



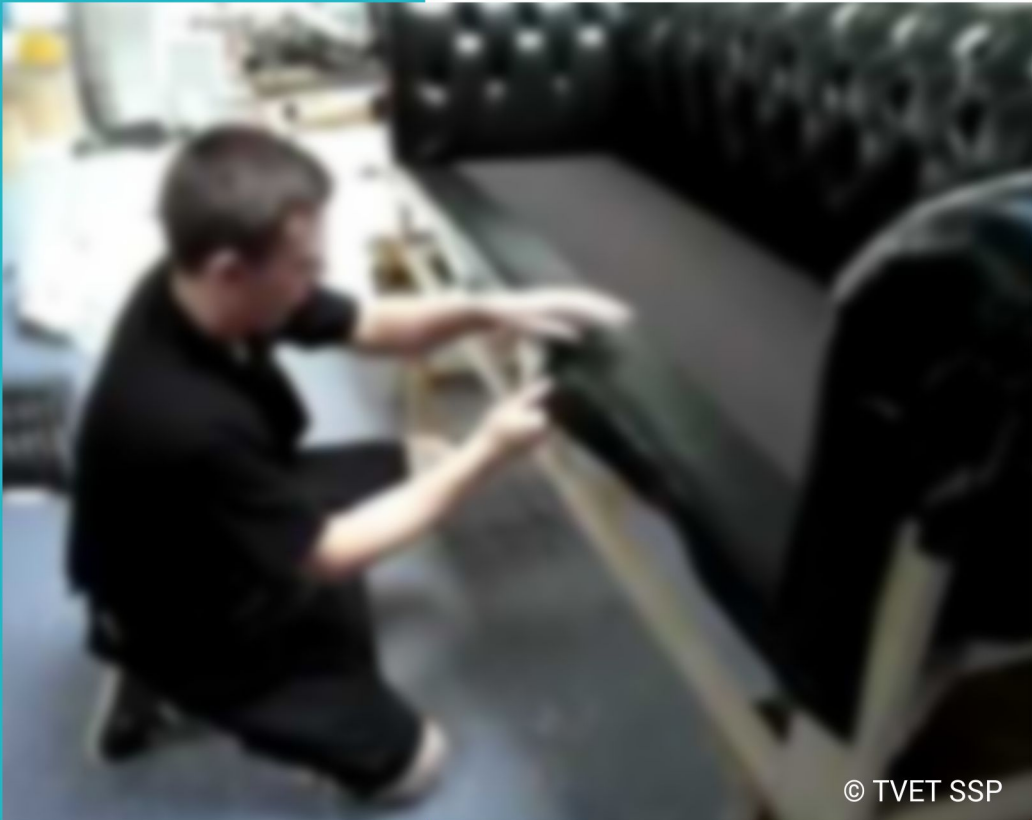
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FURNITURE TECHNICIAN



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COMPETENCY STANDARDS

National Vocational Certificate Level 1-4

Version 1 - May, 2019



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INTRODUCTION

A Furniture Technician is a tradesman who specializes in making wooden and metal furniture. This person is competent in preparing, joining and assembling wooden furniture components, applying upholstery, applying surface aesthetics including carving and marquetry manually as well as on CNC machines and perform finishing operations. The person is able to prepare basic metal furniture and apply paint and powder coats on metal furniture. The Furniture Technician is also able to develop drawings of furniture and its components manually as well as on CAD/CAM tools. The Furniture Technician is hired by wooden and metal furniture manufacturers.

Furniture industry is mainly located in Gujrat with a steady production and exports. With changes in designs and trends in Pakistan as well as around the globe; furniture industry looks forward to adopt latest manufacturing techniques and technology and tap the needs of export market. Industry requirement for educated and skilled workforce is increasing which can only be managed through setting relevant competency standards in collaboration with the leading industries. Being cognizant of this fact, National Vocational & Technical Training Commission (NAVTTTC) developed competency standards for Furniture Technician under National Vocational Qualifications Framework (NVQF). These competency standards have been developed by a Qualifications Development Committee (QDC) and validated by the Qualifications Validation Committee (QVC) having representation from the leading furniture manufacturing companies of the country.

PURPOSE OF THE QUALIFICATION

The purpose of these qualifications is to set high professional standards for furniture industry. The specific objectives of developing these qualifications are as under:

- Improve the professional competence of the trainees
- Shift from informal and non-formal to formal technical and vocational training
- Provide opportunities for recognition of skills attained through non-formal or informal pathways



- Improve the quality and effectiveness of training and assessment for furniture sector
- Enable the existing workforce to capacitate themselves in new technologies and methods

DATE OF VALIDATION

The competency standard is validated by Qualification Validation Committee on March 03, 2019 in Gujrat.



CODE OF QUALIFICATION

The International Standard Classification of Education (ISCED) is a framework for assembling, compiling and analysing cross-nationally comparable statistics on education and training. ISCED codes for these qualifications are assigned as follows;

QUALIFICATION TITLE	CODE
National Vocational Certificate Level 1 in Furniture Technician (Helper)	0722CFT006
National Vocational Certificate Level 2 in Furniture Technician (Carpenter)	0722CFT007
National Vocational Certificate Level 3 in Furniture Technician (Finisher)	0722CFT008
National Vocational Certificate Level 3 in Furniture Technician (Upholster)	0722CFT009
National Vocational Certificate Level 3 in Furniture Technician (Metal Furniture Fabricator)	0722CFT010
National Vocational Certificate Level 4 in Furniture Technician (CAD/CAM Operator)	0722CFT011



ENTRY REQUIREMENTS

The entry for National Vocational Certificate level 1-4, in Furniture Technician are given below:

QUALIFICATION TITLE	ENTRY REQUIREMENTS
National Vocational Certificate Level 1 in Furniture Technician (Helper)	The entry requirement for this qualification is open
National Vocational Certificate Level 2 in Furniture Technician (Carpenter)	The entry requirement for this qualification is 8 th Grade or National Vocational Certificate Level 1 in Furniture Technician (Helper)
National Vocational Certificate Level 3 in Furniture Technician (Finisher)	The entry requirement for this qualification is 8 th Grade with Hands on Experience or National Vocational Certificate Level 2 in Furniture Technician (Carpenter).
National Vocational Certificate Level 3 in Furniture Technician (Upholster)	The entry requirement for this qualification is 8 th Grade with Hands on Experience or National Vocational Certificate Level 2 in Furniture Technician (Carpenter).
National Vocational Certificate Level 3 in Furniture Technician (Metal Furniture Fabricator)	The entry requirement for this qualification is 8 th Grade or Middle with Hands on Experience or National Vocational Certificate Level 2 in Furniture Technician (Carpenter).
National Vocational Certificate Level 4 in Furniture Technician (CAD/CAM Operator)	The entry requirement for this qualification is 8 th Grade with one year of work experience or GIII or National Vocational Certificate Level 3 in Furniture Technician.



QUALIFICATIONS DEVELOPMENT COMMITTEE

The Qualifications Development Committee consisted of following members:

Sr. No.	NAME	DESIGNATION & ORGANIZATION
1.	Muhammad Afzal	Ex. Chairman of All Pakistan Furniture Makers Association (APFMA); CEO Bashir Design Furniture
2.	Qayyum Nazar	Chairman of APFMA; CEO Konzept Furnishers
3.	Ali Ansar Ghuman	Ex. Chairman of APFMA & Ex. President GTCCI; CFO Trendline Furnishers (pvt) Ltd.
4.	Moeen Zafar	Member of APFMA; CEO Pak Wood Furnishers
5.	Sufyan Haider	Secretary General of APFMA
6.	Asif Shabbir	Wood Working Service Center, Gujrat
7.	Mr. Umar Iftikhar	Digiskill, Virtual University
8.	Mr. Mehmood Ahmad	Senior Instructor, Light Engineering Service Center
9.	Mr. Atif Anees	Facilitator, Competency Development Consultant
10.	Mr. Khurram Shahzad	Instructor, Certified Assessor, GTTI
11.	Mr. Sabir Hussain	Ex. Senior Vice Chairman of APFMA; CEO General Furnishers Company
12.	Mr. Liaqat Ali	Member of APFMA; CEO Liaqat Furniture
13.	Mr. Hammad Aslam	Member of APFMA; Director Landmark Furnishers
14.	Mr. Fahad Hussain	Provincial Coordinator GFA Consulting Group GmbH



QUALIFICATIONS VALIDATION COMMITTEE

The Qualifications Validation Committee consisted of following members:

Sr. No.	Name	Designation & Organization
1.	Qayyum Nazar	Chairman of All Pakistan Furniture Makers Association (APFMA); CEO Konzept Furnishers
2.	Ali Ansar Ghumman	Ex. Chairman of APFMA & Ex. President GTCCI; CFO Trendline Furnishers (PVT) LTD.
3.	Sabir Hussain Janjua	Ex. Senior Vice Chairman of APFMA; CEO General Furnishers Company
4.	Zafar Iqbal	Member of APFMA; CEO Danish Furnishers
5.	Liaqat Ali	Member of APFMA; CEO Liaqat Furnitures
6.	Bilal Akram	Senior Vice Chairman of APFMA; Director Royal Furnishers
7.	Abdul Rashid	Ex Production Engineer Wood Working Service Centre, Gujrat.
8.	Khurram Shehzad	Instructor and Certified Assessor TEVTA Punjab
9.	Asif Shabbir	Training In-Charge Wood Working Service Centre
10.	Sufyan Haider	Secretary General of APFMA
11.	Salman Butt	CBT Facilitator, National Short Term Expert
12.	Atif Anees	Provincial Coordinator GFA Consulting Group GmbH



REGULATIONS FOR THE QUALIFICATION AND SCHEDULE OF UNITS

Not Applicable



CATEGORIZATION AND LEVELLING OF THE COMPETENCY STANDARDS

Code	Competency Standards	Level	Credits	Category
102200843	Comply with Work Health and Safety Policies	1	3	Generic
041700838	Obeys the Workplace Policies and Procedures	1	2	Generic
001100850	Follow Basic Communication Skills (General)	1	5	Generic
061100855	Operate Computer Functions (General)	1	5	Generic
072200889	Handle Logistics	1	4	Functional
102200844	Comply Personal Health and Safety Guidelines	2	3	Generic
041700839	Communicate the Workplace Policy and Procedure	2	2	Generic
001100851	Perform Basic Communication (Specific)	2	3	Generic
061100856	Perform Basic Computer Application (Specific)	2	4	Generic
072200890	Develop drawings of furniture products manually	2	22	Technical
072200891	Prepare wooden components of the furniture	2	10	Technical
072200892	Make Furniture Joints	2	32	Technical
072200893	Assemble Furniture Products	2	4	Technical
102200846	Apply Work Health and Safety Practices (WHS)	3	3	Generic
041700840	Identify and Implement Workplace Policy and Procedures	3	2	Generic

