

Certificate II in Furniture Making Pathways

Caloundra State High School

TAS version: **Semester 1 2019**

Delivery period: 2019

Approval School RTO training and assessment strategy			
School RTO name	Caloundra SHS	QCAA number	198
Qualification code	MSF20516	National provider number	30058
RTO manager		Chief executive (principal)	
Name	Jan McLean	Name	Julie Pozzoli
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Date	6/6/18	Date	6/6/18

QCAA draft template as at October 2016

Section 1 Program overview

1.1 National requirements			
School name	Caloundra State High School		
RTO ID	30058		
QCAA no.	198		
Qualification code	MSF20516		
Qualification title	Certificate II in Furniture Making Pathways		
Relevant standards	1.1–1.7, 1.8(a), 1.9–1.19, 1.26, 2.2, 5, 8.4		
Training package code	MSF		
Current release date	12/7/2016	Release number:	3.0-3.1
Training package title	Furnishing		
National register	https://training.gov.au/Training/Details/MSF20516		
Companion volume			
Qualification status	Current	<p><i>Note Standards 1.26b and 1.26a (extracts below).</i></p> <p>1.26 b) Where an AQF qualification is no longer current and has not been superseded, all [students'] training and assessment is completed and the relevant AQF certification documentation issued within a period of two years from the date the AQF qualification was removed or deleted from the National Register.</p> <p>1.26 a) Where a [qualification] on [the RTO's] scope of registration is superseded, all [students'] training and assessment is completed and the relevant AQF certification documentation is issued or [students] are transferred into its replacement, within a period of one year from the date the replacement [qualification] was released on the National Register.</p>	
Superseded, deleted, or no longer current date	Choose change of status date		
Latest date for student completion and AQF certification (Complete only if qualification status ≠ current)	Not applicable or choose date		
TAS development date	Sem 1 2019	TAS expiry date	Sem 2 2020
Date of latest industry engagement		Date of validation	
Delivering and assessing information			
Developed for (Select one only)	Individual student/s <input type="checkbox"/>	If yes, name/s of student/s	
	OR Class cohort <input checked="" type="checkbox"/>	If yes, current number of students enrolled	1

Total number of assessment tools for this qualification	10	Delivery period Start End	1/02/2019 15/12/2020
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1.2 Qualification

Requirement	Packaging rules	Confirmed by RTOM
<p>Qualification description and job roles</p>	<p>This qualification applies to a learning and assessment environment where access to structured on-the-job learning in a workplace may not be available. This qualification is only for institutional delivery.</p> <p>The qualification is intended for people interested in exposure to a furniture making or related working environment with a view to entering into employment in that area.</p> <p>This qualification delivers broad-based underpinning skills and knowledge in a range of furniture making tasks, which will enhance the graduates' entry-level employment prospects for apprenticeships, traineeships or general employment in a furniture-manufacturing environment or related workplace.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Packaging rules</p>	<p>To be awarded the MSF20516 Certificate II in Furniture Making Pathways competency must be achieved in a minimum of twelve (12) units of competency, chosen as outlined below:</p> <ul style="list-style-type: none"> • all five (5) core units of competency • a minimum of six (6) units of competency from Group A • a maximum of one (1) unit of competency from Group B. <p>There are no units with prerequisite requirements in this qualification.</p> <p>This qualification does not allow for the importation of units of competency from other Training Packages or other MSF qualifications. The units listed below are the only units that can be accessed for achievement of this qualification.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

1.3 Delivery and assessment

Requirement	Pre-enrolment information		Confirmed by RTOM
Entry requirements and reasonable adjustments (Adjust as appropriate)	There are no formal qualification entry requirements. Entry requirements for this program include the student's agreement and ability to undertake the following: <ul style="list-style-type: none"> • Demonstrate evidence of language, literacy and numeracy skills at the requisite ACSF level. • Attend and participate in scheduled training and assessment. • Participate in workplace tasks to employer expectations. • Be able to work in an industry environment and handle industry standard equipment. • Comply with the RTO code of conduct requirements, directions on work, and health and safety matters. 		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	User Pays Fees - \$90 / year of course of study (\$180 total) to cover materials used in the production of assessment materials.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Mode of delivery (Adjust as appropriate)	The mode of delivery includes any combination of the following: <ul style="list-style-type: none"> • face to face in a simulated workplace environment for required performance and knowledge evidence • work experience in commercial work site — third party report • online for some components of training for knowledge evidence • in a classroom ('off the job') for some components of training for knowledge evidence 		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Delivery location (Adjust as appropriate)	The delivery location is the principle place of business of the RTO.	<i>If work experience is mandatory and travel to another location is required, this information must be included in Section 4.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Program duration (Adjust as appropriate)	Total program duration is 2 years of delivery and assessment. <i>3 x 70 minutes lessons / week</i> <i>Approximately 74 weeks across the 2 years</i>	<i>School RTOs may only deliver to students enrolled in a Queensland school in Years 10–12.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1.3 Delivery and assessment

