



VICTORIAN PURCHASING GUIDE

MSF FURNISHING
TRAINING PACKAGE RELEASE 7.0 & 8.0

MARCH 2023



Jobs, Skills,
Industry
and Regions

© Copyright State of Victoria

Department of Jobs, Skills, Industry and Regions 2023



Victorian Purchasing Guides are provided under a Creative Commons Attribution-No Derivatives 4.0 International licence. You are free to re-use the work under that licence, on the condition that you credit the State of Victoria (Department of Jobs, Skills, Industry and Regions), provide a link to the licence, indicate if changes were made, and comply with all other licence terms. You must not distribute modified material. See: [Creative Commons Attribution NoDerivatives 4.0 International](https://creativecommons.org/licenses/by-nc/4.0/)

The licence does not apply to:

- any images, photographs, trademarks or branding, including the Victorian Government logo and the DJSIR logo; and
- content supplied by third parties.

Copyright queries may be directed to copyright@education.vic.gov.au

Disclaimer

In compiling the information contained in and accessed through this resource, the Department of Jobs, Skills, Industry and Regions (DJSIR), has used its best endeavours to ensure that the information is correct and current at the time of publication but takes no responsibility for any error, omission, or defect therein.

To the extent permitted by law, DJSIR, its employees, agents and consultants exclude all liability for any loss or damage (including indirect, special or consequential loss or damage) arising from the use of, or reliance on the information contained herein, whether caused or not by any negligent act or omission. If any law prohibits the exclusion of such liability, DJSIR limits its liability to the extent permitted by law, for the resupply of the information.

Third party sites

This resource may contain links to third party websites and resources. DJSIR is not responsible for the condition or content of these sites or resources as they are not under its control.

Third party material linked from this resource is subject to the copyright conditions of the third party. Users will need to consult the copyright notice of the third-party sites for conditions of usage.

VICTORIAN PURCHASING GUIDE – RELEASE HISTORY

Note: RTOs should refer to the [National Register](#) for the detail of changes in each Release.

Training Package Release	Date VPG Approved	Comments
Release 8.0 & R7.0	3 March 2023	<p>This Victorian Purchasing Guide reflects MSF Furnishing Training Package Releases 8.0 and 7.0:</p> <ul style="list-style-type: none"> • Thirteen (13) revised qualifications • Nine (9) new units of competency • One hundred and forty-one (141) revised units • Forty-seven (47) deleted units of competency • One deleted qualification
Release 6.0	2 October 2022	<p>This Victorian Purchasing Guide reflects the MSF Furnishing Training Package Release 6.0:</p> <ul style="list-style-type: none"> • Three (3) revised qualifications • One (1) new unit of competency • Thirty-six (36) revised units of competency <p>Deletion of one (1) qualification and twenty-nine (29) units of competency</p>
Release 5.0	27 July 2020	<p>This Victorian Purchasing Guide reflects the MSF Furnishing Training Package Release 5.0.</p> <ul style="list-style-type: none"> • One (1) revised qualification • Five (5) new units of competency • Fourteen (14) revised units of competency <p>Five (5) deleted units of competency</p>
Release 4.0	27 February 2019	<p>This Victorian Purchasing Guide reflects the MSF Furnishing Training Package Release 4.</p> <ul style="list-style-type: none"> • Ten (10) revised qualifications • Eight (8) new units of competency <p>One hundred and sixty-eight (168) revised units of competency</p>
Release 3.0	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: MSF20516 Certificate II in Furniture Making Pathways • Ten (10) new pathways units of competency • Replacement of superseded imported units-all qualifications <p>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.</p>

Training Package Release	Date VPG Approved	Comments
Release 2.0	11 April 2016	<p>This Victorian Purchasing Guide reflects the MSF Furnishing Training Package Release 2.</p> <p>Four (4) new specialist elective units of competence for inclusion in existing qualifications.</p>
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>



TABLE OF CONTENTS

- INTRODUCTION 1
 - What is a Victorian Purchasing Guide? 1
 - Registration 1
 - Transition..... 1
- QUALIFICATIONS 2
- UNITS OF COMPETENCY AND NOMINAL HOURS..... 3
- CONTACTS AND LINKS..... 15
- INDUSTRY AND REGULATORY BODIES..... 16
- GLOSSARY 17

INTRODUCTION

What is a Victorian Purchasing Guide?

