



**EVERTHOUGHT  
EDUCATION**

**Everthought Education**  
**RTO Code: 32438**

**Recognition of Prior Learning – Unit Guide**

**Qualification Code**

MSF30322

**Qualification Name**

Certificate III in Cabinet Making and Timber Technology

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## Section 1. UNIT GUIDE

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This document is designed to assist candidates with the self-assessment questionnaire to rate themselves against each unit of competency.

### 1.01 CORE UNITS

#### 1.01(a) MSFFM2013 Use furniture making hand and power tools

This unit describes the skills and knowledge required to select and use hand and power tools to perform common furniture making tasks such as cutting, joining, planning and sanding wood and other materials. It includes tool safety and basic tool sharpening. Workers with this competency complete routine tasks in industries such as cabinet and furniture making and wood machining.

##### Tasks

- I select and use tools and equipment suitable for the job
- I check functionality and safety and report any faults to supervisor
- I use tools safely and efficiently
- I clean up work area and complete routine maintenance on tools upon completion of work

#### 1.01(b) MSFFM3030 Produce manual and computer-aided production drawings

This unit describes the skills and knowledge required to make manual and computer-aided drawings to support manufacture and assembly in cabinet and furniture making, wood machining and other industries. Workers with this competency use discretion, judgement and problem solving to apply their knowledge of manufacture and assembly to the drawing process.

##### Tasks

- I identify drawing task requirements
- I establish drawing criteria and limitations
- I draft initial drawing including spatial and non-spatial information
- I complete drawing according to specifications

#### 1.01(c) MSFFM3031 Prepare cutting lists from design and production documentation

This unit describes the skills and knowledge required to interpret various types of design and production documentation to prepare cutting lists and other information for subsequent processing operations in industries such as cabinet and furniture making and wood machining. Workers with this competency follow established procedures using discretion, judgement and problem solving.

##### Tasks

- I interpret design and production documentation
- I prepare cutting lists including quality and specification information, including tolerances

#### 1.01(d) MSFGN2001 Make measurements and calculations

This unit of competency describes the skills and knowledge required to identify the measuring equipment required in work task, and make and record accurate measurements and calculations. It includes identifying and responding to routine and non-routine problems with the process.

##### Tasks

- I identify measurements required and suitable measuring equipment

- I make estimates of measurements
- I take measurements and check for accuracy
- I carry out and record calculations using suitable methods
- I identify, report and address routine and non-routine problems within my scope of responsibility

### **1.01(e) MSFGN3005 Read and interpret work documents**

This unit of competency is applied in industries where workers interpret and apply information from documents such as standards, codes, specifications, instructions, and work plans and procedures. Workers with this competency identify types of work document, understand their purpose, interpret them, and plan work based on the information they contain.

#### **Tasks**

- I identify type and purpose of work documents
- I interpret documents and seek clarification when necessary
- I identify work requirements from documents and plan work accordingly
- I maintain and store work documents according to procedures

### **1.01(f) MSMENV272 Participate in environmentally sustainable work practices**

This unit describes the skills and knowledge required to comply with environmental regulations, identify environment issues and minimise the risks of negative impact on work and carry out improvements in own work area. This unit applies to operators and team members who are required to follow procedures to work in an environmentally sustainable manner. This unit applies to all sectors of the manufacturing industry and members of its value chain. It may also be applied to all sections of an organisation, including office and warehouse. This unit will need to be contextualised for the industry sector, organisation and section. This unit applies to an individual working alone or as part of a team and working in liaison with other shift team members and the control room operator, as appropriate.

#### **Tasks**

- I identify resource use and environmental issues
- I understand and comply with environmental regulations
- I identify breaches of environmental regulations and report incidents according to procedures
- I seek to improve environmental practices and resource efficiency

### **1.01(g) MSMSUP102 Communicate in the workplace**

This unit describes the skills and knowledge required to receive, relay and record written and oral messages and to provide relevant information in response to requests within timelines. This unit applies to personnel who are required to communicate clearly and accurately to record messages, seek clarification, access needed information, relay information to other people and complete workplace documentation.

#### **Tasks**

- I accurately receive, record and relay messages
- I interpret messages and take appropriate action
- I respond to requests for information
- I complete workplace forms and submit according to procedures

### 1.01(h) MSMSUP106 Work in a team

This unit describes the skills and knowledge required to organise own activities within a team to fit with work schedules and to meet operational guidelines. This unit applies to team members who are required to use interpersonal and communication skills to plan, organise and complete their work activities according to instructions and with limited discretionary powers.