Requirement	Pre-enrolment information	Confirmed by RTOM
Amount of learning	<p>The 'amount of learning' identifies the notional duration of all activities required for the achievement of the learning outcomes of this program.</p> <p>The nominal volume of learning for this program is:</p> <p><input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 2 years <input type="checkbox"/> 3 years.</p> <p>This includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 110 hours <input checked="" type="checkbox"/> 220 hours <input type="checkbox"/> 330 hours of scheduled training and assessment activity one-on-one instruction as required personal study time, either off the job or at home additional language, literacy and numeracy training while enrolled and undertaking full-time school-based studies online learning activities <p>Total amount of learning: <input checked="" type="checkbox"/> 600–1200 hours <input type="checkbox"/> 1200–2400 hours</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Learning resources	<p>There are sufficient learning resources, equipment and facilities to:</p> <ul style="list-style-type: none"> enable students to meet the requirements for each unit of competency support the number of students undertaking the training and assessment. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Assessment resources (Adjust as appropriate)	<p>Assessments will be formative and conducted on the job, where skills, knowledge and understanding may be demonstrated in the simulated workplace environment. That is, assessment of knowledge and skills will be integrated with assessment of their practical application.</p> <p>Projects/tasks and work evidence will be progressively gathered by the assessor for units of competency until sufficient valid evidence is gathered to make assessment decisions on competency. Submission of written work is based on the performance requirements of the units of competency. Evidence of skills and knowledge will be gathered simultaneously.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Evidence-gathering conditions (Adjust as appropriate)	<ul style="list-style-type: none"> Will be progressively gathered for groups of units simultaneously. Methods will confirm consistency of performance over time and in a range of workplace-relevant contexts, rather than a single assessment event. Will be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, training journals and reviews of work products/folios and third party reports. Will be done under the specific assessment conditions required by the units 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Work placement arrangements for students	Work placement is not part of this course.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

1.3 Delivery and assessment

Requirement	Pre-enrolment information	Confirmed by RTOM
Third party arrangements (Adjust as appropriate)	No services are delivered on behalf of the RTO. <p><i>'Third party' means any party that provides services on behalf of the RTO, but does not include a contract of employment between an RTO and its employee.</i></p> <p><i>The RTO ensures that where services are provided on its behalf by a third party the provision of those services is the subject of a written agreement.</i></p> <p><i>The RTO must disclose to the student the name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the student on the RTO's behalf.</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Educational and support services	Learners in this cohort are school students. The RTO will schedule supervised training and assessment sessions based on the timetable. Students may negotiate support in addition to scheduled hours, to develop the required skills and knowledge.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Early termination of program	In the event that the RTO loses suitably qualified trainers and assessors and is unable to deliver this program: <ul style="list-style-type: none"> • students will be issued with a statement of attainment for any successfully completed units of competency • any fees paid toward the program will be refunded on a pro rata basis. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	G:\Coredata\Common\Information for Staff\Vocational Education\2018	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1.3 Delivery and assessment		
Requirement	Pre-enrolment information	Confirmed by RTOM
Transition	<p>This qualification's status on TGA is current at the time of this strategy's expected start date.</p> <p>If this qualification is superseded with a new version before the end of the expected duration of the program, then:</p> <ul style="list-style-type: none"> • if practical, students will complete training and assessment and receive any appropriate certificates in the old qualification within 12 months of the release of the new version • if this is not practical, students will transition to the new qualification within 12 months and complete their training and assessment in the new version within the expected duration of the program. Credit will be arranged for units completed and deemed as equivalent. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1.4 Certification		
Requirement	Description	Confirmed by RTOM
Certificates and Statements of Attainment	<p>If a student is assessed as meeting the requirements of the qualification, and all agreed fees the student owes to the RTO have been paid, then within 30 calendar days of all conditions being met:</p> <ul style="list-style-type: none"> • an AQF certificate and record of results will be issued if the qualification in which the learner is enrolled is complete • a statement of attainment will be issued if the qualification in which the learner is enrolled is partially complete 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Credit arrangements	<p>Transitioning from an old version to a new version of a training product</p> <p>If the national register (training.gov.au) deems a superseded unit of competency to be equivalent to its new replacement, students may claim credit for a successfully completed superseded unit.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p>If a student already holds a unit of competency</p> <p>If a student has a statement of attainment for a unit of competency and it has the same code as a unit of competency making up this program, the student may make a claim for a credit transfer.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Recognition of prior learning (RPL) arrangements	<p>Students may request recognition of prior learning (RPL) assessment. Students are advised of the opportunity to apply for RPL and, if requested, will be provided with an RPL document allowing them to provide verifiable details of prior learning. The evidence will be assessed for currency and against requirements of the units of competency, and an amended program strategy will be prepared, taking into account the student's prior learning.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	G:\Coredata\Common\Information for Staff\Vocational Education\2018	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1.4 Certification