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

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

- The maximum and minimum payable hours available for each qualification.
- Nominal hours for each unit of competency within the Training Package.

Registration

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and Statements of Attainment under the Australian Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

Transition

The relationship between new units and any superseded or replaced units from the previous version of MSF Furnishing Training Package Release 8.0 is provided in the Training Package Companion Volume Implementation Guide. (See VETnet.gov.au for more information).

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see [Contacts and Links](#) section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the MSF Furnishing Training Package Release 8.0 is conducted against the Training Package units of competency and complies with the assessment requirements.

QUALIFICATIONS

Code	Title	Minimum Payable Hours	Maximum Payable Hours
MSF10122	Certificate I in Furnishing	352	370
MSF20122	Certificate II in Furnishing	429	452
MSF20322	Certificate II in Cabinet Making and Timber Technology	380	400
MSF20522	Certificate II in Furniture Making Pathways	390	410
MSF30122	Certificate III in Furniture Finishing	781	822
MSF30322	Certificate III in Cabinet Making and Timber Technology	1031	1085
MSF30722	Certificate III in Upholstery	912	960
MSF30822	Certificate III in Flooring Technology	972	1023
MSF40122	Certificate IV in Interior Decoration	844	888
MSF40422	Certificate IV in Glass and Glazing	752	792
MSF40522	Certificate IV in Piano Technology	586	617
MSF50222	Diploma of Interior Design	1595	1679
MSF60122	Advanced Diploma of Interior Design	1958	2061
MSF20413	Certificate II in Glass and Glazing	401	422
MSF30422	Certificate III in Glass and Glazing	1031	1085
MSF30518	Certificate III in Picture Framing	807	849
MSF30919	Certificate III in Blinds, Awnings, Security Screens and Grilles	685	721
MSF31018	Certificate III in Interior Decoration Retail Services	466	491
MSF40222	Certificate IV in Furniture Design and Manufacturing	905	953
MSF40318	Certificate IV in Kitchen and Bathroom Design	878	924
MSF50322	Diploma of Furniture Design and Manufacturing	1142	1202

UNITS OF COMPETENCY AND NOMINAL HOURS

Unit Code	Unit Title	Nominal Hours
MSFBA2011	Select and apply hardware and fixings for blinds, awnings, screens and grilles	24
MSFBA2012	Use blinds, awnings, security screens and grilles hand and power tools	40
MSFBA2013	Set up, operate and maintain blinds and awnings static machines	50
MSFBA2014	Construct metal louvre and canopy-hooded style awnings	60
MSFBA3011	Assemble awnings	45
MSFBA3012	Assemble interior blinds	50
MSFBA3014	Assemble pelmets	40
MSFBA3015	Install louvre shutters	75
MSFBA3016	Install awnings	70
MSFBA3017	Install interior blinds	60
MSFBA3018	Assess suitability of blinds and awnings	40
MSFBA3019	Assemble roller shutters	50
MSFBA3020	Install roller shutters	40
MSFBA3021	Assemble louvre shutters	45
MSFCP2005	Use coopering sector hand and power tools	40
MSFCP3001	Produce barrels using non-fired processes	100
MSFCP3002	Produce barrels using fired processes	100
MSFCP3003	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
MSFFDM4001	Assemble custom furniture	108
MSFFDM4002	Collect and interpret information to support production processes	80
MSFFDM4003	Construct and evaluate prototypes and samples	160

