Case for Endorsement

MSF Furnishing Training Package (Release 5.0)

Submitted by IBSA Manufacturing on behalf of the Furnishing Industry Reference Committee (January 2020)

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Furnishing Industry Reference Committee

MSF Furnishing Training Package Release 5.0 Case for Endorsement (January 2020)

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Section A: Administrative details

A1 Name of Industry Reference Committee

Furnishing Industry Reference Committee (IRC). Refer **Appendix 1** .

A2 Name of Skills Service Organisation (SSO)

Innovation and Business Skills Australia (IBSA) Manufacturing.

A3 Title and code of training package components submitted for approval

MSF Furnishing Training Package (Version 5) components submitted for approval are:

- One (1) revised non-equivalent qualification:
    - MSF30919 Certificate III in Blinds, Awnings, Security Screens and Grilles

- Five (5) new units of competency:
    - MSFBA3011 Assemble awnings
    - MSFBA3012 Assemble interior blinds
    - MSFBA3019 Assemble roller shutters
    - MSFBA3020 Install roller shutters
    - MMSFFDT3001 Install low-voltage technology, automation, and intelligent management systems in furnishing
- Fourteen (14) revised units of competency:
    - Five (5) revised equivalent units of competency:
        - MSFBA2011 Select and apply hardware and fixings for blinds, awnings, screens and grilles
        - MSFBA3014 Assemble pelmets
        - MSFBA3017 Install interior blinds
        - MSFGN3004 Resolve quality and compliance issues
        - MSFSF2015 Cut single layer fabrics
    - Nine (9) revised non-equivalent units of competency:
        - MSFBA3015 Install louvre shutters
        - MSFBA3016 Install awnings
        - MSFBA3018 Assess suitability of blinds and awnings
        - MSFBA3021 Assemble louvre shutters
        - MSFGN2003 Organise Australian Standards testing of products, materials, and their design
        - MSFGN3003 Advise customers on products and services
        - MSFSF3014 Construct Roman-style blinds
        - MSFSS3004 Install non-security and security screens and grilles
        - MSFSS3005 Assemble non-security and security screens and grilles
- Five (5) deleted units of competency:
    - MSFBA3004 Construct folding-arm style awnings
    - MSFBA3005 Construct framework for canopy-style awnings
    - MSFBA3006 Construct pleated-style blinds
    - MSFBA3007 Construct wood-weave style blinds
    - MSFSS3002 Apply patterns and designs to security screens and grilles.

A3.1 Non-Endorsable components

Generic (GN) Units

The IRC agreed to make some minor variations to the following four listed generic ('GN') units to ensure they were 'fit for purpose' without warranting a code change. The changes were based on the need to minimise the impact of change across many other qualifications in the MSF Training Package containing these units. Refer also Table 1: AISC-approved scope of work for MSF Version pg 11

- MSFGN2001 Make measurements and calculations
- MSFGN2002 Move and store materials and products
- MSFGN3001 Read and interpret work documents
- MSFGN3002 Estimate and cost job

Three (3) units removed from the core and qualification

- MSFBA2001 Use blinds, awnings, security screens and grilles sector hand and power tools
- MSMENV272 Participate in environmentally sustainable work practices
- MSMSUP102 Communicate in the workplace

Two (2) units removed from the core and added to elective bank

- MSFGN2002 Move and store materials and products
- MSFGN3002 Estimate and cost job

Twenty-nine (29) units added to elective bank

MSF units:

- MSFBA2011   Select and apply hardware and fixings for blinds, awnings, screens and grilles
- MSFDN4003   Produce patterns and templates
- MSFFM2010* Set up and operate basic static machines
- MSFFM3010   Prepare cutting list from plans and job specifications
- MSFFM3021   Set up, operate and maintain computer numerically controlled (CNC) sizing machines
- MSFFM3022   Set up, operate and maintain computer numerically controlled (CNC) machining and processing centers
- MSFGG2016   Assemble glazing products
- MSFGG3028   Select, cut and process materials for glazing products
- MSFGG3034   Install residential windows and doors
- MSFGN4001   Research and meet ethical and compliance requirements

* MSFFM2010 Set up and operate basic static machines _replaces_ MSFBA2002 Set up, operate and maintain blinds and awnings sector static machines

Imported units:

- CPCCCA3010A Install and replace windows and doors
- CPCCSH2003A Apply and install sealant and sealant devices
- CPPSEC2022 Install electronic locks and locking systems
- MEM18001   Use hand tools
- MEM18002   Use power tools/hand held operations
- MEM20003   Install and upgrade locks and hardware
- MEM20005   Install and maintain door control devices/systems
- MSS402081   Contribute to the application of a proactive maintenance strategy
- MSS403087   Mistake proof an operational process
- MSTGN2005   Perform minor maintenance
- MSTGN3005   Plan tasks to assist production operation
- MSTTF2002   Cut, bend and shape metal
- MSTTF2005   Translate information into measurements or diagrams
- MSTTF2014   Weld plastic materials
- MSTTF2015   Install products on and off-site
- MSTTF3001   Identify client and site requirements for installation of fabricated textile products
- MSTTF3002   Gain customer acceptance of service proposal

- MSTTF3004   Perform advanced welding of plastic materials
- MSTTX2009* Perform industrial sewing on textile products

* MSTTX2009 Perform industrial sewing on textile products _replaces_ MSFSF2002 Machine sew materials

Twelve (12) units removed from the elective bank
MSF units:
- MSFBA2004   Construct roll-up and pull-down style blinds and awnings
- MSFBA2005   Construct vertical-style blinds
- MSFBA2006   Construct textiles for canopy-style awnings
- MSFBA2007   Construct plastic and timber Venetian-style blinds
- MSFBA2008   Construct aluminum Venetian-style blinds
- MSFBA2009   Construct metal louvre and canopy-hooded style awnings
- MSFBA2010   Construct aluminum roll-up style awnings
- MSFGG2011   Glaze and reglaze residential windows and doors
- MSFSS2003   Undertake surface preparation

Imported units:
- HLTAID003 Apply first aid
- TLID1002 Shift a load using manually operated equipment
- TLILIC0003 License to operate a forklift truck

Two (2) units withdrawn as a result of MSF Version 4 Training Package Release 4 review
- MSFGG2001 Use glass and glazing sector hand and power tools
- MSFGG2008 Glaze and reglaze residential windows and doors

A4 Case for Change information

A4.1 Reference number

This Case for Endorsement (CfE) was prepared by IBSA Manufacturing on behalf of the Furnishing IRC. It builds on work proposed in the related November 2017 '*MSF Furnishing Case for Change*' and associated Activity Order reference: IBSA/TPD/2017-18/001

A4.2 Date approved

The Case for Change was approved by the AISC on 20th February 2018.

A4.3 Requirements set by the AISC

1   Develop four (4) new MSF units of competency to address skill gaps in the qualification:

- Install roller shutters
- New products, such as louvre shutters (timber, aluminium and synthetic)
- New materials and their associated energy ratings and fire-retardant attributes
- Low voltage equipment, automation and intelligent management systems

2   Revise twenty-seven (27) units of competency to ensure compliance with government Training Package policy and industry requirements:

- MSFBA2001 Use blinds, awnings, security screens and grilles hand and power tools
- MSFBA2002 Set up, operate and maintain blinds and awnings sector static machines
- MSFBA2003 Select and apply blinds and awnings hardware and fixings
- MSFBA2004 Construct roll-up and pull-down style blinds and awnings
- MSFBA2005 Construct vertical-style blinds
- MSFBA2006 Construct textiles for canopy-style awnings
- MSFBA3001 Install interior blinds
- MSFSF2001 Cut single layer fabrics
- MSFSF2002 Machine sew materials
- MSFSS2002 Prepare product for Australian Standards testing
- MSFSS2003 Undertake surface preparation
- MSFSS3001 Install security screens and grilles
- MSFSS3002 Apply patterns and designs to security screens and grilles
- MSFSS3003 Resolve quality and compliance issues
- MSFBA3002 Install exterior blinds and awnings
- MSFBA2007 Construct plastic and timber Venetian-style blinds
- MSFBA2008 Construct aluminium Venetian-style blinds
- MSFBA2010 Construct aluminium roll-up style awnings
- MSFBA3003 Install timber shutters
- MSFBA3004 Construct folding-arm style awnings
- MSFBA3005 Construct framework for canopy-style awnings
- MSFBA3006 Construct pleated-style blinds
- MSFBA3007 Construct wood-weave style blinds
- MSFBA3008 Construct pelmets
- MSFBA3010 Assess suitability of blinds or awnings
- MSFSF3004 Construct Roman-style blinds
- MSFFM2010 Set up and operate basic static machines

Nine (9) Units of Competency (to be assessed against job role requirements)

- MSFBA2009 Construct metal louvre and canopy-hooded style awnings
- MSFBA3009 Provide advice to customers on blinds and awnings
- MSFGG2001 Use glass and glazing sector hand and power tools
- MSFGG2008 Glaze and re-glaze residential windows and doors
- MSFGG2010 Fabricate and install insect and security screens
- MSFGN2001 Make measurements and calculations
- MSFGN2002 Move and store materials and products
- MSFGN3001 Read and interpret work documents
- MSFGN3002 Estimate and cost job

3   Develop four new skill sets relating to:
- Roller shutter design, production and installation
- Using energy efficient and fire-retardant materials
- Automation
- Compliance, standards, licensing

The following material, originally proposed in the November 2017 Case for Change, was not developed based on instructions from the Furnishing IRC. This was supported by the project Technical Advisory Committee (TAC) (**Appendix 2),** which comprises industry experts in blinds, awnings, shutters, security screens and grilles:
- two originally proposed new units of competency (although a further 5 different new units were created)
- four new skill sets.

Section B: Description of work and request for approval

B1 Description of work undertaken and why

Overall, the draft components submitted for endorsement mostly reflect activities listed in the Activity Order. In some cases, IRC decisions, TAC expert input, and further stakeholder consultations led to adjustments in the scope of work. Those adjustments are summarised in Table 1 below. In some cases, work undertaken in the earlier and recently endorsed (3 Dec 2018) Version 4 of MSF Furnishing Training Package, also impacted on the approved scope of work.

Table 1: AISC-approved scope of work for MSF Version			
		Action arising	
Component	Detail	✓ Developed, reviewed or revised? ✗ not developed	Commentary
New material to be developed			
Develop four new units of competency	Roller Shutter Installation	✓	New units: MSFBA3019 *Assemble roller shutters* and MSFBA3020 *Install roller shutters*
	Low voltage equipment, automation and intelligent management systems	✓	New unit: MSFFDT3001 *Install low-voltage technology, automation, and intelligent management systems in furnishing*
	New materials and their associated energy ratings and fire-retardant attributes	✗	Units not developed based on IRC and TAC instructions that integrating reference to new material and associated energy ratings and fire-retardant attributes and new products throughout the new and revised unit work would better serve industry skill needs. As a result, reference to this information is included in units and knowledge evidence where relevant.
	New products such as louvre shutters (timber, aluminium and synthetic)	✗	
It is noted that while two of the approved new units above were not developed, a further 5 new units (7 in total) were developed in Version 5 in response to industry feedback on requirements.			
Develop four new skill sets	Using energy efficient and fire-retardant materials	✓	Draft skill set developed but IRC and TAC instructions not to progress, given inclusion of reference to energy efficient and fire-retardant materials in new and revised units and absence of industry support of draft. IBSA Manufacturing notes that priorities in the Furnishing Industry Skills Forecast will ensure that industry as a whole develop knowledge of new materials on an as-needs basis.
	Automation	✓	Draft skill set developed but IRC and TAC instructions not to progress given that requirement is now sufficiently and suitably addressed by the newly developed technology unit (MSFFDT3001) and absence of industry support of drafted. IRC recommended that ongoing future MSF review work monitor sufficiency of coverage of automation in MSF.
	Compliance, Standards, Licensing	✗	Not developed as part of Version 5, as developed instead in Version 4: MSFSS00008 *Furnishing Industry Compliance Skill Set* endorsed 3 December 2018. In addition, on the advice of TAC members: • reference to compliance, standards, and licensing, was strengthened in new and revised units