#### Tasks

- I identify and prioritise my own and team task requirements
- I break work activities down and organise and plan my tasks
- I communicate effectively with the work team
- I understand team roles and responsibilities

### 1.02 ELECTIVE UNITS

#### 1.02(a) MSFFM3038 Set up, operate and maintain automated edge banding machines

This unit describes the skills and knowledge required to set up, operate and maintain edge banding machines which use automated processes to apply and process an edge trim to solid timber or manufactured board. Workers with this competency follow established procedures in timber technology industries, using discretion, judgement and problem solving to identify and resolve routine product and machine issues.

#### Tasks

- I identify task requirements from workplace documents
- I identify materials, tools and equipment required for work, checking for safety and functionality
- I set up machines, checking settings and safety devices
- I make required adjustments to machine settings
- I operate machines safely and according to manufacturers guidelines
- I monitor work and identify and resolve problems
- I clean work area and conduct routine maintenance according to procedures

#### 1.02(b) MSFFM3041 Determine and document requirements for cabinetry installation

This unit describes the skills and knowledge required to conduct onsite assessment of spatial and other requirements for the installation of fitted cabinetry. This includes assessment of overall site, walls, floors, appliances, services and other structural components in addition to taking detailed and precise measurements. Cabinetry may be custom-made or mass manufactured. Cabinet installers with this competency follow procedures, using discretion, judgement and problem solving to identify and resolve potential installation issues. Installers may or may not be involved in the actual construction of cabinetry.

#### Tasks

- I assess overall installation site including access requirements and other work being undertaken
- I assess site construction features for impact on cabinetry installation
- I assess appliances and services for impact on cabinetry installation
- I conduct site measurements and make relevant calculations, including dimensions
- I prepare site plans showing relevant features and measurements
- I prepare documentation to support manufacture and installation process

### 1.02(c) MSFFM3042 Fabricate cabinetry

This unit describes the skills and knowledge required to fabricate components from manufactured board or timber and assemble them into cabinets. Workers with this competency follow established procedures in timber technology industries using discretion, judgement and problem solving to identify and resolve routine product and machine issues.

#### Tasks

- I identify task requirements from workplace documents
- I identify materials, tools and equipment required for work, checking for safety and functionality
- I set up machines, checking settings and safety devices
- I conduct trial runs and make required adjustments to machine settings
- I operate machines safely and according to manufacturers guidelines
- I monitor work and identify and resolve problems
- I assemble components and prepare product for final finish
- I clean work area and conduct routine maintenance according to procedures

### 1.02(d) MSFFM3045 - Set up, operate and maintain computer numerically controlled (CNC) machining and processing centres

This unit describes the skills and knowledge required to set up, operate and maintain CNC machining and processing centres to manufacture products. Workers with this competency follow established procedures, using discretion, judgment and problem solving to identify and resolve routine product and machine issues.

#### Tasks

- I identify task requirements from workplace documents
- I identify materials, tools and equipment required for work, checking for safety and functionality
- I set up machines, set CNC program, checking settings and safety devices
- I conduct trial runs and make required adjustments to machine settings
- I operate machines safely and according to manufacturers guidelines
- I monitor work and identify and resolve problems
- I clean work area and conduct routine maintenance according to procedures

### 1.02(e) MSFKB2003 - Prepare for cabinetry installation

This unit describes the skills and knowledge required to prepare an installation site and confirm cabinetry and components are complete and ready for installation. It includes checking work documentation and confirming that quality requirements have been met. Workers with this competency follow established procedures, often as assistants under the guidance of a supervisor with trade qualifications.

#### Tasks

- I identify site procedures, including WHS and communication
- I identify materials, tools and equipment required for work, checking for safety and functionality
- I prepare for work applying site safety plan
- I check cabinetry components against delivery documentation and place according to requirements
- I report any defects according to procedures

### 1.02(f) MSFFM3032 - Set up, operate and maintain sawing machines

This unit describes the skills and knowledge required to safely and efficiently set up, operate and maintain sawing machines using their full technical potential and capacities to complete tasks such as cutting freehand curves and simple and compound angles and undertaking deep, freehand and off-fence ripping. Workers with this competency follow established procedures in timber technology industries using discretion, judgement and problem solving to identify and troubleshoot product and machinery issues.

#### Tasks

- I identify task requirements from workplace documents
- I identify materials, tools and equipment required for work, checking for safety and functionality
- I set up machines, checking settings and safety devices
- I conduct trial runs
- I make required adjustments to machine settings
- I operate machines safely and according to manufacturers guidelines
- I monitor work and identify and resolve problems
- I clean work area and conduct routine maintenance according to procedures

### 1.02(g) MSFFM3033 - Set up, operate and maintain drilling machines

This unit describes the skills and knowledge required to set up, operate and maintain drilling machines (including multi boring machines) using their full technical potential and capacities. It includes fitting cutters, selecting appropriate drilling pattern and drilling holes both vertically and horizontally. Workers with this competency follow established procedures in timber technology industries using discretion, judgement and problem solving to identify and troubleshoot product and machine issues.