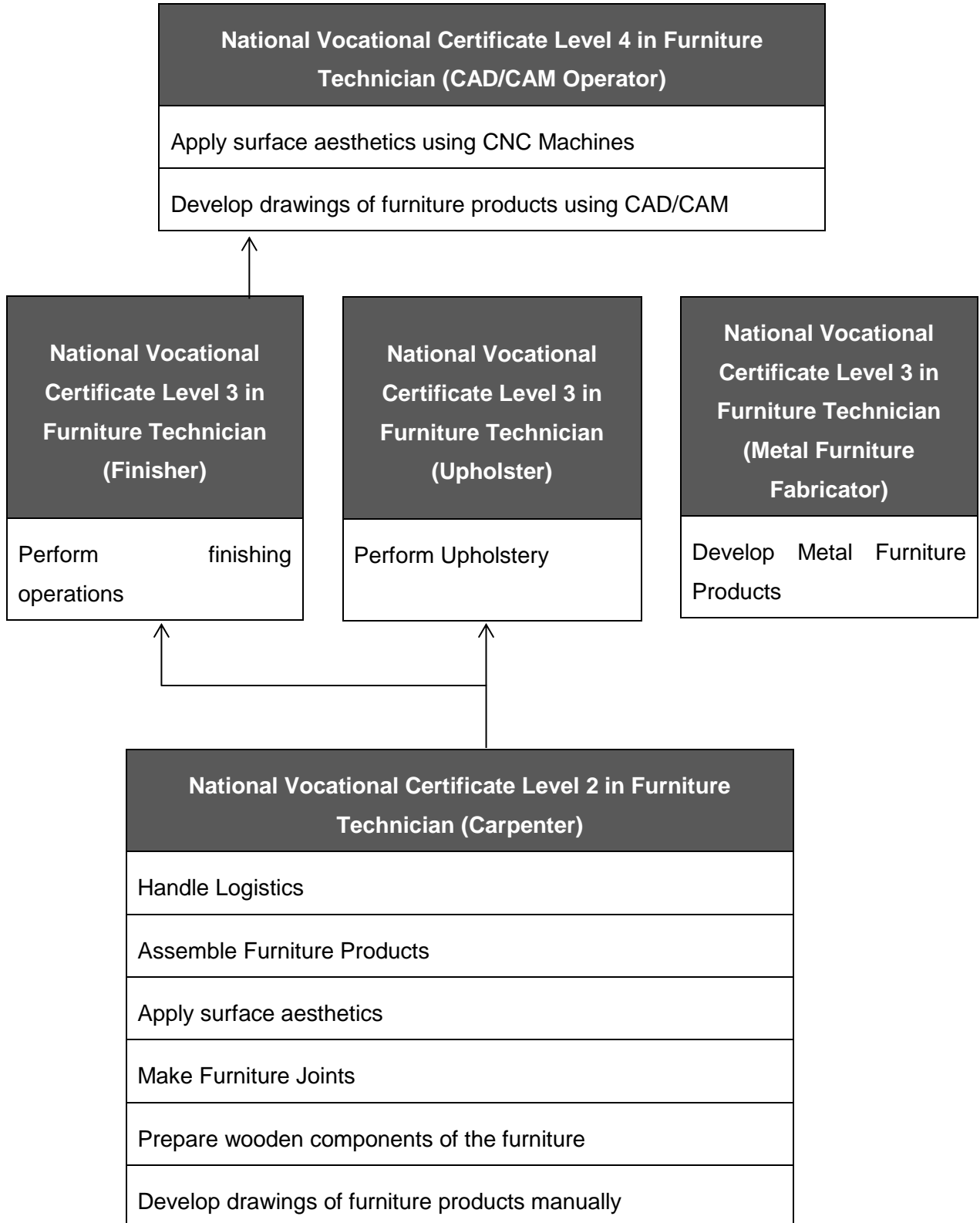


001100852	Communicate at Workplace	3	3	Generic
061100858	Perform Computer Application Skills	3	4	Generic
041300867	Manage Personal Finances	3	3	Generic
072200894	Apply surface aesthetics	3	15	Technical
072200895	Perform finishing operations	3	20	Technical
072200896	Perform Upholstery	3	18	Technical
072200897	Develop Metal Furniture Products	3	15	Technical
102200848	Contribute to Work Related Health and Safety (WHS) Initiatives	4	3	Generic
041700841	Analysis Workplace Policy and Procedures	4	3	Generic
001100853	Perform Advanced Communication	4	3	Generic
061100858	Develop Advance Computer Application Skills	4	4	Generic
041300869	Manage Human Resource Services	4	2	Generic
041300860	Develop Entrepreneurial Skills	4	3	Generic
072200898	Develop drawings of furniture products using CAD/CAM	4	22	Technical
072200899	Apply surface aesthetics using CNC Machines	4	26	Technical



PACKAGING OF QUALIFICATIONS

The national vocational qualifications are packaged as per following:





102200843 Comply Work Health and Safety Policies

Overview: This unit describes the performance outcomes, skills and knowledge required to apply general work health and safety requirements in the workplace. Communicate work and health safety assess at work place. It describes generic work health and safety responsibilities applicable to employees without managerial or supervisory responsibilities.

Competency Units	Performance Criteria
CU1. Work safely at work place	P1. Identify relevant organizational safety policies and procedures P2. Categorize tools and equipment as per requirements P3. Maintain tools and equipment P4. Follow established safety procedures during work activities P5. Identify existing or potential safety issues to designated persons



	<p>P6. Report work-related incidents and accidents to supervisor</p> <p>P7. Take necessary measures to minimizing risks</p>
<p>CU2. Communicate work health and safety (WHS) assess at work place</p>	<p>P1. Raise work health and safety issues with supervisor.</p> <p>P2. Contribute to workplace meetings and other consultative processes for work health and safety management at the workplace</p> <p>P3. Make suggestions for improving work health and safety practices</p>
<p>CU3. Minimize risks to personal safety at work place</p>	<p>P1. Identify situations that may endanger the personal safety</p> <p>P2. Document the incident regarding personal safety at work place</p> <p>P3. Eliminate workplace hazards regarding personal safety</p> <p>P4. Identify damaged items and equipment for personal safety</p> <p>P5. Notify supervisor regarding damaged items and equipment for personal safety</p>
<p>CU4. Minimize risks to public safety</p>	<p>P1. Identify situations that may endanger the public safety</p> <p>P2. Document the incident at work sites</p> <p>P3. Eliminate workplace hazards at work sites</p> <p>P4. Identify damaged items and equipment related to public safety</p> <p>P5. Notify Situation that may endanger situation for safety measures.</p>



Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1:** Identify the commonly used tools and equipment used at workplace.
- K2:** Rights and responsibilities of employers and employees
- K3:** Consultative processes to manage and monitor health and safety issues to enable active participation in maintaining a safe workplace
- K4:** State potential hazards in the workplace
- K5:** State commonly used hazard signs and safety symbols

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

Identify health and safety policies to maintain and avoid any unwanted incident.

041700838 Obey the Workplace Policies and Procedures

Overview: This unit describes the skills and knowledge required to develop and implement a workplace policy & procedures and to modify the policy to suit changed circumstances. It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists.



Competency Units	Performance Criteria
CU1. Obey the workplace personal appearance and hygiene	P1. Wear suitable clothes for the workplace and respect local and cultural contexts P2. Meet specific company dress code requirements
CU2. Follow work ethics	P1. Follow company value/ ethics code/ conduct policies and guidelines P2. Use company resources in accordance with company ethical standards P3. Conduct personal behavior and relationships in accord with company policy & procedures P4. Demonstrate ethical behavior with co-workers P5. Report work incident situations or resolve accordingly
CU3. Demonstrate the Work place behaviors	P1. Practice the positive behavior P2. Avoid arguing P3. Adopt flexibility in behavior to accept the resistance
CU4. Communicate workplace policy & procedures	P1. Listen directions carefully P2. Ask relevant questions politely P3. Avoid to use abusive language/ expression P4. Respect co-workers and others
CU5. Review the implementation of workplace policy & procedures	P1. Ensure proper implementation of policies P2. Enlist the gaps for improvement P3. Follow the feedback, if any



Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1:** Rules, regulations and SOPs applicable to the organization
- K2:** Turnaround time to achieve target/goal.
- K3:** Operational hierarchal levels in an organization.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

Follow work place policy personal appearances adopting company values/ ethics/ codes and broader policies for ensuring work place SOP's



001100850 Follow Basic Communication Skills (General)

Overview: After successful completion of this module you will be able to listen attentively, develop non-verbal communication, and identify communication barriers, interview preparation for job and different communication platforms in the workplace and throughout your career.

This unit of competency is designed to manage the workers and other personnel that can help in improving work quality and quantity through basic communication skills

Competency Units	Performance Criteria
CU1. Adopt Effective listening to Skills	P1. Listen attentively to others to improve communication skills P2. Avoid interrupting while listening others P3. Ask questions to ensure understanding P4. Receive and follow instructions as given by supervisor P5. Give the speaker regular feedback to communicate appropriately
CU2. Develop Non verbal communication with peers	P1. Maintain eye contact to improve communication P2. Use facial expressions and gestures P3. Use Body language to communicate appropriately P4. Participate within Peers
CU3. Prepare for Interview to get a job	P1. Prepare yourself for interview to employer P2. Follow schedule according to the sequence of interview P3. Use communication techniques used while appearing in interview P4. Provide basic evidence of related skill P5. Respond appropriately to strong client emotional reactions



CU4. Use communication platform at workplace	P1. Convey message using different communication platforms <ul style="list-style-type: none">• Face to face• Video chat• Phone calls/messages• Social Media
CU5. Identify communication barriers to improve interpersonal skills	P1. Identify communication barriers to improve communication skills with each other .i.e. <ul style="list-style-type: none">• Attitudinal barrier• Physical Barrier• Long differences• Conflicting information• Differing status, position /self-expression P2. Use strategies to overcome these barriers in the client-counsellor relationship



Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- K1:** Minimizing communication barriers
- K2:** Listening, and responding with an open mind in a more effective way.
- K3:** appropriate communication methods.
- K4:** verbal and non-verbal messages appropriately.
- K5:** Confidence building
- K6:** Body language
- K7:** Appropriate Voice tone
- K8:** Interpersonal skills
- K9:** listening Skills

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Find a job through social media resources
 1. Prepare yourself to appear in interview by following points:
 - Effective listening skills
 - Body language
- Work in groups of 3-5 members.
 1. Think of a situation when you tried to communicate with another person. Or when somebody tried to communicate with you, and it failed.
 2. Think about the problems or barriers that interfered with the communication.
 - List the reasons for failure identified by your group.