Unit Code	Unit Title	Nominal Hours
MSFFDM4004	Construct joints for custom furniture	40
MSFFDM4005	Design, construct and test jigs	90
MSFFDM4006	Hand carve wood to custom design	60
MSFFDM4007	Identify and calculate production costs	36
MSFFDM4008	Investigate materials and technologies for design projects	72
MSFFDM4009	Match furnishing styles and materials to customer requirements	24
MSFFDM4010	Prepare and present design and manufacturing information	18
MSFFDM4011	Prepare tender submissions	40
MSFFDM4012	Produce computer-aided line and component production drawings	64
MSFFDM4013	Produce curved and shaped components for custom furniture	64
MSFFDM4014	Produce manual and computer-aided drawings from design concepts	64
MSFFDM4015	Produce patterns and templates	36
MSFFDM4016	Produce timber veneered components for custom furniture	64
MSFFDM4017	Purchase materials and consumables	36
MSFFDM4018	Research and organise product inspection and testing	38
MSFFDM4019	Research and select manufacturing technologies	30
MSFFDM4020	Research and select product finishes	20
MSFFDM4021	Research furniture styles and movements	30
MSFFDM4022	Select, use and maintain hand tools for the creation of custom products	54
MSFFDM4023	Set up, operate and maintain basic static woodworking machines for furniture designs	54
MSFFDM5001	Construct custom furniture using advanced techniques	198
MSFFDM5002	Coordinate and optimise workplace maintenance programs	70
MSFFDM5003	Design product suitable for batched or limited production	30
MSFFDM5004	Design product suitable for high-volume technology services in production	30
MSFFDM5005	Design product suitable for mass production	112
MSFFDM5006	Develop and document technical workplace information	56
MSFFDM5007	Develop, trial and evaluate prototypes	108
MSFFDM5008	Evaluate design proposals and concepts	50
MSFFDM5009	Generate and transfer complex computer-aided drawings and specifications	72

Unit Code	Unit Title	Nominal Hours
MSFFDM5010	Investigate ergonomic, anthropometric and proxemic considerations for design	115
MSFFDM5011	Plan production	54
MSFFDM5012	Research, test and apply materials and technologies for design projects	45
MSFFDM5013	Work collaboratively on design projects	57
MSFFDT3001	Install low-voltage technology, automation, and intelligent management systems in furnishing	30
MSFFF2009	Use furniture finishing hand and power tools	48
MSFFF2010	Dismantle and reassemble furniture for finishing	56
MSFFF2011	Remove surface coatings	40
MSFFF2012	Prepare surfaces for finishing	24
MSFFF2013	Maintain spray equipment and booth	24
MSFFF2014	Apply surface coatings by spray gun	60
MSFFF2015	Apply stains, fillers and bleach	52
MSFFF2016	Apply surface coatings by hand	40
MSFFF3010	Match and make up colours	52
MSFFF3011	Set up, operate and maintain mechanical coating systems	40
MSFFF3012	Apply plural component coatings	52
MSFFF3013	Apply soft rubber techniques	20
MSFFF3014	Enhance finishes	24
MSFFF3015	Repair and touch up surfaces	40
MSFFF3016	Apply graining and decorative finishes	40
MSFFF3017	Apply traditional French polishing techniques	60
MSFFF3018	Set up, operate and maintain computer numerically controlled (CNC) coating systems	40
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
MSFFL2038	Install lay flat vinyl floor coverings	40
MSFFL2040	Install engineered timber flooring	40

Unit Code	Unit Title	Nominal Hours
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
MSFFL3052	Plan and cost flooring technology work	24
MSFFL3055	Respond to complaints about flooring installations	40
MSFFL3057	Select and fit diamond tools for concrete surface preparation and polishing	15
MSFFL3058	Provide advice to customers on floor coverings	40
MSFFL3066	Install linoleum floor coverings	40
MSFFL3068	Install resilient floor coverings using custom designs and decorative finishes	40
MSFFL3069	Install rubber floor coverings	40
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
MSFFL3081	Install block parquet flooring	40
MSFFL3082	Install cork tiles	48
MSFFL3087	Plan and implement maintenance systems for timber, laminate and engineered flooring	24
MSFFL3089	Apply solvent-based coatings to timber flooring	16
MSFFL3090	Apply water-based coatings to timber flooring	16
MSFFL3092	Apply composite-based coatings to timber flooring	16
MSFFL3094	Apply stains and fillers to timber flooring	16