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Table 1: AISC-approved scope of work for MSF Version			
		Action arising	
Component	Detail	✓ Developed, reviewed or revised? × not developed	Commentary
			• the newly developed compliance unit MSFGN4001 *Research and meet ethical and compliance requirements* (endorsed 3 December 2018 MSF Version 4) was added to the elective unit bank in revised Certificate III.
	Roller shutter design, production and installation	✓	Draft skill set developed but IRC and TAC instructions not to progress as, given the restructure of MSF30919 *Certificate III in Blinds, Awnings, Security Screens and Grilles*, the skills and knowledge relating to this work are now more suitably covered as part of the qualification. Absence of industry support of draft skill set also noted.
Existing material to be revised			
Revise MSF30913	Certificate III in Blinds, Awnings, Security Screens and Grilles	✓	Qualification, including packaging rules and listed core and elective units, revised. Core units reduced from 10 to 5, electives from 15 to 13.
Review units to align to current job roles and COAG Industry and Skills Council (CISC) reform requirements	MSFBA2001 Use blinds, awnings, security screens and grilles hand and power tools	✓	Unit reviewed and removed from MSF30919 to better reflect functionality principle. Reference to hand and power tools strengthened in all units and their assessment requirements. *25.6.18 TAC meeting minutes state: "Other MSF project work had led to the conclusion that it would lead to more useful and specific training in the use of hand and power tools if content regarding tools was built into specific technical units, rather than it being a standalone unit (MSFBA2001 Use blinds, awnings, security screens and grilles hand and power tools). It was felt this would strengthen the focus on the tools specific to specific functions – using the tool while doing the job. Discussion of the implications of removing MSFBA2001 from the qualification (and hence core) took place. TAC members agreed on its removal in favour of stronger and unit-specific reference to the use of hand and power tools being built in technical units as appropriate. It was agreed that: Tools must be relevant to the skills being taught at the time, so tool-related content needs to be integrated into technical units and their associated assessment requirements, and MSFBA2001 Use blinds, awnings, security screens and grilles hand and power tools removed from core."*
	MSFBA2002 Set up, operate and maintain blinds and awnings sector static machines	✓	Unit reviewed and removed from MSF30919 to better reflect portability principle. Replaced with generic unit MSFFM2010 *Set up and operate basic static machines.* *31.7.18 TAC meeting minutes state: "TAC agreed that this unit be removed as there is an existing duplicate MSF unit (MSFFM2010 Set up and operate basic static machines) that could be imported and revised at a later stage. Gary Dunshea advised that for industry this would mean that a worker in the industry will be able to use that unit as credit for any MSF static machine unit, rather than needing to meet a different unit requirement."*

		Table 1: AISC-approved scope of work for MSF Version	
		Action arising	
Component	Detail	✓ Developed, reviewed or revised? ✗ not developed	Commentary
Review units to align to current job roles and COAG Industry and Skills Council (CISC) reform requirements	MSFBA2003 Select and apply blinds and awnings hardware and fixings	✓	Unit reviewed and revised to better reflect current job roles and CISC reform requirements: MSFBA2011 *Select and apply hardware and fixings for blinds, awnings, screens and grilles*
	MSFBA2004 Construct roll-up and pull-down style blinds and awnings	✓	Unit reviewed and removed from MSF30919 to better reflect current job roles. Skills and knowledge required to assemble blinds are described in newly developed unit: MSFBA3012 *Assemble interior blinds*; unit with content aligned to AQF level 3. Skills and knowledge required to assemble awnings are described in newly developed MSFBA3011 *Assemble awnings*; with content also aligned to AQF level 3. Titles changed to 'Assemble' on the basis of TAC expert advice. Explicit reference to 'roll-up and pull-down style blinds' covered in assessment requirements of the more general units.
	MSFBA2005 Construct vertical-style blinds	✓	Unit reviewed and removed from MSF30919 to better reflect current job roles that do not differentiate between styles of blinds, but rather between interior and exterior. Skills and knowledge required to assemble blinds are described in newly developed unit: MSFBA3012 *Assemble interior blinds*; unit with content aligned to AQF level 3. Explicit reference to 'vertical-style blinds' covered in assessment requirements of the more general units.
	MSFBA2006 Construct textiles for canopy-style awnings	✓	Unit reviewed and removed from MSF30919 based on IRC instructions and TAC expert advice.
	MSFBA3001 Install interior blinds	✓	Unit reviewed and revised to better reflect current job roles and CISC reform requirements: MSFBA3017 *Install interior blinds*.
	MSFSF2001 Cut single layer fabrics	✓	Unit reviewed and revised to better reflect current job roles and CISC reform requirements: MSFSF2015 *Cut single layer fabrics*.
	MSFSF2002 Machine sew materials	✓	Unit reviewed and removed from MSF30919 to better reflect portability principle. Replaced with generic unit MSTTX2009 *Perform industrial sewing on textile products*.
	MSFSS2002 Prepare product for Australian Standards testing	✓	Unit reviewed and revised to better reflect current job roles and CISC reform requirements: MSFGN2003 *Organise Australian Standards testing of products, materials, and their design*.
	MSFSS2003 Undertake surface preparation	✓	Unit reviewed and removed from MSF30919 on the advice of the National Security Screen Association (NSSA) Board: "*MSFSS2003 Undertake surface preparation describes work processes no longer used or relevant to the industry.*"
Review units to align to current job roles and	MSFSS3001 Install security screens and grilles	✓	Unit reviewed and revised to better reflect current job roles and CISC reform requirements: MSFSS3004 *Install non-security and security screens and grilles*.

	Table 1: AISC-approved scope of work for MSF Version		
		Action arising	
Component	**Detail**	✓ Developed, reviewed or revised? ✗ not developed	**Commentary**
COAG Industry and Skills Council (CISC) reform requirements	MSFSS3002 Apply patterns and designs to security screens and grilles	✓	Unit reviewed and deleted from MSF on the advice of the National Security Screen Association (NSSA) Board: "MSFSS3002 *Apply patterns and designs to security screens and grilles describes work processes no longer used or relevant to the industry.*"
	MSFSS3003 Resolve quality and compliance issues	✓	Unit reviewed and revised to better reflect current job roles and CISC reform requirements: MSFGN3004 *Resolve quality and compliance issues*.
	MSFBA3002 Install exterior blinds and awnings	✓	Unit reviewed and revised to better reflect current job roles and CISC reform requirements: MSFBA3016 *Install awnings*.
	MSFBA2007 Construct plastic and timber Venetian-style blinds	✓	Unit reviewed and removed from MSF30919 to better reflect current job roles that do not differentiate between styles of blinds, but rather between interior and exterior. Skills and knowledge required to assemble blinds are described in newly developed unit: MSFBA3012 *Assemble interior blinds*; unit with content aligned to AQF level 3. Explicit reference to 'aluminium, plastic or timber Venetian blinds' covered in assessment requirements of the more general units.
Review 27 units to align to current job roles and COAG Industry and Skills Council (CISC) reform requirements	MSFBA2008 Construct aluminium Venetian-style blinds	✓	Unit reviewed and removed from MSF30919 to better reflect current job roles that do not differentiate between styles of blinds, but rather between interior and exterior. Skills and knowledge required to assemble blinds are described in newly developed unit: MSFBA3012 *Assemble interior blinds*; unit with content aligned to AQF level 3. Explicit reference to 'aluminium, plastic or timber Venetian blinds' covered in assessment requirements of the more general units.
	MSFBA2010 Construct aluminium roll-up style awnings	✓	Unit reviewed and removed from MSF30919. Skills and knowledge required to assemble awnings in general are described in newly developed MSFBA3011 *Assemble awnings*; a unit with content aligned to AQF level 3.
	MSFBA3003 Install timber shutters	✓	Unit reviewed and revised to better reflect current job roles and CISC reform requirements, covered by two non-equivalent units: MSFBA3015 *Install louvre shutters* and MSFBA3021 *Assemble louvre shutters*
	MSFBA3004 Construct folding-arm style awnings	✓	Unit reviewed against current job roles and deleted from MSF.
	MSFBA3005 Construct framework for canopy-style awnings	✓	Unit reviewed against current job roles and deleted from MSF.
	MSFBA3006 Construct pleated-style blinds	✓	Unit reviewed against current job roles and deleted from MSF.
	MSFBA3007 Construct wood weave-style blinds	✓	Unit reviewed against current job roles and deleted from MSF.

		Action arising	
Component	**Detail**	✓ Developed, reviewed or revised? ✗ not developed	**Commentary**
	MSFBA3008 Construct pelmets	✓	Unit reviewed and revised to better reflect current job roles and CISC reform requirements: MSFBA3014 *Assemble pelmets*.
	MSFBA3010 Assess suitability of blinds or awnings	✓	Unit reviewed and revised to better reflect current job roles and CISC reform requirements: MSFBA3018 *Assess suitability of blinds and awnings*.
	MSFBA2002 Set up, operate and maintain blinds and awnings sector static machines	✗	Withdrawn from Version 5 on instructions from IRC.
	MSFSF3004 Construct Roman-style blinds	✓	Unit reviewed and revised to better reflect current job roles and CISC reform requirements: MSFSF3014 *Construct Roman-style blinds*.
Assess 9 units of competency against job role requirements	MSFBA2009 Construct metal louvre and canopy-hooded style awnings	✓	Unit reviewed and removed from MSF30919. Skills and knowledge required to assemble awnings in general are described in newly developed MSFBA3011 *Assemble awnings*; a unit with content aligned to AQF level 3.
	MSFBA3009 Provide advice to customers on blinds and awnings	✓	Unit reviewed and revised to better reflect current job roles and CISC reform requirements; code and title updated from BA to GN to reflect general application across sector: MSFGN3003 *Advise customers on products and services*
	MSFGG2001 Use glass and glazing hand and power tools	✗	Unit deleted from MSF (and from TGA 13.6.17).
	MSFGG2008 Glaze and reglaze residential windows and doors	✗	This unit was revised as part of MSF Version 4 work endorsed 3 December 2018 (see recently released revised version: MSFGG2011 *Glaze and re-glaze residential windows and doors*)
	MSFGG2010 Fabricate and install insect and security screens	✓	This unit was assessed against job requirements, updated, and re-coded to MSFSS, as its coverage relates to the security screens sector: MSFSS3005 Assemble non-security and security screens and grilles
	MSFGN2001 Make measurements and calculations	✓	The IRC agreed to make some minor variations to these four listed generic ('GN') units to ensure they were 'fit for purpose' without warranting a code change. The changes were based on the need to minimise the impact of change across many other qualifications in the MSF Training Package containing these units. Refer A3.1 Non Endorsable components pg 5
	MSFGN2002 Move and store materials and products	✓	
	MSFGN3001 Read and interpret work documents	✓	
	MSFGN3002 Estimate and cost job	✓	

Table 1 AISC-approved scope of work for MSF Version

B1.1 Work undertaken on draft endorsed components

This Case for Endorsement seeks AISC approval of changes to MSF Furnishing Training Package, now validated by stakeholders, as set out in approved MSF Activity Order[1], and detailed below.

The work was undertaken to respond to industry trends and skill requirements in the furnishing industry. The Furnishing IRC took the opportunity of this review to implement a range of changes to the draft MSF training product so that it better aligned to current training package policy requirements set out in the *Standards for Training Packages 2012* and associated templates and policy documentation.

Qualification: MSF30919 Certificate III in Blinds, Awnings, Security Screens and Grilles

The IRC and project TAC restructured the qualification and many of the units therein to better reflect current job role:

- core units required were reduced from 10 to 5, electives from 15 to 13, resulting in an overall reduction of the total number of required units from 25 to **18.**
- the specialisation groups in the elective unit bank were restructured, renamed, and expanded from 3 to **5**
- the number and type of elective units were expanded to increase credit transfer and pathways within the industry.

While the Furnishing IRC and project TAC supported the nature and scope of the above changes to the qualification, there were diverging stakeholder views put forward at a very late stage in a joint letter from the BMAA, Frontline Group, Australian Blind Industry Training and Employment Initiative (following the close of Round 2 public consultation). There was significant IRC and TAC discussion about this late feedback, and while some feedback was indeed integrated into the final draft, the qualification's revised structure remained unchanged. **Refer Appendix 6.2 Engagement with Blind Manufacturers' Association of Australia (BMAA)**

Four (4) new units of competency

Two of the originally approved units of competency were developed, with the IRC instructing a further two units not to progress. Table 1: AISC-approved scope of work for MSF Version (pg8 – 12) provides detailed rationale for this. An additional three new units of competency were developed in response to industry feedback.

Twenty-seven (27) revised units of competency

All 27 units of competency listed for review in the Case for Change have been revised, with 28 units resulting from the review:

- MSFFM2010 Set up and operate basic static machines, was withdrawn from the Version 5 scope of work on instructions from the IRC.
- MSFBA2003 Install timber shutters was revised and split into two units: MSFBA3015 *Install louvre shutters* and MSFBA2021 *Assemble louvre shutters*

Nine (9) assessed units of competency

Seven of the 9 units listed in the table above were assessed.

MSFGG2001 *Use glass and glazing sector hand and power tools* was not assessed as it had been deleted from MSF in 2017. MSFGG2008 *Glaze and reglaze residential windows and doors* was not assessed as it had been reviewed in recent Version 4 review work (endorsed 3 December 2018).

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[1] The scope of work associated with MSF Version 5 was detailed in Attachment A of the Department's Activity Order relating to MSF Furnishing Training Package (Order reference: IBSA/TPD/2017-18/001

Four (4) new skill sets

Under the instructions of the IRC, in response to unit development work and the absence of industry support for the four draft skill sets, these four skill sets were not progressed.

Table 1 on page 7 provides detailed rationale for this.

The final qualification and units of competency will be uploaded on training.gov.au (TGA) upon endorsement.