- Non-verbal communication

Have activity cards:

- Worried
- Happy
- Disappointed
- Laughing
- Annoying

Participants to draw one of the activity cards. Without speaking, communicate the feeling or emotion on the card to the rest of the group. Have one participant at time get up in front of the group.



061100855 Operate Computer Functions(General)

Overview: The competency Standard describe skills and knowledge required to setup a computer system, organize files in folders, and shutdown a computer system.

Competency Units	Performance Criteria
CU1. Set up the computer for use	P1. Identify physical components of computer P2. Identify peripheral devices of the computer P3. Connect all components of computer P4. Follow procedures to turn on the computer system
CU2. Organize files in folder	P1. Create folders/subfolders with suitable names P2. Save files in relevant folders. P3. Rename and move folders in different drives.. P4. Move folders and files using drag and drop techniques P5. Save folders and files on different media P6. Search for folders/subfolders and files using appropriate tool bars P7. Delete Folder files P8. Restore deleted folder files
CU3. Shut down computer system	P1. Save any work to be retained P2. Close open application programs correctly P3. Shut down computer P4. Switch off any unused peripheral devices P5. Ensure computer safety



Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- K1:** Basic parts of a computer
- K2:** Definition of computer
- K3:** Definition of Drives
- K4:** enlist computer component

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Switch on the computer
- Attach Computer component
- Switch on Peripheral devices
- Make a folder in any partition(drive) in hard disk
- Give name to the folder
- Save file in the folder
- delete the folder/File
- Shut down computer

The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments



072200889 Handle Logistics

Overview

This Competency Standard identifies the competencies required to handle logistics of furniture in accordance with the organization guidelines and procedures. You are able to pack the furniture as per customer or transportation requirement and load/unload the furniture on delivery vehicles.

Competency Units	Performance Criteria
CU1. Pack the furniture	P1. Wrap furniture in packaging material (plastic foil, Jumbolon, Bubble wrap, cling foil etc.) P2. Pack the furniture in the carton / wooden box as per shipment requirement P3. Strap the package as per packing requirement P4. Apply identification on package (tags / codes / bar-codes etc.) as per customer and shipment requirement P5. Stack the package in warehouse as per storage layout
CU2. Load the furniture for delivery and transportation	P1. Place the packages on pallets as per shipment requirement P2. Wrap the packages on pallet to ensure safety during transportation P3. Load packages on delivery vehicle as per stacking and safety requirements

Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore One must be able to;

- Explain fork lifter operations
- Identify various packaging and wrapping material
- State stacking requirements of various packaging types
- Describe operations of wrapping machines
- Explain health and safety precautions of loading and unloading heavy objects



Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Pack a furniture product as per shipment requirements

List of Tools and Equipment

Sr. No.	Items
1.	Fork Lifter
2.	Wrapping Machine
3.	Adhesive tape roller
4.	Strapping machine
5.	Strap clipper
6.	Strap punch



102200844 Comply with Perform Personal Health and Safety Guidelines

Overview: This Competency Standard identifies the competencies required to protect/apply occupational Safety, health and Environment at workplace according to the industry’s approved guidelines, procedures and interpret environmental rules/regulations. Trainee will be expected to identify and use Personal Protective Equipment (PPE) according to the work place requirements. The underpinning knowledge regarding Observe Occupational Safety and Health (OSH) will be sufficient to provide the basis for the job at workplace.

Competency Units	Performance Criteria
CU1. Identify Personal Hazards at Workplace	P1: Identify risk to personal health P2: Identify hygiene and safety at work place P3: Identify processes P4: Identify tools, equipment and consumable materials that have the potential to cause harm P5: Report, identified risk to Health, hygiene and safety to concerned
CU2. Apply Personal Protective and Safety Equipment (PPE)	P1: List the Personal Protective equipment P2: Select personal protective equipment in terms of type and quantity according to work orders. P3: Wear personal protective equipment according to job requirements. P4: Clean personal protective equipment P5: Stored Personal Protective equipments in proper place after use.
CU3. Comply Occupational Safety and Health (OSH)	P1: Maintain cleanliness and hygiene as per organizational policy P2: Comply with Health, hygiene and safety precautions before starting work P3: Comply organizational Health, hygiene and safety guidelines during work



	<p>P4: Deal with resolvable problems according to prescribed procedures</p> <p>P5: Report un resolvable problems to concerned</p> <p>P6: Place the tools equipment etc at their prescribed place after completion of work</p>
<p>CU4. Dispose of hazardous Waste/materials from the designated area.</p>	<p>P1: Identify hazardous waste materials which needs to be disposed off</p> <p>P2: Segregate hazardous or non-hazardous waste carefully from the designated area as per approved procedure</p> <p>P3: Use proper disposal hazardous containers for dispose-off hazardous waste as per procedure</p> <p>P4: Take necessary precautions like putting masks and gloves while disposing hazardous waste/ materials as per standard operating procedure</p>

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1:** Explain safety rules and regulations of organization
- K2:** List Personal protection and safety Equipment
- K3:** Describe meaning of Safety signs and symbols
- K4:** Demonstrate understanding of safety related Standard Operating Procedure/guidelines
- K5:** Describe waste disposal SOPs
- K6:** Explain best practices relating to clean and safe work environment



Critical Evidence(s) Required

The candidate needs to produce following critical evidence (s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of maintaining personal health and hygiene practices. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.



041700839 Communicate the Workplace Policy and Procedure

Overview: This unit describes the performance outcomes, skills and knowledge required to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision.

Competency Units	Performance Criteria
CU1. Identify workplace communication procedures	<p>P1. Identify organizational communication requirements and workplace procedures with assistance from relevant authority</p> <p>P2. Identify appropriate lines of communication with supervisors and colleagues.</p> <p>P3. Seek advice on the communication method/equipment most appropriate for the task</p>
CU2. Communicate at workplace	<p>P1. Use effective questioning, and active listening and speaking skills to gather and convey information</p> <p>P2. Use appropriate non-verbal behavior at all times</p> <p>P3. Encourage, acknowledge and act upon constructive feedback</p>
CU3. Draft Written Information	<p>P1. Identify and comply with required range of written materials in accordance with organizational policy and procedures</p> <p>P2. Draft and present assigned written information for approval, ensuring it is written clearly, concisely and within designated timeframes.</p> <p>P3. Ensure written information meets required standards of style, format and detail.</p> <p>P4. Seek assistance and/or feedback to aid communication skills development</p>



CU4. Review Documents	<p>P1. Check draft for suitability of tone for audience, purpose, format and communication style</p> <p>P2. Check draft for readability, grammar, spelling, sentence and paragraph construction and correct any inaccuracies or gaps in content.</p> <p>P3. Check draft for sequencing and structure</p> <p>P4. Check draft to ensure it meets organizational requirements</p> <p>P5. Ensure draft is proofread, where appropriate, by supervisor or colleague</p>
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Knowledge and Understanding

- K1:** Key provisions of relevant regulations that may affect aspects of business operations, such as privacy laws
- K2:** Organizational policies, plans and procedures.
- K3:** Barriers to communication
- K4:** Communication model
- K5:** Verbal and written communication techniques

Critical Evidence(s) Required

A person who demonstrates competency in this unit must be able to provide evidence of the ability to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.



001100851 Perform Basic Communication (Specific)

Overview: This unit describes the skills and knowledge required to assist in the development of communication competence by providing information regarding different forms of communication and their appropriate use.

By the end of this program, learners will be able, to communicate more effectively and efficiently by: working in a team, follow supervisor’s instructions and develop generic communication work skills at workplace

Competency Units	Performance Criteria
<p>CU1. Communicate in a team to achieve intended outcomes</p>	<p>P1. Treat team members with respect P2. Maintain positive relationships to achieve common organizational goals P3. Get work related information from team P4. Identify interrelated work activities to avoid confusion P5. Adopt communication skills, which are designed in a team. P6. Identify problems in communication with a team P7. Resolve Communication barrier through discussion and mutual agreement</p>
<p>CU2. Follow Supervisor’s instructions as per organizational SOPs</p>	<p>P1. Receive the instructions from Supervisor P2. Carry out the instructions of the supervisor P3. Report to the supervisor as per organizational SOPs</p>
<p>CU3. Develop Generic communication skills at workplace</p>	<p>P1. Develop basic reading skills P2. Develop Basic writing Skills P3. Develop basic listening skills</p>



Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- K1:** Basic Learn and understand Types of communication
- K2:** Basic Reading Skills
- K3:** Basic Writing skills
- K4:** Basic Verbal communication skills
- K5:** Basic Problem solving skills
- K6:** Basic Self-Management Skills
- K7:** Basic Technology Skills
- K8:** Basic Interview Skills
- K9:** Basic Workplace dress code
- K10:** Basic The role of team members and functionality of the teams

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Make a list of appropriate communication skills with colleagues and supervisors



061100856 Perform Basic Computer Application (Specific)

Overview: This unit describes the skills and knowledge required to use spreadsheet to prepare a page of document, develops familiarity with Word, Excel, Access, PowerPoint, email, and computer graphics basics.

It applies to individuals who perform a range of routine tasks in the workplace using a fundamental knowledge of spreadsheets, Microsoft office and computer graphics in under direct supervision or with limited responsibility.

Competency Units	Performance Criteria
CU1. Create Word Documents	P1. Open word processing application P2. Create a word document P3. Customize page layout with relevant name setting P4. Set up page in a word document P5. Edit word document as required P6. Use simple formatting tools when creating the document P7. Save word document to directory P8. Insert table in a word document P9. Insert appropriate images into document as necessary P10. Insert header/footer in a word document P11. Insert section break in a word document P12. Set style in word document P13. Select basic Print settings P14. Print the document
CU2. Use internet for Browsing	P1. Use search engines to open website P2. Search data on different topics P3. Refine search to increase relevance of information or content P4. Navigate a website to access the information or content required



Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- K1:** Describing formatting styles and their effect on formatting, readability and appearance of documents
- K2:** Outline purpose, use and function of word-processing software.
- K3:** Editing in MS Word
- K4:** Formatting in MS word
- K5:** Use of different search engines
- K6:** Use of different web pages

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Identify the components of computer
- Follow organizational ergonomic work health and safety (WHS) requirements and practices
- Create, open and retrieve documents using customized basic settings
- Format documents by creating tables and adding text, objects and images
- Save and prints documents.
- Download data through web browser



072200890 Develop drawings of furniture products manually

Overview

This Competency Standard identifies the competencies required to develop drawings of furniture products and their components in accordance with the organization guidelines and procedures. You are able to develop component size charts, prepare 2D Multiview drawings of furniture and various furniture components.

