



Australian Government

Department of Education, Employment and Workplace Relations

LMFFL3603A Sand cork flooring

Revision Number: 1

LMFFL3603A Sand cork flooring

Modification History

Not applicable.

Unit Descriptor

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| Unit descriptor | This unit specifies the outcomes required to sand cork floors either new cork flooring or re-sanding existing cork flooring, where only minor rectification of scratches or wear and tear has occurred or between coats. This process usually involves a floor sanding machine, rotary or orbital sanding machine and edge sanding machine. |
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Application of the Unit

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| Application of the unit | This unit supports the attainment of skills and knowledge required for competent workplace performance in the wide variety of flooring technology operations. The competency applies to an on site environment and involves application of skills and knowledge at a trade worker level. These skills and knowledge are to be used within the scope of the individual's job and authority. |
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

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| Prerequisite units | Nil | |
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Employability Skills Information

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

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| 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. Prepare for the work | <p>1.1. Applicable legislative, OHS and organisational requirements relevant to sanding cork flooring are verified and complied with</p> <p>1.2. Instructions and/or plans are read and interpreted to identify process required to complete work tasks</p> <p>1.3. Cork flooring is inspected for contamination, moisture content and suitability for fine sanding operations and any pre-sanding tasks are completed</p> <p>1.4. Cork flooring condition is assessed and the extent of fine sanding required to meet job specifications is confirmed</p> <p>1.5. Tools, equipment and materials are selected and checked prior to use to ensure that they are appropriate for the work, serviceable and in a safe condition</p> <p>1.6. The job site is isolated and/or encapsulated to contain dust fallout from sanding operation</p> <p>1.7. Sequence of work is planned, including the starting point, to ensure efficiency and quality of installation</p> |
| 2. Conduct finish sanding operations | <p>2.1. Finishing sanding equipment including split drum/belt sanding equipment is set up in accordance with manufacturer instructions and operating procedures</p> <p>2.2. Emergency stops, gauges, guards and controls are identified and checked</p> <p>2.3. Equipment settings and adjustments are made and checked</p> <p>2.4. Sanding papers are selected</p> <p>2.5. Trial runs are conducted to check machine operations and quality of finished work</p> <p>2.6. Sanding papers are attached, routinely checked and changed as required</p> <p>2.7. Sanding is completed systematically and effectively within the minimum required timeframe</p> <p>2.8. Routine lubrication and adjustments to the equipment are completed as required</p> <p>2.9. Finish sanded cork flooring is cleaned, inspected and any imperfections are rectified following workplace procedures</p> |
| 3. Conduct fine | 3.1. Rotary/orbital sanding equipment is set up in |

| ELEMENT | PERFORMANCE CRITERIA |
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| <i>sanding</i> operations | <p>accordance with manufacturer instructions and operating procedures</p> <p>3.2. Emergency stops, gauges, guards and controls are identified and checked</p> <p>3.3. Equipment settings and adjustments are made and checked</p> <p>3.4. Sanding papers are selected</p> <p>3.5. Trial runs are conducted to check machine operations and quality of finished work</p> <p>3.6. Sanding papers are attached, routinely checked and changed as required</p> <p>3.7. Cork sanding is completed systematically and effectively within the minimum required timeframe</p> <p>3.8. Fine sanded cork flooring is cleaned, inspected and any imperfections are rectified following workplace procedures</p> |
| 4. Conduct <i>edge sanding</i> operations | <p>4.1. Edge sanding equipment is set up in accordance with manufacturer instructions and operating procedures</p> <p>4.2. Emergency stops, gauges, guards and controls are identified and checked</p> <p>4.3. Equipment settings and adjustments are made and checked</p> <p>4.4. Sanding papers are selected</p> <p>4.5. Trial runs are conducted to check machine operations and quality of finished work</p> <p>4.6. Sanding papers are attached, routinely checked and changed as required</p> <p>4.7. The edge and difficult to get to areas are sanded and completed systematically to blend into the body of the sanded cork floor.</p> <p>4.8. Routine lubrication and adjustments to the equipment are completed as required</p> <p>4.9. Finished cork flooring is cleaned, inspected and any imperfections are rectified following workplace procedures</p> |
| 5. Complete housekeeping | <p>5.1. Unused materials are stored or recycled as required</p> <p>5.2. Tools and equipment are cleaned and stored appropriately</p> <p>5.3. Work area is cleaned and rubbish disposed of appropriately</p> <p>5.4. Workplace documentation is completed</p> |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- collect, organise and understand information related to work orders, basic plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, coordination of work with site supervisor, other workers and customers, and the reporting of work outcomes and problems
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity
- use pre-checking and inspection techniques to anticipate problems sanding cork floors to avoid re-work and wastage
- recognise and respond to circumstances outside instructions or personal competence
- plan and organise activities including the preparation and layout of the worksite and the obtaining of equipment and materials to avoid any back tracking, work flow interruptions or wastage
- use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate other material requirements
- clarify and confirm work instructions
- plan work within given task parameters
- accept responsibility for given tasks
- set, monitor and satisfy personal work goals
- satisfy the competency requirements for the job
- maintain current knowledge of:
 - tools and materials
 - installation techniques
- seek learning opportunities
- use the limited workplace technology related to the sanding of cork floors including tools, equipment, calculators and measuring devices.