#### Tasks

- I identify task requirements from workplace documents
- I identify materials, tools and equipment required for work, checking for safety and functionality
- I set up machines, checking settings and safety devices
- I conduct trial runs
- I make required adjustments to machine settings
- I operate machines safely and according to manufacturers guidelines
- I monitor work and identify and resolve problems
- I clean work area and conduct routine maintenance according to procedures

### 1.02(h) MSFFM3037 - Set up, operate and maintain routing and shaping machines

This unit describes the skills and knowledge required to safely and efficiently set up, operate and maintain routing and shaping machines using their full potential and capacities to complete tasks such as moulding, grooving, shaping and rebating materials. Workers with this competency follow established procedures in wood technology industries, using discretion, judgement and problem solving to identify and troubleshoot product and machine issues.

#### Tasks

- I identify task requirements from workplace documents
- I identify materials, tools and equipment required for work, checking for safety and functionality
- I set up machines, checking settings and safety devices
- I conduct trial runs
- I make required adjustments to machine settings
- I operate machines safely and according to manufacturers guidelines
- I monitor work and identify and resolve problems
- I clean work area and conduct routine maintenance according to procedures

### **1.02(i) MSFFDM4009 - Match furnishing style and materials to customer requirements**

This unit describes the skills and knowledge required to determine and match customer style and materials requirements and create the related workplace documentation. This unit applies to individuals providing furnishing product information to customers in any sector. Customers may be internal or external.

#### **Tasks**

- I identify task requirements from workplace documents
- I research and identify potential options to meet customer requirements
- I explain options to customers including features and benefits
- I match options to customer requirements
- I document customer requirements including specifications, delivery requirements, quality and costs

### **1.02(j) MSFFM2014 - Select and apply hardware**

This unit describes the skills and knowledge required to select and apply hardware to new or refurbished furniture or cabinetry. Furniture may be made from any material and may be freestanding or fitted, including kitchen and bathroom cabinetry. Workers with this competency follow established procedures in timber technology industries such as cabinet and furniture making.

#### **Tasks**

- I identify task requirements from workplace documents
- I select hardware to meet specifications and required tools
- I lay out hardware, measure and prepare for installation
- I attach hardware and inspect for compliance
- I clean work area and conduct routine maintenance according to procedures

### **1.02(k) MSFFT4013 - Coordinate onsite installation of cabinetry**

This unit describes the skills and knowledge required to coordinate the work of tradespeople who provide services involved in the installation, refurbishment, restoration or repair of furnishing products, including kitchen, bathroom or laundry settings where installations require multiple types of trade work. Workers with this competency use communication, discretion, judgement and problem solving to coordinate and guide the work of others.

#### **Tasks**

- I identify task requirements from workplace documents
- I identify and coordinate required trade work
- I organise trade work and monitor progress and quality
- I inspect and assess final works for quality and compliance
- I ensure site restoration and required
- I process documents including approval of payments

### **1.02(l) MSFGN3006 - Estimate and cost job**

This unit of competency can be applied in any industry involving the manufacture and/or installation of products or delivery of services. It describes the skills and knowledge required to obtain job information, estimate the net cost of providing products and services, calculate mark-up and tax, calculate the full cost to the customer, and develop a customer quotation. Workers with this competency cost jobs for customers on-site and off-site using discretion, judgement and specialised industry knowledge in line with established costing procedures.



## Tasks

- I identify task requirements from workplace documents
- I identify material, time and labour requirements and other costs that may be incurred
- I calculate and document costs of providing products and services
- I determine and document final cost to customer according to workplace procedures
- I check and verify final costings and provide quotation and documentation

### 1.02(m) MSMOPS363 - Organise on-site work

This unit of competency covers the skills and knowledge required to organise and prepare for on-site work in a field situation, such as a remote mine site or large industrial complex where extensive permit or clearance systems exist. The operator will be required to plan the work, ensure permits and other arrangements are in place to allow the on-site work to proceed safely, and set-up the tools, equipment and materials at the site. This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members.

