

Victorian Purchasing Guide

MSF Furnishing Training Package

February 2019

Release 4.0

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Victorian Purchasing Guide - Version History

Training Package Release 4.0	Date VPG Approved	Comments
MSF Furnishing Training Package Release 4.	27 February 2019	<p>This Victorian Purchasing Guide reflects the MSF Furnishing Training Package Release 4. The MSF Furnishing Training Package Release 4 contains:</p> <ul style="list-style-type: none"> • Ten (10) revised qualifications • Eight (8) new units of competency • One hundred and sixty-eight (168) revised units of competency.
MSF Furnishing Training Package Release 3	26 August 2016	<p>This Victorian Purchasing Guide reflects the MSF Furnishing Training Package Release 3. The MSF Furnishing Training Package Release 3 contains:</p> <ul style="list-style-type: none"> • One (1) new pathways qualification: <ul style="list-style-type: none"> ○ MSF20516 Certificate II in Furniture Making Pathways • Ten (10) new pathways units of competency • Replacement of superseded imported units-all qualifications • Clarification/correction of packaging rules re WHS units of competency and additional information in the 'application' field re licensing and workplace requirements for MSF20313, MSF30413, MSF30813, MSF30913, MSF31013, MSF31112, MSF31313, MSF50213 and MSF60113.
MSF Furnishing Training Package Release 2	11 April 2016	<p>This Victorian Purchasing Guide reflects the MSF Furnishing Training Package Release 2.</p> <p>The MSF Furniture Training Package Release 2 contains:</p> <ul style="list-style-type: none"> • Four (4) new specialist elective units of competence for inclusion in existing qualifications.
MSF Furnishing Training Package Release 1.2	10 July 2014	<p>This Victorian Purchasing Guide reflects the second ISC upgrade of the MSF Furnishing Training Package (Release 1.2).</p>

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INTRODUCTION

What is a Purchasing Guide?

The Victorian Purchasing Guide (VPG) provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically, the VPG provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

- maximum payable hours available for each qualification
- nominal hours for each unit of competency within the Training Package

Victorian Government Subsidised Training

To deliver government subsidised training in Victoria, an RTO must have an approved [VET funding contract](#) with the Department of Education and Training (DET).

The VET funding contract and related guidelines set out the requirements that RTOs must abide by to maintain compliance as contracted providers in receipt of government subsidy. The contract and guidelines set standards of behaviour, as well as prescribing minimum requirements with regard to provider practice in the delivery of training services.

For further information relating to obtaining a VET funding contract, please visit the Skills First website found [here](#)

QUALIFICATIONS

Code	Title	Minimum Payable Hours	Maximum Payable Hours
MSF10113	Certificate I in Furnishing	352	370
MSF20113	Certificate II in Furnishing	570	600
MSF20213	Certificate II in Furniture Making	431	454
MSF20313	Certificate II in Furniture Making	466	490
MSF20413	Certificate II in Glass and Glazing	441	464
MSF20516	Certificate II in Furniture Making Pathways	390	410
MSF30113	Certificate III in Furniture Finishing	771	812
MSF30213	Certificate III in Furniture Making	992	1044
MSF30313	Certificate III in Timber and Composites Machining	937	986
MSF30418	Certificate III in Glass and Glazing	1035	1089
MSF30518	Certificate III in Picture Framing	807	849
MSF30613	Certificate III in Soft Furnishing	773	814
MSF30713	Certificate III in Upholstery	912	960
MSF30818	Certificate III in Flooring Technology	960	1010
MSF30913	Certificate III in Blinds, Awnings, Security Screens and Grilles	861	906
MSF31018	Certificate III in Interior Decoration Retail Services	466	491
MSF31113	Certificate III in Cabinet Making	1083	1140
MSF31213	Certificate III in Piano Technology	881	927
MSF40118	Certificate IV in Interior Decoration	844	888
MSF40213	Certificate IV in Furniture Design and Technology	990	1042
MSF40318	Certificate IV in Kitchen and Bathroom Design	878	924
MSF40418	Certificate IV in Glass and Glazing	752	792