Required knowledge

- State or Territory OHS legislation, regulations, standards and codes of practice relevant to moisture suppressants and barrier systems sanding cork flooring
- organisational and site standards, requirements, policies and procedures for sanding cork flooring
- characteristics of materials, products and defects
- set up and operation of sanding equipment
- products assembly techniques
- procedures for the recording, reporting and maintenance of workplace records and

REQUIRED SKILLS AND KNOWLEDGE

information

- appropriate mathematical procedures for estimation and measurement
- characteristics and requirements of sanding cork flooring
- type, characteristics, uses and limitations of sanding cork flooring
- types and uses of relevant tools and equipment used to conduct fine sanding operations
- workplace safety system requirements related to sanding cork flooring
- types of tools and equipment and procedures for their safe use, operation and maintenance
- environmental protection requirements
- established communication channels and protocols
- problem identification and resolution.

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

- Comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for fine sanding of cork floors
- Interpret work order and locate relevant information
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Follow work instructions, operating procedures and inspection practices to:
 - prevent damage to goods, equipment and products
 - maintain required production output and product quality
 - minimise the risk of injury to self and others
- Sand three different types of cork floors from the following list:
 - cork tiles
 - cork planks
 - pattered cork tiles (bevelled edge)
 - stained cork tiles
- Work effectively with others
- Modify activities to cater for variations in workplace context and environment

Context of, and specific resources for assessment

- The application of competency is to be assessed in the workplace or realistically simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment of essential underpinning knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Assessment is to comply with relevant regulatory or Australian Standards requirements
- The following resources should be made available:
 - workplace location or simulated workplace
 - materials and equipment relevant to sanding of cork floors

| EVIDENCE GUIDE | |
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| | <ul style="list-style-type: none"> • specifications and work instructions |
| Method of assessment | <p>Assessment must satisfy the endorsed assessment guidelines of the Furnishing Industry Training Package</p> <p>Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of underpinning knowledge</p> <p>Assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application</p> <p>Assessment may be applied under project related conditions (real or simulated) and require evidence of process</p> <p>Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances</p> <p>Assessment may be in conjunction with assessment of other units of competency</p> |

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.

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| Legislative requirements | <ul style="list-style-type: none"> are to be in accordance with applicable legislation from all levels of government that affect organisational operation. Requirements may include but not be limited to 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 |
| OHS requirements | <ul style="list-style-type: none"> are to be in accordance with Commonwealth, State or Territory legislation and regulations, organisational safety policies and procedures. Requirements may include but not be limited to the use of personal protective equipment and clothing, fire fighting equipment, First Aid equipment, hazard and risk control and elimination, control of hazardous materials and substances, manual handling including lifting and carrying |
| Organisational requirements | <ul style="list-style-type: none"> may include but not be limited to legal, organisational and site guidelines, policies and procedures relating to own role and responsibility, quality assurance, procedural manuals, quality and continuous improvement processes and standards, OHS, 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) |
| Sanding | <ul style="list-style-type: none"> includes sanding new or existing cork floors either after a finish sand, or where only minor rectification of scratches or wear and tear has occurred or between coats |

| RANGE STATEMENT | |
|------------------------------------|---|
| Instructions | <ul style="list-style-type: none"> • Workplace procedures relating to the use and operation of tools and equipment • Workplace instructions, instructions, including job sheets, plans, drawings and designs • Workplace procedures relating to reporting and communications • Manufacturer instructions for the use of equipment and materials |
| Pre-sanding tasks | <ul style="list-style-type: none"> • may include isolating and/or encapsulating the job site, nail punching, filling, scraping, sweeping, vacuuming, cleaning and removal of all foreign objects such as nails, tacks, staples, etc |
| Tools and equipment | <ul style="list-style-type: none"> • are to include hammers, scrapers, nail punches, brooms and vacuums |
| Materials | <ul style="list-style-type: none"> • are to include but are not limited to sanding belts, sanding paper, discs, oil and lubricants and cleaning materials |
| Finish sanding | <ul style="list-style-type: none"> • is to include split drum and belt floor sanding machines using 60 - 100 grit papers |
| Finishing sanding equipment | <ul style="list-style-type: none"> • is to include drum/belt sander, random orbital, rotary and edger sanders and may include a finishing machine |
| Fine sanding | <ul style="list-style-type: none"> • is to include rotary and orbital floor sanding machines using 100 - 200 grit paper |
| Edge sanding | <ul style="list-style-type: none"> • is to include edge sanding machines both rotary and orbital using the full range of grit papers depending on the general floor sanding process in train |

Unit Sector(s)

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| Unit sector | Flooring Technology |
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Competency field

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| Competency field | Timber / Sanding and Finishing |
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Co-requisite units

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| Co-requisite units | |
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