Competency Units	Performance Criteria
CU1. Develop component and size chart	P1. Record measurements of all components of the product P2. Prepare drawing measurements as per plotter/paper scale
CU2. Prepare 2D Multiview drawing of Furniture	P1. Prepare drawing workstation including all required tools and equipment P2. Draw 2D Multiview of the product as per required measurements P3. Apply Hatches on the drawing to identify component material and Upholstery P4. Draw symbols on the drawing to identify hardware P5. Mention all dimensions on the drawing
CU3. Prepare 2D Multiview drawing of Furniture Components	P1. Draw 2D Multiview of all components of the product as per required measurements P2. Apply Hatches on the drawing to identify component material and Upholstery P3. Draw symbols on the drawing to identify hardware P4. Mention all dimensions on the drawing

Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore One must be able to;



- Define measurement units and their usage
- Identify various drafting tools and explain their usage
- Identify various types of scales and explain their usage
- Identify various paper sizes
- Explain usage of title strips
- Describe various line types
- Describe hatch patterns of furniture
- Identify various symbols used in furniture making
- Describe requirements of paper folding
- Describe paper cutting techniques
- Identify various furniture components
- Identify various Saw types used in furniture making and describe their basic functions

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Develop component and size chart of a furniture product according to the set scale
- Develop 2D Multiview drawing of a furniture product or component

List of Tools and Equipment

Sr. No.	Items
1.	Drawing table
2.	Drawing board
3.	Drafting tools
4.	Drafting machine
5.	Set Square



6.	T Square
7.	French Curve
8.	Compass



072200891 Prepare wooden components of the furniture

Overview

This Competency Standard identifies the competencies required to prepare the wooden components of furniture as per required size in accordance with the organization guidelines and procedures. You are able to cut the components out of logs, planks and boards, plane the surfaces and perform thicknessing of the components as per drawing.

Competency Units	Performance Criteria
CU1. Cut wood logs into Planks	P1. Ensure alignment of log on machine trolley P2. Cut planks from log as per size requirements P3. Mark and record the sizes of planks P4. Stack the planks as per seasoning requirement
CU2. Prepare templates for furniture components	P1. Paste the drawing on the template material (Ply Wood, Medium Density Fibre Board, Solid Wood etc.) P2. Cut the template as per drawing P3. Finish the edges of template to achieve accurate profile
CU3. Cut wood planks into furniture components	P1. Trace various components on the plank using drawings/template considering wood grains while maintaining cutting efficiency/average P2. Cut furniture components from planks as per tracing or using jigs/fixtures/fences
CU4. Cut board/panels into furniture components	P1. Trace various components on the board / panel using drawings/template while maintaining cutting efficiency/average for curved work/job P2. Cut furniture components from board / panel as per size using fences



CU5. Plane surfaces of wooden components	P1. Plane the surface of workpiece to maintain surface evenness / smoothness P2. Plane edges of workpiece to maintain right angle
CU6. Finalize the size of wooden components	P1. Plane the workpiece to achieve required thickness P2. Plane the workpiece to achieve required width P3. Cut the workpiece to achieve final size as per drawing

Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore One must be able to;

- Describe structure of a tree
- Identify various wood types
- Define timber classification
- Describe wood structure
- Identify timber defects and abnormalities
- State methods of wood preservation
- Identify various types of wood grains
- Identify allied materials (chip board, veneer board, fibre boards etc.)
- State Various methods of conversion
- Describe commonly used seasoning methods and their benefits
- State stacking requirements for various seasoning methods
- Explain commonly used tracing tools and techniques
- Interpret drawing / templates
- Identify jigs, fixtures and fences used in cutting
- Identify various types of cutting blades
- Identify components of various Saw types
- Describe operation of various Saw types
- Interpret crosscut list / timber list / estimate sheet
- Describe various material quality requirements
- Identify various types of planers and describe their usage



Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Cut furniture components from a plank as per drawing
- Cut furniture components from a board as per drawing
- Prepare a component from cut workpiece as per required size

List of Tools and Equipment

Sr. No.	Items
1.	Tracing tool
2.	Cutting blades
3.	Log Band Saw / Wood Mizer
4.	Band Saw
5.	Jig Saw
6.	Beam Saw
7.	Vertical Panel Saw
8.	Cross Cut Saw
9.	Table Saw
10.	Multiple Rip Saw
11.	Scroll Saw
12.	Hand Saw Set



13.	Jigs / Fixtures
14.	Seasoning Stacking model
15.	Wood samples
16.	Jointer
17.	Thickness planer
18.	4-side planer
19.	Portable electric planer
20.	Portable thicknesser
21.	Table Saw
22.	Portable Circular Saw
23.	Hand Planes

072200892 Make Furniture Joints

Overview

This Competency Standard identifies the competencies required to join the components into furniture parts in accordance with the organization guidelines and procedures. You are able to prepare the joints as per drawing, assemble components and apply reinforcements.

Competency Units	Performance Criteria
CU1. Perform Cutting	P1. Practice the cross cutting P2. Practice the cross cutting in specific size/give size P3. Practice the ripping P4. Practice the ripping in size



	P5. Cut in curve as per mark if required as per drawing
CU2. Perform Planing	P1. Plane the first face of the piece P2. Plane the edge at right angle P3. Mark the piece to plane in desired thickness P4. Plane the piece up to the marking to achieve desired size in thickness P5. Mark and plane the edge to achieve the desired width.
CU3. Make Joints as per design / drawing	P1. Mark joint lines as per drawing P2. Perform cutting as per joint requirement P3. Perform Chiselling as per joint requirement P4. Perform boring as per joint requirement P5. Perform Rabbeting/ grooving as per joint requirement P6. Perform sizing of joint as per drawing
CU4. Assemble joints	P1. Join components to prepare furniture parts as per design P2. Apply reinforcements (Splines, Pins, Nails, Dowels etc.) as per joint requirement

Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore one must be able to;

- Enlist various wood cutting practices used in Joint making
- Describe various joint types
 - Lap joint (Middle Lap, End Lap, T Lap)
 - Mortise and Tenon Joint Types (Open Mortise and Tenon, Hunch Tenon and Mortise, Wedge Tenon and Mortise, Key Tenon and Mortise, Double Tenon and Mortise, Open Mortise Miter and Tenon)
 - Dowel Joint
 - Domino Joint
 - Pin Joint



- Dove Tail Joint
- Biscuit Joint
- Tongue and Groove Joint
- Knock Down Joint
- Miter Joint
- Nail Joint
- Screw Joint
- Cross Bar Joint
- Etc.....
- State various joint reinforcement techniques

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Prepare and assemble a joint as per drawing
- Can fix various knock down fittings
- Apply reinforcement required to strengthen the joint

List of Tools and Equipment

Sr. No.	Items
1.	Hand Saw
2.	Chisel
3.	Hand Planes
4.	Jointer
5.	Biscuit Jointer
6.	Domino Jointer



7.	Dove Tail Template
8.	Chain Mortiser
9.	Slot Mortiser
10.	Hammers
11.	Thickness Plane
12.	Boring Braces
13.	Drill Machine
14.	Drill Press
15.	Band Saw
16.	Table Saw
17.	Router
18.	Spindle Moulder
19.	Clamps
20.	Dowel Boring Machine
21.	Mallets
22.	Saw Set Plier
23.	Triangular File
24.	Oil Stone
25.	Measuring and Marking tools



072200893 Assemble Furniture Products

Overview

This Competency Standard identifies the competencies required to assemble complete furniture as per furniture design in accordance with the organization guidelines and procedures. You are able to assemble the structures of furniture parts, assemble the final product and attach hardware and accessories on the furniture.

Competency Units	Performance Criteria
CU1. Pre-assemble furniture parts	P1. Prepare surface of components by Sanding before pre-assembly P2. Assemble the components to prepare structures of furniture parts maintaining required alignment and angles P3. Polish assembled structures to achieve required semi-finish
CU2. Assemble furniture parts	P1. Fix pre-assembled parts into final product maintaining required alignment and angles P2. Attach hardware and accessories as per product design

Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore One must be able to;

- Explain application of various Clamps
- Describe usage of carcass press
- Describe various furniture assembly techniques
- Understand assembly drawing
- Identify various hardware and accessories
- Describe usage of various assembly tools and equipment
- Identify various sanding belts
- Identify various sanding machines



Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Assemble a furniture product using pre-assembled components as per product design

List of Tools and Equipment

Sr. No.	Items
1.	Various clamps
2.	Carcass Press
3.	Screw driver
4.	Drill machine
5.	Drill bits
6.	Hammer
7.	Chisel
8.	Horse rack
9.	Measuring tape
10.	Tri Square
11.	Level gauge
12.	Sanding machines



102200846 Apply Work Health and Safety Practices (WHS)

Overview: This unit describes the skills to work with safety and participate in hazard assessment activities, follow emergency procedures and participate OHS practices in process.

Competency Units	Performance Criteria
CU1. Implement safe work practices at work place	P1. Implement relevant rules and procedures of WHS at work place. P2. Comply with duty of care requirements P3. Use personal protective equipment according to safe work practices P4. Contribute to WHS consultative activities P5. Raise WHS issues with relevant personnel
CU2. Participate in hazard assessment activities a work place	P1. Identify hazards or WHS issues in the workplace to relevant personnel P2. Assess and control risks according to own level of responsibility, in line with workplace procedures P3. Report hazards or WHS issues in the workplace to relevant personnel P4. Document risk control actions as required
CU3. Follow emergency procedures at workplace	P1. Report emergencies or incidents promptly to relevant personnel P2. Deal with emergencies in line with own level of responsibility P3. Implement evacuation procedures as required



CU4. Participate in OHS consultative processes	P1. Contribute to workplace meetings, inspections or other consultative activities P2. Raise OHS (Occupational Health and Safety) issues with designated persons in accordance with organizational procedures P3. Take actions to eliminate workplace hazards or to reduce risks
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Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1:** Outline the WHS rights and responsibilities that apply to own role
- K2:** Explain the term duty of care
- K3:** Describe typical health and safety roles in the workplace
- K4:** List and describe common safety signs and symbols
- K5:** Explain procedures for reporting hazards, risks, incidents and accidents
- K6:** Identify and describe common hazards and major causes of accidents relevant to the workplace
- K7:** Explain what the term risk control means
- K8:** List and describe potential emergency situations and how to respond to them

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

Demonstrate evidences of the Health and safety Processes to avoid any incident.



