements of Attainment) containing sufficient information to identify correctly the holder of the qualification the AQF qualification by its full title date of issue/award/conferral - have a policy that permits replacement of certification documentation - be responsible for authentication and verification of any replacement certification documentation. See www.aqf.edu.au/aqf-policies.	☒ Yes ☐ No
	The RTO has a policy that permits the replacement of certification documentation and maintains responsibility for authentication and verification of any replacement certification documentation.		
	The RTO has advised students either in print or electronically about arrangements and fees related to obtaining replacement AQF certification. ☒ Yes ☐ No - Gympie State High School provides replacement copies of issued VET certificates and statements of attainment. - To protect people's privacy, copies can only be provided to the person named on the certificate. - Fees are \$7.50 for each copy. The issuance and replacement policy and procedure may be accessed via the publicly accessible school RTO website. For more information, see: https://gympieshs.eq.edu.au/Curriculum/VocationalEducation/Pages/VocationalEducation.aspx	☒ Yes ☐ No	

1.5 Reporting	
Requirement	Confirmed by RTOM
Recording results	- Evidence-gathering tools are used to make decisions about a student's progress toward competency. - The interim outcome descriptors of 'Satisfactory' or 'Unsatisfactory' will be used on students' projects and evidence documents. - Students may continue to submit evidence until they exit the program or the end of the program's duration period. - Assessor may determine final outcomes for units of competency at any time, but only after sufficient valid evidence has been gathered and assessed and any pre-requisite units have been successfully completed. - RTO management will record final outcomes (usually using the descriptors Competent, Not Competent, Credit Transfer, Superseded or Withdrawn) in Student Data Capture System (SDCS) or Student Management software approved by QCAA. - All final outcomes must be entered into a QCAA approved software program before the end of the last term of the VET program or immediately after a student exits the program. - RTO management reports student enrolment data to QCAA within the first term of the student's commencement of the VET program.
Student profiles	- Student profiles are updated by the assessor and are accessible to students on request. - Assessors update the profile to confirm an individual student's submission of evidence and record interim and final outcomes. - RTO management uses final outcomes recorded in student profiles to update SDCS, Student Management and/or SLIMS.
Projects and evidence-gathering instruments	- All assessment activities, including projects and evidence-gathering tools, are identified by a code and listed in this document. - A mapping document provides evidence of how assessment activities, projects and evidence-gathering tools meet the requirements for each unit of competency.
Data privacy and reporting	The RTO has provided students with information in print or electronically concerning privacy, use of personal data and reporting. ☒ Yes ☐ No - students are informed that personal information will be collected and reported on their behalf - student declarations and consent of the RTO's privacy notice are retained (for 2018 only)
Use of personal email address	The RTO has provided students with information in print or electronically concerning use of personal email addresses on assessment materials and evidence. ☒ Yes ☐ No

1.5 Reporting		
Requirement	Pre-enrolment information	Confirmed by RTOM
	- Agreed email addresses provide the same acknowledgment as a signature - The RTO has recorded students' and assessors' email addresses	
Complaints	The RTO has advised students either in print or electronically that complaints received by the RTO will be acknowledged in writing and finalised as soon as practicable. ☒ Yes ☐ No - A complaint may be involving the conduct of the RTO's officers, students or third-party service providers of the RTO. - Any RTO officer may receive a complaint verbally, in writing or electronically	☒ Yes ☐ No
Appeals	The RTO has advised students either in print or electronically that all appeals received by the RTO will be acknowledged in writing and finalised as soon as practicable. ☒ Yes ☐ No - There are two types of appeals that can be lodged: - appeal of final assessment decision - appeal of any other RTO decision. - Appeals must be submitted to the RTO in writing using the RTO's appeal form.	☒ Yes ☐ No
Publicly availability	The complaints and appeals policy and procedure may be accessed via the publicly accessible school RTO website. For more information, see: https://gympieshs.eq.edu.au/Curriculum/VocationalEducation/Pages/VocationalEducation.aspx	☒ Yes ☐ No

Section 2 Core and elective components

Relevant Standards: 1.1, 1.2, 1.4, 1.7, 1.8(a), 1.12, 3.5, Schedule 5

Note: A prerequisite unit may be delivered through an integrated approach with the secondary unit — it does not have to be fully completed before starting the secondary unit. However, to satisfy formal requirements, the prerequisite unit must be signed off prior to the secondary unit.