Code	Title	Minimum Payable Hours	Maximum Payable Hours
MSF50118	Diploma of Stained Glass and Leadlighting	1187	1249
MSF50218	Diploma of Interior Design	1595	1679
MSF50313	Diploma of Furniture Design and Technology	1501	1580
MSF60118	Advanced Diploma of Interior Design	1958	2061

UNITS OF COMPETENCY

Unit Code	Unit Title	Nominal Hours
MSFAH4003	Advise on security technology, hardware and services	60
MSFAH4004	Prepare architectural door hardware schedules	80
MSFBA1001	Construct a basic roll-up blind	100
MSFBA2001	Use blinds, awnings, security screens and grilles hand and power tools	40
MSFBA2002	Set up, operate and maintain blinds and awnings sector static machines	50
MSFBA2003	Select and apply blinds and awnings hardware and fixings	24
MSFBA2004	Construct roll-up and pull-down style blinds and awnings	80
MSFBA2005	Construct vertical-style blinds	50
MSFBA2006	Construct textiles for canopy-style awnings	40
MSFBA2007	Construct plastic and timber Venetian-style blinds	50
MSFBA2008	Construct aluminium Venetian-style blinds	50
MSFBA2009	Construct metal louvre and canopy-hooded style awnings	60
MSFBA2010	Construct aluminium roll-up style awnings	60
MSFBA3001	Install interior blinds	60
MSFBA3002	Install exterior blinds and awnings	60
MSFBA3003	Install timber shutters	60
MSFBA3004	Construct folding-arm style awnings	24
MSFBA3005	Construct framework for canopy-style awnings	20
MSFBA3006	Construct pleated-style blinds	40
MSFBA3007	Construct wood weave-style blinds	40
MSFBA3008	Construct pelmets	40
MSFBA3009	Provide advice to customers on blinds and awnings	40

Unit Code	Unit Title	Nominal Hours
MSFBA3010	Assess suitability of blinds or awnings	40
MSFCP2001	Use coopering sector hand and power tools	40
MSFCP2002	Produce barrels using non-fired processes	100
MSFCP2003	Produce barrels using fired processes	100
MSFCP2004	Maintain and repair barrels	40
MSFDG2001	Assemble leadlight and stained glass components	112
MSFDG3001	Protect leadlight and stained glass	40
MSFDG3002	Prepare and install architectural engineered leadlight and stained glass	80
MSFDG3003	Paint and fire glass	180
MSFDG3004	Assemble copper foil glass components	112
MSFDG3005	Fuse glass	80
MSFDG3006	Process coloured and textured glass by hand	60
MSFDG5001	Assess conservation requirements	80
MSFDG5002	Remove heritage leadlight and stained glass	80
MSFDG5003	Conserve heritage leadlight and stained glass	80
MSFDG5004	Install heritage leadlight and stained glass	80
MSFDG5005	Apply innovation in contemporary leadlight and stained glass	80
MSFDN4001	Produce drawings from design concepts	64
MSFDN4002	Produce line and component production drawings	64
MSFDN4003	Produce patterns and templates	36
MSFDN4004	Design, construct and test jigs	80
MSFDN4005	Work within a furniture design team	54
MSFDN5001	Generate and transfer complex computer-aided drawings and specifications	72
MSFFDT4001	Apply finishing techniques to custom furniture	54

Unit Code	Unit Title	Nominal Hours
MSFFDT4002	Assemble custom furniture	108
MSFFDT4003	Assess and record the lifecycle of a product	36
MSFFDT4004	Assess environmental impact of a design	36
MSFFDT4005	Construct and evaluate furniture prototypes and samples	108
MSFFDT4006	Determine work health and safety (WHS) implications of designs	40
MSFFDT4007	Prepare and present furniture design information	18
MSFFDT4008	Produce and evaluate developmental furniture models to scale	20
MSFFDT4009	Set up, operate and maintain basic static woodworking machines for furniture designs	54
MSFFDT4010	Research and select furniture finishes	18
MSFFDT4011	Research and select furniture materials and technology	72
MSFFDT4012	Research furniture styles and movements	30
MSFFDT4013	Select, use and maintain hand tools for the creation of custom furniture	54
MSFFDT4014	Set up and operate a wood-turning lathe to produce off-centre work	60
MSFFDT4015	Produce templates and jigs for custom-made furniture	54
MSFFDT5001	Apply ergonomics, anthropometrics and proxemic considerations to a product	108
MSFFDT5002	Assess and resolve technical integrity of a design	60
MSFFDT5003	Develop self as a furniture designer	72
MSFFDT5004	Construct custom furniture using advanced techniques	198
MSFFDT5005	Design a batch or limited production item of furniture	30
MSFFDT5006	Design a furniture product using high volume technology services (HVTs) in production	30
MSFFDT5007	Design a one-off item of furniture	30
MSFFDT5008	Research and recommend alternative manufacturing processes	27
MSFFDT5009	Research and recommend machine technology	54