B2 Decision being sought from AISC

Endorsement of:

- One (1) updated non-equivalent qualification:
  - MSF30919 Certificate III in Blinds, Awnings, Security Screens and Grilles

- Five (5) new units of competency:
  - MSFBA3011 Assemble awnings
  - MSFBA3012 Assemble interior blinds
  - MSFBA3019 Assemble roller shutters
  - MSFBA3020 Install roller shutters
  - MSFFDT3001 Install low-voltage technology, automation, and intelligent management systems in furnishing

- Five (5) revised equivalent units of competency:
  - MSFBA2011 Select and apply hardware and fixings for blinds, awnings, screens and grilles
  - MSFBA3014 Assemble pelmets
  - MSFBA3017 Install interior blinds
  - MSFGN3004 Resolve quality and compliance issues
  - MSFSF2015 Cut single layer fabrics

- Nine (9) revised non-equivalent units of competency:
  - MSFBA3015 Install louvre shutters
  - MSFBA3016 Install awnings
  - MSFBA3018 Assess suitability of blinds and awnings
  - MSFBA3021 Assemble louvre shutters
  - MSFGN2003 Organise Australian Standards testing of products, materials, and their design
  - MSFGN3003 Advise customers on products and services
  - MSFSF3014 Construct Roman-style blinds
  - MSFSS3004 Install non-security and security screens and grilles
  - MSFSS3005 Assemble non-security and security screens and grilles

- Five (5) deleted units of competency:
  - MSFBA3004 Construct folding-arm style awnings
  - MSFBA3005 Construct framework for canopy-style awnings
  - MSFBA3006 Construct pleated-style blinds
  - MSFBA3007 Construct wood weave-style blinds
  - MSFSS3002 Apply patterns and designs to security screens and grilles.

Section C: Evidence of industry support

C1 Written evidence of support

A fully constituted Furnishing IRC approved the draft components for submission to the Australian Industry and Skills Committee for endorsement. A letter of support from the IRC Chair appears in **Appendix 4**.

The overall development and consultation process for the MSF Furnishing Training Package review project is detailed in **Appendix 5 and Appendix 6.** The process supports extensive engagement opportunities for industry and other stakeholders throughout the life of the project to inform three drafts prior to submission of the final product.

The following are highlighted as key components of stakeholder consultation:

- active and ongoing involvement of the Furnishing IRC with regular meetings for discussion of key project issues and final sign-off for all new and modified content
- establishment of a TAC which met regularly throughout the project, reviewed feedback, provided expert advice on detailed content, and approved content for consideration by the Furnishing IRC
- two rounds of public consultation and wider industry engagement (in August and October 2018), through the *IBSA Manufacturing* website and direct communication with key stakeholders in all states and territories, including State and Territory Training Authorities.

Furnishing Industry Reference Committee (IRC)

The IRC has been actively involved across the life of the project in the following ways:

- review of the original proposed scope of work and initiation of some minor adjustments to reflect the latest industry requirements
- oversight of the establishment of the project TAC, including discussion and approval of:
  - o nomination processes
  - o eligibility
  - o terms of reference
  - o final composition of TAC

- review and approval of all TAC recommendations prior to public consultation periods
- attendance by the Chair, Deputy Chair or IRC sector representative at TAC teleconferences
- specially convened meetings to discuss any contentious issues in response to industry feedback
- final approval of draft components submitted for endorsement.

Refer Appendix 1 for IRC Members and meeting details

Technical Advisory Committee (TAC)

The TAC for this project was established to represent each area of work under review:

- interior and exterior commercial and domestic blinds
- awnings
- non-security and security screens and grilles.

TAC members were nominated and selected based on:

- current 'hands-on' industry expertise and knowledge in one or more of the above key work areas
- additional specialisation in one or more of the following focus areas:
  - environmental blinds (solar protection, insulation)
  - cafe blinds and shade blinds
  - specialised textiles
  - roller shutters, louvre shutters, plantation shutters
  - home automation and improvement products
  - manufacture, retail and wholesale products and processes

- their individual membership of key related industry associations in order to facilitate and extend project access to broad industry networks, for example:
  - Blind Manufacturers' Association of Australia (BMAA) (David Morris, Jason Lovelock, Jack McDonald)
  - Fashionline Group (Adrian Moscheni, TAC Chair)
  - National Security Screens Association (Shane Hawkins)
  - Specialised Textiles Association Australia (Ana Drougas).

Regular teleconferences were held during the life of the project commensurate with the scope of the issues and scope of work.

TAC engagement consisted of:

- Seven (7) TAC teleconferences:
  - Monday 25 June 2018: Initial teleconference to establish the project, discuss previously distributed project *Briefing Paper*, discuss and provide information about current and changing job roles and skills, and review snapshots of existing content and the extent to which they reflected current industry practice and national training package requirements
  - Tuesday 31 July 2018: Review and discuss sample draft material and issues noted in Feedback Paper
  - Monday 20 August 2018: review and discuss Draft 1 material, and make recommendations for Draft 2
  - Monday 17 September 2018: review collated Round 1 public consultation feedback
  - Wednesday 24 October 2018: review collated Round 2 public consultation feedback
  - Wednesday 21 November 2018: review and discuss feedback received from BMAA, Frontline Group, Australian Blind Industry Training and Employment Initiative
  - Friday 30 November 2018: review and discuss Draft 2 material, and make recommendations for final draft
- Teleconferences with individual TAC members to provide input into draft material as required.
- Face-to-face meetings with individual TAC members to discuss project issues:

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- TAC members available for meetings were; Adrian Moscheni, Shane Hawkins, Wynne Williams, Ana Drougas
- TAC member review of and responses to project papers:
  - Briefing Paper (14.6.18) setting out key information on the project, the Case for Change, the project team, and TAC members' role.
  - Discussion Paper (29.6.18) allowing TAC members to match interests and expertise to specific training product and indicate responses to key high-level questions on the qualification and units.
  - Feedback Paper (25.7.18) capturing TAC member feedback on early Draft 1 material.
  - Consultation Papers (13.8.18 and 13.9.18) seeking TAC member feedback on Draft 1 material.
  - Consultation Paper (21.10.18) seeking TAC member feedback on Draft 2 material
  - Revised Consultation Paper (21.11.18) integrating late feedback received from BMAA following feedback close-off period on Draft 2.
  - Feedback and expressed competing views were dealt with through discussion at TAC meetings and the resultant TAC recommendations were approved by the IRC.

Refer Appendix 2 for TAC members and meeting details

State and Territory Training Authorities

State and Territory Training Authorities (STAs) have been fully briefed throughout the project and were continually informed of progress throughout the project via face to face meetings and phone calls. They were also sent email notification at key points.

Refer Appendix 6.1 for State and Territory Authorities and Advisory Bodies consulted.

Public consultation and wider industry engagement

Two drafts of components were made available via the IBSA Manufacturing website in August and October 2018. This included consultation papers highlighting key changes and their rationale.

Stakeholders were alerted to the availability of draft content for public consultation on each occasion as follows:
- Round One: 29 August to 12 September 2018
- Round Two: 3 October to 17 October 2018

During the period of public consultation, a range of industry consultation meetings and workshops were conducted by across various states and territories.

Engagement with the Blind Manufacturers' Association of Australia (BMAA) was undertaken throughout the project. The development of the Case for Change was guided by BMAA's Blinds Awnings and Shutters (BAS) AS National Training Plan 2017-2022. BMAA members were included on the TAC and the association was also engaged in both rounds of consultation.

Refer Appendix 6.2 Engagement with Blind Manufacturers' Association of Australia (BMAA)

In Northern Territory (NT) and Western Australia (WA), the respective Industry Training Advisory Bodies (ITAB's) conducted industry consultation workshops on behalf of IBSA Manufacturing and provided industry feedback.

In South Australia (SA) and Tasmania (TAS), the respective State Training Authorities (STA) informed IBSA Manufacturing that it was a 'thin market' and recommended to continue industry engagement via the industry associations and their members.

Refer Appendix 6.3 for MSF Wider Industry engagement

Training package components marked for deletion

This Case for Endorsement proposes the deletion of 5 units of competency. These units are used in the Certificate III in Blinds, Awnings, Security Screens and Grilles only.

Deletions have mainly resulted from the need to reduce duplication in the Training Package. It is recommended that these components are deleted at the same time that Release 5.0 of the MSF Furnishing Training Package is published on the national register.

C2 Evidence of consultation with relevant stakeholders

Furnishing IRC and TAC members support the draft MSF qualification and units of competency and the analysis of the anticipated impact of the change on the industry and on the vocational education and training (VET) sector.

IRC members provided extensive direction and assistance in the development of the MSF Version 5 training components. **Refer Appendix 4 for IRC Letter of support.**

Key individual and group stakeholders identified by the Furnishing IRC were consulted in two stages and provided information on the MSF Furnishing Version 5 project and the development of the associated training package components.

Refer Appendix 6 for Key Stakeholders Consulted

The following diverse consultation strategies were used to ensure that relevant stakeholders were consulted:

- face-to-face and telephone meetings and emails to key industry stakeholders
- IRC member communications to their relevant industry networks using various methods
- emails to State and Territory Training Authorities (STAs) and VET regulators
- project progress updates to stakeholders providing information about the progress updates and draft materials posted on the IBSA Manufacturing website throughout the life of the project
- TAC meetings – noting that the TAC was made up of 11 members collectively covering the breadth of related skills covered in the Certificate III qualification. The TAC met as a group 7 times in the life of this project, with meeting minutes documented and progressively approved.

Note: Despite the above consultation program, late feedback was submitted as a joint response following the final validation of draft MSF training product from BMAA, Frontline Group, Australian Blind Industry Training and Employment Initiative. It expressed concern at limited project consultation and decisions that the Furnishing IRC and project TAC had made with regard to the draft training product.

C3 Evidence of engagement with and advice from States and Territories

Two comprehensive rounds of industry and RTO consultation was undertaken from 29 August 2018 to 12 September 2018 and 3 October 2018 to 17 October 2018, respectively. Stakeholder feedback was collected, via telephone, face to face meetings and email including sign-off from the Furnishing IRC.

State and territory industry stakeholder views were sought on the draft endorsed components and related training and VET policy matters, and all feedback presented to the IRC and TAC during the review and development of the draft endorsed material.

All key stakeholder feedback was considered during the consultation periods, and access to draft material was made available to industry stakeholders on the IBSA Manufacturing website project page for industry sector-wide consultation.

Five units of competency are being proposed for deletion from the National Register in this Case for Endorsement being submitted to the AISC. They are listed in the Certificate III qualification only.

Following the two rounds of industry and RTO consultation, IBSA Manufacturing circulated the MSF Case for Endorsement to all State and Territory Training Authorities on 16 January 2020 for feedback by 30 January 2020.

C4 Competing views

There is a limited number of stakeholders delivering the draft MSF qualification. As detailed below the joint response from BMAA, Frontline Group, Australian Blind Industry Training and Employment Initiative at project end was the only alternative view noted in relation to the draft endorsed material during the life of the project.

C5 Report by Exception

This Report by Exception outlines the concerns of the BMAA, the peak body for the manufacturers of blinds, awnings, shutters and component suppliers –

The Case for Change to establish this project), was developed in response to the BMAA's National Industry Training plan. The plan outlines the need for "the redesign of the Certificate III in BASSG to allow for greater flexibility and skills integration"; with the plan listing areas like shutter design and automation, as key areas to be addressed.

Despite this project taking such a responsive approach the BMAA's documented outline of the industry need, the President of the BMAA expressed concern that this review of the Certificate III was pre-emptive, taking place too soon after the last review of the qualification.