2.1 Core and elective units being offered		
Enter the unit code and title Hyperlink to unit on TGA is recommended	Unit type	Pre-requisite unit required?
MEM16006A – Organise and communicate information http://training.gov.au/Training/Details/MEM16006A	Group A	☐
MEM16008A - Interact with computing technology http://training.gov.au/Training/Details/MEM16008A	Group A	☐
MSFFM2001 – Use furniture making sector hand and power tools http://training.gov.au/Training/Details/MSFFM2001	Group A	☐
MSFFM2002 - Assemble furnishing components http://training.gov.au/Training/Details/MSFFM2002	Group A	☐
MSFFP2001 – Undertake a basic furniture making project http://training.gov.au/Training/Details/MSFFP2001	Core Unit	☐
MSFFP2002 – Develop a career plan for the furnishing industry http://training.gov.au/Training/Details/MSFFP2002	Core Unit	☐
MSFFP2005 – Join furnishing materials http://training.gov.au/Training/Details/MSFFP2005	Group A	☐
MSFFP2006 – Make simple timber joints http://training.gov.au/Training/Details/MSFFP2006	Group A	☐
MSFGN2001 - Make measurements and calculations http://training.gov.au/Training/Details/MSFGN2001	Core Unit	☐

MSMENV272 - Participate in environmentally sustainable work practices http://training.gov.au/Training/Details/MSMENV272	Core Unit	☐
MSMPCI103 – Demonstrate care and apply safe practices at work http://training.gov.au/Training/Details/MSMPCI103	Core Unit	☐
MSMSUP106 - Work in a team http://training.gov.au/Training/Details/MSMSUP102	Group B	☐

2.2 Optional units and flexibility

Some of the units listed appear in other qualifications delivered by this RTO.

- **MEM16006A – Organise and communicate information** is delivered in Certificate II in Engineering Pathways. The first assessor to complete the unit will record a result of Competent and the other assessor/s will record a credit transfer.
- **MSMSUP106 - Work in a team** supersedes and is equivalent to **MSAPMSUP106A - Work in a team**. The superseded unit is delivered in MEM20413 Certificate II in Engineering Pathways. The first assessor to complete the unit will record a result of Competent and the other assessor/s will record a credit transfer.
- **MSMENV272 - Participate in environmentally sustainable work practices** supersedes and is equivalent to **MSAENV272B Participate in environmentally sustainable work practices**. The superseded unit is delivered in MEM20413 Certificate II in Engineering Pathways. The first assessor to complete the unit will record a result of Competent and the other assessor/s will record a credit transfer.

Section 3 Program assessment details

Relevant Standards: 1.1, 1.2, 1.3(c), 1.8, 2.1, 2.2, 5.2

3.1 Program details

3.1 Program details						
Project 1		MSFPROJ1 Push Stick T:\Industrial Technology & Design\Senior units\Furnishing\MSFPROJ1				
Estimated duration	2 weeks	Outcome type	☒ Interim ☒ Final	Assessment tools mapped on separate document		☒ Yes ☐ No
Assessment activity		Unit/s for which partial or complete evidence will be gathered		Evidence-gathering tools used		Tool code
Push Stick This project introduces students to safe and proper workshop practices and use of basic woodworking machines such as compound mitre saw, bandsaw, disc sander, bobbin sander and thicknesser as they produce a Push Stick. The tasks integrate and contextualise LLN with vocational units to support achievement of competency. Assessors will make observations, ask direct questions and review completion of the product to specifications. Final unit outcome results are awarded for MSFFP2002 Develop a career plan for the furnishing industry on completion of this project. Evidence for interim results is recorded in the student profile as 'satisfactory' or 'unsatisfactory'. When sufficient evidence has	- MSMPCII03 - Demonstrate care and apply safe practices at work - MSFFP2002 - Develop a career plan for the furnishing industry - MEM16006A - Organise and communicate information - MSMSUP106 - Work in a team		Observation checklist	☒	MSFOBS1	
			Questions checklist	☒	MSFQUES1	
			Review of product /service against specifications	☒	MSFPROD1	
			Review folio of work against specifications	☐		
			Third party report	☐		
		Safety induction checklist		☐		

3.1 Program details						
been gathered, final outcomes will be recorded in the student profile.						
Project 2		MSFPROJ2 Carry All T:\Industrial Technology & Design\Senior units\Furnishing\MSFPROJ2				
Estimated duration	12 weeks	Outcome type	☒ Interim ☐ Final	Assessment tools mapped on separate document	☒ Yes ☐ No	
Assessment activity		Unit/s for which partial or complete evidence will be gathered		Evidence-gathering tools used	Tool code	
Carry All This is a project involving carcass joinery using a dovetail jig. Students develop skills in drawing interpretation and use of machinery and hand tools while producing a Carry All. The tasks integrate and contextualise LLN with vocational units to support achievement of competency. Assessors will make observations, ask direct questions and review completion of the product to specifications. No final unit outcome results from completing this project. Evidence is recorded in the student profile as 'satisfactory' or 'unsatisfactory'. When sufficient evidence has been gathered, final outcomes will be recorded in the student profile.			- MSMENV272 - Participate in environmentally sustainable work practices - MSMPC1103 - Demonstrate care and apply safe practices at work - MSFGN2001 - Make measurements and calculations - MSFFM2001 - Use furniture making sector hand and power tools - MSFFM2002 - Assemble furnishing components - MSFFP2006 - Make simple timber joints - MEM16006A - Organise and communicate information - MSMSUP106 - Work in a team	Observation checklist	☒	MSFOBS2
				Questions checklist	☒	MSFQUES2
				Review of product /service against specifications	☒	MSFPROD2
				Review folio of work against specifications	☐	
				Third party report	☐	
				Safety induction checklist	☐	