Unit Code	Unit Title	Nominal Hours
MSFFDT5010	Evaluate furniture design proposals and concepts	60
MSFFDT5011	Assess economic impact of a design	36
MSFFDT5012	Design for mass production	108
MSFFDT5013	Evaluate and participate in design industry networks	72
MSFFDT5015	Work collaboratively on a design project	54
MSFFF1001	Complete a basic furniture finishing project	100
MSFFF2001	Use furniture finishing sector hand and power tools	48
MSFFF2002	Dismantle and re-assemble furniture	56
MSFFF2003	Remove surface coatings	40
MSFFF2004	Prepare surfaces for finishing	24
MSFFF2005	Maintain spray equipment and booth	24
MSFFF2006	Apply surface coatings by spray gun	60
MSFFF2007	Apply stains, fillers and bleach	52
MSFFF2008	Apply surface coatings by hand	40
MSFFF3001	Match and make up colours	52
MSFFF3002	Set up, operate and maintain mechanical coating systems	40
MSFFF3003	Apply plural component coatings	52
MSFFF3004	Apply soft rubber techniques	20
MSFFF3005	Enhance finishes	24
MSFFF3006	Repair and touch up surfaces	40
MSFFF3007	Apply graining and decorative finishes	40
MSFFF3008	Apply traditional French polishing techniques	60
MSFFF3009	Set up, operate and maintain computer numerically controlled (CNC) coating systems	40
MSFFL1001	Complete simple floor covering installation	100
MSFFL2022	Install resilient tiles using standard installation procedures	40

Unit Code	Unit Title	Nominal Hours
MSFFL2030	Receive and prepare flooring materials	10
MSFFL2031	Remove existing floor coverings	32
MSFFL2032	Select, prepare and apply moisture barriers to concrete subfloors	40
MSFFL2033	Install hard underlays	32
MSFFL2034	Prepare subfloors with cementitious coating applications	35
MSFFL2035	Mechanically prepare surfaces for installation of flooring materials	30
MSFFL2036	Install soft carpet underlays and gripper accessories	40
MSFFL2037	Install unpatterned tufted carpet	130
MSFFL2038	Install lay flat vinyl floor coverings	40
MSFFL2039	Install laminate flooring	30
MSFFL2040	Install engineered timber flooring	40
MSFFL2041	Install impact and sound absorption underlay	8
MSFFL2042	Nail strip timber flooring	40
MSFFL2043	Install expansion joints	24
MSFFL2044	Install mouldings and edge trims to timber flooring	32
MSFFL2045	Coarse sand timber flooring	24
MSFFL3015	Install resilient tiles using custom designs and decorative finishes	40
MSFFL3022	Mix and apply epoxy and seamless floor coverings	32
MSFFL3039	Install strip timber flooring onto plywood	32
MSFFL3052	Plan and cost flooring technology work	24
MSFFL3053	Establish and maintain a safe flooring technology work environment	8
MSFFL3054	Assess flooring installation sites	25
MSFFL3055	Respond to complaints about flooring installations	40
MSFFL3056	Polish concrete floors	20

