

UNIT OUTLINE

ENTERPRISE ACADEMY

SEMESTER 1 2019

Course Title	Furniture Making	Course Code	8221
Unit Title	Joinery & Finishing	Unit Code	82166
Semester Unit	Joinery & Finishing	Unit Value	1.0
Term 1 Unit	Joinery & Finishing a	Unit Value	0.5
Term 2 Unit	Joinery & Finishing b	Unit Value	0.5
Qualification	MSF10113 - Certificate I in Furnishing		
Training Package	Furnishing Training Package		
RTO	ACTIVE 88000		

GOALS

The specific goals of this unit are for students to:

- Evaluate environmental and sustainability issues within furniture making
- Develop skills and knowledge in joining and finishing different timbers

UNITS OF COMPETENCY

This unit encompasses units of competency that contribute towards Certificate I in Furnishing MSF10113 and are as follows:

Code	Competency Title	Core/Elective
MSMENV272	Participate in environmentally sustainable work practices	Core

More details on each of the competencies can be found at <https://training.gov.au/Training/Details/MSF10113> for example MSAPMOHS100A - Follow WHS procedures <https://training.gov.au/Training/Details/MSAPMOHS100A>

CONTENT SUMMARY

1. Participate in environmentally sustainable work practices

This competency applies to operators/team members who are required to follow procedures so as to work in an environmentally sustainable manner. This ensures regulatory compliance and also aims at minimising environmental risks and maximises the environmental performance of the process and the organisation. It includes:

- resources used
- potential environmental hazards
- Improving environmental performance (within scope of competency and authority).

COST OF MATERIALS: The cost for materials associated with this unit of study, is **\$30** per semester, \$15 per term. This covers consumables, such as timber and materials used in the set projects constructed in practical lessons.

ASSESSMENT

TASK	DUE DATE	WEIGHTING	
		TERM	SEMESTER
Practical project 1 – Dovetail Box	Week 9	70%	35 %
Theory book 1	Week 9	30%	10
Practical project 2 – Folding Chair or user choice by negotiation relating to restoration or sustainability	Week 17		35 %
Theory Book 2	Week 16		10 %
Theory test	Week 12		10 %

Students who have completed the set project previously may negotiate to build a project of their own choice. Other students may also build a project of their choosing that includes similar skills by negotiation with their teacher.

Specific Entry & Exit Requirements for Term Units

There are no entry or exit points within this unit.

RECOGNITION OF PRIOR LEARNING

If you already have experience, skills or knowledge that is relevant to this vocational course then you are entitled to seek acknowledgment of this through the Recognition of Prior Learning (known as RPL) process. These skills and knowledge may have been gained through formal or informal training or work, community or life experience. If you apply for RPL you will be asked to supply evidence to support your application. Your teacher, or the VET Coordinator, will be able to assist you if you think that the RPL process may apply to you.

CREDIT TRANSFER

Credit transfer allows you to count relevant, successfully completed studies, competencies or qualifications towards your current qualification or course. It is based on identified equivalence in content and learning outcomes between the two qualifications. To apply for Credit Transfer you must bring a copy of your formal qualifications or study to your teacher or the VET Coordinator so that they can be recognised.

OPPORTUNITY TO RESIT

If you are assessed as Not Yet Competent when first assessed, you have the right to request another competency assessment when you feel ready for this, to prove your competency. This is to be done in negotiation with your teacher.

ATTENDANCE AND PARTICIPATION

Students are expected to submit all assessment items and attend all classes, participate in a positive manner and seek support whenever it is required. Excursions, simulations and presentations by visitors (including lunchtime) may form part of classwork. It is your responsibility to catch up on missed work when absent from class.

Any student whose attendance falls below the 90% of the scheduled classes/contact time and has not provided substantial documentary evidence to cover the absence will be awarded a V grade. This means that 4 unexplained absences in a term or 8 unexplained absences in a semester could mean that a V grade may be awarded. However, the Principal has the right to exercise discretion in special circumstances if satisfactory documentation is supplied.