## Tasks

- I identify task requirements from workplace documents
- I inspect site and identify hazards risks and required risk controls
- I plan work including sequencing and processes and prepare required documentation
- I prepare equipment, tools and materials
- I set up work location, check materials and establish isolations as required

### 1.02(n) CPCCWHS2001 - Apply WHS requirements, policies and procedures in the construction industry

This unit specifies the outcomes required to carry out work health and safety (WHS) requirements through safe work practices in all on- or off-site construction workplaces. It requires the performance of work in a safe manner through awareness of risks and work requirements, and the planning and performance of safe work practices with concern for personal safety and the safety of others. The unit covers fundamental WHS requirements necessary to undertake work tasks within any sector in the construction industry. It includes the identification of hazardous materials, including asbestos, and compliance with legislated work safety practices. It does not cover removal of asbestos, which is a licensed activity. It applies to workers in the construction industry.

## Tasks

- I identify, assess and reports hazards and risks
- I follow safe work practices
- I identify hazardous materials including asbestos-containing materials and apply appropriate risk control measures
- I determine and implement risk controls including PPE, signs, barricades
- I apply JSAs, SWMS and SDS's as applicable
- I follow emergency procedures and carry out emergency first aid treatment of minor injuries

### 1.02(o) MSFFM3024 - Construct jigs and fixtures

This unit of competency covers preparing and constructing jigs and fixtures to produce furniture components.

## Tasks

- I identify the purpose of the jig, quality requirements and suitable materials for jig construction
- I develop plan and gain approval
- I identify materials, tools and equipment required
- I apply suitable WHS measures

- I construct jig according to pplan and check for quality
- I clean work area and conduct routine maintenance according to procedures

### **1.02(p) CPCWHS3001 - Identify construction work hazards and select risk control strategies**

This unit of competency specifies the skills and knowledge required to participate in preparing a job safety analysis (JSA) for general hazards, and a safe work method statement (SWMS) for high risk work hazards on construction sites as specified in work health and safety (WHS) legislation. It includes meeting all relevant requirements of the National Construction Code (NCC), Australian Standards and Commonwealth and state or territory legislation.

#### **Tasks**

- I identify, assess and report hazards and risks
- I prepare and implement JSA applying hierarchy of controls according to workplace procedures
- I prepare and implement SWMS for high risk work applying hierarchy of controls according to workplace procedures
- I store JSA and SWMS according to compliance requirements

### **1.02(q) CPCCCO2013 - Carry out concreting to simple forms**

This unit of competency specifies the skills and knowledge required to safely install formwork, reinforcement and place and finish concrete for the construction of minor slabs, pathways and other minor works to a specified design finish, meeting all relevant requirements of the National Construction Code (NCC), Australian Standards, work health and safety (WHS), and Commonwealth and state or territory legislation. The unit is suitable for those with basic skills and knowledge undertaking routine work tasks under the direction of more experienced workers.

#### **Tasks**

- I identify task requirements from workplace documents
- I inspect site and identify hazards risks and required risk controls
- I plan work including sequencing and processes and prepare required documentation
- I erect simple formwork according to drawings and specifications
- I handle, cut, position and tie reinforcing materials
- I place concrete, screed and finish according to specifications
- I strip formwork, clean and stack
- I clean work site, clean, check and maintain tools and equipment

### **1.02(r) BSBESB301 - Investigate business opportunities**

This unit describes the skills and knowledge required to identify a business opportunity and its key components. This requires undertaking research to determine the viability of the opportunity, with reference to the legislative frameworks affecting the business. The unit applies to those establishing or operating a business providing self-employment, as well as those establishing a new venture as part of a larger organisation. The business opportunities may relate to products and/or services offered by the business.

#### **Tasks**

- I identify potential opportunities for business from research and market analysis
- I identify a range of factors including products, services, technology and technical factors
- I investigate market needs, including demographic, cultural and economic factors
- I investigate marketing strategies
- I document outcomes of investigation into business opportunity

## 1.02(s) CPCCBC4021 - Minimise waste on the building and construction site

This unit of competency specifies the skills and knowledge required to support sustainable building practices by minimising waste removed from residential or commercial building and construction sites. It includes planning a waste minimisation strategy, calculating cost benefits and implementing alternative waste minimisation systems. This unit of competency applies to builders, site managers and forepersons, and estimators in the building and construction industry responsible for managing compliance with waste regulations and minimising waste on construction sites. This unit of competency is suitable for those using specialised knowledge to complete routine and non-routine tasks and using their own judgement to deal with predictable and sometimes unpredictable problems.

### Tasks

- I research and identify environmental guidelines and requirements relating to building waste
- I plan a waste management strategy to meet requirements and gain efficiencies
- I manage materials procurement to minimise waste, including use of recycled materials and minimising packaging waste
- I manage the building process to reduce waste, including recovery and reuse of materials and litter abatement strategies
- I plan and implement safe and environmentally effective disposal of unavoidable waste