Unit Code	Unit Title	Nominal Hours
MSFFL3057	Select and fit diamond tools for concrete surface preparation and polishing	15
MSFFL3058	Provide advice to customers on floor coverings	40
MSFFL3059	Install carpet tiles	70
MSFFL3060	Install adhesive fixed carpet	80
MSFFL3061	Install commercial carpet	48
MSFFL3062	Install patterned and custom designed carpet	75
MSFFL3063	Install synthetic textile floor coverings to sports facilities and outdoor spaces	80
MSFFL3064	Install carpet to custom design stairs	56
MSFFL3065	Install resilient tiles	55
MSFFL3066	Install linoleum floor coverings	40
MSFFL3067	Complete large scale and complex vinyl flooring installations	70
MSFFL3068	Install resilient floor coverings using custom designs and decorative finishes	40
MSFFL3069	Install rubber floor coverings	40
MSFFL3070	Install resilient sheet to walls	26
MSFFL3071	Install anti-static and conductive resilient floor coverings	25
MSFFL3072	Mix and apply thin-film rollcoat resin flooring systems	32
MSFFL3073	Mix and apply thin-film broadcast resin flooring systems	35
MSFFL3074	Mix and apply self-levelling resin flooring systems	35
MSFFL3075	Mix and apply trowel-applied resin flooring systems	40
MSFFL3076	Mix and apply high-build decorative resin flooring systems	35
MSFFL3077	Prepare subfloors for resin flooring systems	45
MSFFL3078	Install direct stick timber flooring	56
MSFFL3079	Adapt and apply custom designs to timber flooring	40
MSFFL3080	Install timber flooring materials to stairs	40

Unit Code	Unit Title	Nominal Hours
MSFFL3081	Install block parquetry flooring	40
MSFFL3082	Install cork tiles	48
MSFFL3083	Install patterned and mosaic parquetry flooring	32
MSFFL3084	Install sprung timber flooring	56
MSFFL3085	Install battens or plywood in preparation for strip timber	40
MSFFL3086	Repair timber flooring	24
MSFFL3087	Plan and implement maintenance systems for timber, laminate and engineered flooring	24
MSFFL3088	Install timber flooring to joists	40
MSFFL3089	Apply solvent-based coatings to timber flooring	16
MSFFL3090	Apply water-based coatings to timber flooring	16
MSFFL3091	Apply oil-based coatings to timber flooring	16
MSFFL3092	Apply composite-based coatings to timber flooring	16
MSFFL3093	Apply emulsion wax to timber flooring	16
MSFFL3094	Apply stains and fillers to timber flooring	16
MSFFL3095	Fine sand timber flooring	24
MSFFL3096	Edge sand timber flooring	16
MSFFL3097	Sand cork flooring	16
MSFFL3098	Sand and fill parquetry flooring	16
MSFFL3099	Apply finishes to cork flooring	24
MSFFL3100	Apply densifiers and sealers to concrete surfaces	20
MSFFL3101	Install bamboo flooring	30
MSFFM1001	Construct a basic timber furnishing product	100
MSFFM1002	Operate basic woodworking machines	100
MSFFM2001	Use furniture making sector hand and power tools	40
MSFFM2002	Assemble furnishing components	20

Unit Code	Unit Title	Nominal Hours
MSFFM2003	Select and apply hardware	16
MSFFM2004	Apply sheet laminates by hand	8
MSFFM2005	Join solid timber	8
MSFFM2006	Hand make timber joints	40
MSFFM2007	Follow plans to assemble production furniture	16
MSFFM2008	Bend and form cane	60
MSFFM2009	Construct cane furniture	100
MSFFM2010	Set up and operate basic static machines	56
MSFFM2011	Apply manufactured board conversion techniques	16
MSFFM2012	Set up, operate and maintain pressure and clamping machines	20
MSFFM3001	Construct chair and couch frames	64
MSFFM3002	Construct furniture using leg and rail method	64
MSFFM3003	Produce angled and curved furniture using manufactured board	64
MSFFM3004	Produce angled and curved furniture using solid timber	64
MSFFM3005	Fabricate custom furniture	64
MSFFM3006	Install furnishing products	24
MSFFM3007	Prepare and apply decorative surfaces for furniture	24
MSFFM3008	Select timbers for furniture production	8
MSFFM3009	Produce manual and computer-aided production drawings	60
MSFFM3010	Prepare cutting list from plans and job specifications	16
MSFFM3011	Measure and draw site layout for manufactured furniture products	16
MSFFM3012	Set up, operate and maintain sawing machines	24
MSFFM3013	Set up, operate and maintain drilling machines	24
MSFFM3014	Set up, operate and maintain joining machines	52
MSFFM3015	Set up, operate and maintain planing and finishing machines	40