It should be noted that the work undertaken in this project was guided by Blind Manufacturers' Association of Australia (BMAA) National Industry Training Plan. All efforts were taken by IBSA Manufacturing to address BMAA's concerns at each stage of the project, as documented in the following table:

MSF30919 Certificate III in Blinds, Awnings, Security Screens and Grilles		
TP Component	**BMAA**	**IBSA Response**
1. Total number of required units for qualification	Improve the flexibility of the qualification by maintaining the number of elective units to 20, noting a view is for this to eventually be reduced to 15	TAC considers the current 18 core and elective units are sufficient to achieve the occupational outcomes of this qualification, and that 18 units are appropriate. No change required to current qualification packaging.
2. Reduce core to 5 units	Improve the flexibility of the qualification by reducing the core to 5 units of competency to: • MSFGN3001 Read and interpret work documents • MSMWHS200 Work safely • MSFGN2001 Make measurements and calculations	No change required to current qualification packaging
	The below units better reflect the specific learning requirements of individual learners and their employers. • MSMENV272 Participate in environmentally sustainable practices • MSMSUP102 Communicate in the workplace	No change required to current qualification packaging
3. MSMENV272 Participate in environmentally sustainable practices	With respect to the configuration of the current qualification, the industry is especially concerned with the unit MSMENV272 Participate in environmentally sustainable work practices: a. It is not in the industry view a core unit	TAC reinforced previously confirmed decision to remove MSMENV272 should be one of the 5 core units. References to sustainability have been embedded in the units as required. No change required to current qualification packaging.

	b. It requires students to interpret environmental laws to identify breaches and report on environmental incidents. c. Creating a meaningful consistent outcome reflective of industry requirements both d. Current and future based on this unit's specification is nigh impossible It is difficult from an instructional design perspective to create a learning experience and make it simple and meaningful enough for learners. The industry view is for this unit to be removed from the list of core units, be retained as an elective unit, and be re-engineered following effective industry consultation such as that being undertaken by the BMAA in relation to other fields of inquiry and development, e.g. fire rating, and building standards.	
4. Qualification Description	The qualification description is overly narrow and restrictive and should read "will provide outcomes for those in the window furnishing industry who required the skills and knowledge to design, construct, install and repair interior and exterior blinds and awnings and shutters; and non-security and security screens and grilles using a range of materials, fixtures and fittings for residential and commercial premises.	IBSA approved required changes to qual description: • Add reference to 'estimate' in sentence 1 and delete Sentence 2. • Remove reference to 'interior and exterior' • Remove reference to 'for residential and commercial premises' • Add reference to 'shade sails' in sentence 1. • Remove 'non-security and security' before screens and grilles
5. Licensing requirements	The current work incorrectly states licensing requirements and further understates the impact of licensing and regulatory change.	No change required to current licensing statement, other than re-ordering the reference to 'shade sails' Wording will be: *Licensing applies in some jurisdictions for the installation of blinds, awnings, shade sails, shutters, security screens and grilles. Local regulations should be checked for details.*

6. Change to three streams and total number	Industry advice is for 20 units: • 3 specialist streams: • Installation (5 core plus 5 electives) • Manufacturing (5 core plus 5 electives) • Screens and Grilles (5 core plus 5 electives) • A generalist stream chosen from 10 relevant competency units relevant to individual learning requirements and employee/employer job function	No action required to current structure of elective groups
7. Include imported units in the qualification packaging	Improve the flexibility of the qualification by enhancing the selection and flexibility of packaging of units including from other qualifications and from other Training Packages	No action required to current packaging rules
8. Expand current reference to assembly	Ensure the composite skills of the industry are fully articulated including: i) Manufacturing, making and production as opposed to mere assembly	No action required. TAC confirmed that current suite of assembly and installation units cover the required skills of industry
	ii) Wholesaling, supply and logistics	No action required. TAC confirmed that wholesaling, supply and logistics are adequately covered in the qualification.
	iii) Retail and service including estimating	No action required. TAC confirmed that retail and service units currently listed in qualification are sufficient.
	iv) Installation and licensing	No action required. TAC confirmed that current installation units currently listed in qualification are sufficient.
9. Number of mandatory (core) units	Increase core units from 5 to 8 to include: • MSMENV272 Participate in environmentally sustainable practices • MSMSUP102 Communicate in the workplace • MEM18001C Use hand tools • MEM18002b Use power tool/hand held operations	TAC confirmed its previous decision to remove the 4 listed units (MSMENV272, MSMSUP102, MEM18001C Use hand tools, MEM18002b) from the core. No change required to current qualification packaging
10. MSMENV272 and MSMSUP102 in core	Consider reinstating in core: • MSMENV272 Participate in environmentally sustainable practices • MSMSUP102 Communicate in the workplace	TAC confirmed no action required in relation to MSMENV272, MSMSUP102. No change required to current qualification packaging.

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11. MSFBA2001 Use blinds, awnings, security screens and grilles sector hand and power tools	The proposed change to remove MSFBA2001 from the qualification is ill considered, overlooks the use of specific tools to the sector and contribution of the skilled and efficient use of such tools to safety and productivity.	TAC confirmed its decision to remove unit on hand and power tools. No change required to current qualification packaging.
	Consider including in the core: • MEM18001C Use hand tools • MEM18002b Use power tool/hand held operations	TAC confirmed its decision to remove unit on hand and power tools. No change required to current qualification packaging.
12. Unit relocation from Group A to B	Remove MSFGG Install residential windows and doors (from Group A) and move to Group B	MSFGG3034 Install residential windows and doors to move from Group A to Group B.
13. White card unit	Core not to include unit/s for Construction White Card to gain access to construction/building site.	No change required to qualification.
14. Elective units listed in Group A	More fabrication and/or assembly units for security grilles and screens manufacture that include: i) fit locks	Add CPPSEC2022A Install mechanical lock and locking system to Group B.
	ii) undertake fabrication /assembly according to orders	No change required to qualification.
	iii) operate powder coating operations	
	iv) surface finishing	
	v) Add units from Cert III in Engineering Manufacturing to Group A: • MEM11006B Perform production packaging	
	vi) MEM11008B Package materials	
	vii) Other units from warehousing and distribution qualifications at Cert III	
	viii) CPCCSV5002A Evaluate material for construction of domestic scale buildings. What about commercial buildings? New issues regarding fire hazards to buildings due to blinds, awnings and architectural facades	
	ix) Include fabrication/assembly and surface finishing units that are inclusive of balustrade and architectural facades manufacturing	
15. Elective units listed in Group B	More units required for installation of balustrades.	No action required to Certificate III qualification. IBSA to advise IRC when considering next Case for Change for MSF Version 7.

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16. Removal of MSFBA2002 Set up, operate and maintain blinds and awnings sector static machines	The removal of this unit is most ill-considered. Industry has extensive inventory of sector static machines, with significant numbers of operators employed to operate them; the capacity for employees to be multi skilled and adept and using various machines is a key dimension of a skilled and adaptable workforce; the early signs from the pilot group of more than 200 trainees has demonstrated significant improvements in safety and productivity as a result of training and assessment of this unit; this data previously provided appears to have been overlooked in the decision to remove this unit.	31 July 2018 meeting decision to be upheld. No change required to current draft of qualification
17. Group B MSTTF2015 Install products on and off site	Suitability of this unit questioned. How can one install product off site?	
18. Group B	More units required for installation of automation.	No change required to current draft of qualification.
	The development of new competencies is not supported rather, the industry view is that such development be pending proposed review, including a review of existing options in the MEA and other Training Packages, especially in relation to automation and power-driven applications including low voltage.	
	More units required for installation of glass.	
	Attach different types of fixtures to structural and non-structural fixing points units to be included that applied across various products.	IBSA instruction: No change required as IBSA's view is that it is already covered in knowledge evidence. No action required.
	Onsite testing and recording for compliance to safety standards.	No change required to current draft of qualification.
	Onsite testing and recording product is fit for purpose, e.g. environmentally intelligent buildings	
19. Licensing	IBSA to consult with Queensland Building and Construction Commission (http://www.qbcc.qld.gov.au/) regarding licensing of graduates from the new qualification and the Queensland Electrical Safety Office https://www.worksafe.qld.gov.au/about-us/about-the-electrical-safety-office to discuss electrical licencing for low voltage automated blinds and awnings	No change required to qualification. IBSA to progress and advise if change to training product required following consultation.

20. Change Group C name (currently "Estimator Detailing")	Change name of Group C to Customer Product Services	Change to compromise position: Customer Service and Estimating
21. Add unit for sales staff to Group C	Unit for sales staff in measurement skills to reduce the cost of reworks	No change required to current draft of qualification.
22. Add unit to Group C on how to support independent installers	Unit to train in how to support independent installers	No change required to current draft of qualification

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MSF skill sets		
TP Component	BMAA	IBSA
1. Skill set MSFSS00009 Research and Identify Suitability of New Materials in Blinds, Awnings, Shutters, Screens and Grilles	This skill set appears to be at odds with AQF descriptors at Level 3.	Skill set Using energy efficient and fire-retardant materials not to be progressed.

Unit-specific feedback		
TP Component	BMAA	IBSA
1. All units	The industry advice is endorsement of all competency standards to the new format/template but without change to content	No action required. IBSA to progress with IRC.
	Review all units of competency to make wording inclusive of balustrade manufacturing and installation. This will provide more generic units that can be used across all industry sectors that have similar skill and knowledge requirements	No action required. IBSA to advise IRC when considering next Case for Change for MSF Version 7.
2. Overly narrow perspective of industry requirements	Overly narrow perspective of industry requirements – especially in relation to production an should be paused to allow the industry's training initiatives to be implemented and reviewed over the next 12 months with the industry to lead and provide advice	No action required. IBSA to progress with IRC
3. Technical specificity of units	Changes proposed lack technical specificity required of window furnishing, e.g.: • framing components • joints and mitre keys • shutter elliptical radii • reinforced engineered shutter stiles (butt, chamfer, astagal) • mounting depth requirements • lifting systems • motorised control • surface coating specification	IBSA considers most of the listed items to be material that would be included in a trainer's delivery plan, and that it is not suitable to include them given that a unit defines a performance standard; it does not describe how or what is used to achieve that standard. No action required.

4. All former 'construct' units	The proposed change across units replacing 'construct' with 'assemble' is ill considered. The industry view, especially that of manufacturers, is that this be retained as 'construct' or change to 'produce'.	No action required. Previously considered by TAC (25 June, 20 July 2018 meeting).
5. All units referring to 'low voltage'	Suggest terms such as 'mains connection' and 'battery powered' be used as opposed to 'low voltage'	Information added to the Application of the unit referring to 'low voltage' (MSFFDT3001 Install low-voltage technology, automation, and intelligent management systems in furnishing), restricting usage to 24 volts or less).
6. MSFBA2004 Construct roll-up and pull-down style blinds and awnings	The proposal to change MSFBA2004 impacts potentially 60% of the industry; such a change warrants more extensive consideration; the term 'assemble' mispresents the work function which is 'produce'; 'roller blinds' are produced to exact and specific measurements and specifications such that generally no two products ordered from a measurement and quote are the same.	No action required. Previously considered by TAC (20 July, 31 July 2018 meeting).
7. Removal of MSFBA2006 Construct textiles for canopy-style awnings	The proposal to remove MSFBA2006 from the qualification appears ill informed; a feature of the window furnishing industry is its diversity of product and technique; while it is true to acknowledge emerging approaches, it is incorrect to assume on the basis of scant evidence that a competency's skills are no longer used; textiles continue to be constructed for canopy style awnings in period buildings, in situations involving repair especially in circumstances of extreme weather and where matching of fabric with existing treatments is required.	Based on TAC 20 August 2018 TAC decision, unit not reinstated.
8. Revision of MSFBA2007 Construct plastic and timber Venetian-style blinds	The proposal to amend MSFBA2007 is ill advised and does not reflect industry manufacturing, installation, design and service skill requirements; multi skilling of the sector through sound and comprehensive specification of competencies is a key requirement of the industry from the training sector.	No action required. Previously considered by TAC (20 July 2018 meeting).
9. Removal of MSFBA2008 Construct aluminium Venetian-style blinds	Removal of MSFBA2008 is ill considered; manufacturing processes involving aluminium material are specific and have in addition specific WHS requirements arising from the properties of the material under manufacture.	No action required. Previously considered by TAC (20 July, 20 August 2018 meetings).

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20. Duplicative units	Conclusions that specific units are duplicative including MSFBA2002, MSFBA2004, MSFBA2005, MSFBA2007, MSFBA2008, MSFBA2009, MSFBA3004, and MSFBA3005 are of great concern and are at odds with the experience of the industry in seeking multi skilled workers with a wide range of skills and knowledge across diverse applications, the demands faced by the industry in meeting demands for a diverse range of products manufactured and supplied to an infinite range of customisation, and the learning experiences of more than 200 trainees.	No action required.
11. MSFBA3006 Construct pleated-style blinds	MSFBA3006 makes a generalised statement that specific manufacturing, construction and production of specific products is no longer relevant nor undertaken; while this position is clearly open to challenge it is also a valid proposition that such skills and knowledge are valuable and worthwhile; the issue that the industry has encountered is how such skills and knowledge are packaged as competencies within the qualification and is the basis for the argument for greater flexibility in the packaging of component units within the qualification	No action required. Previously considered by TAC (20 August 2018 meeting).

There were no other divergent stakeholder views on the final draft product.

C6 Evidence of key stakeholder awareness of expected impact of changes

Key stakeholder views were sought in regard to the expected impact of changes. As part of the ongoing project communication strategy, all stakeholders were regularly informed of the expected impact during the consultation periods by email.

All stakeholder feedback was provided to the Furnishing IRC and TAC for consideration and any IRC decisions on the applicability of the feedback were reflected in draft product.

Section D: Industry expectations about training delivery

D1 Industry expectations of training delivery

The Companion Volume Implementation Guide includes advice about industry's expectations of training delivery.

D2 Traineeship or apprenticeship advice

The proposed qualification may be delivered via a traineeship or apprenticeship. Details are provided in the Companion Volume Implementation Guide.

Section E: Implementation of MSF Version 5 components

E1 Occupational and licensing requirements

Licensing applies in some jurisdictions for the installation of blinds, awnings, shade sails, shutters, security screens and grilles.

In addition, licensing, legislative, or certification requirements may apply to some units of competency in some jurisdictions. Due to the level of variation in requirements, in all cases, users are advised to check requirements with relevant state/territory and local government agencies.

In the case of some installation units, where installation involves wiring to be connected to mains power, electrical work must be completed by a qualified licensed electrician.

E2 Implementation issues

Administrative impacts

Changes in the draft components mean that it will be essential for Registered Training Organisations (RTOs) to review and update training and assessment plans and materials.