041700840 Identify and Implement Workplace Policy and Procedures

Overview: This unit describes the skills and knowledge required to develop and implement a workplace policy & procedures and to modify the policy to suit changed circumstances. It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists.

Competency Units	Performance Criteria
CU1. Identify workplace policy & procedures	P1. Identify the workplace policy & procedures P2. Apply appropriate strategies that can be used to measure whether your workplace health and safety obligations are being met. P3. Assure the policies are realistic, resources and personnel to implement P4. Implement the policy & procedures that reflects the organizations commitments P5. Ensure the appropriate methods of implementation, outcomes and performance indicators
CU2. Implement workplace policy & procedures	P1. Apply and assign responsibility for recording systems to track continuous improvements in policy & procedures P2. Implement strategies for continuous improvement in effective and efficient information
CU3. Communicate workplace policy & procedures	P1. Communicate procedures to help implement workplace policy P2. Inform those involved in implementing the policy about expected outcomes, activities to be undertaken and assigned responsibilities



CU4. Review the implementation of workplace policy & procedures	P1. Identify the trends that may require remedial actions P2. Record the trends that may require remedial actions. P3. Ensure policy and procedures as required are made for continuous improvement of performance
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Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1:** Legislation, regulations and codes of practice applicable to the organization
- K2:** internal and external sources of information and organizational policy & procedures
- K3:** Typical barriers to implementing policies and procedures in an organization.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

Identify evidences of the ability to implement work place policy and procedures. briefly identify work place procedures to avoid incident.

001100852 Communicate at Workplace

Overview: This unit describes the performance outcomes, skills and knowledge required to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision.



Competency Units	Performance Criteria
CU1. Communicate within the organization	P1. Communicate within a department P2. Communicate with other departments. P3. Use various media to communicate effectively P4. Communicate orally and written
CU2. Communicate outside the organization	P1. Deal with vendors P2. Deal with clients/customers P3. Interact with other organisations P4. Use various media to communicate effectively P5. Work with people of different cultures / backgrounds
CU3. Communicate effectively in workgroup	P1. Assess the issues to provide relevant suggestion to group members P2. Resolve the issues/ problems /conflicts within the group P3. Arrange group working sessions to increase the level of participation in the group processes P4. Communicate messages to group members clearly to ensure interpretation is valid P5. Communicate style /manner to reflect professional standards/ awareness of appropriate cultural practices P6. Act upon constructive feedback
CU4. Communicate in writing	P1. Identify relevant procedures for written information P2. Use strategies to ensure correct communication in writing .i.e. <ul style="list-style-type: none"> • correct composition • clarity • comprehensiveness • accuracy • appropriateness P3. Draft assigned written information for approval, ensuring it is written within designated timeframes



	<p>P4. Ensure written information meets required standards of style, format and detail</p> <p>P5. Seek assistance / feedback to aid communication skills development</p>
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Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- K1:** Importance of intra and inter organizational communication
- K2:** Basics of business communication
- K3:** Defining Modes of communication
- K4:** Effective communication in workgroup
- K5:** Communicating through writing
- K6:** The importance of teamwork

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

In your current position, what types of written communication do you use most often? (List them all).



061100858 Perform Computer Application Skills

Overview: This unit describes the skills and knowledge required to use spreadsheet applications, prepare in page documents, develops familiarity with Word, Excel, Access, PowerPoint, email, and computer graphics basics.

It applies to individuals who perform a range of routine tasks in the workplace using a fundamental knowledge of spreadsheets, Microsoft office and computer graphics in under direct supervision or with limited responsibility.

Competency Units	Performance Criteria
CU1. Prepare In-page documents as per required information	P1. Set keyboard preferences according to information requirements P2. Layout Page according to information requirements P3. Toggle between Languages P4. Identify the usage of tool bar P5. Insert Columns as per requirement P6. Print the document
CU2. Prepare Spreadsheets as per required information	P1. Create workbook according to information requirements P2. Insert sheet according to information requirements P3. Enter basic formulae / functions using cell referencing when required P4. Correct formulas when error messages occur P5. Use a range of common tools during spreadsheet development P6. Edit columns and rows within the spreadsheet Filter data P7. Save the spreadsheet to a folder on a storage device P8. Format spreadsheet using formatting features as required



	<p>P9. Incorporate object and chart in spreadsheet</p> <p>P10. Print spreadsheet</p>
<p>CU3. Use MS Office as per required information</p>	<p>P1. Use Microsoft Word for documentation</p> <p>P2. Use Microsoft Excel for documentation</p> <p>P3. Use Microsoft PowerPoint for presentation</p> <p>P4. Perform OneNote</p> <p>P5. Perform Outlook for emails</p> <p>P6. Perform Publisher applications</p>
<p>CU4. Perform computer graphics in basic applications</p>	<p>P1. Perform graphic fundamentals in basic applications</p> <p>P2. Draw Points and lines to make images</p> <p>P3. Draw Dots in space to make images</p> <p>P4. Draw lightening blot Shapes to make images</p> <p>P5. Enlarge circles and rectangles to block in forms</p>
<p>CU5. Create Email account for communications</p>	<p>P1. Make email account for communications</p> <p>P2. . Compose text of an email message according to organizational guidelines as required</p> <p>P3. Create an automatic signature for the user</p> <p>P4. Attach files to email message where required</p> <p>P5. Send email message</p> <p>P6. Reply to / forward a received message using available features</p> <p>P7. Save an attachment to the relevant folder</p> <p>P8. Save email message using available settings</p> <p>P9. Adjust email accounts to restrict and quarantine possible email security problems</p> <ul style="list-style-type: none"> • Print email message as per requirements



Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- K1:** List basic technical terminology related to reading help files and prompts
- K2:** Explain the effect of formatting and appearance on the readability and usability of spreadsheets
- K3:** Outline log-in procedures relating to accessing a personal computer (PC)
- K4:** Describe the purpose, use and function of spreadsheet applications.
- K5:** Understand **MS Word** to create documents, flyers, publications
- K6:** Understand **MS PowerPoint** to create presentations
- K7:** Understand **MS Excel** to store, organize, and manipulate data
- K8:** Understand **OneNote** to organize data you collect including handwritten notes, drawings, screen captures, audio clips, and more
- K9:** Understand of **Publisher** to create extensive publications, posters, flyers, menus
- K10:** Understand **Outlook** to manage email and calendars, to do lists, and contacts

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Create spreadsheets
- Customize basic settings
- Format spreadsheets
- Apply basic formulas
- Insert objects and charts in spreadsheets
- Save and print spreadsheets.



041300867 Manage Personal Finances

Overview: This unit of competency describes the outcomes required to manage develop, implement and monitor a personal budget in order to plan regular savings and manage debt effectively.

Competency Units	Performance Criteria
CU1. Develop a personal budget	<p>P1. Calculate current living expenses using available information to prepare a personal budget.</p> <p>P2. Keep a record of all income and expenses for a short period of time to help estimate ongoing expenses.</p> <p>P3. Subtract total expenses from total income to determine a surplus or deficit budget for the specified period.</p> <p>P4. Find reasons for a deficit budget and ways to reduce expenditure identified.</p> <p>P5. Identify ways to increase income</p>
CU2. Develop long term personal budget	<p>P1. Analyze income and expenditure and set long term personal financial goals.</p> <p>P2. Develop a long-term budget based on the outcomes of short-term budgeting.</p> <p>P3. Identify obstacles that might affect the business</p> <p>P4. Formulate a regular savings plan based on budget</p>
CU3. Identify ways to maximize future finances	<p>P1. Determine sources to maximize personal income,</p> <p>P2. Get further education or training to maintain or improve future income.</p> <p>P3. Identify the need for debt to finance living and other expenses,</p> <p>P4. Determine the appropriate levels of debt and repayment.</p> <p>P5. Consolidate existing debt, where possible, to minimize interest costs and fees.</p> <p>P6. Seek professional money management services.</p>



Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1:** Explain the abilities to plan and organize to keep records and monitor a personal budget
- K2:** Describe abilities to set and review goals
- K3:** Explain basic financial management and record keeping to enable development and management of a personal budget
- K4:** Describe benefits of financial goal setting and personal budgeting to enable effective management of personal finances
- K5:** Outline numeracy skills to compare income and expenditure

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

Demonstrates competency to provide evidence of the ability to manage personal finances. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.



072200894 Apply surface aesthetics

Overview

This Competency Standard identifies the competencies required to apply surface aesthetics on furniture as per furniture design in accordance with the organization guidelines and procedures. You are able to perform profiling, turning, carving and marquetry/parquetry on wooden furniture as per drawing.

Competency Units	Performance Criteria
CU1. Perform profiling of components	<p>P1. Equip machine with required tools (cutters, blades, profiles, bits, Jigs, Fixtures etc.)</p> <p>P2. Perform profiling of straight components using required processes (Grooving, Rabbeting, Tenoning, Mortising, Shaping etc.) as per drawing</p> <p>P3. Perform profiling of curved components using required processes (Grooving, Rabbeting, Tenoning, Mortising, Shaping etc.) as per drawing</p>
CU2. Perform turning of components	<p>P1. Equip machine with required tools (Chucks, chisels, gouges, Fixtures etc.)</p> <p>P2. Perform Cylinder turning of components to achieve required finish as per drawing</p> <p>P3. Perform face plate turning of components to achieve required finish as per drawing</p> <p>P4. Perform buffing of the components as per product requirement</p>
CU3. Perform Carving Manually	<p>P1. Align the workpiece on workstation</p> <p>P2. Paste the drawing paper on workpieces as per process requirement</p> <p>P3. Mark the carving design on workpiece using template as per process requirement</p>



	<p>P4. Carve the design using required tools (Chisel, Gouges etc.) as per drawing or marking</p> <p>P5. Perform sanding on carved design to achieve required smoothness</p>
<p>CU4. Perform Marquetry/Parquetry Manually</p>	<p>P1. Paste Marquetry/ Parquetry drawing on Veneer sheets</p> <p>P2. Align multiple veneer sheets as per tool (Scroll Saw, Copying Saw, Fret Saw) capacity</p> <p>P3. Bore blade entry holes on the Veneer sheets as per process requirement</p> <p>P4. Cut veneer sheets as per Marquetry/ Parquetry drawing</p> <p>P5. Paste Marquetry/ Parquetry Veneer Layer on required board as per product design</p> <p>P6. Fill gaps of cutting faults to achieve required Marquetry/ Parquetry finish</p>

Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore One must be able to;

- Identify components of various Saw types and describe their operation
- Explain usage of Wood turning lathe
- Identify Turning Tools (various chisel types, gouges etc.)
- Describe usage of various types of Moulders
- Describe usage of Plunge Router
- Explain application of Carving Chisels
- Explain application of Mallets
- Explain application of various Clamps
- Identify various profiling Bits
- Identify various Solid Profiles
- Enlist kinds and sources of Veneer
- Explain Veneer application techniques



- Describe veneer cutting methods
- Identify kinds of carving
- Describe usage of carving tools
- Describe usage of boring machines
- Understand marquetry drawings
- Explain usage of Veneer Cutting tools
- Explain Veneer quality requirements (Grains, thickness, figure etc.)