LATE SUBMISSION OF WORK

Students are encouraged to submit work on time, as it is a valuable organisational skill. Students are also encouraged to complete work even if it is late, as there are educational benefits in doing so.

Late work will receive a penalty of 5% (of possible marks) per calendar day late, unless an extension is granted by the class teacher prior to the deadline. This means that 5% is taken off the possible marks that could have been achieved eg. If a student achieved a score of 75/100, and the item is one day late, then five marks (5% of 100) would be taken from 75, which leaves the score as 70/100. 'Per calendar day late' means each day late whether it be a weekend or public holiday. Items due on any date must be submitted to the class teacher, faculty staff room, or front office at the college by 3.30pm on that day. After 3.30pm, the item will attract the late penalty. Submission of work on a weekend or public holiday is not acceptable. If you do not submit your work to your class teacher, make sure that it is signed and dated by either another member of staff in the faculty staffroom, or a member of the front office staff.

Achievement in Accredited Courses is reported to the Board of Senior Secondary Studies and students with a Grade A-E. Late work submitted without approval will have an impact on the grade awarded to a student.

No work will be accepted after marked work has been returned, or accepted after the unit has completed. Computer and/or printer failure will not be accepted as a valid reason for late work. Make sure you backup, keep hard copies and rough notes.

Unless prior approval is granted, any student who fails to submit assessment tasks worth in total 70% or more of the assessment for the unit, will be considered to be unassessable and will receive a V grade. The Principal has the right to exercise discretion in the application of the late penalty in special circumstances where satisfactory documentation is supplied.

ASSESSMENT CRITERIA FOR ASSESSMENT AND REPORTING OF STUDENT ACHIEVEMENT

The following assessment criteria are a focus for assessment and reporting in this unit. Criteria are the essential qualities that teachers look for in student work. These criteria must be used by teachers to assess student's performance, however not all of them need to be used on each task. Assessment criteria are to be used holistically on a given task and in determining the unit grade.

Students will be assessed on the degree to which they demonstrate:

- Knowledge and understanding
- Skills

Teachers will consider, when allocating grades, the degree to which students demonstrate their ability to complete and submit tasks within a specified time frame.

CHEATING AND DISHONEST PRACTICE

The integrity of the College's assessment system relies upon all involved acting in accordance with the highest standards of honesty and fairness. Any departure from such standards will be viewed very seriously.

Accordingly:

- Plagiarism - claiming authorship of someone else's work (intentionally or otherwise) - is a serious misdemeanour, and attracts severe penalties.
- Students are required to acknowledge the source of all material that is incorporated into their own work.
- Students may not submit the same item for assessment in more than one unit, unless specific agreement has been reached with the class teacher.

MODERATION

Throughout the semester, moderation in the form of common marking schemes, cross marking and joint marking occurs across all units in the Moderation Group to ensure comparability of standards. Moderation is a process whereby student's work is compared so that student performance can be graded fairly and consistently. Moderation takes some time, and so students may not receive their work back until ACT wide moderation of grades across all colleges has occurred. Small Group Moderation is carried out in courses with small class sizes.

RIGHT TO APPEAL

You can appeal against your assessment if you feel that the result you obtained is not fair. You should first talk to your class teacher, and if you are not satisfied with the explanation you must discuss the situation with the Executive Teacher of the faculty concerned. If you still do not feel that your result is fair you should talk to the Deputy Principal Programs for further advice on the 'appeal process'.

Executive Teacher: Clint Codey

Class Teacher: Dirk Wilkens

Date: 3 February 2019

All students should note the BSSS assessment policy on assessment, late submission and plagiarism, contained in this Unit Outline distributed to every student for this subject.