While approximately half of the revised units have been deemed equivalent, a significant number are no longer equivalent. This is also the case for the qualification.

This will be an impact from an implementation point of view, and it has been noted that where there are thin markets, it might deter RTOs from delivering the qualification and units. This impact is mitigated by the small number of RTOs currently with the qualification on scope (5).

Even where units have been deemed equivalent:

- all unit codes have been changed in line with national requirements
- all units of competency have the following changes:
    - performance criteria have been simplified and changed to active voice
    - range of conditions has been removed with significant content added to knowledge evidence
    - performance evidence requirements have been made more succinct, with an increased focus on volume and frequency
    - more information is provided about the scope and depth of knowledge.

Full details are provided in the **Companion Volume Implementation Guide.**

Substantive changes to qualification

The qualification has been deemed non-equivalent based on significant restructuring and changed work outcomes, so RTOs will need to update their scope of delivery:

Substantive changes in assessment requirements

Changes of note include the following:

- There has been some change to Performance Evidence requirements both to enhance rigour and to provide clarity. RTOs will need to check these changes carefully as the nature of some requirements is quite detailed and specific.
- The vast majority of units require demonstration of skills across a number of contexts or with a number of products, and this is often an increase from the current requirement. Industry has decided that this is required to ensure individuals exit the qualification with the required skills for work. RTOs will need to review strategies to ensure requirements are met.
- RTOs and assessors must be aware of specific resources and requirements outlined in the Assessment Conditions.

Deleted units

The transition period for the qualification will be 12 months, in line with the *Standards for RTOs* (2015), and new learners must not commence training in a unit of competency that has been removed or deleted from the National Register.

Learners currently enrolled in units that are proposed for deletion will have two years to finalise completion.

Funding arrangements

Changed unit structures and deleted units will mean that funding arrangements will need to be reviewed by states and territories. Industry is keen to participate in this process.

Section F: Quality assurance reports

F1 Independent Quality Report

In line with the Training Package Development and Endorsement Process Policy (AISC, 2016), the draft material being submitted for endorsement was reviewed by two different members of the Training Package Quality Assurance panel, one of whom provided an Editorial and Equity Report advising of the product's compliance, the second panel member providing a Quality Report advising of the product's compliance. **Refer Appendix 7 for Credit Arrangements template and Appendix 8 for Quality Report**

IBSA Manufacturing declares that the proposed components of the MSF Furnishing Training Package Version 5 meet the requirements of the *Standards for Training Packages 2012, Training Package Products Policy and Training Package Development and Endorsement Process Policy*.

F2 SSO Declaration

IBSA Manufacturing, the Skills Service Organisation SO for the Furnishing IRC, declares that the proposed training package component(s) meet the requirements of the *Standards for Training Packages* 2012, *Training Package Products Policy* and *Training Package Development and Endorsement Process Policy*.

This declaration is confirmed by the independent Quality Assurance report (Appendix 8).

F3 MSF Version 5 Companion Volume Implementation Guide confirmation

The MSF Version 5 Companion Volume Implementation Guide has been quality assured through the IBSA Manufacturing internal process, and through the independent quality assurance process.

It is available with this submission on the VETNet website.

F4 Statement of evidence against the Training Package Quality Principles

The independent Quality Assurance report confirms that proposed components demonstrate evidence against the Training Package Quality Principles. Table 2 below sets out further specific evidence.

Table 2: BASSG project outcomes supporting Training Package quality principles	
Quality principle	**Evidence by**
1. Reflect identified workforce outcomes	• clear links to Activity Order • revision and update of qualification and units of competency to better align with industry outcomes • components that are compliant with the *Standards for Training Packages* 2012, the *Training Package Products Policy* and the *Training Package Development and Endorsement Process Policy*, as evidenced by the Quality Assurance report and this Case for Endorsement • response to Ministers' policy initiatives, in particular the 2015 training package reforms, including the removal of duplication and obsolete components as detailed in this Case for Endorsement • open and inclusive consultation and validation involving IRC, TAC, two rounds of public consultation, engagement with STAs, and with wider industry as described in this Case for Endorsement.
2. Support portability of skills and competencies including reflecting licensing and regulatory requirements	• extensive use of imported units in qualification • clear referencing to licensing and regulatory requirements in relevant qualification and units of competency.
3. Reflect national agreement about the core transferable skills and core job-	• active engagement across industry as detailed in this Case for Endorsement

Table 2: BASSG project outcomes supporting Training Package quality principles	
Quality principle	**Evidence by**
specific skills required for job role as identified by industry	• packaging model that supports both the achievement of core transferable skills and specialised outcomes through the addition of named specialisations.
4. Be flexible to meet the diversity of individual and employer needs, including the capacity to adapt to changing job roles and workplaces	• flexible qualification with significant elective choice that enables application in different contexts • allowance for both multi-skilled and specialised outcomes.
5. Facilitate recognition of an individual's skills and knowledge and support movement between the school, vocational education and higher education sectors	• extensive and expanded use of imported units in elective bank of qualification • replacement of BASSG specific units for generic MSF units • use of units that support a strong pathway across into MSF30713 Certificate III in Upholstery, as well as upwards into other Certificate IV MSF qualifications.
6. Support interpretation by training providers and others through the use of simple, concise language and clear articulation of assessment requirements	• removal of duplication within and across units, Performance Criteria in active voice, removal of optional Range of Conditions, more focused Performance Evidence, and greater guidance around scope and depth of knowledge.

Table 2: BASSG project outcomes supporting Training Package quality principles

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Section G: Implementation of COAG ISC training package reforms

G1 Support of COAG ISC reforms to training packages

The following COAG Industry and Skills Council reforms to training packages[2] were implemented.

1   Remove obsolete and superfluous training products from the system.

Replaced MSF-specific units to allow workers in industry to enhance credit transfer rather than rather than needing to meet separate unit requirements:

- MSFBA2002 Set up, operate and maintain blinds and awnings sector static machines, replaced with MSFFM2010 Set up and operate basic static machines, to allow credit for any MSF static machine unit
- MSFSF2002 Machine sew materials replaced with MSTTX2009 Perform industrial sewing on textile products to allow credit for any textiles, not just furnishing.

Revised and recoded sector-specific units to allow their application in more generic contexts:

- MSF**SS**3003 Resolve quality and compliance issues revised and replaced with generic unit MSF**GN**3004 Resolve quality and compliance issues
- MSFBA3009 Provide advice to customers on blinds and awnings revised and replaced with generic unit MSFGN3003 Advise customers on products and services.

Review units against current requirements, and delete units from MSF where duplication or the potential to integrate is identified:

- MSFBA3004 Construct folding-arm style awnings
- MSFBA3005 Construct framework for canopy-style awnings
- MSFBA3006 Construct pleated-style blinds
- MSFBA3007 Construct wood weave-style blinds
- MSFSS3002 Apply patterns and designs to security screens and grille.

2   Consultation during the development phase of this draft training product focused on capturing information to improve delivery and assessment.

The units and their assessment requirements have been revised to clarify content.

3   Training system that better supports individuals to move easily from one related occupation to another.

Where possible, blinds and awnings ('BA') and security screen ('SS') units have been revised and recoded to increase movement and pathways.

4   Improved training system efficiency by creating units that can be owned and used by multiple industry sectors.

Where possible, blinds and awnings ('BA') and security screen ('SS') units have been revised and recoded to increase movement and pathways.

5   Develop new training courses as quickly as industry needs them and make them available to support niche skill needs.

Much of the Version 5 MSF material is revised material, already available to industry, with the exception of the new units. These new units have been developed in a timely manner in response to stakeholder feedback.

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[2] Reforms to training packages outlined in the COAG Industry and Skills Council communiqué 20 November 2015

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G2 Evidence of completion of work assigned

IBSA Manufacturing confirms that the work assigned by the AISC in Activity Order: IBSA/TPD/2017-18/001 is now complete. Refer **Appendix 3: MSF Training Package components submitted for endorsement**

G3 Publication-ready training package components

The draft endorsed components meet the requirements for the *Standards for Training Packages 2012* as well as those of the National Register (www.training.gov.au).

IBSA Manufacturing confirms the training package component(s) detailed in **Section A3** (p4) of this Case for Endorsement are prepared for publication. Refer **Appendix 8: Quality Report**.

Section H: Full content of the proposed training package component(s)

Refer **Appendix 3: MSF Training Package components submitted for endorsement**   and enclosed zip folder of the developed training package component(s) to be approved under the Case for Endorsement.

Appendices

Appendix 1.1 Furnishing Industry Reference Committee (IRC) Members (Former)

Organisation	Expertise Position	Representative	Coverage	State
Australasian Furniture Association (AFA)	Across all furnishing sectors	Patrizia Torelli (Chair)	National	VIC
Illaring Pty Ltd	Design	Alex Milne (Deputy Chair)	National	QLD
Newfurn Floor Coverings	Retail flooring industry	Andrew Lewis	National	VIC
Window and Door Industry Council (WADIC)	Wood machining	Bronwyn Foord	National	NSW
Furnishing Industry Association of Australia (FIAA)	Across all furnishing sectors	Dean Brakell	National	NSW
Food, Fibre and Timber Industries Training Council (FFITC)	Across all furnishing sectors	Kay Gerard	WA	WA
N.T. Blinds	Blinds, awnings, security screens and grills	Keith Phasey	National	NT
Designer Properties Australia	Interior decoration and design	Lisa Chapman	National	QLD
Picture Framers Guild of Australia (PFGA)	Picture framing	Mark Heydon	National	VIC
Australian Glass and Glazing Association (AGGA)	Glass and glazing	Patrick Gavaghan	National	VIC
Australian Timber Flooring Association (ATFA)	Flooring installation	Randy Flierman	National	QLD
Blum Australia	Kitchen/bathroom/cabinet making	Ronald Redman	National	QLD

Appendix 1.2 Furnishing Industry Reference Committee (IRC) Members (Current)

Organisation	Expertise Position	Representative	Coverage	State
Peak bodies and associations	Australian Cabinet and Furniture Association (ACFA)	Dean Brakell	National	**NSW**
	The Kitchen & Bathroom Designers Institute (KBDI)	Selina Zwolsman	National	**QLD**
	The Australian Glass and Window Association (AGWA)	Rachel Driessen	National	**QLD**
	Blind Manufacturers' of Australia (BMA)	Steve Quirk	National	**VIC**
	Australian Industry Group (AIG)	Kristian Stratton *(IRC Chair)*	National	**WA**
	Australian Flooring Industry Alliance (AFIA)	Phil Buckley *(Deputy Chair)*	National	**NSW**
Employers/SMEs	N.T. Blinds	Keith Phasey	NT	**VIC**
	Architectural Metalworks Australia (AMA)	Sam Bevis	National	**QLD**
	FairBrother	Matthew Scrimgeour	VIC	**VIC**
	Designer Properties Australia	Lisa Chapman	QLD	**QLD**

Appendix 2: Technical Advisory Committee (TAC) Members

The table below provides information on individual members of the Furnishing IRC-approved Technical Advisory Committee.

Name	Organisation	Role	Coverage
Hendrikus Berkers	Environmental Blinds	Director	Solar protection, insulation solutions for internal and external commercial and domestic blinds
Ana Drougas	Specialised Textiles Association Australia	Executive Officer	Specialised textiles
Ibrahim Elassaad	CW Products	Owner	Roller shutters and home automation products
Shane Hawkins	National Security Screens Association	President	Security screens
Jason Lovelock	Bob Burns Blinds	General Manager	Retailer of blinds, awnings and security products
Jack McDonald	Ozroll	National Sales and Marketing Manager	Manufacturers and wholesalers of home improvement products, including roller shutters, louvres, plantation shutters
David Morris	Lifestyle Shutters	General Manager	Internal louvre shutters
Adrian Moscheni (**TAC Chair**)	Straitline Blinds, Chairperson for Fashionline Group	Manager	Vertical blinds
Chris Patten	Uniline	General Manager	Manufacturers and wholesalers of home improvement products, including roller shutters, louvres, plantation shutters
Wynne Williams	Verosol	Area Manager	Retail operation and manufacturer of blinds, awnings, shade blinds, and outdoor blinds.
Brian Zwar	Slidetrack Blinds Big Difference	Owner	Retail operation and manufacturer of cafe blinds, shade blinds, PVC blinds and outdoor blinds.

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Technical Advisory Committee (TAC) Meetings

Meeting Date	Time	Face to face or Teleconference
Monday 25 June 2018	10.30am-12:00pm	Teleconference
Tuesday 31 July 2018	1:00pm - 2.30pm	Teleconference
Monday 20 August 2018	1:00pm - 2.30pm	Teleconference
Monday 17 September 2018	3.30pm- 5:00pm	Teleconference
Wednesday 24 October 2018	2:00pm - 3.30pm	Teleconference
Wednesday 21 November 2018	3:00pm - 3:50pm	Teleconference
Friday 30 November 2018	2:00pm - 3.30pm	Teleconference

Appendix 3: MSF Training Package components submitted for endorsement

AISC approval of the following MSF Version 5 training product changes are being sought in this Case for Endorsement.