Unit Code	Unit Title	Nominal Hours
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
MSFFL3102	Receive and prepare flooring materials	10
MSFFL3103	Install soft carpet underlay and grippers	40
MSFFL3104	Install unpatterned tufted carpet	130
MSFFL3105	Install laminate and hybrid vinyl flooring	30
MSFFL3106	Establish and maintain safe flooring installation work areas	8
MSFFL3107	Assess flooring installation sites	25
MSFFL3108	Polish concrete floors	20
MSFFL3109	Install carpet tiles	70
MSFFL3110	Install adhesive-fixed carpet	80
MSFFL3111	Install commercial carpet	48
MSFFL3112	Install patterned carpet	75
MSFFL3113	Install carpet on complex stairs	65
MSFFL3114	Install resilient tiles and planks	55
MSFFL3115	Install commercial sheet vinyl flooring	70
MSFFL3116	Install resilient sheet to walls	26
MSFFL3117	Install mosaic and panel parquetry flooring	32
MSFFL3118	Install sprung timber flooring	40
MSFFL3119	Install timber battens and plywood in preparation to install strip timber	40
MSFFL3120	Install timber flooring on joists	40
MSFFL3121	Apply emulsion wax and oil-based coatings to timber floors	16
MSFFL3122	Fine sand timber floors	24
MSFFL3123	Edge sand timber floors	16
MSFFL3124	Sand cork floors	25
MSFFL3125	Mix and apply thin-set terrazzo	16
MSFFL3126	Grout polished concrete floors	20
MSFFL3127	Install synthetic textile floor coverings in indoor and outdoor facilities	80
MSFFM2013	Use furniture making hand and power tools	40

Unit Code	Unit Title	Nominal Hours
MSFFM2014	Select and apply hardware	16
MSFFM2015	Apply sheet laminates by hand	8
MSFFM2016	Join solid timber	8
MSFFM2017	Hand make timber joints	40
MSFFM2018	Operate basic static machines safely	56
MSFFM2019	Assemble furnishing products	20
MSFFM3024	Construct jigs and fixtures	40
MSFFM3025	Construct furniture using leg and rail method	64
MSFFM3026	Produce angled and curved components using manufactured board	64
MSFFM3027	Produce angled and curved components using solid timber	64
MSFFM3028	Prepare and apply decorative surfaces for furnishing products	24
MSFFM3029	Select timbers for furniture production	8
MSFFM3030	Produce manual and computer-aided production drawings	60
MSFFM3031	Prepare cutting lists from design and production documentation	16
MSFFM3032	Set up, operate and maintain sawing machines	24
MSFFM3033	Set up, operate and maintain drilling machines	24
MSFFM3034	Set up, operate and maintain joining machines	52
MSFFM3035	Set up, operate and maintain planing and finishing machines	40
MSFFM3036	Set up, operate and maintain multi-head planing and moulding machines	60
MSFFM3037	Set up, operate and maintain routing and shaping machines	60
MSFFM3038	Set up, operate and maintain automated edge banding machines	60
MSFFM3039	Fabricate synthetic solid surface products	40
MSFFM3040	Produce and maintain cutting tools	40
MSFFM3041	Determine and document requirements for cabinetry installation	48
MSFFM3042	Fabricate cabinetry	80
MSFFM3043	Install cabinetry	50
MSFFM3044	Set up, operate and maintain computer numerically controlled (CNC) sizing machines	60
MSFFM3045	Set up, operate and maintain computer numerically controlled (CNC) machining and processing centres	80
MSFFP2020	Undertake a basic furniture making project	100

Unit Code	Unit Title	Nominal Hours
MSFFP2017	Develop a career plan for the furnishing industry	30
MSFFP2011	Use timber furnishing construction techniques	100
MSFFP2012	Join furnishing materials	40
MSFFP2013	Use basic artwork framing techniques	100
MSFFP2014	Use basic finishing techniques on timber surfaces	100
MSFFP2015	Use basic upholstery techniques	100
MSFFP2016	Construct a basic roll-up blind	100
MSFFP2018	Source and review information about furnishing product materials	40
MSFFP2019	Source and review information about kitchen, bathroom and laundry design	60
MSFFT4013	Coordinate onsite installation of furnishing products	40
MSFGG2011	Glaze and reglaze residential windows and doors #	72
MSFGG2012	Operate glass freefall rack and table #	8
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
MSFGG2017	Fabricate and install insect and security screens	44
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