Unit Code	Unit Title	Nominal Hours
MSFFM3016	Set up, operate and maintain multi-head planing and moulding machines	60
MSFFM3017	Set up, operate and maintain routing and shaping machines	60
MSFFM3018	Set up, operate and maintain mechanical wood-turning lathes	60
MSFFM3019	Set up, operate and maintain automated edge banding machines	60
MSFFM3020	Fabricate synthetic solid surface products	40
MSFFM3021	Set up, operate and maintain computer numerically controlled (CNC) sizing machines	60
MSFFM3022	Set up, operate and maintain computer numerically controlled (CNC) machining and processing centres	80
MSFFM3023	Produce and maintain cutting tools	40
MSFFM3024	Construct jigs and fixtures	40
MSFFM4001	Hand carve wood to custom design	60
MSFFM4002	Construct joints for custom furniture	40
MSFFM4003	Produce curved and shaped components for custom furniture	64
MSFFM4004	Produce timber veneered components for custom furniture	64
MSFFP2001	Undertake a basic furniture making project	100
MSFFP2002	Develop a career plan for the furnishing industry	30
MSFFP2003	Prepare surfaces	24
MSFFP2004	Apply domestic surface coatings	40
MSFFP2005	Join furnishing materials	10
MSFFP2006	Make simple timber joints	40
MSFFP2007	Identify materials used in furnishing production	40
MSFFP2008	Make a simple upholstery product	40
MSFFP2009	Identify materials suitable for kitchen or bathroom construction	50
MSFFP2010	Research and draw a basic kitchen or bathroom design	30
MSFFT4001	Coordinate on-site installation of furnishing products	40

Unit Code	Unit Title	Nominal Hours
MSFFT4002	Customise stock lines	54
MSFFT4003	Organise production processes	60
MSFFT4004	Establish and monitor production inventory requirements	36
MSFFT4005	Install and commission computer numerically controlled (CNC) software	20
MSFFT4006	Construct prototypes and samples	160
MSFFT4007	Sample, inspect and test products to specifications	36
MSFFT4008	Interpret and use workplace information	54
MSFFT4009	Match furnishing style and materials to customer requirements	24
MSFFT4010	Identify and calculate production costs	36
MSFFT4011	Purchase materials and consumables	36
MSFFT4012	Prepare a tender submission	40
MSFFT5001	Evaluate and select production materials and equipment	40
MSFFT5002	Establish and develop production processes and area layout	54
MSFFT5003	Manage installation and commissioning of equipment	20
MSFFT5004	Develop and document procedures and specifications	54
MSFFT5005	Organise enterprise maintenance programs	60
MSFFT5006	Plan production	54
MSFFT5007	Optimise computer numerically controlled (CNC) operations	60
MSFFT5008	Develop, trial and evaluate prototypes	108
MSFFT5009	Determine production feasibility of designs	36
MSFFT5010	Develop products and related processes	54
MSFGG1001	Complete a basic glass and glazing project	100
MSFGG2010	Fabricate and install insect and security screens	44
MSFGG2011	Glaze and reglaze residential windows and doors	72
MSFGG2012	Operate glass freefall rack and table	8

Unit Code	Unit Title	Nominal Hours
MSFGG2013	Move single glass sheets by mechanical means	16
MSFGG2014	Cut thin glass by hand	60
MSFGG2015	Process glass by basic machines	48
MSFGG2016	Assemble glazing products	30
MSFGG3022	Construct and repair leadlight panels	65
MSFGG3023	Apply and handle films	48
MSFGG3024	Form glass	40
MSFGG3025	Apply patterns and designs to glass	32
MSFGG3026	Laminate glass	60
MSFGG3027	Toughen glass	60
MSFGG3028	Select, cut and process materials for glazing products	50
MSFGG3029	Assess glass and glazing requirements	42
MSFGG3030	Process glass by automatic machines	52
MSFGG3031	Cut thick glass	73
MSFGG3032	Mirror glass	60
MSFGG3033	Install shower screens	20
MSFGG3034	Install residential windows and doors	30
MSFGG3035	Install mirrors and glass splashbacks	35
MSFGG3036	Install commercial glazing products	35
MSFGG3037	Install structural glazing products	35
MSFGG3038	Conduct commercial and structural reglazing	40
MSFGG3039	Manually move glass	20
MSFGG3040	Move block and bulk glass sheet by mechanical means	32
MSFGG3041	Manufacture insulated glass units	60
MSFGG3042	Process glass by semi-automatic machines	52