One (1) revised non-equivalent qualification
MSF30919 Certificate III in Blinds, Awnings, Security Screens and Grilles

Five (5) new units of competency	
MSFBA3011	Assemble awnings
MSFBA3012	Assemble interior blinds
MSFBA3019	Assemble roller shutters
MSFBA3020	Install roller shutters
MSFFDT3001	Install low-voltage technology, automation, and intelligent management systems in furnishing

Fourteen (14) revised units of competency comprising:	
Five (5) revised equivalent units of competency	
MSFBA2011	Select and apply hardware and fixings for blinds, awnings, screens and grilles
MSFBA3014	Assemble pelmets
MSFBA3017	Install interior blinds
MSFGN3004	Resolve quality and compliance issues
MSFSF2015	Cut single layer fabrics
Nine (9) revised non-equivalent units of competency:	
MSFBA3015	Install louvre shutters
MSFBA3016	Install awnings
MSFBA3018	Assess suitability of blinds and awnings
MSFBA3021	Assemble louvre shutters
MSFGN2003	Organise Australian Standards testing of products, materials, and their design
MSFGN3003	Advise customers on products and services
MSFSF3014	Construct Roman-style blinds
MSFSS3004	Install non-security and security screens and grilles
MSFSS3005	Assemble non-security and security screens and grilles

Five (5) deleted units of competency	
MSFBA3004	Construct folding-arm style awnings
MSFBA3005	Construct framework for canopy-style awnings
MSFBA3006	Construct pleated-style blinds
MSFBA3007	Construct wood weave-style blinds
MSFSS3002	Apply patterns and designs to security screens and grilles

MSF30919 Certificate III in Blinds, Awnings, Security Screens and Grilles

Qualification Description

This qualification describes the skills and knowledge required to estimate, fabricate, assemble and install blinds, awnings, shade sails, shutters, and screens and grilles using a range of materials, fixtures and fittings.

Work is usually performed in a defined range of skilled operations, where a range of methods, tools, materials and information are used to complete routine activities. Discretion and judgement are required in selecting equipment, services and contingency measures and resolving mostly predictable problems within known time constraints.

Licensing applies in some jurisdictions for the installation of blinds, awnings, shade sails, shutters, security screens and grilles. Local regulations should be checked for details.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

Total number of units = **18**

- **5 core** units
- **13 elective** units, consisting of:
    - at least 8 units from Group A, Group B and Group C
    - up to 5 units from Group D and remaining Group A, Group B and Group C units
    - up to three units from any endorsed Training Package or accredited course provided these units are relevant to the work outcome and were first packaged in a Certificate II level qualification or higher.

Units selected from other Training Packages and accredited courses must be relevant to the qualification outcome and not duplicate units available in this qualification.

Packaging for specialisations

Electives may be packaged to provide a qualification with a specialisation.

At least 5 Group A electives must be selected for award of MSF30919 Certificate III in Blinds, Awnings, Security Screens and Grilles (Fabrication and Assembly)

At least 5 Group B electives must be selected for award of MSF30919 Certificate III in Blinds, Awnings, Security Screens and Grilles (Installation)

At least 5 Group C electives must be selected for award of MSF30919 Certificate III in Blinds, Awnings, Security Screens and Grilles (Estimating Detailing)

Core units

Unit code	Unit title
BSBFLM303	Contribute to effective workplace relationships
BSBPRO401	Develop product knowledge
MSFGN2001	Make measurements and calculations
MSFGN3001	Read and interpret work documents
MSMWHS200	Work safely

Elective units

Group A: Fabrication and Assembly

Unit code	Unit title	Prerequisite unit
MEM18001C	Use hand tools	
MEM18002B	Use power tools/hand held operations	
MEM20003A	Install and upgrade locks and hardware	MEM18001C MEM18002B
MEM20005A	Install and maintain door control devices/systems	MEM18001C MEM18002B
MSFBA2011	Select and apply hardware and fixings for blinds, awnings, screens and grilles	
MSFBA3011	Assemble awnings	
MSFBA3012	Assemble interior blinds	
MSFBA3014	Assemble pelmets	
MSFBA3019	Assemble roller shutters	
MSFBA3021	Assemble louvre shutters	
MSFDN4003	Produce patterns and templates	
MSFFM2010	Set up and operate basic static machines	
MSFFM3010	Prepare cutting list from plans and job specifications	
MSFFM3021	Set up, operate and maintain computer numerically controlled (CNC) sizing machines	
MSFFM3022	Set up, operate and maintain computer numerically controlled (CNC) machining and processing centres	
MSFGG2016	Assemble glazing products	
MSFGG3028	Select, cut and process materials for glazing products	
MSFSF3014	Construct Roman-style blinds	
MSFSS3005	Assemble non-security and security screens and grilles	
MSS402081	Contribute to the application of a proactive maintenance strategy	
MSS403087	Mistake proof an operational process	
MSTGN3005	Plan tasks to assist production operation	

Group B: Installation

Unit code	Unit title	Prerequisite unit
AHCLSC308	Install metal structures and features	
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	
CPCCSH2003A	Apply and install sealant and sealant devices	CPCCOHS2001A
CPCCWHS1001	Prepare to work safely in the construction industry	
CPPSEC2022A	Install mechanical lock and locking system	
MSFBA3015	Install louvre shutters	
MSFBA3016	Install awnings	
MSFBA3017	Install interior blinds	
MSFBA3020	Install roller shutters	
MSFFDT3001	Install low-voltage technology, automation, and intelligent management systems in furnishing	
MSFGG3034	Install residential windows and doors	
MSFGN2003	Organise Australian Standards testing of products, materials, and their design	
MSFSS3004	Install non-security and security screens and grilles	
MSTGN2005	Perform minor maintenance	
MSTTF3001	Identify client and site requirements for installation of fabricated textile products	

Group C: Estimating Detailing

Unit code	Unit title	Prerequisite unit
BSBADM311	Maintain business resources	
BSBCUS301	Deliver and monitor a service to customers	
BSBITU306	Design and produce business documents	
BSBPRO301	Recommend products and services	
MSFBA3018	Assess suitability of blinds and awnings	
MSFGN3002	Estimate and cost job	
MSFGN3003	Advise customers on products and services	
MSFGN3004	Resolve quality and compliance issues	
MSTTF3002	Gain customer acceptance of service proposal	

Group D: General

Unit code	Unit title	Prerequisite unit
BSBFLM309	Support continuous improvement systems and processes	
BSBINN201	Contribute to workplace innovation	
CPCCCA3010A	Install and replace windows and doors	CPCCOHS2001A
CPCCCM2002A	Carry out excavation	CPCCOHS2001A
CPCCCO2013A	Carry out concreting to simple forms	CPCCOHS2001A
CPCCCM3001	Operate elevated work platforms up to 11 metres	
MSFGN2002	Move and store materials and products	
MSFGN4001	Research and meet ethical and compliance requirements	
MSFSF2015	Cut single layer fabrics	
MSTTF2002	Cut, bend and shape metal	
MSTTF2005	Translate information into measurements or diagrams	
MSTTF2014	Weld plastic materials	
MSTTF2015	Install products on and off site	
MSTTF3004	Perform advanced welding of plastic materials	MSTTF2014
MSTTX2009	Perform industrial sewing on textile products	
TLIA2011	Package goods	
TLIA2013	Receive goods	
TLIA2021	Despatch stock	
TLIA3016	Use inventory systems to organise stock control	
TLID2003	Handle dangerous goods/hazardous substances	

Qualification Mapping Information

No equivalent qualification. Supersedes and is not equivalent to MSF30913 Certificate III in Blinds, Awnings, Security Screens and Grilles.

Links

Companion Volume implementation guides are found in VETNet -
https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73

Appendix 4: IRC Letter of Support

6 January 2020

Dear Emeritus Professor Tracey Horton AO, and the Australian Industry and Skills Committee,

As the Chair of the Furnishing Industry Reference Committee, I write on behalf of the IRC members to support the endorsement of the MSF Training Package, Release 5.0, as completed under the **Activity Order IBSA/TPD/2017-18/001.**

The work has reviewed several issues and identified opportunities across the Blinds, Awnings, Security Screen and Grills sector of the furnishing industry.

The work will deliver the training needs for the Blinds, Awnings, Security Screen and Grills industry sector and addresses the concerns raised in relation to uptake and delivery of vocational training.

The training package components have been strengthened to fulfil the current industry requirements and industry practices with work progressing in the area of Industry 4.0, standards and compliance as well as new materials and emerging technologies.

A fully constituted IRC approves and supports the draft components for submission to the Australian Industry and Skills Committee for endorsement.

Please note that this Case for Endorsement includes a 'Report by Exception', submitted from the Blinds Manufacturers Association of Australia (BMAA). The activities and measures undertaken by IBSA Manufacturing on behalf of the Furnishing IRC in response to the BMAA submission are also included and approved by the Furnishing IRC.

Should you have any further questions, please do not hesitate to contact me directly.

Regards
Kristian Stratton
Chair, Furnishing IRC

Appendix 5: MSF Development and Consultation Process

The five-phase methodology, set out in Figure 1 below, is used in *IBSA Manufacturing* training development projects and follows the *Training Package Development and Endorsement Process Policy*.

Our approach to all training package development work is to consider industry skills needs, Council of Australian Governments (COAG) Industry and Skills Council (CISC) priorities and comply with the 2012 *Standards for Training Package* and its associated *Training Package Products Policy*. As may be seen throughout this Case for Endorsement, we actively investigate opportunities to remove obsolete products, minimise duplication, provide more information on industry's expectations of training delivery, and support individuals to move more easily across occupations.

Training Package development projects are overseen by the relevant Industry Reference Committee (IRC). The IRC establishes project Technical Advisory Committees (TACs) to guide the project and provide industry expertise for the development of training package components.

Phase 1 – Initial research and analysis
Establish TAC to validate project scope and undertake a job role functional analysis.

Phase 2 – Draft 1 and public consultation
Develop first draft of training package components and circulate for feedback.

Phase 3 – Draft 2 and public consultation
Respond to feedback and develop second draft of training package components.

Phase 4 – Approval process
Adjust training package components in response to further feedback and seek approval from respective committees and endorsement from state training authorities.

Phase 5 – Submission to Department
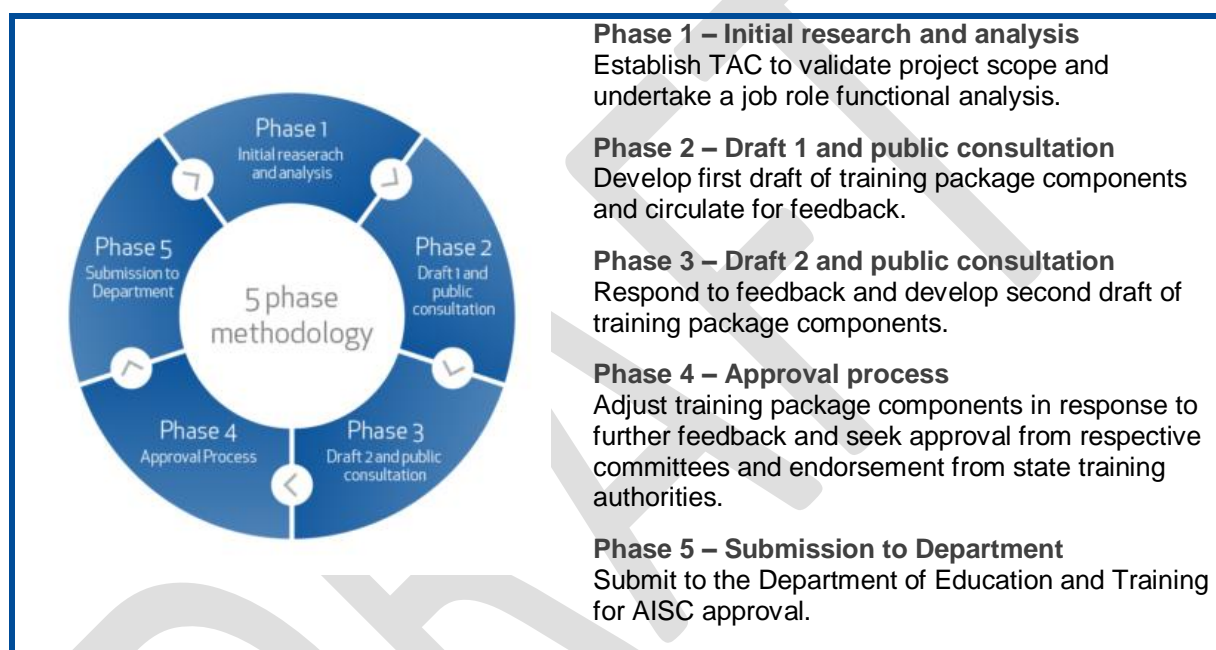Submit to the Department of Education and Training for AISC approval.

Figure 1: IBSA Manufacturing five-phase methodology for training package development work

Appendix 6: Stakeholders consulted

6.1 State and Territory Authorities and Advisory Bodies

This appendix lists key State and Territory Training Authority (STA) representatives. Feedback on training package development may have been provided by them or their staff as appropriate.

