Workplace Learning Record

VCE VET Furnishing

MSF20516 Certificate II in Furniture Making Pathways

**Student name:**

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East Melbourne VIC 3002

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Structured Workplace Learning Recognition

[VCE Structured Workplace Learning Recognition for VET](https://www.vcaa.vic.edu.au/curriculum/vce/vce-study-designs/SWLRforVET/Pages/Index.aspx) provides students with the opportunity to gain credit towards their VCE (including the VCE VM) or VPC by undertaking a Structured Workplace Learning (SWL) placement that is aligned to their VE1 VCE VET program or VE2 School-based Apprenticeship or Traineeship (SBAT).

To receive credit, students are required to demonstrate satisfactory achievement of the outcomes for the relevant unit of the *VCE Structured Workplace Learning Recognition for VET* study design.

Students must maintain a Workplace Learning Record (WLR) for each placement. In the WLR students must reflect on a minimum of six units of competency (UoCs) from their program, including a workplace health and safety (WHS) UoC.

About this workplace learning record

Students undertaking this study must maintain a Workplace Learning Record (WLR) related to the SWL placement for recording, authentication and assessment purposes.

Student reflections on their SWL placement are to be recorded in the three sections of this WLR to document the skills and knowledge learned, employability skills developed, and industry experience gained relating to the VET qualification being undertaken.

Students must undertake a work placement in a different workplace setting or context for each VCE unit and maintain a separate WLR per placement.

The WLR is divided into three sections.

**Section 1**: Learner profile

**Section 2**: Learning about VET units of competency (UoCs) in the workplace

**Section 3**: Post-placement reflections

Please complete the details of your workplace.

|  |  |
| --- | --- |
| **Employer/Company/Business** |  |
| **Supervisor name** |  |
| **Contact phone number** |  |

|  |  |
| --- | --- |
| **Employer/Company/Business** |  |
| **Supervisor name** |  |
| **Contact phone number** |  |

|  |  |
| --- | --- |
| **Employer/Company/Business** |  |
| **Supervisor name** |  |
| **Contact phone number** |  |

Section 1: Learner profile

Complete the learner profile and discuss this with your host employer on or before your first day of SWL placement.

|  |  |
| --- | --- |
| **Student Name** |  |
| **School** |  |
| **Phone number** |  |
| **Email** |  |
| **Explain why you decided to undertake this VET certificate?** | |
|  | |
| **List the other studies that you are undertaking.** | |
|  | |
| **Explain why you have chosen this overall program.** | |
|  | |
| **Outline what interests you about the industry.** | |
|  | |
| **What is your planned career path or future career aspiration?** | |
|  | |
| **Describe any workplace skills you have developed through previous work experience, SWL or part time employment.** | |
|  | |
| **How have you developed these skills?** | |
|  | |

Section 2: Learning about VET units of competency in the workplace

This section of the WLR will contain three key questions per unit of competency (UoC) designed to draw out related experiences you may be exposed to in a workplace.

This does not cover all the elements or performance criteria within the units and is not designed as a UoC assessment tool.

You should comment on the UoCs you have experienced in the workplace and reflect on actual observations or activities that you have been exposed to. Your observations will:

* reinforce the training you have undertaken
* identify differences in practice or equipment
* identify areas requiring further training or practical experience.

You are encouraged to take photos and/or video where appropriate to showcase learning in the workplace. Evidence you collect can include:

* observations
* descriptions of activities and tasks
* conversations with employers and other staff
* participation in meetings
* workplace documents
* research in the workplace
* photos of equipment/processes/events
* video of workplace activities.

**Note**: please speak to your host employer before taking photos or video. Do not use the names or details of any clients/stakeholders external to the organisation/other. This record does not require identifying actual people or events, as this may breach confidentiality.

Program outline

MSF20516 Certificate II in Furniture Making Pathways

The compulsory UoCs and a selection of electives are listed in the table below. You may list any additional UoC(s) relating to your experiences in the workplace in the table. Indicate the year in which you are undertaking each UoC. You must reflect on a minimum of six UoCs from your program, including a workplace health and safety (WHS) UoC.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| UoC code | UoC title | Nominal hours | Year | Page |
| **Work, Health and Safety** | | | | |
| MSMPCI103 | Demonstrate care and apply safe practices at work | 30 |  | 9 |
| **Compulsory** | | | | |
| MSFFM2001 | Use furniture making sector hand and power tools | 40 |  | 10 |
| MSFFM2002 | Assemble furnishing components | 20 |  | 11 |
| MSFFP2001 | Undertake a basic furniture making project | 100 |  | 12 |
| MSFFP2002 | Develop a career plan for the furnishing industry | 30 |  | 13 |
| MSFGN2001 | Make measurements and calculations | 30 |  | 14 |
| MSMENV272 | Participate in environmentally sustainable work practices | 30 |  | 15 |
| **Elective** | | | | |
| MSFFM2003 | Select and apply hardware | 16 |  | 16 |
| MSFFP2003 | Prepare surfaces | 24 |  | 17 |
| MSFFP2004 | Apply domestic surface coatings | 40 |  | 18 |
| MSFFP2005 | Join furnishing materials | 10 |  | 19 |
| MSFFP2006 | Make simple timber joints | 40 |  | 20 |
| MSFFP2008 | Make a simple upholstery product | 40 |  | 21 |
| MSMPCI101 | Adapt to work in industry | 30 |  | 22 |
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Reflect on the UoCs you have experienced in the workplace on the following pages.