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Perform profiling of a component using required processes as per drawing
- Perform turning of a component using required processes as per drawing
- Manually Carve the design using required tools as per drawing or marking
- Perform Marquetry / Parquetry on a product as per design requirements

List of Tools and Equipment

Sr. No.	Items
1.	Wood turning lathe
2.	Turning Tools (various chisel types, gouges etc.)
3.	Spindle Moulder
4.	4-side planer / moulder
5.	Plunge Router
6.	Scroll Saw
7.	Copying Saw



8.	Fret Saw
9.	Carving Chisels
10.	Hammers
11.	Mallets
12.	Clamps
13.	Spindle Moulder / Router Cutters
14.	Solid Profiles



072200895 Perform Finishing Operations on Furniture

Overview

This Competency Standard identifies the competencies required to perform finishing operations on furniture as per furniture design in accordance with the organization guidelines and procedures. You are able to prepare the surfaces, perform staining, sealing, and top finishing operations on the furniture.

Competency Units	Performance Criteria
CU1. Prepare the surfaces	P1. Clear the glue line from Joints P2. Clean the surface for Dust, Oil and Grease P3. Check surface for non-conformities (Dents, minute holes, blemishes etc.) P4. Apply filler to fill gaps, holes and pores P5. Perform coarse sanding to smoothen the surface
CU2. Perform staining on surfaces	P1. Perform staining (Water staining, acid staining, methylated spirit staining, oil staining) as per required colour scheme P2. Perform fine sanding to smoothen the surface
CU3. Perform sealing	P1. Prepare sealer as per sealing requirement P2. Apply sealer on the surface as per finishing requirement P3. Prepare undercoat as per process requirement P4. Apply undercoat on the surface as per finishing requirement
CU4. Perform top finishing	P1. Perform Finishing with different types of Lacquers P2. Perform Antique Finishing P3. Perform Leafing P4. Apply Paints P5. Apply Wax as per product requirement



CU5. Apply powder coating on metal furniture	P1. Treat product surface with acid to clean rust and oil P2. Wash the product to remove all traces of acid P3. Apply powder coat on the product evenly P4. Load coated product in the pre-heated baking oven
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Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore One must be able to;

- Identify furniture surface non-conformities
- Describe Staining techniques (Water staining, acid staining, methylated spirit staining, oil staining)
- State preparation requirements of various sealers
- State preparation requirements of undercoat
- State preparation requirements of various paints
- Describe techniques of Antique finishing
- Describe applications of Leafing papers
- Describe techniques of leafing
- State application of finishing materials (Lacquer, Wax, Paint)
- Describe various finishing systems
- Describe spraying techniques
- Describe usage of Powder coating equipment
- State baking requirements for powder coating
- Describe metal paint application techniques

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Finish a product using Lacquer
- Perform Antique Finishing on a product



- Perform Leafing on a product
- Apply Paint on a product
- Apply Wax on a product

List of Tools and Equipment

Sr. No.	Items
1.	Brushes
2.	Scrapper
3.	Air Compressor
4.	Spray gun
5.	Spray Gun Nozzles of various types and sizes
6.	Portable Sanding machine
7.	Portable Air blower
8.	Files and rasps
9.	Flame blower
10.	Powder Coating Gun
11.	Powder Coating Booth
12.	Paint booth



072200896 Perform Upholstery

Overview

This Competency Standard identifies the competencies required to perform Upholstery on furniture in accordance with the organization guidelines and procedures. You are able to apply Tapestry and Canning on the furniture as per furniture design.

Competency Units	Performance Criteria
CU1. Apply Tapestry on the furniture	<p>P1. Check all joints for non-conformities</p> <p>P2. Perform marking on the Tapestry material as per drawing</p> <p>P3. Cut material (fabric/Leather/artificial leather/foam, etc.) as per marking</p> <p>P4. Prepare base for Tapestry using required accessories (rubber web, elastic web, zig zag spring, helical spring, etc.)</p> <p>P5. Fix base fabric (jute, rough cloth, markeen etc.) to maintain stretching of base</p> <p>P6. Attach foam/ball fibre layer on the structure as per required thickness</p> <p>P7. Stitch the material (fabric /Leather/artificial leather) for seat and back in required size and profile</p> <p>P8. Fill stitched material with foam/ball fibre as per required thickness and shape</p> <p>P9. Fix stitched material on the structure as per design</p> <p>P10. Fix Markeen cloth on the bottom of structure</p>
CU2. Apply Canning on the furniture	<p>P1. Arrange canning material (Single Cane, Double Cane, Natural Cane, Plastic Cane) as per canning design</p> <p>P2. Make canning web as per canning design maintaining required tension</p>



Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore One must be able to;

- Identify numerous Tapestry materials (fabric /Leather/artificial leather/foam, etc.)
- Describe Tapestry stitching techniques
- Identify tapestry thread types
- Identify filling materials and describe their application
- Explain upholstery design requirements
- Identify tapestry accessories
- Identify various Canning materials
- Identify various Knots
- Understanding of various canning designs
- Explain wastage control techniques in canning and tapestry
- Describe usage of tapestry application tools

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Apply tapestry on a structure as per design
- Apply canning on a structure as per design

List of Tools and Equipment

Sr. No.	Items
1.	Measuring tape
2.	Pneumatic Stapler
3.	Hammer



4.	Scissors
5.	Needles
6.	Stitching machine
7.	Measuring and Marking tools
8.	Layout Tools
9.	Holding fixtures
10.	Pincer



072200897 Prepare Metal Furniture Products

Overview

This Competency Standard identifies the competencies required to prepare metal furniture in accordance with the organization guidelines and procedures. You are able to cut the metal components, prepare the components as per design, assemble the components using welding and knockdown methods, and paint and powder coat the furniture.

Competency Units	Performance Criteria
CU1. Cut required components from raw material	P1. Prepare material and size chart as per product design P2. Clean the material for dust, grease and oil P3. Cut the material as per required size P4. Smoothen the sharp ends with grinder
CU2. Prepare furniture components as per design	P1. Bore holes of required size and depth as per drawing P2. Counter sink holes as per joining requirement P3. Bend the material as per product design
CU3. Assemble the furniture components using welding	P1. Prepare welding pattern as per product design P2. Weld components as per pattern P3. Adjust component angles as per design P4. Perform grinding at welded areas to smoothen the surface P5. Perform buffing at welded areas to achieve required surface finish
CU4. Assemble the furniture components using Knockdown method	P1. Prepare joining pattern as per product design P2. Apply knockdown fitting to assemble the components as per product requirement



Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore One must be able to;

- Identify various materials used in metal furniture making
- Identify forms of metal material (Pipes, sheets etc.)
- State usage of various metal cutting tools
- Identify various types of rivets
- Describe various welding techniques (Electric Arc Welding, Gas Welding, Spot Welding)

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Cut furniture components from metal material as per drawing
- Assemble a component of metal furniture as per product design

List of Tools and Equipment

Sr. No.	Items
1.	Disc Cutter
2.	Sheet Cutter
3.	Grinding Machine
4.	Portable Grinding Machine
5.	Drill Press
6.	Bending press



7.	Hammer
8.	Electric Arc Welding Plant
9.	Gas Welding Plant
10.	Spot Welding Plant

102200848 Contribute to Work Related Health and Safety (WHS) Initiatives

Overview: This unit describes the skills and knowledge required to manage the identification, review, development, implementation and evaluation of effective participation and consultation processes as an integral part of managing work health and safety (WHS).



Competency Units	Performance Criteria
<p>CU1. Contribute to initiate work-related health and safety measures</p>	<p>P1. compile database on work-related health and safety</p> <p>P2. Identify measures that address legal obligations.</p> <p>P3. Consult with individuals/ parties to formulate measures and initiatives</p> <p>P4. Consult with individuals/parties to identify factors impacting on work-related health and safety</p> <p>P5. Participate in consultative meetings.</p>
<p>CU2. Contribute to establish work-related health and safety measures</p>	<p>P1. Assist in planning of work-related health and safety measures</p> <p>P2. Contribute to the development of work-related health and safety measures</p> <p>P3. Identify to implement work-related health and safety measures i.e.</p> <ul style="list-style-type: none"> • resourcing requirements, • timelines • responsibilities <p>P4. Assist to implement work-related health and safety measures and initiatives i.e.</p> <ul style="list-style-type: none"> • scheduling • liaison • administering resources • communication
<p>CU3. Contribute to ensure legal requirements of WHS measures</p>	<p>P1. Identify WHS legal requirements</p> <p>P2. Apply knowledge of all aspects of WHS measures to</p> <ul style="list-style-type: none"> • Consultation • workplace policies • participation processes <p>P3. Ensure, WHS measures are in accordance with legal requirements</p>



CU4. Contribute to review WHS measures	P1. Develop effective practices to review work-related health and safety measures P2. Assist individuals and parties related to WHS measures in following activities <ul style="list-style-type: none">• preparing reports• communicating review• evaluating outcomes
CU5. Evaluate the organization's WHS system	P1. Assess ongoing compliance with OHS (Occupational Health and safety) P2. Take feedback from concerned persons regarding WHS measures. P3. Assess the overall effectiveness of WHS management practices P4. Assist the development process of WHS measures in following ways <ul style="list-style-type: none">• Suggest amendments• Document amendments• Implement amendments P5. Take feedback from concerned persons regarding WHS measures. P6. Communicate improvements in WHS Measures

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1:** Explain the application of relevant mandatory health monitoring, including biological monitoring, to help secure work health and safety



- K2:** Explain the difference between work-related health and safety measures and initiatives designed to meet specific legislative requirements and obligations, and those designed to support non-statutory health promotion programs, and give examples of each
- K3:** List factors that impact on work-related health and safety and their potential effects
- K4:** Identify internal and external sources of WHS information and data, and how to access them
- K5:** Outline organizational WHS and other relevant policies, procedures, processes and systems, including human resources
- K6:** Summarize relevant WHS legislation, other legislation (such as privacy and workers compensation) and common law rights and duties specific to work-related health and safety measures and initiatives
- K7:** Describe work-related health and safety measures and initiatives that either address specific legislative requirements and obligations, or support non-statutory health prevention programs, including:
- The factors impacting on worker health and safety that they address
 - Effectiveness
 - Costs and benefits
 - Criteria for decisions regarding their implementation in a specific workplace
 - How they should be implemented.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to contribute work-related health and safety measures and initiatives. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.