ORGANISATION	NAME	STATE
State and Territory Training Authorities (STAs)		
Australian Capital Territory Government	Patrick Goodarzi	ACT
Australian Capital Territory Government	Tim Sealy	ACT
New South Wales Government	Susan Bearfield	NSW
Northern Territory Government	Nelson Brown	NT
Northern Territory Government	Dianne Fong	NT
Queensland Government	Anthea Brazel	QLD
Queensland Government	Tim Maloney	Qld
South Australia Government	Juliana Fitzpatrick	SA
Tasmania Government	Michael McGee	TAS
Tasmania Government	Linda Seaborn	TAS
Victoria Government	Tony Woolrich	VIC
Western Australia Government	Frances Parnell	WA
Industry Training Advisory Bodies (ITAB)		
ForestWorks Industry Training Advisory Body	Tim Cleary	NSW
Industry Skills Advisory Council Northern Territory (ISAC NT)	Debbie Paylor	NT
Queensland Manufacturing Industry (QMI) Solutions	Sam Nicolosi	QLD
Resources Industry Training Council	Nigel Haywood	WA
Food, Fibre and Timber Industry Training Advisory Council (FFTITAC)	Kay Gerard	WA
Curriculum Maintenance Managers		
Holmesglen Institute	Teresa Signorello	VIC

6.2 Engagement with Blind Manufacturers' Association of Australia (BMAA)

BAS National Training Plan 2017-2022

The Blinds, Awnings and Shutter (BAS) National Training Plan 2017-2022, produced by BMAA, highlights the need to redesign the BASSG qualification for greater flexibility and skills integration.

It was used to guide the current qualification and has since driven a number of proposed changes in the BASSG draft components, which completed two rounds of National industry consultation.

Technical Advisory Committee (TAC)

The BMAA nominated David Morris as their TAC representative (refer letter from BMAA) and further elected Jason Lovelock and Jack McDonald as members of the TAC.

Engagement with BMAA and the Frontline Group:

The BMAA and the Frontline Group participated in an industry consultation workshop on the 25 September 2018 and provided late round two feedback, which the TAC acknowledged.

At the 30 October Furnishing IRC meeting, the IRC moved a motion that IBSA Manufacturing had allowed ample opportunities for the BMAA and the Frontline Group to provide technical content feedback and agreed that the project should progress without additional delay.

Engagement process to-date:

- In 2017 the BMAA was approached and given an opportunity to participate in the development of the Case for Change (CfC)
- The Furnishing IRC considered the BMAA's 5-year report/plan in the development of the CfC
- The IRC sector representative recommended and established an industry Sub-Committee to:
  - discuss the **Project Scope,** and
  - identify the most relevant BASSG industry experts and established the project Technical Advisory Committee (TAC)
- The proposed TAC was presented and approved by the Industry Reference Committee (IRC)
- TAC member David Morris received acknowledgment and a support letter from the BMAA, for his participation in the project and the BMAA was looking forward to receiving updates

Draft 1 Public Consultation

- Draft 1 TP components were developed by the TAC and approved by IRC before distribution
- Round 1 public consultation commenced 29 August 2018 with feedback due by COB 12 September 2018
  - First round feedback was assembled and considered by the TAC in the development of Draft 2 components.
    Note: no feedback received from BMAA/Frontline Group from first round of consultation

Draft 2 Public Consultation

- Draft 2 TP components received approval from the TAC and IRC before distribution
- Round 2 public consultation commenced 3 October 2018 with feedback due by COB 17 October 2018
- 25 September 2018: BMAA and Frontline Group participated in a BASSG industry consultation workshop in QLD
- 23 October 2018: BMAA and Frontline Group submitted late feedback on Draft 2 components which was accepted and considered by the TAC and IRC
- 24 October 2018 TAC meeting:
  - The TAC agreed to allow the BMAA additional time to ensure the BMAA have considered all feedback on Draft 2 components
  - The TAC also extended an invitation to the BMAA to attend the next TAC meeting and address their specific concerns/issues.
- The TAC agreed that IBSA was to extract all not previously discussed / agreed feedback and requested that new issues to be included in the Round Two feedback TAC discussion paper.
- Furnishing IRC supported the TAC position and moved that all BMAA feedback on Draft 2 components be received by COB 6 November 2018.
- IBSA met with Steve Quirk from Frontline Group on 5 November 2018: to provide an opportunity to address BMAA feedback. The outcome of that meeting was that:
  - BMAA to consider all additional feedback and remove the 'DRAFT' watermark by COB 6 November 2018. Note: BMAA removed the 'DRAFT' watermark however advised that the report was not to be deemed as their final feedback.
  - BMAA to identify a BMAA executive with technical expertise relevant to the BASSG sector to address issues at the TAC next meeting
- Correspondence from Steve Quirk on 8 November 2018 identified Ross Emms, Deputy President of BMAA and MD of Ireland Blinds, would be available to address the TAC at their 21 November teleconference
- On 21 November 2018 Ross Emms (BMAA representative) and Steve Quirk (Frontline Group) addressed the TAC and asked for an extension of 18 months to the project. No no specific technical details on draft components were presented

The TAC and Furnishing IRC considered BMAA / Frontline concerns and confirmed that training package components should be finalised and progressed for approval in line with project timelines to meet Activity Order milestones.

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6.3 MSF Wider Industry Engagement

Organisation	State
Watson Blinds & Awnings	ACT
Premier Shades, Awnings and Blinds	NSW
TAFE NSW – Hunter Institute	NSW
Absol Awning Blind & Shutter Solutions	NSW
Blinds by Peter Meyer	NSW
Creative Blinds & Awnings	NSW
Decorama	NSW
Lucas Blinds	NSW
Macarthur Home Improvements	NSW
Premier Shades	NSW
Stylecraft Blinds & Awnings	NSW
Tropic'l Blinds & Awnings	NSW
Wagga Blind & Awning Centre	NSW
Warrigal Blinds & Security	NSW
Straitline Blinds	NT
Blind Manufactures'' Association of Australia (BMAA)	QLD
Construction Training College (CTC)	QLD
Ireland Blinds	QLD
Advantage Screens and Blinds	QLD
Decor Blinds	QLD
Dept of Employment, Small Business and Training	QLD
Apex Shutters & Blinds	QLD
Alway Unique	QLD
Scorpio Screens & Blinds	QLD
Shutterflex	QLD
JLP Fabrication	QLD
Ede Shade Solutions	QLD
Creative Blinds Toowoomba	QLD
Harlequin Blinds & Security	QLD
Scorpio Screens & Blinds	QLD

Organisation	State
Bob Burns Blinds	SA
Stan Bond SA Pty Ltd	SA
Fashionline	SA
Drummond's Blinds & Canvas	TAS
Max Coombes & Son	TAS
Australian Window Association	VIC
The Frontline Group (International) Pty Ltd	VIC
Design Learning Inspection Pty Ltd	VIC
Bush's Blinds	VIC
Clark's Blinds & Screens	VIC
Bartlett Blinds	VIC
Unique Screens	VIC
Roman Empire	VIC
Campbell and Heeps - Blinds, Awnings & Curtains	VIC
Davidson's Blinds & Shutters	VIC
Fashion Window Blinds	VIC
Shadewell Awning Systems	VIC
Undercover Blinds and Shade Systems	VIC
ABC Blinds & Awnings	WA

Appendix 7: Credit Arrangement template

Australian Government
Department of Industry | **Skills**

Credit Arrangements Template

CREDIT ARRANGEMENTS FOR MSF FURNISHING TRAINING PACKAGE (Version 5)		
QUALIFICATION CODE	**QUALIFICATION TITLE**	**CREDIT ARRANGEMENT DETAILS**
MSF30919	Certificate III in Blinds, Awnings, Security Screens and Grilles	Specifies existing credit arrangements between Training Package qualifications and Higher Education qualifications in accordance with the AQF. *At the time of endorsement of this Training Package no national credit arrangements exist.*
LINKS *Mandatory field*	Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73	

industry.gov.au

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Appendix 8: Quality Report

Section 1 – Cover page

Information required	Detail
Training Package title and code	**MSF Furnishing Training Package (Version 5)**
Number of new qualifications and their titles	• Nil
Number of revised qualifications and their titles	One revised qualification • MSF30919 Certificate III in Blinds, Awnings, Security Screens, and Grilles
Number of new units of competency and their titles	Six new units: • MSFBA3011 Assemble awnings • MSFBA3012 Assemble interior blinds • MSFBA3019 Assemble roller shutters • MSFBA3020 Install roller shutters • MSFBA3021 Assemble louvre shutters • MSFFDT3001 Install low-voltage technology, automation, and intelligent management systems in furnishing
Number of revised units of competency and their titles	Thirteen revised units of competency: • MSFBA2011 Select and apply hardware and fixings for blinds, awnings, screens and grilles • MSFBA3014 Assemble pelmets • MSFBA3017 Install interior blinds • MSFGN3004 Resolve quality and compliance issues • MSFSF2015 Cut single layer fabrics • MSFBA3015 Install louvre shutters • MSFBA3016 Install awnings • MSFBA3018 Assess suitability of blinds and awnings • MSFGN2003 Organise Australian Standards testing of products, materials, and their design • MSFGN3003 Advise customers on products and services • MSFSF3014 Construct Roman-style blinds • MSFSS3004 Install non-security and security screens and grilles • MSFSS3005 Assemble non-security and security screens and grilles
Confirmation that the panel member is independent of: • the Training Package or Training Package components review ('Yes' or 'No') • development and/or validation activities associated with the Case for Endorsement ('Yes' or 'No') • undertaking the Equity and/or Editorial Reports for the training package products that are the subject of this quality report ('Yes' or 'No')	Yes, I am independent of: • MSF Furnishing Training Package Version 5 components review • The development and validation activities • The Equity and Editorial reports

Information required	Detail
Confirmation of the Training Packages or components thereof being compliant with the *Standards for Training Packages 2012*	**Yes,** the MSF Training Package Version 5 is compliant with the *Standards for Training Packages 2012*
Confirmation of the Training Packages or components thereof being compliant with the *Training Package Products Policy*	**Yes,** the MSF Training Package Version 5 is compliant with the *Training Package Products Policy.*
Confirmation of the Training Packages or components thereof being compliant with the *Training Package Development and Endorsement Process Policy*	**Yes,** the MSF Training Package Version 5 is compliant with the *Training Package Development and Endorsement Process Policy*
Panel member's view about whether: • the evidence of consultation and validation process being fit for purpose and commensurate with the scope • estimated impact of the proposed changes is sufficient and convincing	**Yes**
Name of panel member completing Quality Report	Anna Henderson
Date of completion of the Quality Report	3rd April 2019

Section 2 – Compliance with the Standards for Training Packages 2012

Standards for Training Packages	Standard met 'yes' or 'no'	Evidence supporting the statement of compliance or noncompliance (including evidence from equity and editorial reports)

Standard 1
 	
Training Packages consist of the following:
1. AISC endorsed components:
   • qualifications
   • units of competency
   • assessment requirements (associated with each unit of competency)
   • credit arrangements
2. One or more quality assured companion volumes
	Yes	The MSF Training Package Version 5 submission consists of the following endorsed components:
		
		   • 1 qualification
		
		   • 19 units of competency
		
		   • 19 assessment requirements (associated with each unit of competency)
		
		   • credit arrangements have been specified in the *MSF Furnishing Training Package (Version 5) Companion Volume Implementation Guide* (CVIG). No credit arrangements exist between this Training Package qualification and Higher Education qualification at this time (Page 117 MSF Furnishing TP V5 CVIG)
		
		   • A quality assured Companion Guide – MSF Furnishing TP V5 CVIG.
		
		Note: Minor changes were made to 4 generic MSF units: MSFGN2001, MSFGN2002, MSFGN3001 and MSFGN3002. The content and the vocational outocomes of these generic units did not change and therefore there was no need for a code change. The issues identified during the Editoria/Equity process were addressed before QA, i.e. these units were reviewed to ensure the changes made were only minor (so that they did not require a code change). Given that there is no code change, these units are not included in this report.

Standards for Training Packages	Standard met 'yes' or 'no'	Evidence supporting the statement of compliance or noncompliance (including evidence from equity and editorial reports)
Standard 2 Training Package developers comply with the *Training Package Products Policy*	*Yes*	The draft Training Package component comply with this Standard: • **Coding and titling –**: the qualifications and units of competency comply with the coding and titling policy. • **Foundation Skills** -: skills that are not explicit in the performance criteria are identified in the Foundation Skills table. This includes the language, literacy and numeracy and employment skills essential for performance in a unit. The MSF Furnishing TP V5 CVIG provides further explanation about foundation skills (page 121). • **Imported units –**: current codes for imported units listed in the qualifications have been checked • **Mapping** - the mapping tables found in the MSF Furnishing TP V5 CVIG including equivalence status of the endorsed components. • **Qualification packaging rules –**the rules for the qualification are clear and practical and allow for packaging for a range of contexts. • **Qualification – pathway advice –** typical occupation outcomes advice is included in the MSF Furnishing TP V5 CVIG (pages 114 -116). Further to brief pathway advice on page 119 of the CVIG, Appendix 1 in the CVIG provides advice on how the qualifications relate to jobs in the MSF qualifications.