VCE VET units of competency

MSMPCI103 - Demonstrate care and apply safe practices at work

This unit of competency covers the knowledge and skills needed to understand, apply and satisfy safe work practices in an industry. It includes identifying and following work procedures for hazards and risks, monitoring and maintaining cleanliness and tidiness at work, and reporting hazards and risks in appropriate ways. It applies to work health and safety (WHS) requirements and internal workplace policies and procedures.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How were you inducted to the workplace? What OHS procedures were explained? |  |
| Describe how hazards were identified and minimised ensuring the health and safety of all people in the workplace. |  |
| What types of workplace documentation were completed for reporting the details of emergency situations? |  |

MSFFM2001 - Use furniture making sector hand and power tools

This unit of competency covers using hand and power tools in applications relating to furniture making.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe hand and power tools that you were able to use in the workplace and their purpose. |  |
| Outline any hand and power tools that you were unable to use, that were used on a regular basis by other workers.  Explain what they were used for. |  |
| What were the OHS requirements when using hand and power tools?  How did the workplace ensure the safe use of all hand and power tools? |  |

MSFFM2002 - Assemble furnishing components

This unit of competency covers assembling of timber components to produce furniture frames or furniture.

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| --- | --- |
| Respond to the following | Comments/observations |
| What sort of workplace documentation and plans did you use and see being used in the workplace? |  |
| How were fixing and joining devices selected and what type of materials did you observe being joined? |  |
| List and describe any furnishing components that you assembled in the workplace. |  |

MSFFP2001 - Undertake a basic furniture making project

This unit of competency covers preparing, assembling and finishing a basic furnishing project.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What different methods of producing drawings were used in the workplace? |  |
| Describe the process used in the workplace for planning the manufacture of a furniture product. |  |
| What were the safe handling requirements for equipment, products and materials in the workplace?  How was this communicated? |  |

MSFFP2002 - Develop a career plan for the furnishing industry

This unit specifies the competency required to research careers, training and career path options in the furnishing industry. It involves research into the range of activities available in the industry to develop a career plan.

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| --- | --- |
| Respond to the following | Comments/observations |
| What furnishing industry roles were you exposed to in the workplace? |  |
| What furnishing industry businesses or associations were you exposed to in the workplace? |  |
| What job role that you observed in the workplace would you like to pursue?  Why? |  |

MSFGN2001 - Make measurements and calculations

This unit of competency covers taking measurements and making calculations for furnishing tasks undertaken in a variety of sites and locations.

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| --- | --- |
| Respond to the following | Comments/observations |
| Outline the measurements and calculations that you had to perform in the workplace. |  |
| How were measuring and calculation results accurately recorded?  What format was required in the workplace? |  |
| What measuring equipment did you use in the workplace? |  |

MSMENV272 - Participate in environmentally sustainable work practices

This unit of competency covers the skills and knowledge required to effectively find out current resource use and carry out improvements, in own work area, including those that reduce the negative environmental impacts of work practices.

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| Respond to the following | Comments/observations |
| What environmental policies were followed by workers in the workplace? |  |
| Briefly outline the environmental hazards/risks that were possible in the workplace and how they were managed. |  |
| How did the business aim to improve environmental performance and to promote more efficient production and consumption of natural resources? |  |

MSFFM2003 - Select and apply hardware

This unit of competency covers selecting and applying hardware to new and refurbished furniture.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What documentation was used to determine job requirements, including design, colour, finish process and required hardware quality? |  |
| Explain the different tools, equipment and accessories that you used or observed being used for applying hardware to new and refurbished furniture in the workplace. |  |
| What role did you have in fitting hardware items to new or refurbished furniture? |  |