Achievement Standards Furniture Making A Course Year 12

	<i>A student who achieves an A grade typically</i>	<i>A student who achieves a B grade typically</i>	<i>A student who achieves a C grade typically</i>	<i>A student who achieves a D grade typically</i>	<i>A student who achieves an E grade typically</i>
Knowledge and understanding	<ul style="list-style-type: none"> analyses industry practices, processes and procedures and explains their significance in the application to workplace and/or work related contexts analyses technical information and specifications and evaluates a wide range of materials and equipment evaluates work, health and safety practices and analyses how they apply to the workplace and/or work related contexts 	<ul style="list-style-type: none"> explains industry practices, processes and procedures and describes their significance in the application to workplace and/or work related contexts explains technical information and specifications and describes a range of materials and equipment analyses work, health and safety practices and explains how they apply to the workplace and/or work related contexts 	<ul style="list-style-type: none"> describes industry practices, processes and procedures and identifies their significance in the application to workplace and/or work related contexts describes technical information and specifications and identifies a range of materials and equipment describes work, health and safety practices and identifies how they apply to the workplace and/or work related contexts 	<ul style="list-style-type: none"> identifies industry practices, processes and procedures with some reference to their significance in the application to workplace and/or work related contexts identifies technical information and specifications and identifies some materials and equipment identifies work, health and safety practices, with some reference to how they apply to the workplace and/or work related contexts 	<ul style="list-style-type: none"> identifies industry practices, processes and procedures with little or no reference to their significance in the application to workplace and/or work related contexts identifies some technical information with little or no reference to materials and equipment identifies work, health and safety practices, with little or no reference to how they apply to the workplace and/or work related contexts
Skills	<ul style="list-style-type: none"> applies with high proficiency, industry practices, processes and procedures to deliver a service and/or create a product applies with high proficiency, technical information and specifications to create high quality products and/or services solves problems, proposes solutions and justifies decisions in completing a task demonstrates with high proficiency, industry specific literacy and numeracy skills to a wide range of tasks demonstrates highly developed behaviours and attitudes and contributes positively to learning and work reflects with insight on own learning processes and needs related to industry and the workplace communicates with high proficiency, using industry terminology and effectively organises materials and resources 	<ul style="list-style-type: none"> applies with proficiency, industry practices, processes and procedures to deliver a service and/or create a product applies with proficiency, technical information and specifications to create quality products and/or services solves problems, proposes solutions and explains decisions in completing a task demonstrates with proficiency, industry specific literacy and numeracy skills to a range of tasks demonstrates developed behaviours and attitudes and contributes positively to learning and work explains own learning processes and needs related to industry and the workplace communicates with proficiency, using industry terminology and competently organises materials and resources 	<ul style="list-style-type: none"> applies effectively industry practices, processes and procedures to deliver a service and/or create a product applies effectively technical information and specifications to create quality products and/or services solves problems, proposes solutions and describes decisions in completing a task demonstrates effectively industry specific literacy and numeracy skills to tasks demonstrates appropriate behaviours and attitudes and contributes positively to learning and work describes own learning processes and needs related to industry and the workplace communicates effectively, using industry terminology and organises materials and resources 	<ul style="list-style-type: none"> applies some industry practices, processes and procedures to deliver a service and/or create a product applies some technical information and specifications to create products and/or services follows instructions, guidelines and procedures demonstrates some industry specific literacy and numeracy skills to tasks demonstrates some appropriate behaviours and attitudes and mainly contributes positively to learning and work describes some learning processes and needs related to industry and the workplace communicates using some industry terminology and demonstrates some ability to organise materials and resources 	<ul style="list-style-type: none"> applies little or no industry practices, processes and procedures to deliver a service and/or create a product applies little or no technical information and specifications to create products and/or services follows simple instructions, guidelines and procedures demonstrates little or no industry specific literacy and numeracy skills to tasks demonstrates limited appropriate behaviours and attitudes describes limited learning processes and needs related to industry and the workplace communicates using little or no industry terminology and demonstrates little or no ability to organise materials and resources