Standards for Training Packages	Standard met 'yes' or 'no'	Evidence supporting the statement of compliance or noncompliance (including evidence from equity and editorial reports)
Standard 3 Training Package developers comply with the AISC *Training Package Development and Endorsement Process Policy*	*Yes*	As discussed in the Case for Endorsement (CfE), MSF review and development work consisted of the one qualification and 19 units. **The Technical Advisory Committee (TAC)** for this project was established to represent each area of work under review: • interior and exterior commercial and domestic blinds • awnings • non-security and security screens and grilles. Technical Advisory Committee (TAC) members were nominated and selected on the basis of current 'hands-on' industry expertise and knowledge in one or more of the above key work areas, and additional specialisation in one or more of the following focus areas: • environmental blinds (solar protection, insulation) • cafe blinds and shade blinds • specialised textiles • roller shutters, louvre shutters, plantation shutters • home automation and improvement products • manufacture, retail and wholesale products and processes. **TAC selection** was also on their individual membership of key related industry associations in order to facilitate and extend project access to broad industry networks, for example: • Blind Manufacturers' Association of Australia (BMAA) • Fashionline Group • National Security Screens Association • Specialised Textiles Association Australia **TAC engagement** Regular teleconferences were held during the life of the project commensurate with the scope of the issues and scope of work. TAC engagement consisted of: • Seven (7) TAC teleconferences: • Teleconferences with individual TAC members to provide input into draft material as required • Face-to-face meetings with individual TAC members to discuss project issues.

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Standards for Training Packages	Standard met 'yes' or 'no'	Evidence supporting the statement of compliance or noncompliance (including evidence from equity and editorial reports)
Standard 4 Units of competency specify the standards of performance required in the workplace	*Yes*	The 19 units specify the standards of performance required in the workplace.
Standard 5 The structure of units of competency complies with the unit of competency template	*Yes*	The structure of the 19 new and revised units complies with the unit of competency template.
Standard 6 Assessment requirements specify the evidence and required conditions for assessment	*Yes*	The assessment requirements of the 19 new and revised units specify the evidence and required conditions for assessment.
Standard 7 Every unit of competency has associated assessment requirements. The structure of assessment requirements complies with the assessment requirements template	*Yes*	All 19 units of competency have associated assessment requirements, which comply with the assessment requirements template and the Standards for Training Packages 2012. This includes references to frequency.
Standard 8 Qualifications comply with the Australian Qualifications Framework specification for that qualification type	*Yes*	The qualification complies with the AQF specification for the qualification type.
Standard 9 The structure of the information for the Australian Qualifications Framework qualification complies with the qualification template	*Yes*	The structure of the qualification complies with the qualification template.
Standard 10 Credit arrangements existing between Training Package qualifications and Higher Education qualifications are listed in a format that complies with the credit arrangements template	*Yes*	A description of credit arrangements for the qualification in this submission is specified within the credit arrangements in the MSF Furnishing Training Package (Version 5) CVIG. No credit arrangements exist between this Training Package qualification and Higher Education qualification at this time (Page 117 MSF Furnishing TP V5 CVIG).

Standards for Training Packages	Standard met 'yes' or 'no'	Evidence supporting the statement of compliance or noncompliance (including evidence from equity and editorial reports)
Standard 11 A quality assured companion volume implementation guide produced by the Training Package developer is available at the time of endorsement and complies with the companion volume implementation guide template.	*Yes*	The Training Package components in this submission are accompanied by the MSF Furnishing *Training Package CVIG (Version 5)*. The MSF Furnishing TP V5 CVIG complies with the companion volume implementation guide template included in the 2012 Standards and has been quality assured in line with the IBSA Manufacturing editorial processes.
Standard 12 Training Package developers produce other quality assured companion volumes to meet the needs of their stakeholders as required.	*Yes*	The MSF Furnishing TP V5 CVIG includes information about typical occupation outcomes and how MSF qualifications relate to jobs within the industry. IBSA Manufacturing has also produced companion resources for the other industry sectors they cover. This submission includes the development of four skill sets that further meet stakeholders needs.

Section 3 – Compliance with the training package quality principles

Note: *not all training package quality principles might be applicable to every training package or its components. Please provide a supporting statement/evidence of compliance or non-compliance against each principle.*

Quality principle 1. Reflect identified workforce outcomes

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance/non compliance with the quality principle Please see examples of evidence in the *Training Package Development and Endorsement Process Policy*
Driven by industry's needs	Yes	The MSF Training Package draft components have been driven by a review of MSF30913 *Certificate III in Blinds, Awnings, Security Screens and Grilles* to align with current industry requirements. Four new MSF units of competency were developed to address skill gaps such as: • the installation of roller shutters • new products -s louvre shutters (timber, aluminium and synthetic) • new materials and their associated energy ratings and fire-retardant attributes • low voltage equipment, automation and intelligent management systems. MSF units of competency were reviewed to ensure compliance government Training Package policy and industry requirements. Deletions have mainly resulted from the need to reduce duplication in the Training Package. **Summary of work/ key outcomes** • The review of the MSF Furnishing qualification and units of competency focused on ensuring compliance with government Training Package policy and industry requirements. • One qualification: MSF30919 Certificate III in Blinds, Awnings, Security Screens, and Grilles and associated Units of Competency was reviewed. • All 27 units of competency listed for review in the CfE have been revised. In addition, 9 units were assessed against job role requirements. • As discussed in Standard 1, four units underwent minor reviews that did not require new coding. • The CfE proposes the deletion of 5 units of competency. These units are used in the Certificate III in Blinds, Awnings, Security Screens and Grilles only.

		Report by Exception This Report by Exception outlines the concerns of the BMAA, the peak body for the manufacturers of blinds, awnings, shutters and component suppliers. The Case for Change to establish this project, was developed in response to the Industry Training plan of the BMAA. The plan outlines the need for "the redesign of the Certificate III in BASSG to allow for greater flexibility and skills integration"; with the plan listing areas like shutter design and automation, as key areas to be addressed. Despite this project taking such a responsive approach the BMAA's documented outline of the industry need, the President of the BMAA expressed concern that this review of the Certificate III was pre-emptive, taking place too soon after the last review of the qualification. Nevertheless, the work undertaken in this project was guided by BMAA National Industry Training Plan. All efforts were taken by IBSA Manufacturing to address BMAA's concerns at each stage of the project, as documented in the CfE.
Compliant and responds to government policy initiatives Training package component responds to the COAG Industry and Skills Council's (CISC) training package-related initiatives or directions, in particular the 2015 training package reforms. Please specify which of the following CISC reforms are relevant to the training product and identify supporting evidence: • ensure obsolete and superfluous qualifications are removed from the system • ensure that more information about industry's expectations of training delivery is available to training providers to improve their delivery and to consumers to enable more informed course choices • ensure that the training system better supports individuals to move easily from one related occupation to another • improve the efficiency of the training system by creating	Yes	**Compliance with Government policy initiatives** Alongside this objective, the work has involved a range of changes to support improved compliance with the *Standards for Training Packages 2012,* including CISC reforms to Training Packages. Opportunities to respond to CISC reforms were pro-actively identified at the beginning of the project and tested with industry through the process of IRC and TAC consultation. *See CfE pages 7 -11 for more detail.* This resulted in the removal of obsolete units of competency, resulting in 19 units. **Training delivery/flexibility (supporting movement from related occupations)** The MSF Furnishing V5 CVIG provides clear information on industry expectations and pathways, including information on: • access and equity and reasonable adjustment (page 120) • VET delivered in schools (page 119) • AQF alignment (Appendix 1) • Mapping MSF Version 5 to Version 4 (pages 19 to 34). **Improve efficiency of the training system** • Five units of competency have been deleted to reduce duplication. **Skill sets**

units that can be owned and used by multiple industry sectors • foster greater recognition of skill sets		• The six skill sets specifically address job profiles (page 6 MSF Furnishings TP V5 CVIG). • Four new skill sets have been introduced. These skill sets are compliant with regulatory requirements.
Reflect contemporary work organisation and job profiles incorporating a future orientation	Yes	The qualification, 19 units of competency and 4 skill sets align with current and future industry outcomes. Four new MSF units of competency were developed to address skill gaps in the qualification, such as: roller shutter installation; new products - louvre shutters (timber, aluminium and synthetic); new materials and their associated energy ratings and fire-retardant attributes; and low voltage equipment, automation and intelligent management systems. In addition, the four new skill sets encapsulate future skill needs including: using energy efficiency and fire-retardant materials and automation.

Quality principle 2: Support portability of skills and competencies including reflecting licensing and regulatory requirements

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle Please see examples of evidence in the *Training Package Development and Endorsement Process Policy*
Support movement of skills within and across organisations and sectors	Yes	The MSF units of competency and qualification offer a variety of entry and exit points relevant to blinds, awnings, shade sails, shutters, and screens and grilles using a range of materials, fixtures and fittings. The generic units and imported units in the qualification in this submission enable broader learning that supports movement of skills across organisations and sectors.
Promote national and international portability	Yes	There are no barriers relating to entry and unit prerequisites are minimal (only for some elective units).
Reflect regulatory requirements and licensing	Yes	There are awards and industrial agreements that apply within the furnishing industry, including the Timber Industry Award 2010, and the MSF Furnishing Training Package has been designed to allow for these different arrangements. The MSF Furnishing TP V5 CVIG explains that It is appropriate to use this Training Package as part of meeting competency requirements for a job role/classification under an award or agreement, but it has not been designed to fit any particular award or agreement. The industry is generally subject to a range of regulatory control which always includes work health and safety (WHS), and may include use of particular machinery, such as forklifts and other lifting and materials handling equipment. These regulatory requirements vary with the nature of the facility and to some extent on the facility's location and many are enforced by local government. The MSF Furnishing Training Package covers these requirements without mandating them to specific units of competency, which would not be appropriate. Licensing applies in some jurisdictions for the installation of blinds, awnings, shade sails, shutters, security screens and grilles. The qualification in this submission notes that local regulations should be checked for details. Page 111 of the MSF Furnishing TP V5 CVIG provides more specific guidance.

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Quality principle 3: Reflect national agreement about the core transferable skills and core job-specific skills required for job roles as identified by industry

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle Please see examples of evidence in the *Training Package Development and Endorsement Process Policy*
Reflect national consensus	Yes	The overall development and consultation process for the MSF Training Package review project is discussed in the CfE. The process allowed for engagement with industry and other stakeholders throughout the life of the project to inform the drafts prior to submission of the final product.
Recognise convergence and connectivity of skills	Yes	The MSF draft qualification features flexible and multi-skilled outcomes.

Quality principle 4: Be flexible to meet the diversity of individual and employer needs including the capacity to adapt to changing job roles and workplaces

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle Please see examples of evidence in the *Training Package Development and Endorsement Process Policy*
Meet the diversity of individual and employer needs	Yes	The MSF Training Package, Version 5 draft submission supports diversity. The MSF Furnishing TP CVIG, Version 5 provides advice on access and equity considerations including reasonable adjustment for learners with disabilities. Information on VET to secondary school students is on page 119, access and equity and reasonable adjustment information is on page 120.
Support equitable access and progression of learners	Yes	The MSF Training Package Version 5 draft submission supports equitable access and progression of learners, *see above*. Typical occupation outcomes advice is included in the CVIG (pages 114 -116). Appendix 1 in the CVIG provides advice on how the qualifications relate to jobs in the MSF qualifications.

Quality principle 5: Facilitate recognition of an individual's skills and knowledge and support movement between the school, vocational education and higher education sectors

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle Please see examples of evidence in the *Training Package Development and Endorsement Process Policy*
Support learner transition between education sectors	Yes	There are no entry requirements into the industry. Information on VET to secondary school students is discussed on page 119 of the MSF Training Package, Version 5 CVIG.

Quality principle 6: Support interpretation by training providers and others through the use of simple, concise language and clear articulation of assessment requirements

Key features	Quality principle is met: Yes / No or N/A	Evidence demonstrating compliance with the quality principle Please see examples of evidence in the *Training Package Development and Endorsement Process Policy*
Support implementation across a range of settings	Yes	Imported units have been included in the reviewed qualification providing the potential for recognition across Training Package sectors, further enhancing the flexibility of the MSF qualification.
Support sound assessment practice	Yes	The MSF Training Package, Version 5 supports sound assessment practice. In addition to the clear assessment requirements in the units of competency (in this submission), the MSF Furnishing V5 CVIG 5 provides information on Rules of Evidence (page 124).
Support implementation	Yes	The assessment requirements for each unit provide flexibility for conducting assessments in different contexts to meet implementation, supporting the needs of many employers and individuals.

Declaration

IBSA Manufacturing, the SSO for the Furnishing Industry Reference Committee (IRC), declares that the proposed training package component(s) meet the requirements of the Standards for Training Packages 2012, Training Package Products Policy and Training Package Development and Endorsement Process Policy.