



Australian Government

Department of Education, Employment and Workplace Relations

LMFBA2001A Use blinds and awnings sector hand and power tools

Revision Number: 1

LMFBA2001A Use blinds and awnings sector hand and power tools

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the skills and knowledge required to use hand and power tools in applications relating to the blinds and awnings sector of the furnishing industry.
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Application of the Unit

Application of the unit	<p>The unit applies to skills and knowledge required to use hand and power tools to make and install blinds and awnings. The unit applies in a workplace and on site environment and may be conducted in small to large scale enterprises.</p> <p>Applications may include some complex or non-routine activities involving individual responsibility or autonomy and/or collaboration with others through members of groups and teams.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify hand and power tools	1.1.Types of hand and power tools and their functions are identified 1.2.Sources of power supply are recognised 1.3. OHS, legislative requirements and workplace practices for using hand and power tools are recognised and adhered to
2. Select hand tools	2.1.Appropriate personal protective equipment is selected, correctly fitted and used 2.2.Hand tools are selected consistent with the needs of the task 2.3.Tools are checked for safe operation and any faults are corrected or tagged and reported to appropriate personnel 2.4. Equipment is selected to hold or support material for hand tool operation
3. Use hand tools	3.1. Material is located and held in position for hand tool operation 3.2.Hand tools are held correctly for safe operation 3.3.Hand tools are used according to manufacturer's instructions and safe work practices 3.4.Hand tools are safely located when not in immediate use
4. Select power tools	4.1.Power tools are selected consistent with the needs of the task 4.2.Power tools are checked for serviceability and safe operation in accordance with OHS requirements 4.3.Power tool faults are corrected or tagged and reported to appropriate personnel 4.4.Equipment is selected to hold or support materials for power tool operation
5. Use power tools	5.1.Material is held in position for power tool operation 5.2.Power tools are set up for use according to manufacturer instructions and safe working practices 5.3.Power tools are held correctly for safe and efficient use 5.4.Power tools are used according to manufacturer instructions and safe work practices 5.5.Power tools are safely located when not in immediate use

ELEMENT	PERFORMANCE CRITERIA
6. Clean up work area and tools	6.1. Hand and power tools are cleaned after use 6.2. Operator maintenance is carried out following completion of task. 6.3. Hand and power tools are stored following completion of task 6.4. Equipment is cleaned, maintained and stored 6.5. Work area is cleared and <i>waste removed</i> 6.6. <i>Workplace documentation</i> is completed

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communicate with workplace/worksite supervisor to:
 - confirm work orders and instructions
 - identify problems
 - report outcomes of hand and power tool use and maintenance problems
- work with others and in a team to safely use hand and power tools
- use pre-checking and inspection techniques to anticipate problems, avoid re-working and wastage
- participate in establishing new ideas and work specifications for selecting and using hand and power tools
- plan and organise own work, including the preparation and layout of the work area and obtaining equipment and materials to avoid back tracking
- follow workplace induction principles
- adapt to new skill requirements
- use workplace technology related to selecting and using blinds and awnings sector hand and power tools

Required knowledge

- State/Territory OHS legislation, regulations, standards and codes of practice relevant to hand and power tool use
- workplace and worksite, requirements, policies and procedures for hand and power tool use
- reading and interpreting workplace documents, including work orders, work instructions and operator instructions
- environmental protection requirements relating to the disposal of waste material
- established lines of communication and workplace/worksite protocols
- types of tools and equipment and procedures for their safe use, operation and maintenance
- procedures for the reporting, recording and maintenance of workplace records and information
- procedures for reporting and recording faulty hand and power tools

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- Communicate and work with others in the work area
- Apply safe handling practices for equipment, products and materials
 - prevent damage to goods, tools, equipment or products
 - maintain required production output and product quality
 - minimise the risk of injury to self and others
- Indicate compliance with organisational policies and procedures, including quality assurance requirements
- Comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for use of hand and power tools
- Identify, select and safely use hand tools in the workplace/worksite
- Identify, select and safely use power tools in the workplace/worksite

Context of, and specific resources for assessment

- The application of competency is to be assessed in the workplace or simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment of essential required knowledge and skills, may be conducted in a workplace or simulated workplace environment
- The following resources should be made available:
 - workplace location or simulated workplace
 - hand tools as specified in the range statement
 - power tools as specified in the range statement
 - workplace practices including standard operating procedures and work instructions for using blinds and awnings sector hand and power tools

Method of assessment

Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of required knowledge and skills

EVIDENCE GUIDE

Assessment methods should be by direct observation of tasks and include questioning on required knowledge and skills to ensure its correct interpretation and application

Assessment should be conducted over time and may be in conjunction with assessment of other units of competency

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Hand tools	<ul style="list-style-type: none"> includes calculators, pop rivet gun, screwdrivers, panel saws, hack saws, socket set, hand grinder, hammers, files, tin snips, spanners, level, square, measuring tape, hex keys, caulking gun, markers, tensioning devices, G clamps, tap and die sets, straight edges, string lines, scissors, eyelet punches, laser level, stud finder, pipe bender
Power tools	<ul style="list-style-type: none"> include bench grinders, hammer drills, cordless screwdriver/drill, air drills, jig saws, docking saws, circular saws, press-stud machine, hot knives, staple gun, hollow wall anchor gun, planer, mobile phone, torch, battery chargers
Power supply	<ul style="list-style-type: none"> include battery, mains electricity, pneumatic.
OHS requirements	<ul style="list-style-type: none"> includes Commonwealth, State or Territory legislation and regulations, organisational safety policies and procedures. Requirements may include the use of personal protective equipment, fire fighting equipment, first aid equipment, hazard and risk control and elimination of hazardous materials and substances, manual handling including lifting and carrying.
Legislative requirements	<ul style="list-style-type: none"> includes applicable legislation from all levels of government that affect organisational operation. Requirements may include award and enterprise agreements, industrial relations, Australian Standards, confidentiality and privacy, OHS, the environment, equal opportunity, anti-discrimination, relevant industry codes of practice, duty of care and heritage.
Workplace practices	<ul style="list-style-type: none"> include legal, organisational and site guidelines, policies and procedures relating to

RANGE STATEMENT	
	own role and responsibility, quality assurance, procedural manuals, quality and continuous improvement processes and standards, emergency and evacuation, ethical standards, recording and reporting, access and equity principles and practices, equipment use, maintenance and storage, environmental management (waste disposal, recycling and re-use guidelines), tolerances, following manufacturer instructions and specifications
Personal protective equipment	<ul style="list-style-type: none"> includes safety glasses/goggles, hearing protection, safety footwear, protective clothing and head wear, respiratory protection
Appropriate personnel	<ul style="list-style-type: none"> includes trainer, assessor, supervisor, team leader, maintenance officer or manager or any person responsible for your activities in the workplace/worksite
Equipment	<ul style="list-style-type: none"> includes clamps, jigs, braces, ladders
Material	<ul style="list-style-type: none"> includes textiles (canvas, acrylic, PVC, clear PVC, mesh, binding), metals (aluminium, steel), timber
Safe operation	<ul style="list-style-type: none"> safe work practices should be followed in accordance with industry and enterprise specific policies and procedures
Waste	<ul style="list-style-type: none"> includes textiles, metals, timber waste removal should be in accordance with enterprise policies and environmental legislation covering disposal of industrial waste.
Workplace documentation	<ul style="list-style-type: none"> includes time sheets, customer care cards, work orders, reports

Unit Sector(s)

Unit sector	Blinds and awnings
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		