Unit Code	Unit Title	Nominal Hours
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
MSFGG4017	Apply standards and codes of practice for the glass and glazing industry	36
MSFGG4018	Use specialised glass and glazing industry applications	30
MSFGG4019	Manage glass and glazing industry production scheduling	40
MSFGG4020	Perform laser measurement and levelling of glass windows and doors	20
MSFGG4021	Operate complex glass processing plant control systems	80
MSFGG4022	Manage glass processing plant shutdown and restart	40
MSFGG4023	Plan and coordinate commercial glazing installation	200
MSFGG4024	Assess designed glass conservation requirements	40
MSFGG4025	Apply innovation in contemporary designed glass	80
MSFGN2001	Make measurements and calculations	30
MSFGN2002	Move and store materials and products	16
MSFGN2004	Produce simple scale drawings by hand	40
MSFGN3003	Advise customers on products and services	40
MSFGN3004	Resolve quality and compliance issues	16
MSFGN3005	Read and interpret work documents	24
MSFGN3006	Estimate and cost job	16
MSFGN3007	Set up and operate a self-employed contracting business	60
MSFGN4001	Research and meet ethical and compliance requirements	25
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

Unit Code	Unit Title	Nominal Hours
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
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 visualisation techniques to represent interior designs	54
MSFID6019	Produce digital presentations for commercial projects	72
MSFID6020	Develop commercial interior design project documentation	80
MSFKB2003	Prepare for cabinetry installation	12

Unit Code	Unit Title	Nominal Hours
MSFKB2004	Provide assistance in cabinet installation	12
MSFKB3009	Provide advice on modular kitchens	40
MSFKB3010	Detail cabinet construction requirements	20
MSFKB3012	Plan kitchen and bathroom projects	80
MSFKB4009	Determine spatial planning considerations for kitchen designs	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
MSFPP2009	Cut mouldings to length	28
MSFPP2010	Join mouldings	40
MSFPP2011	Mount artwork	52
MSFPP2012	Cut mat boards	40
MSFPP2013	Cut and handle glazing	24
MSFPP2014	Assemble basic artwork packages	40
MSFPP2015	Repair framing material finishes	44
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
MSFPT4000	Select and use materials for piano repair and manufacture	15
MSFPT4001	Provide advice to customers on piano tuning and repair	20
MSFPT4002	Research and apply information about piano technology	12
MSFPT4003	Repair piano actions, keys and pedals	50
MSFPT4004	Regulate actions, keys and pedals of upright pianos	50

Unit Code	Unit Title	Nominal Hours
MSFPT4005	Regulate actions, keys and pedals of grand pianos	40
MSFPT4006	Apply piano tuning theory and basic acoustics	30
MSFPT4007	Control tuning hammers	30
MSFPT4008	Pitch raise a piano	30
MSFPT4009	Tune unisons aurally to a beatless condition	60
MSFPT4010	Tune octaves aurally to appropriate stretch	60
MSFPT4011	Tune a temperament octave to produce an equally tempered scale	60
MSFPT4012	Tune a piano aurally and electronically	90
MSFPT4013	Voice a piano	40
MSFSF2016	Operate a steam press	16
MSFSF2017	Construct unlined curtains and drapes	48
MSFSF2018	Construct lined curtains and drapes	40
MSFSF2019	Construct padded pelmets	40
MSFSF2020	Make up tracks for window coverings	24
MSFSF2021	Fit and adjust curtain hardware	48
MSFSF2022	Cut single layer fabrics	40
MSFSF3016	Lay out patterns and cut fabrics	40
MSFSF3017	Measure up and calculate fabric quantities for window coverings	56
MSFSF3018	Advise customers on interior decoration	52
MSFSF3015	Construct Roman-style blinds	60
MSFSS2004	Rectify faults in product	30
MSFSS2003	Undertake surface preparation	30
MSFSS3004	Install non-security and security screens and grilles	60
MSFSS3005	Assemble non-security and security screens and grilles	40
MSFUP2007	Use upholstery hand and power tools	48
MSFUP2008	Fit upholstery components	36
MSFUP2009	Apply contemporary foundations to upholstered furniture	48
MSFUP2010	Machine sew basic upholstery final cover materials	36
MSFUP2011	Develop cutting plan and cut single-layer upholstery fabric	36
MSFUP2012	Dismantle and reassemble furniture for upholstery	48
MSFUP3015	Apply traditional foundations to upholstered furniture	64