3.1 Program details					
MSFPROJ3 Hallway Mirror T:\Industrial Technology & Design\Senior units\Furnishing\MSFPROJ3					
Project 3					
Estimated duration	12 weeks	☒ Interim ☐ Final	Assessment tools mapped on separate document	☒ Yes ☐ No	
Assessment activity	Unit/s for which partial or complete evidence will be gathered		Evidence-gathering tools used	Tool code	
Hallway Mirror Students use framing joints such as mortice and tenon to construct a hallway mirror. Hand made joints and machinery operation complete the process. The tasks integrate and contextualise LLN with vocational units to support achievement of competency. Assessors will make observations, ask direct questions and review completion of the product to specifications. No final unit outcome results from completing this project. Evidence is recorded in the student profile as 'satisfactory' or 'unsatisfactory'. When sufficient evidence has been gathered, final outcomes will be recorded in the student profile.	- MSMENV272 - Participate in environmentally sustainable work practices - MSMPCII03 - Demonstrate care and apply safe practices at work - MSFGN2001 - Make measurements and calculations - MSFFM2001 - Use furniture making sector hand and power tools - MSFFM2002 - Assemble furnishing components - MSFFP2006 - Make simple timber joints - MEM16006A - Organise and communicate information - MSMSUP106 - Work in a team		Observation checklist	☒	MSFOBS3
			Questions checklist	☒	MSFQUES3
			Review of product /service against specifications	☒	MSFPROD3
			Review folio of work against specifications	☐	
			Third party report	☐	
			Safety induction checklist	☐	
MSFPROJ4 Bedside Cabinet T:\Industrial Technology & Design\Senior units\Furnishing\MSFPROJ4					
Project 4					
Estimated duration	12 weeks	☒ Interim ☒ Final	Assessment tools mapped on separate document	☒ Yes ☐ No	
Assessment activity	Unit/s for which partial or complete evidence will be gathered		Evidence-gathering tools used	Tool code	
			Observation checklist	☒	MSFOBS4

3.1 Program details

Bedside Cabinet		- MSMENV272 - Participate in environmentally sustainable work practices - MSMPCII03 - Demonstrate care and apply safe practices at work - MSFGN2001 - Make measurements and calculations - MSFFM2001 - Use furniture making sector hand and power tools - MSFFM2002 - Assemble furnishing components - MSFFP2005 - Join furnishing materials - MEM16006A - Organise and communicate information - MSMSUP106 - Work in a team	- MSMENV272 - Participate in environmentally sustainable work practices - MSMPCII03 - Demonstrate care and apply safe practices at work - MSFGN2001 - Make measurements and calculations - MSFFM2001 - Use furniture making sector hand and power tools - MSFFM2002 - Assemble furnishing components - MSFFP2005 - Join furnishing materials - MEM16006A - Organise and communicate information - MSMSUP106 - Work in a team	☒	MSFQUES4
Students use cabinet construction techniques such as dowel and biscuit joints with material prepared cut-to-size to simulate industry practice.				☒	MSFPROD4
The tasks integrate and contextualise LLN with vocational units to support achievement of competency.				☐	
Assessors will make observations, ask direct questions and review completion of the product to specifications. Final unit outcome results are awarded for				☐	
- MSMENV272 - Participate in environmentally sustainable work practices - MSMPCII03 - Demonstrate care and apply safe practices at work - MEM16006A - Organise and communicate information - MSMSUP106 - Work in a team				☐	
Evidence for interim results is recorded in the student profile as 'satisfactory' or 'unsatisfactory'. When sufficient evidence has been gathered, final outcomes will be recorded in the student profile.				☐	
Project 5	MSFPROJ5 Bathroom Cabinet - Project document is found at: T:\Industrial Technology & Design\Senior units\Furnishing\MSFPROJ5				
Estimated duration	12 weeks	Outcome type	☒ Interim ☒ Final	Assessment tools mapped on separate document	☒ Yes ☐ No
Assessment activity		Unit/s for which partial or complete evidence will be gathered			Tool code
Bathroom Cabinet				Observation checklist	MSFOBS5