Unit Code	Unit Title	Nominal Hours
MSFGG4009	Apply standards and codes of practice for the glass industry	36
MSFGG4010	Use glass industry data systems	30
MSFGG4011	Manage glass industry production scheduling	40
MSFGG4012	Perform laser measurement and levelling for glass windows and doors in buildings	20
MSFGG4013	Set up operate and maintain a glass processing line	40
MSFGG4014	Operate complex glass processing plant control systems	80
MSFGG4015	Manage glass processing plant shutdown and restart	40
MSFGG4016	Plan and coordinate commercial glazing installations	200
MSFGN2001	Make measurements and calculations	30
MSFGN2002	Move and store materials and products	16
MSFGN3001	Read and interpret work documents	24
MSFGN3002	Estimate and cost job	16
MSFGN4001	Research and meet ethical and compliance requirements	25
MSFID1001	Plan the decoration of a simple space	100
MSFID4012	Decorate residential interiors	80
MSFID4013	Design residential interior lighting	40
MSFID4014	Produce digital models and documentation for interior design projects	80
MSFID4015	Prepare materials and finishes boards for client presentation	20
MSFID4016	Design colour schemes for interior and exterior spaces	85
MSFID4017	Research and recommend furniture and accessories	36
MSFID4018	Research and recommend hard materials and finishes for interiors	54
MSFID4019	Research interior decoration and design influences	40
MSFID4020	Research and integrate embedded technologies in interior designs	40

Unit Code	Unit Title	Nominal Hours
MSFID4021	Design soft furnishing solutions for interior spaces	60
MSFID4022	Prepare quotation and contract documentation for design projects	30
MSFID5016	Develop decoration proposals for complex sites	108
MSFID5017	Develop event decoration proposals	40
MSFID5018	Provide interior styling service	36
MSFID5019	Decorate interiors for restoration projects	80
MSFID5020	Design residential interiors	108
MSFID5021	Evaluate site structure and services for interior design briefs	40
MSFID5022	Explore and apply creative design methodology to interior space	60
MSFID5023	Design for all ages and abilities	108
MSFID5024	Design workplace interiors	108
MSFID5025	Develop residential interior design project documentation	60
MSFID5027	Research and recommend colour applications and finishes	40
MSFID5028	Research and recommend artwork	36
MSFID6010	Design commercial interior lighting	40
MSFID6011	Resolve complex spatial design problems through modelling	54
MSFID6012	Design for large scale commercial or institutional interiors	108
MSFID6013	Design interiors for hospitality environments	108
MSFID6014	Design for retail interiors	108
MSFID6015	Design for conservation and restoration projects	108
MSFID6016	Select and monitor contractors	40
MSFID6017	Evaluate design project outcomes	36
MSFID6018	Apply 3D digital visualisation techniques to represent interior designs	54
MSFID6019	Produce digital presentations for commercial projects	72

Unit Code	Unit Title	Nominal Hours
MSFID6020	Develop commercial interior design project documentation	80
MSFKB2001	Prepare for cabinet installation	12
MSFKB2002	Provide assistance in cabinet installation	12
MSFKB3002	Determine requirements for installation of cabinets	46
MSFKB3003	Check and measure fit of cabinets	20
MSFKB3004	Conduct on-site adjustments to cabinets and components	16
MSFKB3005	Fabricate cabinets for the built-in environment	80
MSFKB3006	Install fitted cabinets and components	35
MSFKB3009	Provide advice on modular kitchens	40
MSFKB3010	Detail cabinet construction requirements	20
MSFKB3011	Plan kitchen and bathroom projects	80
MSFKB4006	Prepare quotation and contract documentation for design project	84
MSFKB4009	Determine spatial planning considerations for kitchen design	84
MSFKB4010	Determine spatial planning considerations for bathroom design	60
MSFKB4011	Design ancillary residential cabinetry	72
MSFKB4012	Determine layout for laundry components	60
MSFKB4013	Document residential building services	72
MSFKB4015	Research and recommend materials, components and finishes for kitchen designs	60
MSFKB4016	Research and recommend materials, components and finishes for bathroom designs	48
MSFMB2001	Prepare and assemble base unit	20
MSFMB2002	Assemble mattress components	40
MSFMB2003	Cut mattress and base fabrics	40
MSFMB2004	Assemble springs for mattresses	20
MSFMB2005	Make springs for mattresses and bases	40