MSFFP2003 - Prepare surfaces

This unit specifies the competency required to prepare a range of surfaces for the application of surface coatings.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What safe work practices did you observe in the workplace whilst people were preparing surfaces? |  |
| Give an example of hazardous substances, materials and precautions that were observed in preparing surfaces by workers. |  |
| How did the workplace label and store prepared products that were used in the preparation of surfaces? |  |

MSFFP2004 - Apply domestic surface coatings

This unit specifies the competency required to apply domestic surface coatings by hand using a range of application methods.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did the workplace identify job requirements from specifications, drawings, designs, project sheets or work instructions? |  |
| Did the workplace provide easy access to material safety data sheets?  How were these used? |  |
| Did you apply surface coatings to any furniture?  If yes, what personal protective equipment (PPE) did you use whilst undertaking this work? |  |

MSFFP2005 - Join furnishing materials

This unit covers the competency required to join furnishing materials using a variety of joining techniques.

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| --- | --- |
| Respond to the following | Comments/observations |
| List all of the joining methods that you observed in the workplace. |  |
| What machinery was used in the workplace for joining materials? |  |
| Describe the tools and equipment you used for joining materials and what you used them for. |  |

MSFFP2006 - Make simple timber joints

This unit specifies the competency required to make simple timber joints by hand operations.

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| --- | --- |
| Respond to the following | Comments/observations |
| What tools, equipment and materials did you use or observe being used in making simple timber joints? |  |
| What quality requirements did the workplace have for completed timber joints? |  |
| Describe one type of timber joint you observed being used that you haven’t used. |  |

MSFFP2008 - Make a simple upholstery product

This unit specifies the competency required to make simple upholstery products by hand and power tool operations.

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| --- | --- |
| Respond to the following | Comments/observations |
| How did the workplace determine the materials required for making a basic upholstery product? |  |
| What basic upholstery products were you involved in making?  What tools and equipment did you use? |  |
| Explain the foam, foundation and frame requirements for an upholstery product that you observed being made. |  |

MSMPCI101 - Adapt to work in industry

This unit covers the fundamental knowledge and skills needed to adapt to the workplace when taking up employment within the manufacturing industry. It includes following industry and workplace guidelines and procedures in a day-to-day work context, as well as appropriate work behaviour.

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| --- | --- |
| Respond to the following | Comments/observations |
| What were the key activities of the workplace? |  |
| How did the workplace deal with current issues or events that are impacting on the industry?  What were those issues? |  |
| What are your skill gaps relevant to the workplace requirements?  What can you do to address these? |  |

Comments/observations on any other UoCs not listed

|  |  |
| --- | --- |
| UoCs | Comments/observations |
|  |  |

Section 3: Student post-placement reflection

Employability skills are a set of eight skills we use every day in the workplace.

1. Communication
2. Teamwork
3. Problem solving
4. Self-management
5. Planning and organising
6. Technology
7. Learning
8. Initiative and enterprise

When you are on work placement, you will be using employability skills in many ways.

This record will assist you when applying for jobs and in interviews. The skills you are developing may be transferred to a range of occupations.

In Section 3, identify the employability skills you have used and how you have demonstrated them in the workplace. Identify how the skills you have acquired and used during your 80 hours of SWL might assist you in the future.

List of employability skills

How did you demonstrate **communication skills**? For example, by listening and understanding, speaking clearly and directly, or reading and writing.

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How did you demonstrate **teamwork**? For example, by working as part of a team or sharing ideas and resources with co-workers.

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How did you demonstrate **problem solving**? For example, by identifying problems or developing solutions to workplace issues.

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How did you demonstrate **self-management**? For example, by taking responsibility, managing time and tasks effectively, monitoring your own performance or having the ability to work unsupervised.

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How did you demonstrate **planning and organising**? For example, by time management, setting priorities, making decisions, setting goals, collecting, or analysing and organising information.

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How did you demonstrate the use of **technology**? For example, by being prepared to use a range of technology systems, IT skills (typing or data entry), or being able to learn new skills from the technology used in this industry.

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How did you demonstrate **learning**? For example, by being willing to learn new things, being open to new ideas or adapting to change.

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How did you demonstrate **initiative and enterprise**? For example, being creative, adapting to new situations, turning ideas into actions, coming up with a variety of options.

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Summary of industry learning

At the conclusion of your SWL for this VET qualification, think about the experiences you have had in the workplace, your reflection of learning against the UoCs and the employability skills you have developed.

How will these learnings assist you in your pathway to employment or further training in this industry?

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Student declaration

I confirm that I have undertaken work placement with:

|  |  |  |
| --- | --- | --- |
| **Employer/Company/Business name** | **Dates of placement** | **Total hours of placement** |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** |  |  |

I have completed the reflections and evidence submitted in this WLR and they are from my own experiences.

**Signed** (Student)

**Name**

**Date**