041700841 Comply with Workplace Policy and Procedures

Overview: This unit describes the skills and knowledge required to implement a workplace policy & procedures and to modify the policy to suit changed circumstances. It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists.

Competency Units	Performance Criteria
CU1. Manage work timeframes	P1. Complete work tasks within deadlines in according to order of priority P2. Supervisors are informed of any delays in work times or projects
CU2. Manage to convene meeting	P1. Develop agenda in line with meeting purpose



	<p>P2. Select participants and notify them accordingly</p> <p>P3. Carryout meeting arrangements according to the time</p> <p>P4. Record the minutes of the meeting</p>
CU3. Decision making at workplace	<p>P1. Identify the problem, challenge or opportunity</p> <p>P2. Generate an array of possible solutions or responses</p> <p>P3. Evaluate the costs and benefits associated with each option</p> <p>P4. Assess the impact of the decision and modify the course of action as needed</p>
CU4. Set and meet own work priorities at instent	<p>P1. Take initiative to prioritize and facilitate competing demands to achieve organizational goals and objectives</p> <p>P2. Use technology efficiently and effectively to manage work priorities and commitments</p> <p>P3. Maintain appropriate work-life balance</p>
CU5. Develop and maintain professional competence	<p>P1. Assess personal knowledge and skills against competency</p> <p>P2. Participate in networks to enhance personal knowledge, skills and work relationships</p> <p>P3. Seek feedback from employees, clients and colleagues to develop and improve competence</p>
CU6. Follow and implement work safety requirements	<p>P1. Identify and report emergency incidents</p> <p>P2. Practice organizational policy and procedures for responding to emergency incidents</p> <p>P3. Identify and implement workplace procedures and work instructions for controlling risks</p>



Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1:** Healthy work life balance
- K2:** Meeting terminologies, structures and arrangements
- K3:** Relevant organizational procedures and policies regarding meetings, chairing and minutes.
- K4:** Barriers to implement policies and procedures in an organization and possible strategies to address them.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to understand workplace policy and procedures. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments



001100853 Perform Advanced Communication

Overview: This unit describes the performance outcomes, skills and knowledge required to develop communication skills used professionally. It covers plan and organise work and conduct trainings at workplace, along with demonstrating professional skills independently.

Competency Units	Performance Criteria
CU1. Demonstrate professional skills	<p>P1. Use different modes of communication to communicate</p> <ul style="list-style-type: none">• Speaking• Reading• Writing• Listening• Presentation• visual representation etc <p>P2. Develop CV Skills according requirements</p> <p>P3. Upgrade professional skills by attending trainings, webinars, conferences etc.</p> <p>P4. Perform Continuous professional development as required at workplace</p> <p>P5. Develop interview skills</p>
CU2. Plan and Organize work	<p>P1. Identify task requirements.</p> <p>P2. Plan steps to complete tasks.</p> <p>P3. Review planning and organizing process.</p> <p>P4. Organize work.</p>



CU3. Provide trainings at workplace	P1. Assess the need for training P2. Prepare trainees for the learning experience P3. Present training session P4. Support trainees in managing their own learning P5. Facilitate group learning P6. Provide opportunity for practice P7. Provide feedback on progress on trainees P8. Review delivery experience
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Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- K1:** Explaining the training skills
- K2:** Identification of the professional skills
- K3:** Describing the advanced language skills
- K4:** Understanding of the assessment and trainees feedback methods
- K5:** Direct and indirect communication methods
- K6:** Explaining the need of the training type at the work place

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Job sheet
- Office emails and coordination reports
- Feedback proforma



061100858 Develop Advance Computer Application Skills

Overview: This unit provides an overview of Microsoft Office programs to create personal, academic and business documents following current professional and/or industry standards, i.e. Data Entry, Power Point Presentation and managing data base and graphics for Design

It applies to individuals employed in a range of work environments who need to be able to present a set range of data in a simple and direct forms

Competency Units	Performance Criteria
CU1. Manage Information System to complete a task	P1. Perform Data Entry in MS office P2. Manage File/folder in MS office P3. Perform Scanning of document P4. Maintain Office Record in drives P5. Perform Printing of document P6. Search required Files/Folders P7. Convert Files in required format. P8. Manage sizes of Files/Folders <ul style="list-style-type: none">• Compress• Zip /unzip
CU2. Prepare Presentation using computers	P1. Prepare presentation as per requirements, i.e. <ul style="list-style-type: none">• Open blank presentation and add text / graphics• Create a simple design for a presentation• Apply existing styles within a presentation• Use presentation template and slides to create a presentation• Use various tools to improve the look of the presentation



	<ul style="list-style-type: none">• Save presentation to the appropriate storage device and folder with required name <p>P2. Customize basic settings to meet user requirements</p> <p>P3. Format presentation as require</p> <ul style="list-style-type: none">• Develop organizational charts• Add objects and manipulate to meet presentation purposes• Modify slide layout, including text and colours, to meet presentation requirements• Save presentation in another format• Save to storage device and close presentation <p>P4. Add slide show effect into presentation as required to enhance the presentation</p> <ul style="list-style-type: none">• Incorporate pre-set Animation• Apply Multimedia effects• Record Narration• Apply hyperlink• Apply video• Rehearse Timings• Test presentation for overall effect <p>P5. Print the presentation</p> <ul style="list-style-type: none">• Select appropriate print format for presentation• Select preferred slide orientation• Add notes and slide numbers• Preview slides and run spell check before presentation• Print selected slides and submit presentation to appropriate person for feedback <p>P6. Practice verbal presentation</p> <p>P7. Practice presentation through AV Aids</p>
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<p>CU3. Use Microsoft Access to manage database</p>	<p>P1. Collect the data using a standard data base package.</p> <p>P2. Start access to manage database .i.e.</p> <ul style="list-style-type: none">• identify problem statement of Data• Develop a table with fields /attributes according to database usage/ user requirements• Create a primary key and establish an index for each table• Modify table layout and field attributes as required• Create a relationship between the two tables• Add data in a table according to information requirements• Add records as required• delete records as required• Save database to storage area• close down database to storage area• Apply criteria in the following Query• SQL view of Query• Wildcards of query• Query Criteria <p>P3. Customize basic settings:</p> <ul style="list-style-type: none">• Adjust page layout to meet user requirements• Open and view different toolbars• Format font as appropriate for the purpose of the database entries• Create reports• Design reports to present data in a logical sequence• Modify reports to include or exclude additional requirements• Distribute reports to appropriate person in a suitable format <p>P4. Create forms</p>
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	<ul style="list-style-type: none">• Use a wizard to create a simple form• Open existing database and modify records through a simple form• Rearrange objects within the form to accommodate information requirements
CU4. Develop graphics for Design	<p>P1. Develop graphic design concepts based on a thorough understanding of the communication need</p> <p>P2. Use design techniques confidently to produce designs</p> <p>P3. Integrate design tools skillfully to produce designs</p> <p>P4. Evaluate the success of completed designs to meet objectives</p> <p>P5. evaluate feedback from client / peers</p>



Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- K1:** List basic technical terminology to read help files and prompts
- K2:** Outline the different types of formal and informal presentations
- K3:** Explain Power point presentation
- K4:** Segregation of Data
- K5:** Define the relation among data
- K6:** Define criteria in the query
- K7:** Creates and modify reports and forms.
- K8:** Outline basic database design principles
- K9:** Current graphic design software
- K10:** Discuss features of current and emerging technologies used in graphic design practice and the options they present for effective graphic design solution

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Design and develop a simple database using a standard database package
- Create, format and prepare presentations for distribution and display
- Customize basic settings
- Add slide show effects.
- Generate employment report from given data by using Microsoft Access.



041300869 Manage Human Resource Services

Overview: This unit describes the skills and knowledge required to plan, manage and evaluate delivery of human resource services, integrating business ethics. It applies to individuals with responsibility for coordinating a range of human resource services across an organization. They may have staff reporting to them.

Competency Units	Performance Criteria
CU1. Determine strategies for delivery of human resource services	<p>P1. Analyze business strategy and operational plans to determine human resource requirements</p> <p>P2. Review external business environment that likely impact on organization’s human resource requirements</p> <p>P3. Consult line and senior managers to identify human resource needs in their areas</p> <p>P4. Review organization’s requirements for diversity in the workforce</p> <p>P5. Deliver human resource services that comply with business goals</p> <p>P6. Develop strategic action plan for delivery of human resource services</p> <p>P7. Develop roles and responsibilities of human resource team</p> <p>P8. Develop quality assurance policy</p>
CU2. Manage the delivery of human resource services	<p>P1. Communicate human resource strategies and services to internal and external stakeholders</p> <p>P2. Develop and negotiate service agreements between</p> <ul style="list-style-type: none">• The human resource team,



	<ul style="list-style-type: none"> • Service providers • Client groups <p>P3. Document service specifications, performance standards and timeframes</p> <p>P4. Document /communicate service</p> <ul style="list-style-type: none"> • Specifications, • Performance standards • Timeframes <p>P5. Monitor Quality assurance processes</p> <p>P6. Ensure that services are delivered by appropriate providers, according to service agreements and operational plans</p> <p>P7. Identify underperformance of human resource team or service providers</p>
<p>CU3. Evaluate human resource service delivery</p>	<p>P1. Establish Management information system for human resource services</p> <p>P2. Conduct survey to determine level of satisfaction</p> <p>P3. Analyze feedback of survey</p> <p>P4. Recommend changes to service delivery</p> <p>P5. Support agreed change processes across the organization</p>
<p>CU4. Manage integration of business ethics in human resource practices</p>	<p>P1. Ensure ethics in personal behavior</p> <p>P2. Ensure code of conduct is observed across the organization,</p> <p>P3. Observe confidentiality requirements in dealing with all human resource information</p> <p>P4. Deal promptly with unethical behavior</p> <p>P5. Ensure all persons responsible for human resource functions understand requirements regarding their ethical behavior</p>



Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1:** Identify the key provisions of legal and compliance requirements that apply to managing human resources
- K2:** Summarize the organization's code of conduct
- K3:** Explain human resource strategies and planning processes and their relationship to business and operational plans
- K4:** Describe performance and contract management
- K5:** Explain how feedback is used to modify the delivery of human resources.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to manage human resource services. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

Performance requirements

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. Demonstrated evidence is required of the ability to:



- Plan and manage human resource delivery within legislative, organizational and business ethics frameworks
- Communicate effectively with a range of senior personnel
- Identify and arrange training support where appropriate
- Calculate human resource return on investment within the organization.