3.1 Program details						
This project introduces students to carcase construction using basic woodworking machines, hand & power tools and workshop practices. CNC routing and laser etching enhances the project. The tasks integrate and contextualise LLN with vocational units to support achievement of competency. Assessors will make observations, ask direct questions and review completion of the product to specifications. Final unit outcome results are awarded for MEM16008A Interact with computing technology on completion of this project. Evidence for interim results is recorded in the student profile as 'satisfactory' or 'unsatisfactory'. When sufficient evidence has been gathered, final outcomes will be recorded in the student profile.		• MSFGN2001 - Make measurements and calculations • MEM16008A - Interact with computing technology • MSFFM2001 – Use furniture making sector hand and power tools • MSFFM2002 - Assemble furnishing components • MSFFP2006 – Make simple timber joints		Questions checklist	☒	MSFQUES5
				Review of product /service against specifications	☒	MSFPROD5
				Review folio of work against specifications	☐	
				Third party report	☐	
				Safety induction checklist	☐	
Project 6 MSFPROJ6 Occasional Table - Project document is found at: T:\Industrial Technology & Design\Senior units\Furnishing\MSFPROJ6						
Estimated duration	12 weeks	Outcome type	☒ Interim ☒ Final	Assessment tools mapped on separate document	☒ Yes ☐ No	
Assessment activity		Unit/s for which partial or complete evidence will be gathered		Evidence-gathering tools used	Tool code	
Occasional Table This furniture making project enables students to develop skills in drawing interpretation, furniture assembly and use of machinery and hand and power tools. The tasks integrate and contextualise LLN with vocational units to support achievement of competency.		• MSFGN2001 - Make measurements and calculations • MSFFP2001 – Undertake a basic furniture making project • MSFFM2001 – Use furniture making sector hand and power tools • MSFFM2002 - Assemble furnishing components		Observation checklist	☒	MSFOBS6
				Questions checklist	☒	MSFQUES6
				Review of product /service against specifications	☒	MSFPROD6
				Review folio of work against specifications	☐	

3.1 Program details						
Assessors will make observations, ask direct questions and review completion of the product to specifications. Final unit outcome results are awarded for MSFFP2001 Undertake a basic furniture making project on completion of this project. Evidence for interim results is recorded in the student profile as 'satisfactory' or 'unsatisfactory'. When sufficient evidence has been gathered, final outcomes will be recorded in the student profile.		- MSFFP2005 – Join furnishing materials - MSFFP2006 – Make simple timber joints	Third party report	☐		
			Safety induction checklist	☐		
Project 7	MSFPROJ7 Mantelpiece Picture Frame - Project document is found at: T:\Industrial Technology & Design\Senior units\Furnishing\MSFPROJ7					
Estimated duration	12 weeks	Outcome type	☐ Interim ☒ Final	Assessment tools mapped on separate document	☒ Yes ☐ No	
Assessment activity		Unit/s for which partial or complete evidence will be gathered		Evidence-gathering tools used	Tool code	
Mantelpiece Picture Frame Students use framing joints to construct a Mantelpiece Picture Frame. Handmade joints, product assembly and machinery use complete the process. The tasks integrate and contextualise LLN with vocational units to support achievement of competency. Assessors will make observations, ask direct questions and review completion of the products to specifications. Students final unit outcomes will result from completion of this project. Evidence is to be recorded in the student profile as 'satisfactory' or 'unsatisfactory' and competency completions recorded.		MSFGN2001 - Make measurements and calculations		Observation checklist	☒	MSFOBS7
		MSFFM2001 – Use furniture making sector hand and power tools		Questions checklist	☒	MSFQUES7
		MSFFM2002 - Assemble furnishing components		Review of product /service against specifications	☒	MSFPROD7
		MSFFP2005 – Join furnishing materials		Review folio of work against specifications	☐	
		MSFFP2006 – Make simple timber joints		Third party report	☐	
				Safety induction checklist	☐	

Section 4 Work experience

Relevant Standards: 1.1, 1.5, 1.6(a), 1.8, 2.1, 5.2, 8.5

4.1 Work experience arrangements			
On what basis is work experience provided?		For all employers providing work experience relevant to this qualification:	
Not provided (go to Section 5)	☐	Written agreements are in place.	☐
VET program/course requirement	☐	Realistic workplace experience	☐
RTO requirement	☐	Third party report included in Section 3.4	☐
Student wants work experience	☐	Student information in Section 1 of TAS is accurate.	☐
Optional	☒		
File location of work experience agreements	T:\Industry Liaison - Kerry\Students Work Experience Forms		

4.2 Register of employers with written agreements in place	
Enter name and location of each business, company or industry providing work experience	
<i>e.g. Robert Tsu Smallgoods, Brisbane</i>	<i>e.g. Fast Eats Cafe, Paddington</i>