Unit Code	Unit Title	Nominal Hours
MSFUP3016	Fit and apply final cover materials to furniture using basic techniques	48
MSFUP3017	Fit and apply final cover materials to furniture using decorative techniques	60
MSFUP3018	Lay out patterns and cut leather	24
MSFUP3019	Machine sew complex upholstery final cover materials	24
MSFUP3020	Fit and apply leather to furniture	24
MSFUP3021	Manufacture and fit loose covers	48
MSFUP3022	Apply finishing techniques to upholstered furniture	24
MSFUP3023	Develop cutting plan and cut multiple layer upholstery fabric	24
MSFUP3024	Cut, sew and fit skirts to upholstered furniture	28
MSFUP3025	Cut, sew and fit or fill cushions	48
MSFUP3026	Apply marine sewing and installation techniques	60
MSFUP3027	Cut and sew canvas and acrylics	60

CONTACTS AND LINKS

Curriculum Maintenance Manager (CMM) Service

Building Industries

The CMM Service is provided on behalf of Higher Education and Skills.

CMM Service Executive Officers can assist with questions on payable and nominal hours.

Teresa Signorello
Holmesglen Institute
PO Box 42
Holmesglen VIC 3148
03 9564 1987
teresa.signorello@holmesglen.edu.au

Jobs and Skills Council (JSC) – Skills Insight

Skills Insight is responsible for developing the MSF Furnishing Training Package. Contact details for Skills Insight are yet to be established and in the interim further information is available from [Skills Impact](#).

National Register of VET in Australia - Training.gov.au (TGA)

TGA is the Australian government's official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. See [training.gov.au](#) for more information.

Australian Government - Department of Employment and Workplace Relations (DEWR)

The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training. See [Skills and Training - DEWR](#) for more information.

State Government - Department of Jobs, Skills, Industry and Regions (DJSIR)

DJSIR (formerly Department of Education and Training) is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria. See [djsir.vic.gov.au](#) for more information. (03) 9637 2000

National VET Regulatory Authority - Australian Skills Quality Authority (ASQA)

ASQA is the national regulator for Australia's VET sector. Info line: 1300 701 801 See [asqa.gov.au](#) for more information.

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 See [vrqa.vic.gov.au](#)

INDUSTRY REGULATORY BODIES

WorkSafe Victoria

The industry Regulatory body can provide advice on licensing, legislative or regulatory requirements which may impact on the delivery of training or the issuance of qualifications in this Training Package. WorkSafe needs to provide written verification before high risk work units can be added to an RTO's scope of registration. info@worksafe.vic.gov.au See worksafe.vic.gov.au for further information.

222 Exhibition Street,
Melbourne 3000
(03) 9641 1444 or
1800 136 089 (toll free)

GLOSSARY

Code	Nationally endorsed Training Package qualification code.
Title	Nationally endorsed Training Package qualification title.
Unit Code	Nationally endorsed Training Package unit code.
Unit Title	Nationally endorsed Training Package unit title.
Maximum Payable Hours	<p>The maximum number of hours the Victorian Government will subsidise under Skills First funding 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.</p> <p>Minimum payable hours reflect a calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration.</p>
Scope of Registration	Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide.
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 (DJSIR) and are primarily developed for funding purposes in Victoria.