041300860 Develop Entrepreneurial Skills

Overview: This Competency Standard identifies the competencies required to develop entrepreneurial skills, in accordance with the organization's approved guidelines and procedures. You will be expected to develop a business plan, collect information regarding funding sources, develop a marketing plan and develop basic business communication skills. Your underpinning knowledge regarding entrepreneurial skills will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
CU1. Develop a business plan	<p>P1. Conduct a market survey to collect following information</p> <ul style="list-style-type: none">• Customer /demand• Tools, equipment, machinery and furniture with rates• Raw material• Supplier• Credit / funding sources• Marketing strategy• Market trends• Overall expenses• Profit margin <p>P2. Select the best option in terms of cost, service, quality, sales, profit margin, overall expenses</p> <p>P3. Compile the information collected through the market survey, in the business plan format</p>
CU2. Collect information regarding funding sources	<p>P1. Identify the available funding sources based on their terms and conditions, maximum loan limit, payback time, interest rate</p> <p>P2. Choose the best available option according to investment requirement</p> <p>P3. Prepare documents according to the loan agreement requirement</p>



	P4. Include the information of funding sources in the business plan
CU3. Develop a marketing plan	P1. Make a marketing plan for the business including product, price, placement, promotion, people, packaging and positioning P2. Include the information of marketing plan in the business plan
CU4. Develop basic business communication skills	P1. Communicate with internal customers e.g.: labor, partners and external customers e.g.: suppliers, customers etc., using effective communication skills P2. Use different modes of communication to communicate internally and externally e.g.: presentation, speaking, writing, listening, visual representation, reading etc. P3. Use specific business terms used in the market

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1:** Explain the 7ps of marketing including product, price, placement, promotion, people, packaging and positioning
- K2:** Describe 7Cs of business communication
- K3:** Define different modes of communication and their application in the industry
- K4:** Enlist specific business terms used in the industry
- K5:** Enlist the available funding sources



- K6:** Explain how to get loan to start a new business
- K7:** Explain market survey and its tools e.g: questionnaire, interview, observation etc
- K8:** Describe the market trends for specific product offering
- K9:** State the main elements of business plan
- K10:** Explain how to fill the business plan format

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to develop Entrepreneurial Skills.

Performance requirements

- Conduct market survey and formulate business plans in terms of feasibility, investment potential, risk, and completeness.
- Demonstrate the use of both verbal and non-verbal business communication.
- Effectively present business ideas and profile

072200898 Develop drawings of furniture products using CAD/CAM

Overview

This Competency Standard identifies the competencies required to develop drawings of furniture products using CAD/CAM software in accordance with product design, and process requirements. You will be able to develop 2D Multiview drawings of the furniture components, develop their 3D models and convert the CAD drawing into the CAM machining code.



Competency Units	Performance Criteria
CU1. Draw 2D Multiview drawing of Furniture Components on CAD	<p>P1. Develop component and size chart of the furniture as per product design</p> <p>P2. Prepare drawing canvass in CAD software</p> <p>P3. Draw 2D Multiview of the components as per required measurements</p> <p>P4. Apply Hatches on the drawing to identify component material and Upholstery</p> <p>P5. Draw symbols on the drawing to identify hardware</p> <p>P6. Mention all dimensions on the drawing</p>
CU2. Develop 3D model of Furniture Components	<p>P1. Extrude component drawings into 3D models</p> <p>P2. Save CAD drawings in required file format</p> <p>P3. Print CAD drawings as per required scale</p>
CU3. Convert CAD drawing into CAM Code	<p>P1. Create a Layer in your DWG file for CNC paths and copy the relevant geometry onto it</p> <p>P2. Prepare drawing for CAM (Flatten, Overkill, convert splines and ellipses into arcs and polylines etc.)</p> <p>P3. Extract the CAD drawing to CAM or CNC programe as per process requirements</p> <p>P4. Select appropriate machining tools in CAM module</p> <p>P5. Run simulation of CNC program to ensure desired results</p> <p>P6. Save CNC program in desired format.</p>

Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore One must be able to;

- Describe processes of furniture making
- Identify tools in CAD/CAM software and explain their usage
- Explain methods of Troubleshooting in CAD/CAM software
- Identify various Short Keys in CAD/CAM software



- Identify components of furniture products
- Identify CNC machine codes and their application

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Prepare CAD drawing of a furniture component
- Convert CAD drawing into CAM Code/CNC Program

List of Tools and Equipment

Sr. No.	Items
1.	CAD/CAM Software Package
2.	Computer system
3.	Printer
4.	Scanner



072200899 Apply surface aesthetics using CNC Machines

Overview

This Competency Standard identifies the competencies required to apply surface aesthetics on furniture using CNC machines as per furniture design in accordance with the organization guidelines and procedures. You are able to perform profiling, turning, carving and marquetry/parquetry on wooden furniture on CNC machines as per CNC program.

Competency Units	Performance Criteria
CU1. Perform Turning of components on CNC Turning Centre	P1. Equip CNC Turning Centre with required tools P2. Align workpiece on the machine P3. Execute machine program from control panel for required operation P4. Unload workpiece from machine after work completion P5. Clean the workpiece, check quality and store at designated place
CU2. Perform Carving on CNC Machining Centre	P1. Equip CNC Machining Centre with required tools (Bits, profile cutters etc.) P2. Align workpiece on the machine P6. Execute machine program from control panel for required operation P7. Unload workpiece from machine after work completion P3. Clean the workpiece, check quality and store at designated place
CU3. Perform Marquetry/Parquetry on CNC Laser Machine	P1. Align multiple veneer sheets as per machine capacity P2. Execute machine program from control panel for required operation P3. Unload workpiece from machine after work completion P4. Clean the workpiece, check quality and store at designated place



Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore One must be able to;

- Identify tools and equipment used for furniture making on CNC turning centre
- Identify tools and equipment used for furniture making on CNC machining centre
- Identify tools and equipment used for furniture making on CNC Laser Machine
- Describe various furniture making operations performed on CNC turning centre
- Describe various furniture making operations performed on CNC machining centre
- Describe various furniture making operations performed on CNC Laser Machine
- Identify differences of operations requirements for wood and board materials
- Identify housekeeping requirements of CNC machines
- Explain machine tool setup requirements (Axes, referencing etc.)

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Perform turning of a component on CNC machine as per design requirements
- Carve the design using CNC Machining Centre
- Perform Marquetry / Parquetry on a product on CNC Laser Machine



List of Tools and Equipment

Sr. No.	Items
1.	CNC Turning Centre
2.	CNC Laser Machine
3.	CNC Machining Centre
4.	Cutting tools
5.	Fixtures
6.	Aggregates



LIST OF TOOLS AND EQUIPMENT

Sr. No.	Description
1.	4-side planer / moulder
2.	Adhesive tape roller
3.	Aggregates
4.	Air Compressor
5.	Band Saw
6.	Beam Saw
7.	Bending press
8.	Biscuit Jointer
9.	Boring Braces
10.	Brushes
11.	CAD/CAM Software Package
12.	Carcass Press
13.	Carving Chisels
14.	Chain Mortiser
15.	Chisel
16.	Clamps



Sr. No.	Description
17.	CNC Laser Machine
18.	CNC Machining Centre
19.	CNC Turning Centre
20.	Compass
21.	Computer system
22.	Copying Saw
23.	Cross Cut Saw
24.	Cutting blades
25.	Cutting tools
26.	Disc Cutter
27.	Domino Jointer
28.	Dove Tail Template
29.	Dowel Boring Machine
30.	Drafting machine
31.	Drafting tools
32.	Drawing board
33.	Drawing table
34.	Drill Machine



Sr. No.	Description
35.	Drill Press
36.	Electric Arc Welding Plant
37.	Files and rasps
38.	Fire Extinguisher
39.	First Aid Kit
40.	Fixtures
41.	Flame blower
42.	Fork Lifter
43.	French Curve
44.	Fret Saw
45.	Gas Welding Plant
46.	Grinding Machine
47.	Hammer
48.	Hand Plains
49.	Hand Saw Set
50.	Holding fixtures
51.	Horse rack
52.	Internet device



Sr. No.	Description
53.	Jig Saw
54.	Jigs / Fixtures
55.	Jointer
56.	Layout Tools
57.	Level gauge
58.	Log Band Saw / Wood Mizer
59.	Mallets
60.	Measuring and Marking tools
61.	Measuring tape
62.	Multiple Rip Saw
63.	Needles
64.	Oil Stone
65.	Paint booth
66.	Personal Protective Equipment (Apron, Over Coat, Safety Shoes, Safety Gloves, Safety Goggles, Safety Helmet and Ear Plugs etc.)
67.	Pincer
68.	Plunge Router
69.	Pneumatic Stapler



Sr. No.	Description
70.	Portable Air blower
71.	Portable Circular Saw
72.	Portable electric planer
73.	Portable Grinding Machine
74.	Portable Sanding machine
75.	Portable thicknesser
76.	Powder Coating Booth
77.	Powder Coating Gun
78.	Printer
79.	Projection screen
80.	Projector
81.	Router
82.	Sanding machines
83.	Saw Set Plier
84.	Scanner
85.	Scissors
86.	Scraper
87.	Screw driver



Sr. No.	Description
88.	Scroll Saw
89.	Seasoning Stacking model
90.	Set Square
91.	Sheet Cutter
92.	Slot Mortiser
93.	Smoke Detecting Alarm
94.	Software packages (Word, Excel, Power Point, Email client etc.)
95.	Solid Profiles
96.	Spindle Moulder / Router Cutters
97.	Spot Welding Plant
98.	Spray gun
99.	Spray Gun Nozzles of various types and sizes
100.	Stitching machine
101.	Strap clipper
102.	Strap punch
103.	Strapping machine
104.	T Square
105.	Table Saw



Sr. No.	Description
106.	Thickness planer
107.	Tracing tool
108.	Tri Square
109.	Triangular File
110.	Turning Tools (various chisel types, gouges etc.)
111.	Various clamps
112.	Vertical Panel Saw
113.	Wood samples
114.	Wood turning lathe
115.	Wrapping Machine