Unit Code	Unit Title	Nominal Hours
MSFMB2006	Set up, operate and maintain a tape edging machine	20
MSFMB2007	Set up, operate and maintain a quilting machine	80
MSFPP1001	Frame a simple artwork	100
MSFPP2009	Cut mouldings to length	28
MSFPP2010	Join mouldings	40
MSFPP2011	Mount artwork	52
MSFPP2012	Cut mat boards	40
MSFPP2013	Cut and handle glazing materials for framing	24
MSFPP2014	Assemble basic artwork packages	40
MSFPP2015	Repair framing material finishes	44
MSFPP3003	Set up and operate computer numerically controlled (CNC) machines for picture framing work	60
MSFPP3010	De-frame artwork	32
MSFPP3011	Decorate mat boards	48
MSFPP3013	Prepare textiles for framing	60
MSFPP3014	Assess and prepare framing design requirements	75
MSFPP3015	Apply frame finishes	48
MSFPP3016	Assemble complex artwork packages	60
MSFPP3017	Install artwork	28
MSFPP4003	Design and construct ornamental frames	80
MSFPP4004	Determine and apply gilding techniques	80
MSFPT3001	Apply piano industry knowledge and work techniques	12
MSFPT3002	Select materials for piano repair and manufacture	15
MSFPT3003	Repair upright and grand piano actions, keys and pedals	50
MSFPT3004	Rebuild upright and grand piano actions, keys and pedals	90
MSFPT3005	Re-string and re-pin a piano	40

Unit Code	Unit Title	Nominal Hours
MSFPT3006	Regulate actions, keys and pedals of upright pianos	50
MSFPT3007	Regulate actions, keys and pedals of grand pianos	40
MSFPT3008	Apply piano tuning theory and basic acoustics	30
MSFPT3009	Develop control of tuning hammers	30
MSFPT3010	Pitch raise a piano	30
MSFPT3011	Tune unisons aurally to a beatless condition	60
MSFPT3012	Tune octaves aurally to appropriate stretch	60
MSFPT3013	Tune a temperament octave to produce an equally tempered scale	60
MSFPT3014	Tune a piano aurally and electronically within time and accuracy constraints	90
MSFPT3015	Voice a piano	40
MSFPT3016	Provide advice to customers on piano tuning and repair	20
MSFSF1001	Produce basic soft furnishing accessories	100
MSFSF2001	Cut single layer fabrics	40
MSFSF2002	Machine sew materials	48
MSFSF2003	Machine sew specialised sewn products	60
MSFSF2004	Hand sew soft furnishings	16
MSFSF2005	Operate a steam press	16
MSFSF2006	Calculate fabric quantities for window coverings	56
MSFSF2007	Construct unlined curtains and drapes	48
MSFSF2008	Construct lined curtains and drapes	40
MSFSF2009	Construct padded pelmets	40
MSFSF2010	Make up tracks for window coverings	24
MSFSF2011	Fit and adjust curtain hardware	48

Unit Code	Unit Title	Nominal Hours
MSFSF2012	Fit and adjust interior blinds	24
MSFSF2013	Dress windows	24
MSFSF2014	Use soft furnishing sector hand and power tools	56
MSFSF3001	Operate drop cutting machines	24
MSFSF3002	Use automated curtain pleating equipment	24
MSFSF3003	Follow patterns to produce window toppings	40
MSFSF3004	Construct Roman-style blinds	56
MSFSF3005	Construct Austrian festoon-style blinds	56
MSFSF3006	Chemically join textiles	24
MSFSF3007	Lay out patterns and cut fabrics	40
MSFSF3008	Measure up and calculate fabric quantities for window coverings	56
MSFSF3009	Manufacture bedspreads, bed linen and table cloths	65
MSFSF3010	Advise customers on interior decoration	52
MSFSF3011	Install motorised curtains and blinds	60
MSFSF3012	Follow patterns to produce soft furnishing accessories	40
MSFSF3013	Provide technical advice to customers	48
MSFSS2001	Rectify faults in product	30
MSFSS2002	Prepare product for Australian Standards testing	20
MSFSS2003	Undertake surface preparation	30
MSFSS3001	Install security screens and grilles	60
MSFSS3002	Apply patterns and designs to security screens and grilles	24
MSFSS3003	Resolve quality and compliance issues	16
MSFUP1001	Complete a basic upholstery project	100
MSFUP2001	Use upholstery sector hand and power tools	48

