



Australian Government

Department of Education, Employment and Workplace Relations

LMFGN3001B Read and interpret work documents

Revision Number: 1

LMFGN3001B Read and interpret work documents

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the competency to interpret work documents including cutting lists, standards, drawings and specifications to produce or repair furnishings and to install floor coverings, glass and other furnishing items.
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</p>
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify document type and purpose	1.1. Key information is identified, such as title, version, scale, legend and keys 1.2. Any relevant explanatory or additional information needed to interpret the document is located Clarification is sought to confirm the intention of information
2. Read and interpret the document	2.1. Information such as symbols, abbreviations, acronyms and technical terms are identified and interpreted in terms of: <ul style="list-style-type: none"> 2.1.1. the work to be completed 2.1.2. any Australian Standards requirements 2.1.3. the equipment and tools to be used 2.1.4. the items to be produced or repaired 2.2. Document information is compared to component or supplier advice for use of the materials and, where relevant, Australian Standards 2.3. Design and style features shown in drawings are identified by industry recognised terms
3. Plan own work sequence	3.1. Work sequence, required tools and equipment and tasks to be performed are identified from the documents 3.2. Work sequence is planned, identifying stages where checks against specifications must be made 3.3. Specifications noted in the work plan are checked for accuracy against the drawings and specifications, and any errors are rectified
4. Maintain document files	4.1. Plans and documents are handled carefully and maintained intact 4.2. Any explanatory documentation, additional information and/or modification information is kept with the work plan and original documentation according to workplace procedures 4.3. All documentation is replaced in workplace filing or storage system for retrieval by others as required

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- collect, organise and understand information related to the range of work documents relevant to the sector
- communicate ideas and information to enable confirmation of work requirements and specifications
- plan and organise activities to avoid any back tracking, work flow interruptions or wastage
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise information management
- use mathematical ideas and techniques to correctly interpret the content of work documents
- identify alternative methods of accessing and sources of work information
- use workplace technology related to work documentation, its access and storage

Required knowledge

- different types of work documents used in the furnishing industry, and their function
- conventions and symbols of plans, drawings and specifications
- workplace procedures for maintenance of documentation

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical Aspects of Evidence

- Recognise and explain the meanings of symbols, technical terms and conventions of specifications and plans
- Check accuracy of copied specifications
- Maintain condition of documentation
- Locate, read and interpret a minimum of 10 selected/specified work documents which must include:
 - Australian Standards relevant to the sector
 - manufacturer technical instructions and specifications
 - real or simulated local work documents including:
 - work plans
 - material safety data sheets
 - relevant building codes
 - job procedures
 - safe work instructions or equivalent
- Work effectively with others
- Modify activities to cater for variations in workplace context and environment

Resource Implications

Access to a range of drawings, standards, plans, specifications and cutting lists relevant to the work.

Method of Assessment

Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.

Assessment should be by direct observation of tasks and questioning on underpinning knowledge.

Assessment should be conducted over time and generally be in conjunction with assessment of other units of competency.

Context of Assessment

Assessment may occur on the job or in a workplace simulated facility with relevant process, equipment, materials, work instructions and deadlines.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Unit context

- OHS requirements include legislation, building codes, material safety management systems, hazardous substances and dangerous goods codes and local safe operating procedures
- Work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements
- Work requires individuals to demonstrate some discretion, judgement and problem solving skills in the reading of work documents and the preparation of work plans
- Competency may be determined in workplaces involved in the manufacture and or installation of musical instruments, domestic furniture, commercial furniture, kitchen and bathroom cabinets, furniture components, picture frames, soft furnishings, floor covering and finishing, and glass and glazing

Work documents to be considered are to include but may not be limited to:

- standards
 - drawings
 - cutting lists
 - job specifications and architect/builder plans or equivalent and manufacturer specifications and/or operating instructions
- Work documents are to include hard copy and may include computerised versions

Information and procedures

- Workplace plans, drawings and specifications applicable to all sectors of the industry
- Australian Standards applicable to the industry sectors
- Workplace procedures relating to the preparation of own work plans and the

RANGE STATEMENT	
	maintenance of work documentation <ul style="list-style-type: none"> • Supplier and manufacturer technical data and information • Workplace procedures relating to reporting and communication

Unit Sector(s)

Unit sector	Generic
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		