Reissuing of Certificates and Statements of Attainment	The RTO maintains an auditable-quality register of all AQF qualifications (including statements of attainment) issued and authorised to issue. The register contains sufficient information to identify correctly the holder of the qualification, the AQF qualification by its full title, and date of issue/award/conferral.	<p><i>The Standards require compliance with the AQF Register and Issuance policies. All RTOs will:</i></p> <ul style="list-style-type: none"> • <i>Maintain an auditable-quality register of AQF qualifications issued (including Statements of Attainment). containing sufficient information to identify correctly</i> <ul style="list-style-type: none"> – <i>the holder of the qualification</i> – <i>the AQF qualification by its full title</i> – <i>date of issue/award/conferral.</i> • <i>have a policy that permits replacement of certification documentation.</i> • <i>be responsible for authentication and verification of any replacement certification documentation.</i> <p>http://www.aqf.edu.au/resources/aqf/</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	The RTO has a policy that permits the replacement of certification documentation, and maintains responsibility for authentication and verification of any replacement certification documentation.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	G:\Coredata\Common\Information for Staff\Vocational Education\2017		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1.4 Certification

Unique Student Identifier (USI)	<p>The school RTO will not issue an AQF certificate, record of results or statement of attainment to a student without having a verified USI for that individual.</p> <p>The consequences of not providing the RTO with a USI have been explained to the student. Each student's USI will be recorded by the RTO in SLIMS before issuance of any AQF credentials.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p>A student may access their training records and results (transcript) by accessing their USI account online from a computer, tablet or smart phone. For more information, see: http://usi.gov.au/Students/pages/default.aspx</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1.5 Reporting

Requirement	Description	Confirmed by RTOM
Recording results (Adjust the first three points as appropriate)	<ul style="list-style-type: none"> Evidence-gathering tools are used as evidence of a student's progress toward competency. The interim outcome descriptors of 'Satisfactory' or 'Unsatisfactory' will be used on students' projects and evidence documents. Students may continue to submit evidence until they exit the program. Assessor may determine final outcomes for units of competency at any time, but only after sufficient valid evidence has been gathered and assessed and any pre-requisite units have been successfully completed. RTO management will record final outcomes (usually using the descriptors Competent, Not Competent, Credit Transfer, Superseded or Withdrawn) in Student Data Capture System (SDCS). All final outcomes must be entered into SDCS before the end of the last term of the VET program or immediately after a student exits the program. RTO management reports student enrolment data to QCAA within the first term of the student's commencement of the VET program. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Student profiles (Adjust the first two points as appropriate)	<ul style="list-style-type: none"> Student profiles are updated by the assessor and are accessible to students on request. Assessors update the profile to confirm an individual student's submission of evidence and record interim and final outcomes. RTO management uses final outcomes recorded in student profiles to update SDCS and/or SLIMS. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Projects and evidence-gathering instruments	<ul style="list-style-type: none"> All assessment activities, including projects and evidence-gathering tools, are identified by a code and listed in this document. A mapping document provides evidence of how assessment activities, projects and evidence-gathering tools meet the requirements for each unit of competency. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Section 2 Core and elective components

List the units that are going to be delivered and assessed as part of this strategy. Engage with industry to confirm the relevance of elective units selected, and record this in Section 7.

Relevant standards: 1.1, 1.2, 1.4, 1.7, 1.8(a), 1.12, 3.5, Schedule 5

Note: A prerequisite unit may be delivered through an integrated approach with the secondary unit; it does not have to be fully completed before starting the secondary unit. However, to satisfy formal requirements, the prerequisite unit must be signed off prior to the secondary unit

Core and elective units being offered	Unit type	Pre-requisite unit required?
Enter the unit code and title. <i>Hyperlink to unit on TGA is recommended.</i>	Choose an item.	<input type="checkbox"/>
MSMENV272 Participate in environmentally sustainable work practices	CORE	<input type="checkbox"/>
MSMPC1103 Demonstrate care and apply safe practices at work	CORE	<input type="checkbox"/>
MSFGN2001 Make measurements and calculations	CORE	<input type="checkbox"/>
MSFFP2001 Undertake a basic furniture making project	CORE	<input type="checkbox"/>
MSFFP2002 Develop a career plan for the furnishing industry	CORE	<input type="checkbox"/>
MSFFM2001 Use furniture making sector hand and power tools	GROUP A	<input type="checkbox"/>
MSFFM2003 Select and apply hardware	GROUP A	<input type="checkbox"/>
MSFFP2003 Prepare surfaces	GROUP A	<input type="checkbox"/>
MSFFP2004 Apply domestic surface coatings	GROUP A	<input type="checkbox"/>
MSFFP2005 Join materials used in furnishing	GROUP A	<input type="checkbox"/>
MSFFP2006 Make simple timber joints	GROUP A	<input type="checkbox"/>
MSMSUP106 Work in a team	GROUP B	<input type="checkbox"/>