Unit Code	Unit Title	Nominal Hours
MSFUP2002	Fit upholstery components	36
MSFUP2003	Apply contemporary foundations to upholstered furniture	48
MSFUP2004	Machine sew basic upholstery final cover materials	36
MSFUP2005	Develop cutting plan and cut single layer upholstery fabric	36
MSFUP2006	Dismantle and re-assemble furniture for upholstering	48
MSFUP3001	Apply traditional foundations to upholstered furniture	64
MSFUP3002	Fit and apply final cover materials to furniture using basic techniques	48
MSFUP3003	Fit and apply final cover materials to furniture using decorative techniques	60
MSFUP3004	Lay out patterns and cut leather	24
MSFUP3005	Machine sew complex upholstery final cover materials	24
MSFUP3006	Fit and apply leather to furniture	24
MSFUP3007	Manufacture and fit loose covers	48
MSFUP3008	Apply finishing techniques to upholstered furniture	24
MSFUP3009	Develop cutting plan and cut multiple layer upholstery fabric	24
MSFUP3010	Cut, sew and fit skirts to upholstered furniture	28
MSFUP3011	Cut, sew and fit or fill cushions	48
MSFUP3012	Apply marine sewing and installation techniques	60
MSFUP3013	Cut and sew canvas and acrylics	60
MSFUP3014	Set up, operate and maintain computer numerically controlled (CNC) cutting machines	100

CONTACTS AND LINKS

Curriculum Maintenance Manager (CMM)		
Furnishing	The CMM Service is provided by Executive Officers, across all industry areas covered by Training Packages. They can assist with questions on payable and nominal hours.	Teresa Signorello Address: PO Box 42, Holmesglen, Victoria Australia 3148 Phone: 03 9564 1987 Email: teresa.signorello@holmesglen.edu.au Website for the Victorian State Government Education and Training website can be found here .
Service Skills Organisations (SSO)		
Innovation and Business Skills Australia	This SSO is responsible for developing this MSF Furnishing Training Package, companion volumes and support material and can be contacted for further information.	Address: Level 11, 176 Wellington Parade, East Melbourne, VIC 3002 Australia Phone: 03 9815 7000 Innovation and Business Skills Australia's website can be found here .
National Register for VET in Australia		
Training.gov.au (TGA)	TGA is the Australian governments' official National Register of information on Training Packages, Accredited Courses, qualifications, units of competency and RTOs.	National Register website can be found here .
Australian Government		
Department of Education and Training	The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training.	The Commonwealth Department of Education and Training website can be found here .
Victorian State Government		
Department of Education and Training (DET)	DET is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships policy.	(03) 9637 2000 The Victorian Department of Education and Training website can be found here .
National VET Regulatory Authority		

Australian Skills Quality Authority (ASQA)	ASQA is the national regulator for Australia’s VET sector.	Info line: 1300 701 801 ASQA’s website can be found here .
Victorian State VET Regulatory Authority		
Victorian Registration and Qualifications Authority (VRQA)	The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria.	(03) 9637 2806 VRQA’s website can be found here .

GLOSSARY

Code	Nationally endorsed Training Package qualification code.
Title	Nationally endorsed Training Package qualification title.
Unit Code	Nationally endorsed Training Package unit of competency code.
Unit Title	Nationally endorsed Training Package unit of competency title.
Maximum Payable Hours	The maximum number of hours the Victorian Government will subsidise under the Victorian Training Guarantee for the achievement of the minimum realistic vocational outcome of the qualification, as determined by the qualification packaging rules. The Maximum Payable Hours do not cover every possible combination of core and elective units available for a specific qualification.
Nominal Hours	Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DET) and are primarily developed for funding purposes in Victoria. Enquiries regarding nominal hours should be sent to this email